



**Job Description: Programme Officer
(Raising the Water Pressure)**

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Reports to: Programme Manager
Location: Njombe

Overall Purpose:

- To support day-to-day implementation of Daraja's *Raising the Water Pressure* programme, including supporting the production and distribution of key communications products, supporting the operations of the SMS-based feedback mechanism and support media partnerships.

Key Responsibilities:

- **To support the delivery of communications products for the *Popularising Information* component of the *Raising the Water Pressure* programme.** This includes supporting the production of products designed to popularise information on the rural water supply sector and to market the programme to its target audience, both stand-alone products such as posters and flyers and media products carried by newspapers, radio and TV.
- **To support the operations of the programme's SMS-based feedback mechanism,** including ensuring the system remains functional on a daily basis, identifying key issues raised by citizens through the mechanism, following up on issues raised with district water departments and with the programme's media partners.
- **To support the delivery of media components of the *Raising the Water Pressure* programme.** This includes supporting the production of content.
- **To contribute to a strong programme team,** including helping to ensure all programme staff and partners are motivated, capable, working efficiently and delivering results.
- **To contribute to operational planning and budgeting** as required by the programme manager.

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- **To support programme monitoring, documentation and reporting.** This includes routine monitoring of programme delivery by programme staff and partners, supporting the preparation of annual and semi-annual programme narrative reports, and encouraging reflection, learning and documentation among programme staff and partners.
- To ensure all planning, budgeting, management and reporting (including financial reporting) relating to your work is carried out in line with organisational policies and procedures.
- To carry out any other tasks as reasonably required by your line manager.

Person Specification:

	Essential	Desirable
Education	<ul style="list-style-type: none"> • Degree or advanced-diploma in related subject (e.g. communications, social science, engineering, etc.) 	<ul style="list-style-type: none"> • Advanced degree in related subject
Experience	<ul style="list-style-type: none"> • 2-years work experience in a recognised NGO or other institution • Experience working in the rural water supply sector 	<ul style="list-style-type: none"> • Experience working with local government • Experience working with print and broadcast media
Knowledge and Skills	<ul style="list-style-type: none"> • Knowledge of key policy and practice issues and challenges in the rural water supply sector • Good communications skills • Good IT skills • Familiarity with Tanzanian government structures 	<ul style="list-style-type: none"> • Knowledge of GIS mapping and mobile-phone systems
Personal Characteristics	<ul style="list-style-type: none"> • Committed to promoting citizens' agency and government accountability • Committed to transparency, honesty and integrity • Hard working, even in challenging circumstances • Team-player with good inter-personal skills 	<ul style="list-style-type: none"> •