

## JOB POSTING – PROJECT COORDINATOR

<b>Organization:</b>	Right To Play Tanzania
<b>Department/Division:</b>	Programs
<b>Reports to:</b>	Project Officer
<b>Work Location:</b>	Serengeti-Mara, Tanzania
<b>Work Arrangement:</b>	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
<b>Authorized to work in:</b>	<b>Tanzania</b> (Eligible to work legally without visa or work permit sponsorship)
<b>Target Hiring Salary:</b>	Starting from <b>TSH.28,812,125</b> per annum (before taxes)
<b>Target Start Date:</b>	April 2025 (subjected to approval of funding from the donor)
<b>Contract Duration:</b>	<b>Full-time</b> , 12 months contract with possibility of renewal based on performance and availability of funding
<b>Application Closing Date:</b>	<b>January 10<sup>th</sup>, 2025, 23:59 EAT</b>

### ABOUT US:

We reach millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

Established in 2000, Right To Play reaches children through experiential programming in 14 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our global offices in Toronto, Canada; London, UK and seven national offices across Europe and North America.

### OUR CULTURE:

- **Accept Everyone** – *Be intentional about inclusion*
- **Make Things Happen** – *Seek opportunities to lead and innovate*
- **Display Courage** – *Act with integrity*
- **Demonstrate Care** – *Look after yourself and one another*
- **Be Playful** – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

### ROLE SUMMARY:

The Project Coordinator reports directly to the Project Officer and is responsible for the implementation of Right To Play project activities and providing support and guidance to the community team in the project location using RTP tools. The incumbent is also responsible for monitoring the project for quality of delivery and effectiveness.



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Website: [righttoplay.com](http://righttoplay.com)

## WHAT YOU'LL DO:

### #1: Activity planning and implementation (45% of Time):

- Ensures participation of partners, children/young people and stakeholders in the process of project planning and implementation of the proposed activities.
- Supports teachers and coaches in developing their activity plans and schedules, encourages their initiatives while ensuring alignment with project proposal, facilitates their activities and reports to the Project Officer.
- Organizes and conducts special events activities, workshops, trainings, play days, awareness and sports tournaments.
- In coordination with partners, teachers and coaches, evaluates events, provides updates of lessons learned and best practices and reports on progress and challenges as they arise.
- Manages and coordinates the logistical arrangements for training workshops and events.
- Assesses training needs of coaches, teachers and partners, recommends the suitable intervention and works with them to develop training schedules.
- Organizes and facilitates training workshops conducted by other program staff and participates in the training as required.
- Facilitates the training sessions conducted by teacher trainers, evaluates them and reports to the Project Officer.
- Handles equipment management and distribution in the assigned community.
- Handles advance payments and manages cash money used for the activity implementation.
- Follows up on how partners are spending budget received for project implementation in the location and verifies the accuracy of their financial reports and receipts and reports to the Project Officer.
- Assesses needs for facility repairs and upgrades in the community, facilitates the authorized work and ensures that overall work has been completed in accordance with the approved standards.

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### #2: Monitoring and reporting (20% of Time):

- Conducts regular field visits with partners, and government officials to follow up and provide support as needed.
- Conducts regular visits to project implementation sites/schools and provides coaching and mentoring to coaches, Teachers youth/Junior leaders and community leaders.
- Participates in workshops/training to partners, coaches and teachers in the quantitative data collection tools and qualitative monitoring tools and ensures accurate and timely submission of quantitative and qualitative data to RTP team.
- Provides narrative, qualitative and quantitative monitoring information/data to support monthly, quarterly and annual reports to update Country Office on project progress.
- Prepares and submits financial reports related to activity implementation and initiate the payment process of transports /other related and services provided by the suppliers related to workshop/trainings, meetings events and tournaments.
- Ensures all documents related to the project are well kept and makes sure internal documents for RTP are not shared outside without authorisation.
- Ensures partners, coaches and teachers are in compliance with RTP Code of conduct and Safeguarding Policy.

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### #3: Establish and maintain partnerships (20% of Time):

- Identifies community needs, participates in the selection of communities and partners to be included



in RTP program in the respective Field.

- Represents RTP in the project location and relevant forums and have regular consultations with local partners, stakeholders and key beneficiaries in the assigned community.
- Organizes, leads and generates reports for stakeholders and key beneficiaries' meetings in the assigned community.
- Ensures RTP activities are known by local community leaders and makes sure their involvement where necessary.

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#### **#4: Supervision and guidance (10% of Time):**

- Conducts performance assessment of coaches and teachers.
- In collaboration and consultation with partners, Project Officer and the Training Officer implements coaches and teachers professional development and peer learning approaches through community of practices and/or other existing approach according to the nature of the project.
- Ensure the delivery of professional development and peer learning approaches is aligned to existing project resources and tools.
- In collaboration and consultation with partners identifies the need of coaches and teachers and advocate it to project officer and RTP team.
- Identifies and recommends coaches and teachers for certification.
- Identify gaps in the project implementation in the assigned community and propose solutions to Project Officer.

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#### **#5: Other Tasks as Assigned (5% of Time)**

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### **WHAT YOU'LL BRING (ESSENTIAL):**

#### **EDUCATION/TRAINING/CERTIFICATION:**

- Bachelor's degree in early childhood education

#### **EXPERIENCE:**

- 3 years' experience working in project implementation and coordination part of which should have been in leading a team.

#### **KNOWLEDGE/SKILLS:**

- Understanding of education principles and teaching
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet
- Effective report writing
- Understanding of a community-led process
- Understanding of the concept of play-based learning
- Understanding of child rights and child protection

#### **LANGUAGES:**

- Fluency in spoken and written English

#### **BONUS IF YOU'LL BRING (NOT ESSENTIAL):**

- Master's degree in early childhood education



- Experience implementing a development program with local populations in both rural and urban settings
- Experience in training, and leading workshops
- Experience in teaching

## WHO YOU ARE:

You are highly driven, results-oriented, collaborative with a passion for working with children and youth. You have the ability to confidently represent oneself and Right To Play, a solid team player with effective planning and organizing skills, coaching and feedback skills, excellent communication skills both verbal and written and strong development and team building skills.

## WHAT YOU'LL GET:

The opportunity to collaborate with an innovative global team who are passionate about working with children and youth. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). You will be immersed in an environment where learning and development is encouraged and valued, and “play” is appreciated as a core avenue to building community.

- Competitive salary and benefits (e.g. medical insurance, group disability and life insurance)
- Flexible work arrangements (e.g. hybrid and flex hours)
- 28 days annual leave
- 3 personal days per year
- 5 personal learning and development (L&D) days per year
- 4 months Maternity leave
- 10 days paternity leave
- Annual learning week
- Annual staff recognition awards and long service awards
- Opportunity to connect with employees across our offices (e.g. Facebook Workplace)
- Opportunity to engage in global projects and initiatives
- Wellness programs
- Playful activities and events
- Opportunity of job enrichment/enlargement through paid acting or additional responsibility assignments

## HOW TO APPLY:

If you are interested in applying for this position, please apply with your resume and cover letter in English via the application link.

**Application Link:** <https://righttoplay.hiringplatform.ca/196062-project-coordinator-mara-tanzania-jan-2025/860819-application-form/en>

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately after the closing date.**



Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the People & Culture team by email at [careers@righttoplay.com](mailto:careers@righttoplay.com). All information provided will be treated as confidential and used only to provide an accessible candidate experience.

To learn more about who we are and what we do, please visit our website at [www.righttoplay.com](http://www.righttoplay.com).

