JOB DESCRIPTION

Job Title: Project Facilitator/Sales Agent

Location/Station: Mwanza, United Republic of Tanzania

Duration: 1 year contract with opportunity for extension

Date of issue: July 31st, 2021

Deadline for application: September 15th, 2021

Shortlisting: September 20th, 2021

Interviews: September 25th, 2021

Directly Report to: Project Manager

Salary: 800,000 Tsh/=

Organizational Overview

Femme International is a Non-Governmental Organization with headquarters located in Moshi, Kilimanjaro Tanzania, with a specific focus on menstrual health and hygiene. The organization was founded in 2013 to address the critical lack of menstrual health education available to young girls in Tanzania and Kenya with an overarching goal of breaking down the persistent menstrual taboo. Our education-based program began with the aim of reducing deliberate absenteeism, as a result of menstruation, in schoolgirls, and evolved to work in a school, group, or community setting. Our goal is now to decrease some of the gendered and systemic barriers resulting from menstruation.

We are currently the implementing partner in the PASS-MHW research project: Partnering to Support Schools to Promote Good Menstrual Health and Well-Being. This research project is being funded by the Medical Research Council UK (grant no. MR/T040297/1), and has obtained ethical approval from the National Institute for Medical Research. The PASS-MHW project is evaluating how a school-based intervention consisting of education for boys and girls, small WASH improvements, and reusable menstrual products can improve menstrual...
health and well-being for secondary schoolgirls.

For more information visit our website: [https://femmeinternational.org/our-research/](https://femmeinternational.org/our-research/)

**Primary Responsibility:**

Execute program projects, initiatives, curricula and activities for Femme International, Teachers/Parent Engagement, and/or Community Outreach Programs.

**Summary**

Under the direction of Program Manager, the Program Facilitator executes projects, initiatives, curricula and activities for the Femme International, teachers/Parent Engagement, and/or Community Outreach Programs.

**Essential Functions**

**Programming**

1. Facilitate the planning, coordination, and on-site execution of program projects, initiatives, curricula and activities for students, teachers and parents. This is inclusive of the following:
   - Workshops and/or trainings
   - Projects and presentations
   - Community service endeavors
   - Outings/field trip exposures/tours
   - Recruitment and retention of participants

2. Complete and remit all required service execution paperwork. This is inclusive of the following:
   - Monthly lesson plans, provided to Program Manager the last week of the preceding month
   - Daily attendance sheets signed upon completion of each program session by school administration, or other designee. (Sheets must be scanned in and stored in our online file upon completion of each session)
   - Field trip requests, provided to Program Manager and schools
   - Monthly attendance reports, signed on the last program session day of each month by school administration or other designee. (Reports must be scanned in and stored in our online file upon completion at the end of each month)
• Direct service Field Logs, completed at the end of each program session. Program Manager and/or Director will review logs weekly.

3. Foster relationships with schools and teaching staff. This includes spending non-direct service time at schools to meet with teachers, observe students in the school setting, talk with administrators about the students' progress, and execute recruitment and retention strategies.

4. Monitor and track programming session dates to ensure the correct number of program sessions were delivered to each school.

5. Work with Program Manager to develop and complete required reports (mid-year and end-year program assessments and reports.) associated with each program school.

6. Participate in weekly staff meetings and other meetings and training essential to the execution of job functions.

7. Create a safe and engaging learning environment.

8. Arrive to schools at least 30-minutes prior to the start of each programming session.

9. Assist with planning and execution of programming events, as required.

10. Meeting with local government officials and offices and key community religious and tribal stakeholders, to present and promote Femme menstrual products and services

11. RCommunity outreach; this includes NGOs operating in the area, CSOs, CBOs, churches and mosque groups.

12. Responsible for hosting trainings and workshops in their community

13. Follow up on customer orders as necessary

14. Keep a high level of knowledge about existing products and services, and learn about new products and services as they come in

15. Anticipate the needs of clients and address them accordingly

16. Assist on advertising on radio and our social medias, Facebook, Instagram

Qualifications
• Bachelor's Degree in Public Health, Community Development, Social Work, Education and other related field
• 2-4 years of work experience in related field
• Strong youth development and classroom management skills
• Ability to create and deliver creative, engaging and educational lesson plans using organization program curricula as a guide
• Strong organization and administrative skills
• Detail-oriented, ability to multitask and manage time well
• Excellent interpersonal skills
• Team player and quick learner who focuses on high productivity and results
• Professional, friendly, and enthusiastic
• Self-starter with a proactive attitude who can anticipate needs
• Proficient in Microsoft Office, Microsoft Excel, Microsoft PowerPoint and Emails
• Experience in sexual reproductive health rights and menstruation will be an added advantage

Candidates meeting the above qualifications are requested to **ONLY** submit a motivation letter and an updated Curriculum Vitae mentioning on the envelope/ email subject line, “Job title-Project Facilitator”, to:

- Country Manager, Tanzania
- Femme International
- P O Box 412
- Email: info@femmeinternational.org

Applications must be received by the deadline. Only short-listed candidates will be contacted. Men are highly encouraged to apply!

**Femme is an equal Employer and does not charge any application/recruitment fee.**