



Terms of Reference for

Administrative Officer

The Mayors Award Scheme in Tanzania

A European Union funded project being implemented by the Association of Local Authorities in Tanzania and United Cities and Local Governments of Africa

Job Title:	Programme Assistant	Duty Station: Dodoma, Tanzania	
Responsible to:	Mayors Award Scheme Management Board		
Reporting through:	Mayors Award Scheme Steering Committee		
Supervised by:	Secretary General, Association of Local Authorities in Tanzania		
Contract Duration	12 Months	Start: 01 January 2019	End: 31 December 2019
Remuneration:	Consolidated and Fixed	Amount: Negotiable	
Contract Terms:	Non-renewable with probable opportunity for integration into ALAT staff structure upon expiry of contract		

The United Cities and Local Governments of Africa (UCLG Africa) is, in conjunction with Association of Local Authorities in Tanzania (ALAT) and with support of the EU, implementing the 3rd edition of the Mayors Award Scheme in Tanzania.

A **Programme Assistant** is being sought for hire, to be part of a team that will manage implementation of the 666, 637 Euro project, running for 18 months, effective 1st August 2018.

Background

The Mayors Award Scheme (MAS) is a United Cities and Local Governments of Africa (UCLG Africa) flagship brand to celebrate the performance of local governments and local service delivery to the citizens in Africa. The MAS was for the first time implemented in Tanzania, in 2015, through a joint effort of the Association of Local Authorities of Tanzania (ALAT), and UCLG Africa, which is the Pan African organisation that represents the voice of local governments in Africa. The two parties are conducting the MAS under a Memorandum of Understanding signed in 2015 and due for renewal in November 2018.

The main goal of the MAS is to identify and acknowledge, every year, role models in local leadership in terms of promoting effective service delivery, local economic development and good governance at subnational levels in Tanzania and thus, contributing to the promotion a performance-based, service delivery-oriented, citizen-centred local governance system that favour the emergence and consolidation of accountable, participatory and inclusive local governments in the country.

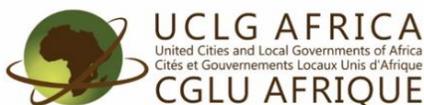
Tasks and responsibilities of the Programme Assistant

- i. Prepare routine and periodic project progress reports.
- ii. Assist in ensuring compliance with the project work plan and keep it updated in accordance with project activities and timeframes as relevant.
- iii. Assist in the review of the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it provides good baseline statistics for impact evaluation.
- iv. Maintain, update and administer the MAS website and M&E database; analyse and aggregate findings.
- v. Identify lessons learned and develop case studies to capture qualitative outputs of the project and provide advice on improving project performance using M&E findings.
- vi. Produce reports on M&E findings and prepare presentations based on M&E data as required and provide the Project Coordinator with management information required.
- vii. Be the liaison person between the project team and local authorities over matters that concern the project and its operations.
- viii. Coordinate and work with the consultants to ensure proper implementation of their mandate, including production of project material for publication
- ix. Coordinate and routinely report on the monitoring and evaluation activities of the project
- x. Oversee and report on the sensitisation and peer learning activities of the project
- xi. Compile and maintain profile of best practices
- xii. Undertake other project related tasks, as may be assigned by the project coordinator

The position requires work of a conceptual, analytical and advisory nature, at the higher professional level related to project management, monitoring and evaluation. This will require substantive innovation and may involve some functions to be undertaken with minimal supervision. Qualifications at this level include a bachelor's degree and or equivalent professional certification, and relevant past engagement commensurate with the advertised tasks, and in any case, of not less than 3 years of work experience.

Required experience and educational background:

- Proven ability to manage administrative and logistical support in a sizeable organisation/project
 - In depth knowledge of communication and public relations and a comprehensive understanding of administrative and logistical support services
- Must demonstrate high proficiency in writing of reports, brief and correspondences
- A minimum of a degree in the fields Project Planning and Management and Monitoring and Evaluation or an equivalent qualification from a relevant professional course
 - Strong ability to communicate in English and Swahili;
 - Proven ability to collaborate well and to deliver work in a timely manner, with minimal supervision.
 - Work experience with MS Office applications, with high proficiency in computer based project management and M&E tools, is a must
 - Geographical knowledge of Tanzania will be of added advantage.



Submission of Application

Please submit to the following address, your hand written application letter along with

- an update curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General

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Dodoma, Tanzania

Please note that the application letter, curriculum vitae; motivational letter should be written in English.

