



Interesting Career Opportunities at WFT-Trust

WFT-Trust is the first and only women's rights fund in Tanzania that has been in existence since 2008 and has been at the forefront championing gender equality, equity and women and girls' rights through a funding mechanism that features strong capacity enhancement, strengthening linkages and collaboration among women's rights organizations and mobilising resources. WFT -Trust is seeking to engage women, especially young feminists in different job positions to be based in Dar Es Salaam Headquarters.

Are you passionate about doing your work differently?

Do you have an understanding of feminist approaches to delivering substantive changes for women girls and children's rights in Tanzania? Will you bring feminist lens and thought leadership in your position of work and less traditional approaches that will contribute to movement building processes with an empowering agenda of change? Are you in sync with the roles of women rights organizations and their movements in different sectors and across sectors, and an interplay of empowering mechanisms employed to delivering their work?

We are looking for you! To contribute in achieving the mission and vision of WFT-Trust and its impact on gender equality and women empowerment from the grassroot to the national level.

1. Job Title: Senior Program Officer – Capacity Strengthening

Functionally Reports to: Head of Program

Job Purpose

The Senior Program Officer- Capacity strengthening will be working closely with the program team, to lead the implementation of the organizational capacity strategy that provides feminist framework and a guide to WFT-Trust capacity enhancement needs and, that of its partners and women and girls' movement actors. The position will also strengthen the feminist culture of learning and accountability of our work and beyond. The position will also be responsible in developing capacity enhancement plans, tools and materials to support and addressing the needs of WFT-Trust and partners, and provide ongoing technical assistance and monitor learning progress. For coordinated function and better results the position will link and work with the all departments within the Fund and especially Grant Making team.

Key Responsibilities:

- Providing conceptual leadership and technical inputs in guiding the framing, designing, implementation and monitoring of organizational capacity enhancement strategy with transformative feminist results at various levels.
- Ensuring that organizational feminist approach to capacity building stems from the realization that own self-transformation emanates through development of individual agency and work towards social transformation that challenge the existing social structures and power relations.

- Strengthening a framework that promotes a process of strengthening individual abilities, organizations, and systems to perform core functions sustainably, and to continue to improve and develop over time.
- Providing day to day leadership in provision of relevant technical trainings, tools, mentorship and coaching support aimed at developing and strengthening WFT-Trust work and that of the grantees' organizations and their constituent.

Capacity development program and Reflection spaces

- Review, assess and update capacity development framework, systems and tools for the WFT-Trust continued learning and adaptation by grantee partners and for their ongoing technical assistance.
- Design safe spaces for women and girls' trainings and reflection meeting that will strengthen their technical skills and a greater sense of solidarity with each other.
- Work closely with Monitoring Evaluation, Learning and Accountability and the Communication programs to draw on WFT-Trust experiences and lessons as a national Women Rights Fund working on promoting transformative social change issues with women's rights organizations and Networks/Platforms at different stages of organizational growth.

Strengthen the feminist culture and ethos

- Strengthening feminist organizational cultures- together with other staff and our key partners/stakeholders exploring questions of power, inclusivity and diversity, building the agency of staff and the people that organizations is engaged with, and in nurturing the growth of organizations with a 'soul'.

Advocacy Support

- Work closely with feminist movement building program to conceptualize strategic advocacy campaign plans and monitoring performance progress.

Required Skills and Experience

Minimum 5 years of work experience, in a similar role in a nonprofit organization with exposure to feminist work either by research, training or in organizing social justice work

Bachelor degree in women/gender/feminist studies, social sciences, communications, or another relevant field.

Demonstrated experience, knowledge, and skills in training and capacity building, as well as in deploying creative learning modules.

Strong communications and partnership building experience.

Proficiency in written and spoken English and Kiswahili, including presentation skills.

A keen analytic, with an eye for detail and good problem-solving skills.

Strong interpersonal skills, and the ability to motivate and inspire change.

2. Job Title: Senior Program Officer- Feminist Movement Building and Partnership Building

Functionally Reports to: Head of Program

Job Purpose

The Senior program officer- Feminist Movement Building and Partnership Building provides conceptual leadership in strengthening and promoting our organizational feminist strategies and approaches in women and girls' transformation, collective voice and action for changes at various levels including: policies, legal, structures, negative cultural and public discourses and narratives

meant for disempowering women and girls in Tanzania. The position plays an exciting and pivotal role in the execution of WFT-T's mission and the attainment of its vision through strengthening of strategic alliances and links between women's rights organizations and women's movement (s) in Tanzania and beyond for collective reflection, strategizing and taking action in achieving women' and girl's rights.

The position is also responsible for leading initiatives that support and sustain feminist movement building in Tanzania, which includes organizing and supporting WFT-T's role as a convener and thought leader, develop advocacy resources, coordinating networks, coalitions and bringing together diverse actors to form strategic alliances built on the foundations of inclusion, diversification and intersectionality.

Key Responsibilities

Support WFT-Trust staff, Board members, Women Rights Organizations (WRSOs), grantee partners to enhance their feminist conceptual clarity and technical inputs through putting in place effective mechanisms for joint learning, experience sharing and peer support.

Strategically support WROs and grantee partners to position feminist approaches at the center of their programming design based on intersectional, inclusivity and intergenerational approaches to ensure robust feminist movement building processes are implemented.

Study and analyze the social economic political context and produce position papers to support WROs, and grantee partners to articulate and advocate for women and children rights based on empirical evidence.

Build and maintain collaborative relationship with governance and coordination structures that affects rights of women's, their political and social participation and inclusion in the broader women rights' spheres across the country.

Connecting women rights organizations with each other and cross-border social justice movements in fostering solidarity, activist mobilizing and collective decision making.

Contribute to the further growth of an effective body of knowledge and analysis in feminism and women's rights issues in Tanzania and beyond.

Support development and implementation of collective care, activist wellbeing and emotional/ mental health program work and activities within WFT-Trust and grantee partners.

Strategic Alliance and Linkages

Play a (pro) active role in linking up with other Women funds and like-minded social justice organizations and networks in Tanzania and beyond through active participation, organizing for joint action and learning.

Provide leadership in strengthening feminist strategies and approaches in women empowerment, collective strategizing, and decision making for the enhancement of women's and girls' rights.

Representing WFT-Trust in key external engagements and foster mutually beneficial linkages and networks in policy and advocacy spaces, feminism, and collaborate with donors, social movements and allies.

Knowledge Management and Advocacy

Working closely with the coalitions and wider women movement actors to produce feminist conscious information for internal and external use, support feminist analysis, advocacy and documentation for increased women transformative empowerment, advocacy and agency.

Work closely with the Grants and Communications programs to produce feminist-based information and analysis about grant making and grants managed in relation to movement building

Raise the visibility of WFT-Trust through convening and information sessions in liaison with the Communication team

Required Skills and Experience

- Minimum 5 years of work experience, in a similar role in a nonprofit organization and exposed to feminist either by research, training or organizing social justice work

Bachelor degree in social sciences studies women/gender and feminism studies or another relevant field. Master's degree in similar field will be an added advantage

Demonstrated experience, knowledge, and skills in feminist organizing and movement building, as well as how to build a community of practice through partnership building.

Strong communications experience and passionate on feminism, women and girls' rights and social justice agenda

Proficiency in written and spoken English and Kiswahili, including presentation skills.

A keen analytic, with an eye for detail and good problem-solving skills.

Strong interpersonal skills, and the ability to motivate and inspire a team.

3. Job Title: Communication Officer

Functionally Reports to: Head of Resource Mobilization and Communication

Job Purpose:

Reporting to the WFT-Trust Head of Resource Mobilization & Communications, the Program Officer (Communications) will steer effective and interactive communication of across different mediums, as well as through the design, writing, production and distribution of communication materials. They will ensure that effective communication flows to and with WFT-Trust's different partners throughout the year. This position will also contribute in growing and strengthening the communication unit of our Fund for effective sharing of its mission, achievements, herstories and popularize the work of our grantees as women and girls' heroes in the country.

Key Responsibilities:

Providing conceptual and technical inputs in developing, framing organizational Communication strategy, tools and processes in this programming area

Developing and fostering high standards of publications and other communication in and across WFT-Trust, in line with communications standards.

Encouraging a 'knowledge atmosphere', where information flows well and freely across the organization.

Writing and producing high quality communication materials, and effectively communicating these across key audiences, promoting the image and objectives of the organization

Monitoring WFT-Trust in the media, analysing emerging trends to learn, and to inform WFT-T internal communication planning

WFT-T website and online presence

Working with the Program Officer (IT/Digital) to update and manage the WFT-Trust website and social media pages, ensuring regular updates and posting of information with content that is up to date, accurate, and compelling.

Devising and implement strategies to reach out to more people, increase website traffic and provide stakeholders with interesting and informative content

Linking WFT-T rust achievement and fundraising efforts to WFT- T's social media presence

Identify ways and means to build linkages between WFT-Trust website and social media channels and increase members participation at all these forums

Advocacy Support

- Support local, regional and international advocacy engagement of the Fund by working with like-minded organizations, especially Women Funds at regional and international level, to identify key spaces, target audience and key messages, including social media presence during advocacy engagement.
- Editing materials (papers, briefs, power point presentations, etc) in English and Kiswahili.

Knowledge building and resource platform

Communicating clearly and in a timely fashion with external audiences, face-to-face, through email and telephone, conferences where appropriate, and other forms.

Developing and maintaining good links with the media, organising media events, and sharing press releases.

Managing knowledge documentation, supporting documentation and publication of work and lessons.

Provide across the board administrative support

Provide administrative support for both in person and virtual meetings including by taking minutes and documenting actions and outcomes

Attend movement events and WFT-trust own events such as retreat to support with administration, communication and photography

Required Skills & Experience

- Bachelor degree in Media and Public relations, Information Communication, and Technology, Mass communication, Development Studies or related degree in the similar field preferred.
- At least 5 years of experience related to a communications function with exposure to feminist journalism either by training/short courses or practical work experience.
- Demonstrated interest in issues related to women rights, economic and social justice, gender studies, human rights and or related field
- Proficiency in written and spoken English and Kiswahili languages,
- Computer proficiency including web-based applications.
- Flair for working with visual materials, and a very creative eye able to present information in a visually-appealing format.
- Keen understanding of traditional media, social media and uses of new technologies for communication.
- Experience in using Google analytics and developing monthly and quarterly communication reports, collecting data and producing analysis and recommendations
- Creative thinker, with ability to exercise judgment and be a proactive problem solver
- Excellent interpersonal and team player skills

4. Job Title: Grants Finance Officer

Functionally Reports to: Director of Finance and Operations

Job Purpose

Reporting to the WFT-Trust Head of Finance & Administration, with a dotted reporting line to the Head of Grants on functions pertaining to the management of grants.

The Finance and Grants Officer will be responsible for WFT-Trust's portfolio of grants, including overall financial management such as budgeting, reporting, compliance assurance, and audit coordination. In addition, this position will be responsible for grants accounting and General Ledger reconciliations, cash flows as well as institutional financial reporting various other on-line statutory filings. The Grants Finance Officer ensures timely financial disbursements, compliance with grants' financial management policies, monitors all grant expenses, and provides regular updates on grant status. The role also provides operational and technical assistance as required to build capacity of local partners & grantees. This position also requires an individual with high level of integrity and committed to feminist agenda around feminist grant making.

Key Responsibilities:

Grants Reporting, Accounting and Compliance:

Responsible for financial grants management including projections and planning, performance analysis, budgeting, reporting and oversight for the WFT-Trust's grants portfolio.

Compiling, reviewing, and submitting quarterly reports to respective donors

Assisting in the development of budgeting and reporting tools, templates, and realignments

Supporting with development of proposal budgets.

Liaising with the field offices on the financial management component of grants-i.e. the Shinyanga office.

Preparing a ledger of 'at risk grantees' (assessing their reporting timeline and quality of the reports) and working closely with them to reduce their risk.

Preparing quarterly status of accounts receivable, annual General Ledger (GL), and project control worksheets (PCW) reconciliation for all grants. Record GL entries for grants expenses and income as per the donor codes.

Coordinating with relevant entities, completing the entire cycle of processing donor reports and its submission on a periodic basis as required by various donor agencies.

Reviewing vouchers and payment requests, and processing payments for grants.

Financial Projections, Planning, & Adaptation

Supporting the development and implementation of processes and controls to ensure compliance with donor rules and regulations as well as WFT-Trust protocols in close coordination with the Director of Finance and Operations, and grantmaking team.

Working with the relevant departments and field offices on integrated management of all project finances to ensure effective use of resources to achieve programs objectives in compliance with all donor requirements.

Developing budget tools, templates, and guidance.

Designing and implementing systems and procedures following WFT-Trust's quality assurance standards and conditions yet ensuring adequate internal controls and minimizing risks;

Government Audit & Statutory Filings

Assisting with the annual/semi-annual filings, audits, and preparing various audit schedules.

Assisting with statutory online filings such as PAYE, WHT, NSSF, SDL, WCF,P9&10

Compiling timesheets and allocating expenses to various cost centres in line with the budget.

Obtaining year-end audit confirmation for all grants and third parties as requested by the auditors.

Assisting with data entry, filing, and report preparation as requested by the management together with processing of payments and allocating all costs to proper budget codes.

Assisting with developing the WFT-Trust annual budget related to grants.

Completing accounting entries in the WFT-Trust accounting software for expenses and revenues of grants.

Training grantees on good financing practices and compliance.

Preparing various schedules for filing and reconciliations at the end of the month.

Required Skills and Experience

Minimum 5 years of work experience in a nonprofit organization.

Bachelor's Degree in Accounting or Finance or equivalent and a CPT(T) is mandatory.

Experience working with Sage Evolution accounting software is a plus and highly desired;

Demonstrated knowledge, skills in accounting, data entry, and donor grants management.

Nonprofit accounting, IPSAS, and grants experience.

Proficiency in written and spoken English and Kiswahili, including presentation skills.

Ability to work independently in a fast-paced and culturally diverse environment.

A keen analytic, with an eye for detail and strong problem-solving skills.
Strong interpersonal skills, and the ability to work as part of a team.

How to Apply

Remuneration will be in line with the set staff scheme of work of the organization which considers the experience and qualifications of the candidate.

Applications: Interested applicants should send their application letter accompanied by resume with names and addresses of 3 professional referees (including telephone and e-mail) Applications are by e-mails only, sent to: info@wftrust.or.tz

Please indicate on the subject line the position you are applying for, Deadline for submission of applications is on **30th June 2022**

Please note: Only complete applications will be reviewed and only candidates who have been selected for interview will be contacted. Young feminist women & women living with disability are encouraged to apply.

WFT-Trust is an equal opportunity employer and has a Zero Tolerance policy to all forms of Corruption including sexual corruption, sexual exploitation, abuse, harassment and discrimination.