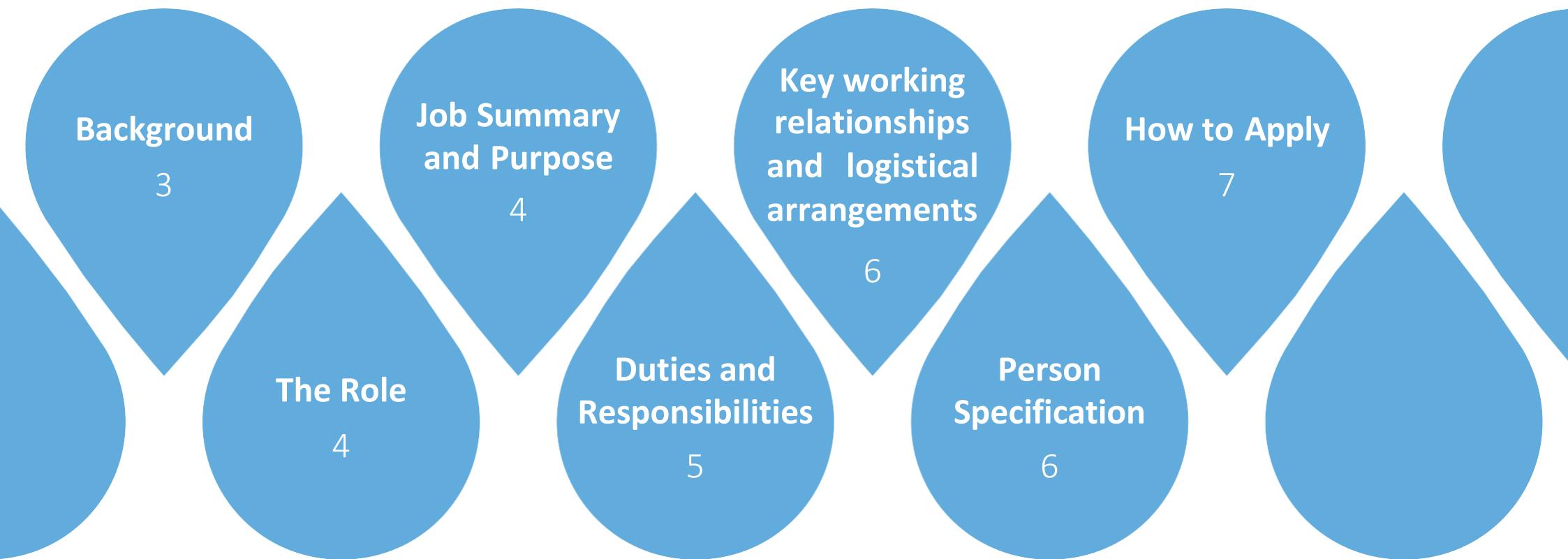




## Contents





## Background

Shahidi wa Maji is a Tanzanian NGO working for a fair water future where water is managed sustainably to ensure water security for all. Formed in 2008 by a group of concerned Tanzanian citizens working in business, academia, the water sector, NGOs and the media, the organisation plays a unique role in Tanzania's institutional landscape. We take action, generate evidence and advocate for the improved water and sanitation services, inclusive governance of water resources, and climate resilience which are necessary to underpin Tanzania's development.

Shahidi wa Maji leads civil society engagement across the water sector and has a strong track record of driving system change and improving water security for vulnerable people. We take a holistic view of water security and work to: drive improved water supply, sanitation, hygiene and public health; ensure sustainable access to water for livelihoods and economic growth; prevent depletion and degradation of our streams, rivers, lakes and aquifers; improve water quality and control pollution; protect water related ecosystems; resolve and prevent water conflict; and defend against the impacts of flooding and droughts. We work closely with government, communities and the private sector to understand their current water challenges, and to activate and support positive change.

Our ground-breaking Uhakika wa Maji programme uses social accountability monitoring with citizens, water stewardship with private sector, capacity building with government and evidence-based advocacy with decision makers. We help communities affected by water problems to

understand and secure their rights and to trigger effective action from statutory duty bearers. We help businesses to adopt the principles of good water stewardship, to use water responsibly and contribute to addressing water risks they share with society. We were the first organisation in Africa to effectively implement the global Alliance for Water Stewardship and continue to play a leading role in the region. Our communications, advocacy and capacity building work draws from our field experience, research and analysis to target decision makers and the public with key messages about the action we all need to take to ensure that Tanzania and our people have the water we need to thrive. Our evidence is used to drive policy change, strategic advice, training and raise awareness.

The organisation receives support from and works in partnership with Water Witness International, USAID, DFID, TAWASANET, GIZ, WWF, the Scottish Government, WaterAid, Foundation for Civil Society and the William and Flora Hewlett Foundation. Our work is valued by communities, the government, the donor community, our colleagues in civil society and other NGOs, and by private companies. A recent evaluation concluded that: 'the approach is highly relevant to Tanzania which faces multiple serious water challenges and it should be extended and scaled up in Tanzania and elsewhere.'

We are now looking for a high-calibre Director with the skills and experience to lead our team, develop our organisation, and nurture our external relationships so that we can build on our achievements to date. As well as ensuring high impact delivery of our existing programmes, they will spearhead the design and implementation of an ambitious new strategy, including through attracting new long-term funding.

# The Role

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|-----------------------|---|
| <b>Job Title:</b>     | Director  |
| <b>Place of Work:</b> | Morogoro, Tanzania  |
| <b>Pay:</b>           | Competitive salary and benefits package   |
| <b>Reports to:</b>    | Board of Trustees/Donors  |
| <b>Travel:</b>        | Frequent periods of travel in Tanzania, including to remote field locations, with occasional regional and global travel |
| <b>Term:</b>          | 2.5 years, extension subject to performance and funding   |

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## Job Summary and Purpose

This is a new, senior and influential position within a people focused NGO, which will place the successful applicant at the heart of efforts to improve service delivery and resource governance for sustainable and inclusive development in Tanzania.

The Director will lead Shahidi wa Maji (SwM) through a transitional period, developing a new constitution and organisational strategy, securing new sources of funding and building an increasingly autonomous organisation whilst ensuring that the organisation complies with all legal and contractual obligations and continues to deliver programmes to a very high standard.

Sharing and practicing our values, the Director will be an exceptional leader, communicator and fundraiser. Able to confidently grow the diversity, volume and sustainability of our funding portfolio, the successful candidate must have strong technical credibility, and the strategic vision to forge new opportunities and successful proposals alongside ensuring high impact advocacy and programmes on the ground.

S/he must be able to lead a team of competent and technical staff and represent the organisation at national, regional and global scale to influence change in line with our organisational objectives. This will require effective mentoring, training and co-ordination of staff and partners; programme planning, oversight, problem solving and reporting; technical and strategic leadership; as well as external liaison, partnership development and fundraising.

We are looking for someone who has exceptional strategic planning skills, with the experience, energy and confidence to evolve our dynamic NGO as a widely recognized agency for positive social, economic and environmental change – and water security for all - in Tanzania.

# Duties and responsibilities

The objectives of this role are to work closely with the Board of Trustees, Chair, team, our partners and external stakeholders to provide operational and strategic leadership to a highly respected organization in its field, to fundraise effectively and to co-ordinate, lead and deliver Shahidi wa Maji's strategy, practice and programmes. Specific responsibilities include:

## 1. Strategic leadership and organisational development

- Lead the development and implementation of a new organizational strategy and constitution for Shahidi wa Maji and ensure that underlying policies and procedures are appropriate and effectively implemented.
- Support and be accountable to the Board for the efficient and effective delivery of our organisational objectives, financial viability and legal compliance.
- Provide proactive oversight and leadership across all operations including: i) Delivery of objectives and contractual obligations; ii) legal compliance; iii) Ensure working norms are adhered to and SwM values are reflected by the team; iv) Ensure a positive working environment and manage team performance; and v) seek and generate learning to improve programmes, systems, practices and impact.
- Keep abreast with relevant socio-economic and political developments and trends in the water sector in Tanzania, Africa and globally.
- Ensure that SwM is adequately resilient, recognized and resourced to deliver its objectives.

## 2. Fundraising and financial management

- Develop and implement a fundraising and partnership strategy and approach which increases the diversity, volume and sustainability of our income, including from novel and sustainable public fundraising.
- Maintain and build partnership and fundraising opportunities through authoring high quality proposals, ensuring relevant and high-quality deliverables, durable impact, insightful lessons and accurate and timely reporting.
- Ensure that funds are sufficient to implement the strategy and that available funding is allocated and used efficiently and accountably to deliver programme objectives and strategic goals.
- Manage and oversee the organisation's financial planning, budgeting, tracking, accounting and reporting to ensure the financial health of the organisation, management of all fiduciary risks, that assets are effectively used and maintained, and that teams are able to produce quality outcomes and agreed priorities within budget.

## 3. Operational management and programme delivery

- Ensure that programmes and projects are rigorously implemented effectively and efficiently, and that outputs, outcomes, impacts are forthcoming.
- Be responsible for ensuring that programmes are effectively monitored and evaluated, that reporting obligations are fulfilled, and that lessons are shared and taken up.
- Ensure that all risks including Health and Safety Risks are identified and effectively managed across our work.
- Ensure that our work empowers stakeholders, particularly those who are vulnerable or marginalized.
- Ensure our organisation operates in line with the highest standards of integrity and principles of social justice, respect for diversity and environmental sustainability.
- Proactive management and leadership to anticipate and address challenges, seize opportunities and implement adaptive management measures, problem solving and conflict management.
- Recruit suitably qualified and experienced personnel and provide inspirational and supportive line management to a growing team (currently 3 staff, target 5-6 staff).
- Build credibility with a wide range of partners and external stakeholders including donors, government ministries at national and district levels, donors, research organisations, universities, the private sector and international NGOs.

**The post holder will maintain a flexible approach and will perform a wide range of other duties and responsibilities as required within a small but growing organisation.**

# Key working relationships and logistical arrangements

The successful applicant will lead a growing team of professionals based at Shahidi wa Maji's offices in Morogoro, and will undertake regular travel and field visits across Tanzania. S/he will report to the Chair of the Board, and will work closely with the Trustees, staff and partners to determine strategic direction, fundraising and to oversee high impact delivery. The Director will ultimately have line management responsibility of between 5 and 7 staff, and will be responsible for managing our external relationships. Evolving our relationship with our key partner and donor, Water Witness International will be a priority.

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## Person Specification

The successful applicant will be able to demonstrate the following:

### Experience and qualifications:

#### Essential

- Postgraduate degree in a relevant subject.
- At least seven years of senior leadership experience, including management of a multi-skilled team - ideally within the NGO sector.
- Proven ability to think strategically, and to undertake and lead participatory strategic planning processes and evaluations.
- Strong fundraising experience, knowledge and networks, with a proven track record of securing income from national and international sources, and ability to identify funding opportunities and diversifying funding streams.
- Demonstrable financial management experience, including budgeting, reporting and long-term financial planning for team or organisation of comparable size.
- Sound technical understanding and experience of the water and/or environment sectors in Tanzania, including water resource management, climate resilience and adaptation and international development issues, trends and priorities.
- Demonstrable ability in planning and delivery of organisational development.
- Experience in overseeing multiple programmes funded by different donors.
- Experience of developing & using diverse networks & advocacy, accountability & communication strategies to drive positive social, institutional & organisational change.

#### Desirable

- Experience of working with the private sector.
- Experience in use of multi-media communication strategies.

### Skills and attributes:

#### Essential

- Effective and inspirational leader and collaborator, able to instill a strong organisational culture and values-led approach.
- Proven ability to think, plan and act strategically, pro-actively and opportunistically.
- Highest levels of professional and ethical standards and conduct.
- Positive work attitude, showing diligence, confidence and willingness to deal with problems or new tasks.
- An exceptional communicator, both as a speaker and author/writer in English and Swahili.
- A high degree of competence in using IT software and tools to support efficient delivery.
- Able to liaise effectively with a range of partners including government ministries at national and district levels, donors, research organisations, universities, the private sector and NGOs.
- Proven advocacy skills to influence at the highest levels and with key decision makers.
- Exceptional people management skills, with the ability to lead teams and deliver impact in a fast-paced and challenging environment.
- Dynamic, creative, and passionate about delivering positive change in the world.
- Familiarity with current concepts and approaches within international development.
- Strong reporting skills, with evidence of having produced reports on complex programmes, meeting requirements of a range of different donors.

#### Desirable

- Familiarity and competence in use of social media for development.



## How to apply

All correspondence should be sent to [jobs@shahidiwamaji.org](mailto:jobs@shahidiwamaji.org) with 'Director – Shahidi wa Maji' in the subject line. Please provide **a CV and cover letter in ONE single document**. The cover letter should be no more than two pages long, must explain why you want to work in this position, and should clearly set out how your skills and experience match the profile described in the job description. The CV should be no more than three pages long and should include the **email addresses and telephone numbers of two referees**. Please also attach a **SINGLE example** which best demonstrates your formal writing skills. This should be a recent report, briefing note, research paper or article of which **you are the primary author**.

Applications which do not meet these specifications will not be considered.

### Timeline

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|--|--|
| <b>Closing date:</b>                             | 12 noon EAT, 21 <sup>st</sup> February 2020    |
| <b>Preliminary telephone interviews:</b>         | Week of 24 <sup>th</sup> February              |
| <b>Selection day and final panel interviews:</b> | 10 <sup>th</sup> - 12 <sup>th</sup> March 2020 |
| <b>Expected start:</b>                           | On or before 19 <sup>th</sup> April 2020       |

### Equality Statement

Equality and respect for diversity are at the core of Shahidi wa Maji's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected. Please let us know if you need any assistance in making your application or if you have any special requirements should you be selected for an interview. **On this occasion only Tanzanian citizens should apply.**

### Selection Process

Only shortlisted candidates will be contacted. Please assume that you have not been shortlisted if you have not heard from us within 1 week of the closing date. Shortlisted candidates may be required to undertake an additional assessment prior to the interview.

### Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email [jobs@shahidiwamaji.org](mailto:jobs@shahidiwamaji.org) in the first instance.

