



**Community Based Inclusive Development Organization (CBIDO)**

**P.O. Box 389 Karagwe, Kagera, Tanzania.**

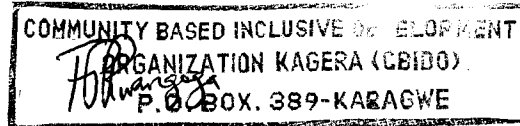
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**TRUSTEE: ANGLICAN CHURCH OF TANZANIA, DIOCESE OF KAGERA**

## **JOB ADVERTSIMENT FOR PROGRAM OPERATIONAL MANAGER AT CBIDO.**



### **JOB DESCRIPTION:**

#### **ABOUT THE PROGRAM.**

**DISABILITY PREVENTION AND REHABILITATION PAMOJA PROGRAM (DPRPP)** is a collaborative approach between the Local government sector, Community, and other Development Partners in serving persons with disability in different development angels with the major goal of not living anyone behind. PAMOJA means “no one can work alone”, therefore, to come up with tangible impacts in serving this vulnerable group a collaborative approach is inevitable.

At the heart of this collective initiative is the commitment to dismantling barriers and fostering an environment where every child, regardless of ability, has equal opportunities to thrive and contribute to society. CBIDO as a development partner under the PAMOJA PROGRAM recognizes the unique challenges faced by Children with Disabilities in Kagera region- Karagwe District and endeavors to address them through a unified, strategic, and collaborative approach.

#### **ABOUT THE ROLE**

PROGRAM OPERATIONAL MANAGER plays a pivotal role in advancing the mission of the PROGRAM. The primary objective is to foster inclusivity for Children with Disabilities in Karagwe District and the whole Tanzania as the program scales up to other regions. Working closely with CBIDO Executive Director, the Coordinator will lead initiatives to enhance collaboration and organize impactful events, conferences, and webinars, all geared towards building capacity within the program life time.

#### **Roles and Responsibilities**

##### **1. Strategic Coordination and operation:**

- Lead and Operates CBIDO programs activities by facilitating information sharing and fostering effective networking among members.
- Develop and implement strategies to enhance the overall effectiveness and impact of the collaboration.
- Align CBIDO programs with national and international disability frameworks and protocols in relation to Tanzania context.
- Attend strategic meetings with government decision makers from wards, districts, and regional and central government levels.
- Lead and run review and evaluation meetings with different stakeholders for program improvements and renovations.
- Lead and develop annual plan of the program.

##### **2. Event Management:**

- Plan, coordinate, and execute events, webinars, and conferences aimed at capacity building and strengthening CBIDO program and particularly Disability Prevention and Rehabilitation Pamoja Program (DPRPP).
- Conducting stakeholder mapping and analysis to ensure the program successfulness.

### 3. Database Management:

- Establish and maintain a comprehensive database of participants, partners, and stakeholders involved in program implementation with ability to document, success, impacts and any other key issues that can be utilized for program improvement.
- Regularly update and manage the database to facilitate efficient Communication and collaboration of the programs

### 4. Fundraising and Partnerships:

- Collaborate with internal and external stakeholders to identify funding opportunities
- Support the fundraising process by preparing proposals and engaging with sponsors and partners.

### 5. Reporting:

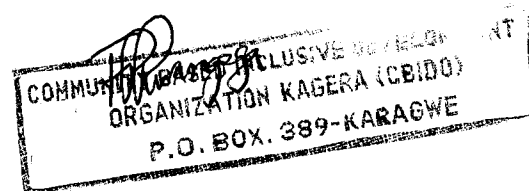
- Produce regular reports on the progress of DPRPP activities, providing valuable insights for the program progresses.
- Present findings, challenges, and recommendations to enhance strategic decision-making.

### 6. Research and Data Management:

- Work with CBIDO team members to undertake data collection, analysis, and sharing to contribute to evidence-based research on disability-related issues.
- Collaborate with experts and stakeholders to stay updated on emerging trends and best practices in regards to CBIDO programs.

### Requirements

- A degree in a relevant field (Development studies, social work, or related fields).
- 5 years of experience in community development, international funded projects, or disability services sectors.
- Proven project management skills, including organizing events and conferences.
- Excellent communication and interpersonal skills.
- Demonstrated experience in networking and building partnerships.
- Capacity to work independently with minimal supervision.
- Strong organizational and time management skills.
- Very fluent in English
- Passionate in serving persons with Disability.
- A team work player
- Should be a Tanzanian citizen



### Application Information

If you are a passionate individual with a proven track record in disability services and are eager to make a meaningful difference, please send your CV and a cover letter describing how you meet the requirements outlined [info@cbido.org](mailto:info@cbido.org) / [flourianrwangoga@gmail.com](mailto:flourianrwangoga@gmail.com)

### Deadline for applications is March 05/ 2024

We appreciate the interest of all applicants; however, only shortlisted candidates will be contacted.

### Additional Information

Proposed Start Date: March 2024

Location: Head office in Karagwe Kagera Tanzania.

Travel: Regularly within Kagera region occasionally travel nationally to central government offices and rarely Internationally.

*Join us on this exciting journey towards a better world and be a vital part creating positive*