

## Job Description

### **Dar Urban Early Childhood Care and Education Programme Officer (Dar Urban ECCE Programme Officer)**

<b>Programme:</b> Dar Urban ECCE Programme	<b>Duty Station:</b> Dar es Salaam, Tanzania
<b>Reports to:</b> Dar Urban Programme Manager	<b>Start Date:</b> 1 <sup>st</sup> April, 2026
<b>Contract Type:</b> Fixed Term for Two (2) Years, renewable contingent on funding	

### **Background**

Children in Crossfire is a registered charity in Ireland that facilitates International Development and Global Citizenship Education activities. Guided by the vision of a compassionate world where every child can reach his or her potential, the organization works in partnership with local organizations in Tanzania and Ethiopia to improve the lives of disadvantaged young children through quality Early Childhood Care and Education (ECCE). By strengthening early childhood care and learning, Children in Crossfire empowers children and their communities to build brighter futures.

### **Main purpose of the role**

The Programme Officer will play a key role in providing technical leadership, strengthening childcare practices, and promoting evidence-based approaches that enhance programme quality, drive innovation, and inform childcare policy.

The Programme Officer provides day-to-day technical support to ensure effective programme delivery. The role focuses on strengthening daycare practices and supporting care-workers to apply child-centred, play-based approaches that promote holistic child development. The Programme Officer collaborates closely with daycare owners, care-workers, parents, and government structures at all levels, and works with the Programme team and implementing partners to improve quality and access to childcare services.

### **Major Responsibilities**

- 1. Building Capacity of Various ECCE Frontline Professionals:** Provide technical leadership in strengthening the skills, competencies, and practices of ECCE frontline workers in the daycare setting particularly care-workers to deliver high-quality, child-centered services.
- 2. Strategic Collaboration with Government and ECD/childcare Stakeholders:** Lead engagement and coordination with regional and local government authorities and key ECD/childcare stakeholders especially programme implementing partners UVIWADA and Montessori Community of Tanzania to enhance programme effectiveness and sustainability.
- 3. Inclusive and Equitable Programme Implementation:** Ensure all programme interventions are designed and delivered through an inclusive lens, promoting equitable access and participation for all children.

4. **Childcare as a Business:** Support evolve programmatic adaptation to principles of Childcare as a Business including piloting business development, microcredit, and wider business to business value chains.

## **Specific responsibilities**

### **1. Building Capacity of Various ECCE Frontline Professionals**

- Conducting training sessions, and facilitating various technical meetings with frontline professionals such as child-care workers, daycare center owners, and Region, Council, and Ward government officials responsible for delivering childcare services
- Development of various training packages and resources useful for childcare workers continuous professional development especially aligned to high-density informal setting
- Conducting mentoring and follow up visits in the field to ensure continuous professional development, and support community of learners/practice for peer exchange within the daycare ecosystem.
- Effective participation with the team including implementing partners to conduct periodic progress reflection including monthly programme implementation updates for learning and planning
- Provide support in preparing Programme Implementation Reports on a timely manner.
- Comply with CiC in regard to Safeguarding policies and procedures at all levels.
- Report to and cooperate fully with the Dar Urban Programme Manager on all aspects of your work, agreeing performance objectives and progress reports in line with the Logic Model/Results Framework and indicators
- Adhere to all organisational policies, and implement accordingly
- Be flexible in terms of working hours, as the role may include working at weekends and in the evenings.
- Undertake any other duties to support the operations of the organisation as and when required.

### **2. Strategic Collaboration with Government and ECD Stakeholders**

- Liaise with Local Government Authorities to maintain good relationships in the areas of project interventions.
- Conduct joint visits with various childcare leadership stakeholders from community to national level as strategy of system strengthening and capacity building on various ECCE/childcare technical aspects.
- Ensure all programming activities empower and effectively engage CiC-TZ programme implementing partners namely UVIWADA and Montessori Community of Tanzania.
- Specifically work to build the programming capacity of UVIWADA in all aspects of supporting quality ECCE and childcare within high-density daycare context
- Maintain teamwork among field Staff and implementing partners in ensuring quality and highly technical programme delivery
- Ensuring implementation of activities in a timely manner, as per agreed work plan

- Timely activity fund request and quality retirement that meets financial standards, organization standards, policies and donor requirements
- Track project progress using project agreed MEL tools, produce quality and timely monthly, quarterly and annual reports using agreed reporting templates
- Ensuring quality data collection including data for children with disability and other vulnerabilities to inform our CiC MEL

### **3. Inclusive and Equitable Programme Implementation**

- Ensure specific materials for children with disabilities and other vulnerabilities are developed and aligned with respective curriculum
- Creating space for technical capacity-building for the program team and ensure our partners are engaged in delivering the Dar Urban Programme on childcare with an inclusive lens
- Engage with tech companies and experts to ensure the equitable integration of technology into the programme delivery.
- Focal person for all technical matters related to disability inclusiveness and ECCE.
- Engage with the consultancy process to design and pilot a childcare voucher subsidy for Most Vulnerable Children to gain access to quality daycare.

### **4. Childcare as a Business (CaaB)**

- Engage with the programmatic adaptation to principles of Childcare as a Business and position the programme to work effectively within a childcare market systems perspective.
- Support the design and piloting of business development training for informal daycare context and ongoing mentorship.
- Support the design and piloting of a microcredit revolving fund to be administered by the programme including viable business plans and repayment terms across daycare participants.
- Support programme approaches to promote wider business to business value chains in the childcare sector optimizing economies of scale and quality services for daycare ecosystem.
- Provide supportive supervision across project daycare including MEL fieldwork to monitor CaaB roll-out and transparent execution of the revolving fund for daycare business support.

### **Safeguarding Risk**

This role is considered to present a **high-rating** of safeguarding risk. The role will include regular fieldwork in daycare centres and communities whereby the staff will be interacting directly with children and vulnerable adults.

### **Person Specification**

- Graduate in education / social welfare and ECD course at minimum of bachelor degree level, while disability inclusive profession/experience will be added advantage.
- Proven track record of at least 3 years of working in Early Childhood Development across childcare and early learning subsectors in Tanzanian context.

- Has experience of conducting training to childcare workers and early years teachers
- Strong understanding of wider childcare and education sector in Tanzania and is aware of the existing childcare and education policies and curriculum.
- Has good understanding of various national and international disability inclusive/special needs guidelines, policies and strategies.
- Has strong experience of working with community and parents in supporting childcare and education programmes.
- Experience in engaging in urban markets systems and/or microfinance schemes for development will be added advantage.
- Exposure to supporting informal or semi-formal childcare providers as micro-enterprises, including basic business practices, financial literacy, or enterprise sustainability, is an added advantage.
- Strong understanding and demonstrable experience of results-based management processes, including supporting MEL to inform project management and development.
- Has experience of working with regional and local government structures.
- Excellent written and oral communication skills in Swahili and English.
- Basic knowledge of using computer in particular word, power point, excel (skills on use of software programme like STATA, SPSS etc. for data analysis is added advantage)
- Carry out your work with integrity
- Commitment to confidentiality
- Committed to the aims and values of Children in Crossfire, and work as part of the team