



Terms of Reference

Executive Director at Tanzania Youth Vision Association (Urgent)

Tanzania Youth Vision Association (TYVA) is a youth-led, non-partisan, non-profit, and non-governmental and membership based organization founded in 29th July 2000 and registered with a registration number (00NGO/R2/000425) to work as Non-Governmental Organization focusing on youth awareness raising and empowerment.

TYVA defines youth as of age 16-30, of which concentrate much to bring up and create the opportunity for them.

The Organization was formed to fill a gap of a strong youth organizations and to address the challenge of poor youth involvement and participation.

For the past 20 years, the organization has been actively involved in lobbying and advocating youth issues through capacity development and awareness programs. TYVA is working around four basic thematic areas; civic awareness, environment, health and entrepreneurship.

More at; <http://tyvavijana.or.tz/>

The post of Executive Director is established at TYVA to serve secretariat and be secretary to the Board of Directors of the organization.

The term of the Executive Director is two years and may be renewed upon successful performance in office.

The Executive Director is responsible and accountable to the Board of Directors for the administration and for the implementation of TYVA programmes, projects and other activities, in particular:

- Development of policies and programmes to help the organization design and implement its strategies, including strategic plan.
- Effective advocacy for policies, particularly those related to governance and youth.
- Representing and advocating for the rights of youth in Tanzania
- Fund-raising to ensure that assessed needs are sufficiently resourced so that TYVA's constantly changing requirements are met.
- Setting and managing the strategic direction of the organization in accordance with its core mission and governance requirements, delivering and reporting on results achieved.

Candidates for the post should have a combination of the following, skills, traits, Strengths and experiences:

Leadership & management skills

- Highly developed leadership skills including the ability to inspire, encourage and build trust and confidence. The candidate will support TYVA staff and uphold the principles of partnership; she/he will maintain core values of the organization.
- Strong and documented management skills and experience required to guide a large, highly decentralised and unusually diverse youth organization including demonstrated ability to attract, retain and deploy the best possible staff. He/she should be able to set clear standards for accountability, probity, value for money and risk management; to ensure sound and transparent financial management; and deliver continuing improvement in TYVA's effectiveness and in its systems to measure and report on this. He/she must have the ability to direct TYVA staff resources strategically, effectively and transparently, with appropriate delegations of authority;
- The ability to manage time and prioritise in high-pressure situations. The candidate must be able to prioritise and identify the best possible use of her/himself and senior staff in the face of potentially overwhelming demands across a wide spectrum of TYA operational activities;
- The ability to think beyond traditional modes and to be innovative in seeking solutions to complex operational and logistical challenges;
- Excellent communication skills including the ability to facilitate communication so that she/he will fulfil TYVA's responsibility of accountability and transparency to members of the Board of Directors and other stakeholders;
- Strong youth policy advocacy skills to be utilised in extensive public speaking, daily media interviews and interaction.

Qualifications/Conditions

The following are desired conditions and qualification to be exhibited by applicant for the post;

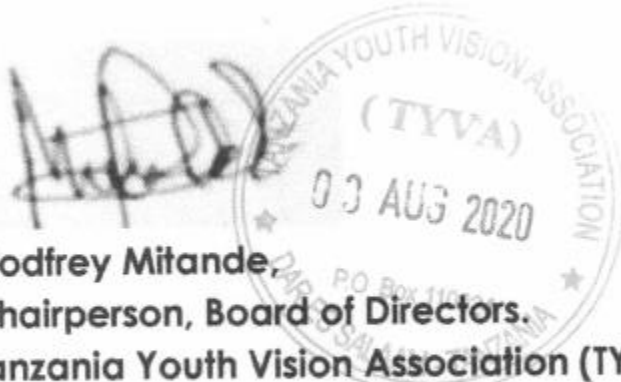
- **Applicant must be an ordinary member of TYVA with clear records for membership subscriptions.**
- Applicants should be Tanzanian young person aged between 21 to 30 years, analytical, tolerant and of high moral integrity.
- Applicants must possess a minimum of Degree level of education related to social science or management studies with experience in working with youth NGO or networks.
- Applicants must have a vast experience in NGOs dynamics and regimes in Tanzania
- Applicants must have a background or be involved in any voluntary works, human rights work or youth work in a way.
- Applicant must have not been found or convicted with crime acts.
- Fluent in English and Swahili languages.

Mode of application

Interested and qualified youth for Executive Director Position must send their application letter accompanied with a two (2) page motivation letter explaining how he/she will work and contribute to the success of the organization taking into account the thematic areas in the TYVA Strategic plan.

All CVs, and motivation letter should be submitted to info@tyvavijana.or.tz and copy tyvavijana@yahoo.com **Not later than August 10th, 2020 at 16.30 PM.**

N.B: Only Successful Applicants will be contacted for an Interview.



Godfrey Mitande,
Chairperson, Board of Directors.
Tanzania Youth Vision Association (TYVA)
August 3rd, 2020