

## I. Position Information

<b>Job Title:</b>	<b>Programme Coordinator- Gender Planning and Budgeting for LGAs</b>
<b>Level:</b>	<b>SC 5</b>
<b>Contract Type:</b>	Service Contract
<b>Duty Station:</b>	Dodoma-PMO-RALG Offices
<b>Duration:</b>	One year
<b>Date of Issue:</b>	<b>1 October 2009</b>
<b>Closing Date:</b>	<b>30 October 2009</b>

## II. Organizational Context

. The United Republic of Tanzania is one of eight countries to pilot the UN reform Programme, premised on the recommendations of the UN Secretary-General's High-level Panel on System-wide UN Coherence in the area of Development, Humanitarian Assistance and the Environment. The role of the pilot countries is to test the concept of 'Delivering as One' by exploring ways in which the UN can become a more effective partner to the host government. UNIFEM is participating UN agency in Joint Programme 4 , which seeks to strengthen national capacities for development through strengthening knowledge management analysis and use, The joint programme also facilitates the effectiveness of local government planning and budgeting processes by promoting public expenditure and tracking systems at district council level. The joint programme has provided funds for integrating results based management principles in the planning and budgeting process of LGAs, this activity is implemented by the Prime Minister's Office- Regional and Local Government Authority( PMO-RALG)

In order to strength the gender mainstreaming strategy in Joint Programme 4, UNIFEM will collaborate with PMO-RALG through parallel funding to implement the Gender Equitable Local Development a global programme based on partnership between UNIFEM, UNCDF and UNDP. The GELD programme consists of the following components : (a) planning and budgeting: *local government planning and budgeting intentions apply the 'gender-lens' and include sex disaggregated targets and benchmarks and measures that support women's empowerment;* (b) equitable performance: *systematic monitoring of budget performance dissect the realities of LG expenditure and its impact on gender equity – this includes the realities of expenditure outcomes on the empowerment of, or the impediment to, the empowerment of women;* and (c) knowledge generation and policy, *with emphasis on policy engagement, advocacy, communications*

UNIFEM intends to recruit for one year the National Programme Coordinator with relevant skills to carryout the following duties under the supervision of the Country Programme Manager and guidance of the Regional Coordinator for GELD :-

### III. Key duties

#### Summary of Key duties :

- Develop annual workplans through building consensus with national stakeholders and alignment with the joint programme 4 work plan ,
- Coordinate the implementation of the programme activities at district level and with joint programme 4 work plan for the PMO-RALG
- Prepare monthly and quarterly reports that include regular tracking of progress towards identified indicators
- Ensure sound budget management

- Ensure positioning of the programme in the joint programme 4 work plan
- In collaboration with PMO-RALG, and other stakeholder 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 meetings
- Monitor the implementation of decentralization process and policies in Tanzania
- Perform any other gender responsive budgeting and planning related tasks and other duties assigned by the Programme Manager.
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### V. Competencies

#### Functional Competencies:

- Substantive knowledge and understanding of decentralization process gender planning and budgeting
- Substantive knowledge and experience in management of multi-stakeholder programmes
- Ability identify entry points for GRB at LGA level
- Demonstrated experience in supporting participatory and community based initiatives
- Knowledge of approaches and tools for capacity development in support of national partners

<b>VI. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>▪ Master’s degree or equivalent in Public Administration Economics, Statistics Gender Studies or related field.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent English writing and communication skills</li> <li>• Knowledge of Kiswahili desirable</li> </ul>
Experience and skills	<ul style="list-style-type: none"> <li>• At least seven years of relevant experience in implementation monitoring and evaluation of development projects (results-based and rights-based programming)</li> <li>• Excellent skills in use of relevant computerized data processing tools</li> <li>• At least seven years experience in leading programmes relating to gender equality, local development and social policies or gender responsive budgeting.</li> <li>• Demonstrated experience in training an monitoring use of GRB tools in LGA budgetary processes and allocations</li> <li>• Deep knowledge and understanding of development assistance framework achievements and challenges in the country context.</li> </ul>