

TANZANIA SOCIAL SUPPORT FOUNDATION

HIGHER EDUCATION FUND



VOLUNTEER VACANCY

I. Organizational Background

Tanzania Social Support Foundation is the Non-Governmental Organization that is incorporated under the Non-Governmental Organizations Act, Cap. 56 of the Laws of the United Republic of Tanzania, with registration number 00NGO/00006998 and mandate to operate in Tanzania Mainland. Since its incorporation on 15th September 2011, the TSSF has been actively dealing with Higher Education, Economic Development, Good Governance, Healthcare, and Tourism.

(a) Vision Statement

“To be a leading Social Support Entity in Tanzania, that is committed to facilitate the provision of better healthcare, quality higher education, resilient and healthy good governance, and creation along with maintenance of sustainable tourism and economic ventures within the United Republic of Tanzania”

(b) Mission Statement

“To have an educated, healthier, democratic and wealthy nation of the United Republic of Tanzania”

(c) Core Values

- P** Professionalism.
- R** Responsiveness.
- A** Accountability and Activeness.
- C** Commitment.
- T** Team Player.
- I** Innovativeness
- C** Courteous.
- E** Ethics and Efficiency.
- S** Sustainability.

(d) TSSF Philosophical Statement

“Empowering the Sensible Efforts”

(e) TSSF Doctrine of Social Support

The TSSF-provided social support to the general public of the United Republic of Tanzania shall typically be;

- (i) Emotional and Motivational Support.
- (ii) Tangible Support.
- (iii) Informational Support; and
- (iv) Companionship Support.

(f) TSSF Motto

“Serving the needs of the people”

(g) TSSF Slogan

“The People’s Foundation for the People’s Progress”

(h) TSSF Headquarters

Plot No. 264, Block “H”, TANU Road, Rahaleo Street, Mtwara Municipality, Mtwara Region, the United Republic of Tanzania, **East Africa.**

(i) Links

- (i) Website; <https://www.tssf.or.tz>
- (ii) Subdomains; <https://tssf-org-tz.weebly.com>, <https://envaya.org/tssf-org-tz>
- (iii) Blog; <http://tssf-org-tz.blogspot.com/>
- (iv) Facebook; <https://facebook.com/tssftz> (v) Twitter; <https://twitter.com/tssftz>
- (v) LinkedIn; <https://www.linkedin.com/company/tssftz>
- (vi) Youtube; https://youtube.com/channel/Tanzania_Social_Support_Foundation
- (vii) Wikipedia:
https://en.wikipedia.org/wiki/Tanzania_Social_Support_Foundation

(j) Postal Address;

Director General,
Tanzania Social Support Foundation,
P.O. Box 1328,
Mtwara,
TANZANIA.

2. Position Summary

The TSSF Director of Higher of Education acts as the lead on Higher Education initiatives of the Tanzania Social Support Foundation including the co-developing program strategies and content, implementing and conducting outreach to engage and enrol and activate partners and stakeholders into the TSSF Network. The TSSF Director of Higher Education will work closely with the Office of the Director General of the TSSF to implement the activities of the Higher Education sector in a timely and cost effective manner. The TSSF Director of Higher Education will be a dynamic collaborator and networker, a strong program implementer with a good knowledge of higher education, teaching professional activities and sustainable higher education issues and priorities.

- 3. Volunteer Position:** Director of Higher Education.
- 4. Reporting to:** Director General.
- 5. Division:** Higher Education Fund.
- 6. Office:** Office of the Director General.
- 7. Supervisor:** Director General
- 8. Service Length:** 12 Months Consecutively.
- 9. Essential Duties and Functions;**
 - (i) To act as the Chief Executive Officer of the Higher Education Fund of the TSSF.
 - (ii) To act as the Principal Assistant of the Director General in matters related to the supervision of the day to day functions of the Higher Education Fund of the TSSF.
 - (iii) To identify, enrol and activate institutional and thought leaders from associations, colleges and universities and other relevant organizations in the sector of Higher Education.
 - (iv) To identify, enrol, establish, activate and liaise with a coalition of stakeholders of the Higher Education Fund of the TSSF by securing MoU with partners.
 - (v) To create and manage on-going activities of the Higher Education Fund of the TSSF and partner communications.
 - (vi) To help develop and support members, partners and stakeholders of the Higher Education Fund of the TSSF.
 - (vii) To work with internal staff and external partners to develop and implement partner and direct outreach plans including specific actions with timelines and budgets to build overall participation in the programs of the Higher Education Fund of the TSSF.
 - (viii) To support the development of Higher Education in Tanzania and Access to Higher Education provision by Tanzanian poor students.
 - (ix) To develop and implement policies and procedures which support the quality improvement of Higher Education in Tanzania and Access to Higher Education by Tanzanian poor students.
 - (x) To work with a range of strategic partners to support the development of Higher Education in Tanzania and Access to Higher Education programmes by Tanzanian poor Students.
 - (xi) To assist in the development of a flexible and responsive higher learning curriculums that are defined by the needs of industry.
 - (xii) To improve internal and external promotion of new and existing provision of financial aid services in conjunction with marketing, business improvement team and student services.
 - (xiii) To liaise with external partners, stakeholders, employers and other organisations regarding the development and management of the Higher Education Fund of the TSSF.
 - (xiv) To develop the learner voice activity in relation to all aspects of higher education provision in Tanzania.
 - (xv) To lead on quality enhancement and compliance for higher education and access to higher education programmes in Tanzania.

- (xvi) To support teaching and learning staff in undertaking academic research activities.
- (xvii) To represent the TSSF at Higher Education events as required.
- (xviii) To plan, organize and supervise the Higher Education Fund of TSSF and administer the TSSF financial aid funds and services.
- (xix) To perform standard financial aid duties such as needs analysis, verification, grants processing and satisfactory academic progress monitoring.
- (xx) To coordinate the TSSF – HEF Financial Aid Desks at all higher learning institutions of Tanzania.
- (xxi) To develop, implement and revise policies and procedures to ensure compliance with Tanzanian laws, regulations and TSSF policies related to financial aid and scholarships that are granted to Tanzanian needy students.
- (xxii) To provide the education advising service and administer the student support services to all beneficiaries and clients of the Higher Education Fund of the TSSF.
- (xxiii) To plan and administer the post-studies programs for Tanzanian higher learning students and graduates.
- (xxiv) To participate fully in the general administration of the TSSF.

10. Qualifications

- (i) Any Bachelor's or Master's Degree from any reputable higher learning institution around the globe.
- (ii) Experience in leading the building and implementation of complex multi-year, multi-faceted campaigns for multi-stakeholder initiatives with emphasis on energizing key players and establishing a model of collaboration.
- (iii) Experience in building and managing professional relationships, “leading from behind” and interacting with high-level leaders from private, public, and CSOs.
- (iv) Relevant knowledge and understanding of higher education culture, leaders, organizations, structures and sustainability efforts.
- (v) Ability to blend strategic thinking with creation and management of real tactics and implementation.
- (vi) Excellent verbal, written and visual communications, presentation and motivational skills.
- (vii) Proficient skills across multiple platforms, including but not limited to Microsoft Office Suite and Google Docs.
- (viii) Commitment to Social Support Doctrine of the Tanzania Social Support Foundation.
- (ix) Being a Citizen of any Country in Europe, or United States of America or Canada.

II. Mode of Application

Interested applicants may forward their application letters, CVs, Academic and Experience Certificates and Copies of their Official Travelling Documents to the following address;

Director General,
Tanzania Social Support Foundation,
P.O. Box 1328,
Mtwara,
Tanzania.

E-Mail: dg@tssf.or.tz.

Deadline for receiving the applications is 30th September 2017.

Successful Candidates shall be contacted by Mid-October 2017.

Issued by;

Shaban Thomas
ADMINISTRATIVE COORDINATOR