



JOB OPPORTUNITY

NATIONAL PROGRAMME COORDINATOR GENDER PLANNING AND BUDGETING FOR LOCAL GOVERNMENT AUTHORITIES (LGAs)

The United Nations Development Fund for Women (UNIFEM) in Tanzania intends to recruit a qualified Programme Coordinator to basically, coordinate the implementation of the Gender Equitable Local Development (GELD) Programme at district level and with Joint Programme 4 work plan for the PMO-RALG, prepare monthly and quarterly reports including regular tracking of progress towards identified indicators and ensure sound budget management. The incumbent will work under the direct supervision of the UNIFEM Country Programme Manager, and guidance of the Regional Coordinator of the Gender GELD Programme.

Other duties and responsibilities:

- Ensure positioning of the programme in the joint programme 4 work plan, in collaboration with PMO-RALG, and other stakeholders in the Local Government Reform Sector establish a National Steering Committee for implementing the programme. Develop work plan for implementing GELD in selected districts, facilitate training workshops for district level planning and budgeting committees and non-state actors.
- Build a database of technical resources that are relevant to local planning and budgeting including policies, plans and budgets, guidelines and training resources, support processes for gender equitable local plans and budgets, support participation of women's groups in planning, budgeting and monitoring, participate in joint programming, planning and M&E meeting, monitor the implementation of decentralization process and policies.

Qualifications, Experience, and competencies:

- A Master's degree or equivalent in Public Administration, Economics, Statistics, Gender Studies or related field coupled with at least seven (7) years of relevant experience in implementation, monitoring and evaluation of development projects.
- Excellent skills in use of relevant computerized data processing tools, demonstrated experience in training and monitoring use of GRB tools in LGA budgetary processes and allocations, deep knowledge and understanding of Development Assistance Framework achievements and challenges in the country context. Excellent English writing and communication skills, knowledge of Kiswahili desirable.

Type of Contract: Service Contract. **Salary level:** SB 5 **Duration:** One year

Application Mode:

Qualified Tanzanians should send applications with current CVs and copies of certificate to: Development Support Services, UNDP, P.O. Box 9182 Dar es Salaam, latest by 30 October 2009.

Applicants are strongly advised to access further details of this post by visiting our website: www.tz.undp.org. Only short-listed applicants will be contacted.