

Job Title:	Knowledge and Impact Officer
Place of work:	Morogoro, Tanzania
Pay:	SWM S2 TZS 3,300,000 – 4,100,000 per calendar month depending on experience
Reports to:	Africa Programme Manager/Country Manager
Travel:	This post involves regular travel within Tanzania, the region and internationally, including to remote field locations
Term:	2 years, extension subject to performance and funding
Key dates:	Closing dates for applications Friday 21 st July, interviews 7 th August, in post September 2017

Organisational Background

Shahidi wa Maji (SwM) works for a water secure Tanzania where all people have reliable access to the water they need to thrive, and are protected against pollution, flooding, drought and water conflict. SwM has grown rapidly since 2008 as a highly influential NGO working at local, national and regional scales for sustainable water management and social justice. With our trusted partners we use accountability monitoring and evidence-based advocacy to help vulnerable people obtain water security, and to drive system-wide change for improved water governance and aid. Capturing knowledge, learning and excellent communication are at the heart of our approach and our impact. Based on successful operations since 2009, and with new long term financial support, we are strengthening our learning and communications capability to ensure that the contribution of social accountability towards delivery of sustainable development goals is accelerated in Tanzania, and Africa.

Job Summary and Purpose

This is a key position within a people focused and dynamic NGO, which will place the successful applicant at the heart of the struggle for water justice and accountable natural resource governance in Tanzania. We are seeking a Tanzanian or international development practitioner with specific expertise in monitoring, learning and communications to strengthen our team, our influence with key partners and external impact. This high calibre individual will join our small team in Morogoro, where they will work alongside our operational leads. They will support design, delivery and documentation of action research; analysis of sectoral performance including budgets, policy and practice; synthesise evidence and author, create and deliver compelling advocacy materials in a wide range of formats. Developing influential relationships and ensuring that our advocacy has impact with partners across civil society/NGOs, beneficiary communities, government, private sector and donor will be central to the success of this position.

Through the support we receive from our partners Water Witness International, Tanzania is pioneering the development of social accountability in the water sector, acting as a regional and global knowledge hub. The post-holder will therefore play a key role in capturing and sharing lessons in the region and globally, including through joint publication of academic papers. This is an excellent opportunity for a

focused and gifted professional to exercise and further establish their professional credentials in Tanzania and globally, and to develop their career as a leader/communicator for sustainable development and social justice.

Duties and responsibilities

The objective of this role is to strengthen learning, communication and impact across the social accountability monitoring and advocacy workstreams of SwM and its partners. The post holder will lead and support our team on monitoring and evaluation; field documentation; technical advice on communication and advocacy; research design and management; authorship and publication of documents and other media; and engagement with partners and stakeholders to enable the team to deliver on the objectives of the Uhakika wa Maji Programme which include:

- To embed and broaden the impact of our accountability and advocacy work to drive implementation of water law and improve water security for 1 million vulnerable people.
- Make demonstrable contributions to pro-poor changes in policy, practice and financing for water.
- Address knowledge gaps, share lessons, inspire practice and support a growing community of practice, to accelerate the contribution of social accountability practice to deliver SDG 6.
- Build long term capacity of SwM so that we can facilitate water-security in the long term.

Specific responsibilities will include:

1. Learning and research leadership

Work with the team and partners to design and execute our learning strategy, through focused practice and action research within our community engagement and advocacy programmes to address our learning priorities on:

I. Effective accountability practice

II. Managing the risks of accountability practice

III. Measuring impacts of accountability practice

VI. Sustainable support and scaling accountability practice on water

2. Developing efficient and effective internal systems

The production, capture, analysis and sharing of reliable knowledge and information is critical to our effective operations, learning and impact. The post holder, in close collaboration with our existing team, will be responsible for:

- Improving data capture, the rigour of our documentation processes and information flow.
- Refining the systems we use to manage, process, analyse and use knowledge.
- Design and delivery of training, mentoring and technical assistance to our partners and beneficiary communities.
- Leading on our monitoring and evaluation activities and support donor reporting.
- Supporting continual learning, team reflection and adaptive management to develop and deliver our theory of change.

3. Ensuring external impact and influence

Our impact is also highly dependent on our ability to communicate effectively and efficiently in order to influence target audiences. The post holder will therefore work closely with the team, and provide leadership across our documentation, publication, communication and outreach work. Specifically they will:

- Understand the nature of key audiences, their needs and constraints regarding information exchange and effecting change.
- Ensure that the evidence generated by our work, and key messages are captured and communicated in ways which reach key audiences, thereby effecting change.
- Author, create and publish outputs across our work to ensure that SwM's influence and 'thought leadership' role is maintained and strengthened.
- Ensure quality assurance across all external communication activities.
- Build and maintain excellent working relationships with partners, beneficiaries, government and donors.
- Design and deliver of national, regional and international learning events.
- Co-produce learning and research reports/articles for publication and presentation.

The post-holder will maintain a flexible and dynamic approach required within a small and growing organisation and will deputise for managers, or undertake other duties, including representation of the organisation and partners as required.

Key working relationships and logistical arrangements

The successful applicant will be located within our small team, based in our offices in Morogoro, where they will work alongside Shahidi's Operations Manager. The post holder will report to the Africa Programme Manager with oversight and support from the International Programme Manager of WWI.

Person Specification:

The successful applicant will be able to demonstrate the following:

Experience and qualifications:

Essential

- A postgraduate degree in a relevant field (International Development, Communications/Journalism, Sciences).
- At least 3 years' relevant experience in a development environment.
- Demonstrable experience in programme monitoring, evaluation and learning.
- An excellent level of understanding of the water sector, climate change, natural resource governance and/or social accountability and the political economy of development.
- Must be conversant with qualitative and quantitative data collection methods and analysis.
- Experience in writing, editing and preparing communications materials, including layout and design.

Desirable

- Proven ability to deliver impact through working as part of a multi-cultural team and with vulnerable communities.
- Training design, mentoring and capacity building experience.
- Experience in implementing ICT for development activities.

Skills and attributes:

Essential

- Highly articulate with demonstrable abilities in writing and publication.
- Advanced skills in PowerPoint, Excel and Microsoft Word.
- Excellent written and spoken English and Kiswahili.
- Proven ability to deliver results with minimal supervision in a fast-paced and challenging environment.
- High level of professional and ethical conduct.
- A strong team player, able to support others to achieve.
- Willingness to learn /cope in a changing environment.
- Proven ability to think and plan strategically for effective communications.
- Ability to communicate complex technical, or politically sensitive information to a wide audience in simple and engaging terms.
- Must be dynamic, creative, and passionate about delivering positive change in the world.

Desirable

- Ability in advocacy and communication strategy design and delivery.
- Skills in research design and management
- Skills in publishing software and website maintenance.
- Familiarity and competence in use of social media for development.
- Knowledge in graphic design, photography, photo editing and videography.

Application Procedure

Closing date: Friday 21st July 2017, 09:00 hrs

Interviews: Interviews will be held in Morogoro or Dar es Salaam on Monday 7th August 2017

Expected start date: 11^h September 2017 or as soon as possible after this date

Interested and suitably qualified candidates should send the following attachments in an email with 'KIO VACANCY APPLICATION' as the subject heading to jobs@shahidiwamaji.org before 9 am on Friday 21st July 2017:

1. A covering letter explaining why you are interested in the position and clearly demonstrating how you meet the person specification.
2. Your current CV with email addresses and telephone numbers of two referees.
3. At least two examples of publications or reports which you have personally authored, and a short note on each which explains how these publications have made a positive contribution.

Shahidi wa Maji is committed to welcoming people from a wide diversity of backgrounds, culture and experience.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

