

TERMS OF REFERENCES (ToRs)

1. **Open Position:** Project Officer – SRHR Advocacy (Tanzania)

WGNRR Africa seeks to recruit a qualified and experienced Tanzania-based **Project Officer** to support effective implementation, coordination, monitoring, and reporting of project activities in line with organizational requirements and policies.

2. **Duty Station:** Dar es Salaam, Tanzania

3. **Reporting Line:** Program Manager, WGNRR Africa

4. **Duration:** 1 year with a 3-month probationary period

5. **Purpose of the Role**

The Project Officer will provide technical and operational support to ensure effective implementation of project activities, achievement of results, and compliance with Donor and WGNRR Africa standards. The role will coordinate implementation, strengthen partner collaboration, support monitoring and evaluation processes, and contribute to reporting and knowledge management.

6. **Key Responsibilities**

A. **Project Implementation and Coordination (45%)**

- Coordinate day-to-day implementation of project activities in accordance with approved work plans, budgets, and performance frameworks
- Support alignment between programmatic and financial implementation in collaboration with the Program Manager and Finance Officer
- Liaise with implementing partners and consultants, to ensure effective execution of planned activities
- Coordinate stakeholder engagements and community dialogues.
- Ensure timely preparation and maintenance of complete project documentation, including reports, activity records, procurement documentation, and supporting evidence
- Monitor implementation progress, identify risks and bottlenecks, and recommend corrective actions
- Ensure compliance with Donor standards, requirements, and WGNRR Africa policies and procedures

B. **Monitoring, Evaluation and Learning (35%)**

- Support implementation of WGNRR Africa's Integrated Monitoring, Evaluation and Learning (MEL) system at project level
- Ensure accurate and timely collection of quantitative and qualitative data in line with agreed indicators and performance frameworks
- Support validation and verification of results in collaboration with implementing partners
- Maintain updated monitoring tools, including baseline data, targets, and means of verification
- Contribute to documentation of case studies, success stories, and lessons learned, with emphasis on obstetric violence and legal advocacy processes
- Support preparation of periodic narrative reports for donor and internal reporting requirements
- Facilitate learning sessions to inform adaptive programming and continuous quality improvement
- Ensure proper data management and storage within WGNRR Africa's Information Management System (WIMS)

C. Partnership Coordination and Networking (15%)

- Strengthen coordination within the Reproductive Rights Defenders (RRDs) alliance
- Facilitate structured communication and knowledge-sharing among partners
- Support alignment of advocacy strategies across stakeholders
- Maintain working relationships with civil society organizations and relevant institutions
- Represent WGNRR Africa in relevant technical and coordination forums, as delegated
- Promote inclusive participation of grassroots and women-led organizations in project implementation

D. General Responsibilities (5%)

- Participate in internal coordination, planning, and reporting meetings
- Support organizational communication and coordination processes
- Contribute to risk management and safeguarding mechanisms, particularly in survivor-centered programming
- Perform any other duties assigned by the Program Manager or Regional Director

7. Required Qualifications and Experience

Education

- Bachelor's degree in Law, Public Health, Gender Studies, Social Sciences, Development Studies, or related field
- A Master's degree will be an added advantage

Experience

- Minimum of 3–5 years' experience in project coordination within SRHR, human rights, or development programming
- Experience in donor-funded project implementation (IPPF or similar donors preferred)
- Experience working with civil society organizations, feminist networks, or legal advocacy initiatives is an advantage
- Familiarity with SRHR programming and reproductive justice issues in Tanzania or East Africa

8. Competencies

- Strong project management and coordination skills
- Knowledge of monitoring, evaluation, accountability, and learning systems
- Strong analytical and reporting skills
- Ability to coordinate multi-stakeholder partnerships
- Understanding of SRHR and rights-based programming frameworks
- Strong organizational and documentation skills
- Ability to work effectively in sensitive and complex programmatic environments

9. Values and Safeguarding

- Commitment to gender equality, human rights, and reproductive justice
- Adherence to safeguarding principles, including survivor-centered approaches
- Integrity, accountability, and professionalism
- Respect for diversity and inclusion

10. Application Process

Send your application to admin@wgnrrafrica.org no later than 15th April

Applicants are required to submit:

- Cover letter
- Updated CV
- Contact details of 2 referees

LINKEDIN / SOCIAL MEDIA JOB AD

Vacancy: Project Officer – SRHR Advocacy (Tanzania)

WGNRR Africa is seeking a qualified and motivated Tanzania-based **Project Officer**

 **Duty Station: Dar es Salaam, Tanzania**

 **Full-time position**

Role Overview

The Project Officer will provide technical and operational support to ensure effective implementation, coordination, monitoring, and reporting of project activities aimed at strengthening accountability mechanisms and advancing SRHR-related legal and policy outcomes in Tanzania.

Key Responsibilities

- Coordinate day-to-day implementation of project activities
- Support partner coordination and stakeholder engagement processes
- Contribute to monitoring, evaluation, and reporting in line with IPPF requirements
- Support documentation of results, learning, and evidence generation
- Strengthen coordination within the Reproductive Rights Defenders (RRDs) alliance
- Ensure compliance with donor and organizational systems and procedures

Candidate Profile

- Bachelor's degree in a relevant field (Master's an advantage)
- 3–5 years' experience in SRHR, human rights, or development programming
- Experience in donor-funded project implementation preferred
- Strong coordination, reporting, and analytical skills
- Familiarity with SRHR and reproductive justice programming in Tanzania is an asset
- Commitment to rights-based and gender-responsive programming

Why this role matters

This position contributes directly to strengthening accountability systems and advancing reproductive justice through coordinated advocacy and strategic litigation efforts addressing obstetric violence in Tanzania.



How to Apply

Interested candidates should submit a CV and cover letter to:
admin@wgnrrafrica.org

Subject line: **Project Officer – WGNRR Africa**



Deadline: April 15th, 2026