

# Assistant Project Coordinator

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## Candidate Brief

Dear candidate

Thank you for your interest in becoming our next Assistant Project Coordinator at Pepal Tanzania. The role, based in Bukoba, Tanzania, offers a unique opportunity to an outstanding candidate who wants to use their talents and entrepreneurial spirit to make a difference. Pepal Tanzania is a small but dynamic organisation with big ambitions. We are part of the wider Pepal group, a charity and social enterprise that creates collaborations between global corporations, NGOs and government. We develop leaders to drive change and shape the future. If you are looking for a new challenge, we look forward to hearing from you.

Regards

The Pepal Team

**Pepal Tanzania's vision** is world in which commercial, social and political agendas are aligned to achieve sustainable and scalable social change.

**Pepal Tanzania's mission** is to empower, support and bring together private and governmental institutions, organisations and business leaders to facilitate the co-creation of innovative and scalable solutions that address social problems in Tanzania.



**Pepal Tanzania works together with Pepal.  
Pepal is a unique organisation which brings together global corporations, NGOs and governments to develop leaders and find practical solutions to challenging social issues.**

Pepal connects global corporations, leading NGOs and governments, developing leaders who can drive social change. Today, we design and deliver leadership programmes and support social impact projects in Uganda, Tanzania and India. Our projects have reached millions of people and we have worked with thousands of leaders.

In all three countries, Pepal are working with the pharmaceutical company F. Hoffmann-La Roche AG (Roche) and large NGO partners such as ICAP, MDH, and Jhpiego to save lives by improving access to cervical cancer prevention services.

In 2021, Pepal, together with Pepal Tanzania, launched virtual executive leadership programmes bringing together international corporate leaders and our government and NGO partners in India, Uganda and Tanzania.

Pepal Tanzania focus on implementing small-scale leadership development and cervical cancer prevention innovation programmes in Kagera and Pwani regions.

Pepal Tanzania is committed to working with MoHCDEC's Reproductive Cancer Unit to generate sustainable and cost-effective solutions to reduce the cervical cancer burden through developing the leadership skills of its national healthcare workforce.

Pepal Tanzania also working with the District and Regional Health Management Teams and implementing partners to leverage existing resources and integrate cervical cancer prevention services in ongoing health programmes.

# WHAT IS NJIA and iNJIA?

## Leadership Development and Cervical Cancer Prevention

The NJIA and iNJIA programmes combine leadership development with social impact, within the context of cervical cancer prevention services in Kagera and Pwani regions of Tanzania, in the Eastern, Rwenzori and Bunyoro regions of Uganda and Utter Pradesh state in northern India.

NJIA is a collaboration between the pharmaceutical company F. Hoffmann-La Roche AG (Roche), Pepal, Pepal Tanzania, the Indian and Tanzanian governments and leading NGOs. NJIA launched in Tanzania in 2015 and, due to its success, in India in 2019.

Participants from Roche travel to join healthcare professionals and NGO participants to develop their leadership skills and create low-cost innovations which improve access to cervical cancer services. In January 2021, the first iNJIA virtual programme took place and iNJIA now provides a powerful platform for future growth.



Cervical cancer is 93% preventable and primarily affects women in their childbearing years leading to significant losses for communities. It is the leading cause of cancer related mortality among women aged 15 - 49 in Tanzania. India has a very high burden; one woman dies of Cervical Cancer every 6 minutes. Low-cost screening and treatment can be delivered by primary health care facilities, saving lives.

NJIA is showing significant impact; districts with NJIA leaders in Kagera, Tanzania increased cervical cancer screening by an average of 519% between 2016 and 2019.

# Assistant Project Coordinator Responsibilities

As Assistant Project Coordinator, you will report to the Project Coordinator and be a key member of the Pepal Tanzania (INGO) team. You will work closely with the Project Coordinator and wider NJIA programme team to support Pepal's contribution to the NJIA (in-person) and iNJIA (online) leadership and social impact programmes.

## **Work with teams to implement post-immersion innovation projects (50%):**

- Support iNJIA teams to develop and approve workplans and budgets to test their innovation, and support the teams throughout the testing phase of the innovation project activities.
- Ensure success of innovation testing by supporting teams to secure local government permissions, translating project documents, and ensuring Project Coordinator has all information to complete financial transfers.
- Communicate with Tanzanian participants on an ongoing basis to follow-up on innovation project activities and feedback to the programme team.
- Provide translation services to Tanzanian participants as necessary
- Communicate with Tanzanian participants to follow-up on their leadership goals and leadership growth since the NJIA / iNJIA immersion. Document their feedback.
- Work with the team to monitor and evaluate the projects and identify opportunities for scale.

## **Assist the Project Coordinator to run successful NJIA programmes (online and in-person) in Tanzania (30%):**

- Work closely with the NJIA programme team to run NJIA and iNJIA programmes including supporting location selection, participant selection, budgets and work plans.
- Support sub-teams during online and in-person leadership programmes.
- Support Tanzanian participants to use online platforms such as Zoom and Google Docs.
- Support the Project Coordinator with the expenses during NJIA and iNJIA programmes and provide accountability reports for these.
- Follow, and suggest improvements to, systems and processes to ensure Pepal Tanzania consistently delivers at a high quality.
- Work with the Pepal team to arrange all conference facilities, field visit travel and accommodation for in-person NJIA programmes.
- Alongside the Pepal team, ensure the safety and wellbeing of the programme participants during in-person NJIA programmes.



# Assistant Project Coordinator Responsibilities

**Advise on how best to involve Tanzanian participants in NJIA and iNJIA immersion programmes (5%)**

- Be a contact for, and receive feedback from, Tanzania participants.

**Ensure key Tanzania stakeholders are engaged in the NJIA/iNJIA programmes (5%)**

- Work with the Project Coordinator to engage local government and NGO partners in Tanzania in an on-going dialogue, agreeing on social impact and objectives related to Cervical Cancer.

**Support the NJIA programmes team to implement other social impact activities generated as a result of the programme (5%)**

- Ensure any activities related to social impact are implemented.

**Alongside the iNJIA team, ensure that innovations activities are adequately monitored and evaluated. (5%)**

- Work with project coordinator and programmes manager to ensure innovations have adequate monitoring and evaluation frameworks in place
- Ensure that programme databases are kept up to date to showcase impact.



# Person Specification



## Knowledge & Experience:

- 2 to 3 years of experience in field and/or project implementation in an NGO (E).
- University degree focused in public health, social services, management or other relevant field of study (E).
- Strong skills in Excel, PowerPoint and other Microsoft packages. (E).
- Experience of using and developing engaging virtual content (D).
- Knowledge and experience of the international development sector (E) ideally with a focus on health (D).
- Knowledge and experience of evaluating the success of social impact programmes and activities (D).
- Experience designing and delivering training programmes or facilitating workshops (D).
- Experience of working in a small and geographically dispersed organisation (D).

## Abilities:

- Fluent in English and Swahili. Both written and spoken (E).
- A strong attention to detail and a deep appreciation of how details drive impact (E).
- Excellent communication and interpersonal skills, with the ability to build strong relationships across a range of levels and contexts across cultures (E).
- Adaptable and opening to learning (E).

## Attitude:

- A natural collaborator, partnership-builder, and problem solver, with a passion for change (E).
- Brings resilience and creativity to create change in challenging contexts (E).
- Willingness and ability to travel (E).
- A strong belief that leadership matters and can be a key driver of social change (E).
- A growth mindset - no problem is too big to solve (E).
- Enjoys seeking out information and solving problems with limited guidance (E).

# Further details

**Start Date:** September / October (flexible for the right candidate)

**Reporting To:** Project Coordinator

**Location:** Bukoba, Tanzania (with some travel)

**The Candidate Must be a Tanzanian national or have an existing permit to work in Tanzania.**

**Working Hours:** Standard hours are 40 hours per week, which will include occasional weekends

## How to Apply

To apply for the Assistant Project Coordinator position, please send a CV (no more than two pages) and the completed application form to: [communications@pepal.org](mailto:communications@pepal.org)

**Deadline for application: 9AM EAT, 19<sup>th</sup> September**

## Safeguarding

Our selection process reflects our commitment to the protection of all those we work with from abuse and exploitation. Appointment is subject to adherence to our Safeguarding Policy. Background checks will be done before appointment.

*“Pepal bridges the gap between two worlds; NGOs, who know how to access the hard to reach, change behaviours and improve lives, and global corporations, who bring business skills, commercial acumen and an ability to scale. We are a trusted and neutral partner creating a common language, catalysing innovation and effortlessly supporting project implementation.”*

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