



## INTERNSHIP OPPORTUNITIES

### ORGANIZATIONAL BACKGROUND:

CARE is a leading humanitarian organization dedicated to fighting poverty and social injustice and places a particular emphasis on women and girls, their dignity and empowerment to lead their communities out of poverty. In 2020, CARE worked in 104 countries, reaching 90 million people through more than 1,300 programs, with an annual budget of \$650 million. Every single one of those 90 million people has a story of resilience, community, strength, and hope for all things that bind us together, across every corner of the globe. CARE began working in Tanzania in April 1994, in response to the crisis in Rwanda and the subsequent influx of refugees into the Kagera Region of North-western Tanzania. Over the subsequent years, CARE Tanzania developed innovative education, health, microfinance, and environmental programs across most regions of the country. In Tanzania CARE works with the Government both in mainland and Zanzibar and other stakeholders to transform communities and ensure financial inclusion and independence, health and nutrition, climate-smart development resilience, especially for women and girls.

### JOB SUMMARY

CARE Tanzania seeks to recruit Program Quality Interns who will be responsible to support Program Quality daily activities and play a key role in provision of Program Quality support.

The Program Quality Interns will report directly to the **MEAL Officer** and will be based in **Dar es Salaam & Tanga**.

### OBJECTIVE OF THE INTERNSHIP:

- Support in the review and development of tools, systems for PQ, staff and partners readiness to use and document.
- Rapid Assessment to all ongoing projects to document their engagement with partners and develop plans to improve collaboration.
- Support in partner mapping exercise and creating a database for CARE Tanzania partners including Women Rights Organizations/Women Led organisations.
- Support projects in development of Feedback and Accountability Mechanism.
- Documentation of feedback from the community and creation of FAM database.
- Documentation of best practices, lessons, challenges and success stories on the four Program Quality areas.
- Documentation of policy briefs and learning brief on the Program Quality areas and share with all key stakeholders.
- Documentation of learnings based on the successful project sites visit for learning purposes
- Support in monitoring visit to assess the progress of each project in implementation of 4 priority PQ standard for FY24.
- Participate in Program Quality trainings organized by the Country Office
- Participate in Reflection meetings with program team and partners on PQ performance and document lessons.
- Participate in other duties as assigned by the supervisor.
- Perform other duties as assigned by supervisor.

## **EDUCATION QUALIFICATIONS:**

### **Required:**

- Fresh graduate with a minimum degree in Project Planning and Management or related field from a recognized University.
- Experience in Monitoring and Evaluation, Gender, Communication, Rural Community Development, data collection, analysis, reporting, monitoring and documentation or similar field will be an added advantage.
- Ability to work independently with minimum supervision as well as in a team.
- Ability to work under pressure.
- Ability to manage multi-task.
- Skill interpersonal skills.
- Time management skills.

### **BEHAVIOURS:**

- Hardworking with capacity to work independently.
- Honesty, integrity, open and transparent personality.
- Discretion and understanding of confidentiality issues.
- Excellent attention to details.
- Team player, working collaboratively towards achieving a team goal.
- Motivated, energetic and striving to support others.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

### **MODE OF APPLICATIONS**

Only a letter of application and updated CV including names of at least 3 reputable referees with reliable contacts should be sent by email to Human Resources Department

[TZAHumanResourcesDepartment@care.org](mailto:TZAHumanResourcesDepartment@care.org) by CoB, 19<sup>th</sup> April 2024 at 1700hrs. **Only shortlisted applicants will be contacted.**

*CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and vulnerable adults from abuse.*