



Terms of Reference for
Project Coordinator

The Mayors Award Scheme in Tanzania

A European Union funded project being implemented by the Association of Local Authorities in Tanzania and United Cities and Local Governments of Africa

Job Title:	Project Coordinator		Duty Station: Dodoma, Tanzania
Responsible to:	Mayors Award Scheme Management Board		
Reporting through:	Mayors Award Scheme Steering Committee		
Supervised by:	Secretary General, Association of Local Authorities in Tanzania		
Contract Duration	14 Months	Start: 01 December 2018	End: 31 January 2020
Remuneration	Consolidated and Fixed	Amount: Negotiable in accordance to expertise	
Contract Terms:	Non-renewable with probable opportunity for integration into ALAT staff structure upon expiry of contract		

The United Cities and Local Governments of Africa (UCLG Africa) is, in conjunction with Association of Local Authorities in Tanzania (ALAT) and with support of the EU, implementing the 3rd edition of the Mayors Award Scheme in Tanzania.

A full-time **Project Coordinator** is being sought for hire, to be part of a team that will manage implementation of the 666, 637 Euro project, running for 18 months, effective 1st August 2018.

Background

The Mayors Award Scheme (MAS) is a United Cities and Local Governments of Africa (UCLG Africa) flagship brand to celebrate the performance of local governments and local service delivery to the citizens in Africa. The MAS was for the first time implemented in Tanzania, in 2015, through a joint effort of the Association of Local Authorities of Tanzania (ALAT), and UCLG Africa, which is the Pan African organisation that represents the voice of local governments in Africa. The two parties are conducting the MAS under a Memorandum of Understanding signed in 2015 and due for renewal in November 2018.

The main goal of the MAS is to identify and acknowledge, every year, role models in local leadership in terms of promoting effective service delivery, local economic development and good governance at subnational levels in Tanzania and thus, contributing to the promotion a performance-based, service delivery-oriented, citizen-centred local governance system that favour the emergence and consolidation of accountable, participatory and inclusive local governments in the country.

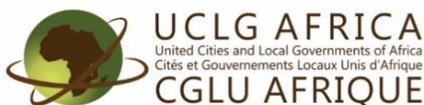
Tasks and responsibilities of the Project Coordinator

- i. Lead and manage the MAS Implementation Team and ensure achievement of team and individual deliverables according to the project performance and implementation plans, in accordance to the job specifications and other requirements.
- ii. Define and update project implementation plans, including relating human and financial resources.
- iii. Serve as the secretary of the Steering Committee and organize, prepare, and report on Steering Committee meetings
- iv. Offer technical advice to the Management Board and Steering Committee
- v. Be responsible of the implementation of Steering Committee's decisions and recommendations
- vi. Support and work closely with the Project Lead advisor and Professional Conference Organiser to ensure that they efficiently and effectively deliver on their mandate.
- vii. Assign tasks to project team members and routinely assess their performance.
- viii. Oversee financial management of the project and ensure that it is done in accordance with applicable and agreed international financial procedures and practices.
- ix. Provide monthly reports on the scheme's implementation progress and updates on staff performance to the Steering Committee.
- x. Requisite and account for disbursed funds, as in accordance to the budget and intended purpose and specified financial management requirements.
- xi. Make sure appropriate financial and accounting documentation is sent timely to UCLG Africa as the accounting officer of the MAS project.
- xii. Oversee custody of all project materials and equipment and maintain a stock inventory.

The position requires work of a conceptual, analytical and advisory nature at the higher professional level related to performance assessment, public sector management, decentralisation, local governance and local development and research work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include a university degree and relevant past engagement commensurate with the advertised tasks, and in any case, of not less than 7 years of work experience.

Required experience and educational background:

- Proven ability to coordinate and manage project work, with focus on local governance and local development.
- In depth knowledge of the decentralisation agenda and comprehensive understanding of performance management and routine assessment as a substantial and necessary field in public sector management
- Experience in managing related projects;
- Experience in performance assessment;
- Report writing, monitoring and evaluation of projects;
- A minimum of a university degree in the fields of law, development studies, public sector management and research.



- Strong ability to communicate in English and Swahili;
- Work experience with MS Office applications is a must.
- Proven ability to collaborate well and to deliver work in a timely manner.
- Geographical knowledge Tanzania will be of added advantage.

Submission of Application

Please submit to the following address, your hand written application letter along with

- an update curriculum vitae;
- recent passport photograph;
- motivational letter (Not more than 1 page);
- copies of educational certificates and
- copies of proof of work/engagement experience

The Secretary General

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Dodoma, Tanzania

Please note that the application letter, curriculum vitae; motivational letter should be written in English.

