



## JOB OPPORTUNITY

### ABOUT GLAMI

GLAMI mentors secondary school girls in Tanzania to complete their education, develop into confident leaders, and transform their own lives and their communities. We equip girls to overcome challenges and reach their full potential because educated girls create lasting positive change. The outcome is proactive, resilient, and socially-responsible girls who secure better jobs, raise healthier families, and increase the standing of women in society. We accomplish our mission through our two extracurricular programs : **Kisa Program** and **Binti Shupavu**.

Kisa Program is a two-year extracurricular leadership course that prepares girls in their last two years of secondary school to attend university and create positive social change in their communities. Binti Shupavu is a four-year life skills course for lower secondary school girls covering topics such as study skills, personal leadership, health, and self-confidence with the goal of increasing graduation rates for vulnerable girls.

To learn more about GLAMI, please visit our website at [www.glami.or.tz](http://www.glami.or.tz)

We are seeking an enthusiastic, qualified and experienced candidate to fill in the position of **Program Social Worker and Community Liaison**.

Location: **Morogoro**

Reporting to : **Program Manager**



## **PROGRAM SOCIAL WORKER & COMMUNITY LIAISON**

### **JOB OVERVIEW**

The purpose of this position is to manage the day-to-day operations and implementation of GLAMI's mentoring programs, the Kisa program and Binti Shupavu.

The Program Social Worker and Community Liaison Coordinator will provide leadership and coordination of GLAMI social work services to ensure girls stay in school and complete school. The GLAMI Social Worker and Community Liaison Coordinator is responsible for supervising child protection policy, psychosocial support activities, overseeing the provision of Alumni scholarships and Scholar's emergency fund, providing support and identifying solutions to all social work matters.

### **KEY RESPONSIBILITIES**

#### **Program Oversight :**

- Reviews, analyzes, updates programs for delivery of the GLAMI social work services,
- To plan and design how the program's activities should be carried out and overseeing execution of the planned program activities and reports to the Programs Manager
- Assess of the social work activities in collaboration with Program Manager,
- Ensure data related to social work are collected and maintained for monitoring and evaluation purposes,
- Prepares and administers the budget of social work services and coordinate distribution of resources, Provide direct services and support to Scholars such as handling referral for a child issues, conducting a needs assessment or resolving
- Identify and support girls at risks of dropping out of school



- Attend all staff meetings (weekly and quarterly) in a respective region
- Work closely with MEL department to develop tools for any assessment needed
- Provide coaching to Outreach social workers and mentors on how to handle cases or matters that arise to our scholarship.
- Assess Outreach Social Workers on how they handle scholar issues

### **Human Resources Management**

- Provide training and leadership to staff in the implementation and review of Child Protection Policy,
- Organizes in-service trainings, development opportunities for outreach social workers, and parental/community meetings
- Review Personal Development Plan for Outreach Social Worker and share final plans to Program Manager
- Ensure accurate human resource information that relates to Outreach Social Workers are all recorded accordingly,
- Evaluate the work of outreach social workers through performance reviews to ensure that social work services are of appropriate quality and that resources are used effectively,
- Supervising Outreach Social worker in a respective region.

### **Communication and Relationship Building:**

- Initiate and maintain relationship with the community social services and organisation agencies in community to meet Scholars needs and to ensure that services are not duplicated,
- Strengthen collaboration with stakeholders in resolving girls cases



- Responds to calls from community members and parents related to identified concerns resource information,
- Speak to community stakeholders to explain and interpret GLAMI social work services purposes and policies, and
- Manage TOLL FREE and respond to needs raised by Scholars.
- Conduct alumni scholarship Assessment and provide details with Alumni coordinator for recording keeping and other beneficiary support.
- Compile social work monthly and quarterly reports in respective region

**Other:**

- Work with other relevant staff in event planning and execution of the events.
- Performing any duties assigned by the management from time to time.

**CORE COMPETENCIES**

- Ability to work with different personalities - the post will require a candidate to work in a team environment and serve beneficiaries of different personalities,
- Good interpersonal communication skills - the post will require the candidate to convey and share ideas, skills and knowledge with a variety of audiences including students, colleagues, parents and school teachers and administrators,
- Practical problem-solving skills and ability to suggest options and alternatives in challenging situations,
- Ability to develop trust and rapport with younger Tanzanian girls, and
- Ability to work independently with less supervision.



## QUALIFICATIONS REQUIRED TO FULFILL THE ROLE

- Bachelor Degree in Social Science such as Social work, Sociology, Psychology education, community development and any other related field in social science.
- Minimum two years' experience in the girl's education field, experience working on community programs.
- Excellent level of computer literacy in both Google Suites and Microsoft Excel
- Highly organized, detail-oriented, and self-motivated, with a demonstrated ability to work on remote areas, independently and as part of a team.
- Excellent interpersonal and communication skills, with the ability to effectively collaborate with diverse stakeholders (Internal and External).
- Capable of balancing multiple priorities effectively.
- You are the right cultural fit for the team at GLAMI, if you are passionate about girls' education and have a genuine desire to inspire others and act as a role model for Tanzanian girls.

## HOW TO APPLY

Send your Cover Letter and Curriculum Vitae in one document to: [recruitment@glami.or.tz](mailto:recruitment@glami.or.tz) with the subject line "Your name - Position you are applying". In your cover letter please describe why you want to work on the role and what additional value you will bring in. Closing date for submission of applications is the end of business day on 9th May 2025.

***\*This position is open only to female candidates residing in Tanzania. Only shortlisted candidates will be contacted for interviews.***

**Closing date: 9th May 2025**