

Nafasi 16 za Kazi Kutoa AlamaYangu Initiative

(kwa nafasi za kazi tembelea Kisiwa24 Blog)

Job Overview

AlamaYangu Initiative Tanzania – (AITA) is a dynamic Non-Governmental Organization (NGO) dedicated to empowering communities through child protection, positive parenting, household economic strengthening, and community-driven social initiatives. Established in 2017 and officially registered in 2021, AITA operates from its headquarters in Dar es Salaam, with a sub-office in Iringa Region.

Our organization is built on a vision of sustainable impact, reflected in our name *AlamaYangu* – Swahili for “my legacy.” We collaborate with government agencies, partners, and a network of passionate volunteers to drive community transformation through Social and Behavioral Change Communication (SBCC) strategies.

We are seeking a highly motivated **Volunteer Program Coordinator-VPC** to oversee our international volunteer program across 15 placement sites in 10 districts within Morogoro, Iringa, Njombe, and Mbeya Regions. The selected candidate will play a key role in coordinating volunteers, ensuring effective field mentorship, and enhancing community engagement. We are also looking for a highly motivated **Volunteer Engagement Mentor- VEM** to provide direct support to international volunteers placed in said placement sites. The Volunteer Engagement Mentor will serve as the primary point of contact for volunteers, ensuring they receive comprehensive guidance, supervision, and support throughout their placement.

Position: **Program Coordinator** – VPC (1 position)

Location: Iringa

Candidate Age: Between 25yrs to 40yrs

Contract Type: One-year contract, renewable based on availability of funding

Key responsibilities

1. Volunteer Management

- Oversee recruitment, orientation, and on-boarding of international volunteers.
- Ensure volunteers are well-prepared for their placements, including cultural adaptation and program expectations.
- Maintain regular communication with volunteers, addressing any concerns and providing immediate necessary support.

- Monitor volunteer performance and well-being throughout their placements.

2.Coordination with Field Mentors

- Collaborate with field mentors in each placement to ensure effective supervision and mentorship.
- Conduct regular check-ins with mentors to assess volunteer progress and challenges.
- Provide necessary training or guidance to mentors on volunteer management best practices.

3.Placement Site Coordination

- Establish and maintain strong relationships with local organizations or institutions hosting volunteers.
- Ensure each placement site is adequately prepared to receive and support volunteers.
- Act as a mediator between volunteers and host organizations to address any issues.

4.Logistics & Operations

- Organize volunteer accommodations, transportation, and other logistical arrangements.
- Ensure health, safety, and security measures are in place for all volunteers.
- Develop and implement emergency response protocols, ensuring all volunteers are well-informed.

5.Reporting & Documentation

- Maintain accurate records of volunteer placements, attendance, and progress.
- Gather feedback from volunteers, field mentors, and placement sites for continuous program improvement.
- Prepare periodic reports on volunteer activities, challenges, and overall impact assessments.

6.Cross-Cultural Support & Integration

- Facilitate cultural exchange activities between international volunteers and local communities.
- Provide guidance on cultural sensitivity and ethical volunteering.
- Promote community engagement and meaningful collaborations between volunteers and local stakeholders.

7.Program Development & Sustainability

- Identify opportunities to enhance the volunteer program based on feedback and evaluations.
- Assist in developing training materials or orientation sessions for incoming volunteers.
- Contribute to fundraising and partnership efforts to ensure program sustainability.

Qualifications & Requirements

- A Bachelor's Degree in Social Work, Community Development, International Relations, Mass Communication or any other related field.
- Minimum 2 years of experience in volunteer coordination, community development, or international program management.
- Strong leadership, communication, and interpersonal skills.
- Experience working in cross-cultural settings and managing diverse teams.
- Ability to work independently and adapt to dynamic field environments.
- Proficiency in both English and Swahili (spoken and written).
- Willingness to travel frequently within Morogoro, Iringa, Njombe, and Mbeya regions.

Position: **Engagement Mentors**– VEM (15 positions)

Location: Iringa, Morogoro, Njombe and Mbeya Regions in Tanzania

Candidate Age: Between 25yrs to 35yrs

Contract Type: Five Fixed Months

Key responsibilities

1.Volunteer Support & Mentorship

- Provide day-to-day support and mentorship to international volunteers at the placement site.
- Guide volunteers in adapting to their roles, responsibilities, and local culture.
- Address any challenges volunteers face, offering solutions and emotional support.
- Ensure volunteers adhere to the organization's policies, ethical standards, and cultural sensitivity guidelines.

2.Orientation & Training

- Conduct on-site orientation sessions to familiarize volunteers with their work environment and community.
- Provide ongoing training and coaching to help volunteers enhance their skills and effectiveness.
- Assist in translating and bridging communication gaps between volunteers and local community members, if needed.

3.Coordination & Communication

- Serve as a liaison between volunteers, the local community, and the Volunteer Program Coordinator.
- Maintain regular communication with the Volunteer Program Coordinator, providing updates on volunteer progress, challenges, and successes.
- Facilitate regular check-ins and meetings with volunteers to review their experiences and address concerns.

4.Community Engagement & Relationship Building

- Strengthen relationships between volunteers and local stakeholders, including community leaders, schools, or partner organizations.
- Help and encourage volunteers to engage in meaningful cultural exchanges and participate in community activities.
- Mediate and resolve any misunderstandings between volunteers and the host community.

5.Monitoring & Reporting

- Track volunteer attendance, activities, and progress at the placement site.
- Document challenges, lessons learned, and success stories to contribute to program improvement.
- Provide periodic reports to the Volunteer Program Coordinator on volunteer experiences and placement site dynamics.

6.Logistics & Welfare Support

- Assist volunteers in navigating local transportation, housing arrangements, and safety measures.
- Ensure the well-being of volunteers by addressing health, security, and emergency concerns as they arise.
- Support volunteers in understanding and following local customs, regulations, and work ethics.

7.Program Improvement & Sustainability

- Provide feedback and suggestions to enhance the volunteer experience and placement effectiveness.
- Identify opportunities for expanding volunteer contributions to benefit the community and host organization.
- Assist in evaluating the impact of volunteers on the community and making recommendations for future improvements.

Qualifications & Skills Required

- Diploma or Bachelor's Degree in Social Work, Community Development, Education, Mass Communication or any other related field.

- Experience in mentoring, volunteer management, or community work. • Strong interpersonal and communication skills, with the ability to work with diverse groups.
- Fluency in Swahili and English (both written and spoken).
- Ability to work independently and solve problems in a dynamic field setting. • Familiarity with local cultures and community structures in Morogoro, Iringa, Njombe, or Mbeya is an added advantage.

HOW TO APPLY

Interested candidates should submit:

A **detailed CV** (maximum 3 pages)

A **cover letter** explaining their suitability for the role

Three professional references **Send your application to:** alamayangutz@gmail.com **Copy** info@alamayangu.org

Deadline for applications: 10th May, 2025

AlamaYangu Initiative Tanzania is an equal opportunity employer committed to diversity and inclusion. We offer a competitive remuneration package based on experience and qualifications.