



VACANCY ANNOUNCEMENT

The Evangelical Lutheran Church in Tanzania (ELCT) is a faith-based organization registered on 19th June 1963 with headquarters offices at Arusha. The mission of the ELCT is to provide holistic care to all people. The management and leadership oversight is provided by the ELCT Secretary General assisted by four Deputy Secretary Generals (DSG) - including the DSG for Mission and Evangelism, DSG for Social Services and Women's Works, DSG for Planning and Development and DSG for Finance and Administration.

ELCT wishes to recruit qualified, motivated and dynamic individual for the below described position. All applicants are strongly advised to read to adhere to application instructions and guidance provided.

Position: **DIRECTOR OF WOMEN'S WORK AND CHILDREN (1)**

Reports to: Deputy Secretary General Social Services and Women's Work

Duty Station: Arusha with frequent travels around Tanzania

Position Summary

The Director of Women's work and Children will coordinate all women's and children works in ELCT, working in close collaboration with Diocesan Women Secretaries, Women's Council and implementing the decision of the Women's work Council Meetings. Will also, lead and manage initiatives aimed at advancing gender equity, safeguarding the rights and welfare of women and children, and promoting social justice within the church and broader community. This role involves strategic planning, program development, advocacy, and collaboration with various stakeholders within Tanzania, regionally and across the global

Routine and General responsibilities

- Prepare and organize Women's Council meetings and General Assembly.
- Maintain and establish networks with Church oriented organizations throughout the world to keep abreast of other women's movement directions.
- Ensure proper management of women social-economic projects and ensure that participating women directly benefit from the fruits of the projects.
- Regulate cultural traditions that are against Christian teaching to enable women become better stewards and witnesses of Jesus Christ in the church and society.
- Scrutinize Tanzania's laws and regulations so that they do not violate women's and children's rights.
- Coordinate women's efforts in combating the spreading of communicable and non-communicable diseases
- Spear-head and follow up the implementation of the ELCT Gender Policy and create Gender-based awareness programs and reducing poverty among women.

- Prepare, organize and participate in World Day of Prayers.
- Prepare in close collaboration with the Christian Education desk and Sunday School programs for ELCT.
- Design and prepare Women and Women and Children's projects in Church and society.
- Implement Women and Children's Directorate plans of the Church

Key Technical Responsibilities:

1. Strategic Leadership:

- Develop and implement strategic plans and policies for women, children, and gender justice within the ELCT framework.
- Provide leadership and guidance on gender-related issues and ensure alignment with the ELCT's mission and values.

2. Program Management:

- Design, oversee, and evaluate programs and initiatives that address gender-based violence, promote women's empowerment, and protect children's rights.
- Manage budgets, resources, and staff related to women, children, and gender justice programs.

3. Advocacy and Networking:

- Advocate for gender equality and justice at local, national, and international levels.
- Build and maintain partnerships with governmental agencies, NGOs, and other relevant organizations to support and enhance gender justice initiatives.

4. Capacity Building:

- Provide training and support to ELCT staff, congregations, and community members on issues related to gender justice, child protection, and women's empowerment.
- Develop educational materials and resources to promote awareness and understanding of gender issues.

5. Monitoring and Evaluation:

- Monitor and assess the impact and effectiveness of gender justice programs and initiatives.
- Prepare reports and presentations on program outcomes and progress for stakeholders and donors.

6. Policy Development:

- Contribute to the development of church policies and guidelines related to women's and children's rights and gender equality.
- Ensure compliance with relevant laws, regulations, and best practices.

7. Community Engagement:

- Engage with local communities to understand their needs and challenges related to gender justice.
- Foster community-based solutions and support grassroots initiatives for women's and children's rights.

8. Communication:

- Represent ELCT in meetings, conferences, and public forums related to gender justice.
- Communicate effectively with various stakeholders, including church leaders, government officials, and the media.

Qualifications, Experience and Skills Required:

- Holder of a Bachelor degree in Sociology, Community Development or any other related field.
- Master's degree will be an added advantage.
- 5+ years of progressive leadership experience in social services, or a related area, particularly with a focus on women's and children's services.
- Experience managing and overseeing programs related to women and children
- Strong interpersonal skills to work effectively with diverse teams, stakeholders, and communities.
- Strong leadership and management skills; excellent communication and interpersonal abilities; knowledge of gender justice issues and relevant legal frameworks.
- Must be a woman
- Commitment to the mission and values of ELCT; ability to work collaboratively with diverse groups; strong analytical and problem-solving skills.
- Portray exemplary conducts, live and serve in a way that reflects the values and expectations of ELCT.
- Member of the ELCT and committed to the ELCT vision and mission.
- The applicant's age should range from 38 to 48 years

Salary

The salary will be as per ELCT salary scales

MODE OF APPLICATION:

Send your application letter, academic certificates, marriage certificates (if the applicant is married) and Curriculum Vitae with the names of three referees and their contact information **combined as one PDF document** before application deadline.

The application letter should contain the address below.

**Chairperson
Search Committee
Evangelical Lutheran Church in Tanzania
P.O. Box 3033
ARUSHA**

NB:

1. All Applications **MUST** be endorsed by Diocesan leader
2. All applications **MUST** be sent by EMAIL through recruitment@elct.or.tz
3. Mention the position applied in the email subject line. **“Application for Director of Women's Work and Children position”**
4. The application should be in one single PDF attachment with applicant's name
5. Each applicant must send only one application
6. Only shortlisted candidates will be contacted for an interview
7. The deadline for submitting the application is on **20th September 2024**

“ELCT is an equal opportunity employer.”