



JOB ADVERT

Job Title: Technical Advisor I - Partnership Network and Safeguarding Advisor	Reports to: Head of Programs
Location: Dar es Salaam	Salary Grade: 9

About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

Job Summary:

The Partnership Network and Safeguarding Advisor will focus on facilitating collaborations and relationships between CRS, other non-governmental organizations (NGOs), Government agencies, international development agencies, and the private sector. Your primary role will be split between the identification of new partnerships and engagements to advance CRS goals, projects, and initiatives as well as cultivating the capacities of the current CRS partner network, including in safeguarding. Your role is crucial in leveraging the resources, expertise, and innovation to address societal challenges and achieve sustainable development outcomes by ensuring a high performing and compliant partner network. Your coordination and relationship management skills will ensure that the CRS Partnership Network applies best practices and constantly works towards improving the impact of its benefits to those we serve. You will facilitate advancing Catholic Relief Services (CRS) work of serving the poor and vulnerable.

Roles and Key Responsibilities:

Partner Portfolio and Network Development:

- Develop and implement strategies to engage partners in achieving CRS objectives and development goals.
- Identify potential partners and opportunities for collaboration with private sector companies, including corporations, foundations, philanthropic organizations, and businesses.
- Negotiate partnership agreements, memorandums of understanding (MOUs), and contracts that outline the terms and expectations of collaboration.
- Assist in securing financial and non-financial resources from the private sector to support projects or programs.
- Collaborate with the private sector about their CSR initiatives, helping them align their corporate goals with CRS social and environmental responsibilities.
- Build the capacity of partners to engage effectively with the private sector.
- Develop and implement metrics to measure the impact and effectiveness of partnerships and engagement activities.
- Stay informed about industry trends, market dynamics, and potential partners to inform decision-making.
- Advocate for the importance of private sector engagement within the organization and externally to stakeholders and the public.

- Assess and manage risks associated with partnerships, including reputational risks and conflicts of interest.
- Promote sustainable and ethical business practices in private-sector collaborations.

Partner Safeguarding:

Regional Coordination and learning

- Participate in a series of ToT (Training of Trainers) events on the partner safeguarding procedure/framework and minimum standards.
- Act as a liaison between the CP and the Regional Partner Safeguarding Advisor on partner safeguarding on moderate complete related issues
- Participate in relevant learning events and a regional partner safeguarding community of practice and share experiences and lessons learnt with other partner safeguarding staff.

Implementation of Partner Safeguarding Procedures

- Working with the HoP; conduct mapping of implementing partners and develop CP partner safeguarding annual workplan in collaboration with other relevant CP staff.
- Organize orientation sessions for senior partner staff on the minimum standards and assessment process and tools.
- Coordinate and conduct partner safeguarding assessments according to the procedures
- Coordinate with other relevant CP staff and departments supporting the partner assessment process and collating their contributions (if applicable)
- Ensure partners submit improvements plans following the outcome of their assessment as per procedure.
- Conduct partner follow-up visits within the required timeframe
- Coordinate all partner safeguarding capacity strengthening activities in line with the partner's improvement plan.
- Coordinate, conduct and communicate the re-assessments of partners as per the Partner Safeguarding Procedure
- Ensure that documentation from the assessments, re-assessments and follow-up visits are safely stored in the office and relevant documents are uploaded onto Gateway.

Coordination and communication at CP level

- Be the first point of contact for partners in relation to the partner safeguarding procedures and provide partners with appropriate information and technical resources.
- Be the first point of contact for CP staff in relation to the partner safeguarding procedures and other partner safeguarding requests and questions.
- Write regular (e.g. monthly/quarterly) progress reports on the roll-out of the partner safeguarding procedures and share with supervisor, SMT, partnership staff and regional partner safeguarding advisor
- Organize regular meetings with key program, risk& compliance, operations, partnership staff (if applicable) and any other relevant CP staff to provide update on the status, progress and challenges of rolling out partner safeguarding procedures at the CP level.
- Ensure the coordination of all partner safeguarding activities with other CP staff involved in partner capacity building activities or assessments, including SRFMP and HOCAI

Basic Qualifications



- A bachelor's or master's degree in a relevant field such as Business, Management, International Relations or Diplomacy, Economics, or Development studies.
- Knowledge of the private sector landscape and familiarity with various business models, including for-profit, social enterprises, and startups.
- Strong communication and negotiation skills.
- Minimum of 1 years of experience in designing and conducting trainings and/or implementing partnership capacity strengthening initiatives
- Analytical skills for assessing potential partnerships and their impact.
- Knowledge of key players, major corporations, and emerging businesses in relevant sectors.
- Cultural sensitivity and adaptability for working with diverse stakeholders.
- Minimum of 5 years of work experience in business support, ideally in the field of partnerships and engagements.
- Additional experience may substitute for some education.

Required Languages – English and Kiswahili

Travel - Must be willing and able to travel up to 30%

Knowledge, Skills and Abilities

- Analysis and problem-solving skills with the ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners.
- Proactive, results-oriented and service-oriented
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities.

Preferred Qualifications

- Work experience in partnership development, private sector engagement, or related fields. Experience in both the private sector and non-profit/government sector can be valuable.
- Strong strategic planning and analytical skills to identify partnership opportunities that align with the organization's mission and goals.
- Excellent written and verbal communication skills to effectively communicate with internal and external stakeholders, including the ability to make persuasive presentations.
- Project management experience, including the ability to oversee complex partnership initiatives from inception to completion.
- A track record of achieving measurable results through partnership development and private-sector engagement.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Agency REDI Competencies (for all CRS Staff):

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the



mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- **Personal Accountability** – Consistently takes responsibility for one’s own actions.
- **Acts with Integrity** - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- **Builds and Maintains Trust** - Shows consistency between words and actions.
- **Collaborates with Others** – Works effectively in intercultural and diverse teams.
- **Open to Learn** – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Agency Leadership Competencies:

- **Lead Change** – Continually looks for ways to improve the agency through a culture of agility, openness, and innovation.
- **Develops and Recognizes Others** – Builds the capacity of staff to reach their full potential and enhance team and agency performance.
- **Strategic Mindset** – Understands role in translating, communicating, and implementing agency strategy and team priorities.

Supervisory Responsibilities- NONE

Key Working Relationships:

Internal: County Manager, Head of Programs, Operations Manager, CRS EARO Technical Advisors, and staff.

External: Non-governmental organizations (NGOs), Government agencies, international development agencies, and the private sector partners.

****Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.*

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.





HOW TO APPLY:

- Interested qualified candidates should submit their letter of application together with their enclosed CV in PDF or Word format in a single attachment which outlines their experience and sustainability of the position applied to email address TZ_HR@crs.org not later than 25th October 2023.
- **The applicants should clearly state the Job title applied for in the subject line of the email.**
- Only shortlisted candidates will be contacted.

CRS is an Equal Opportunity Employer.

Female candidates, people with disability and people from other recognized marginalized backgrounds, are strongly encouraged to apply for this position. CRS Tanzania recognizes many people do not have access to university education, limited capacity to travel, women take career breaks to care for family, and physical access for people with disability is limited in some workplaces including in the field. In all recruitments, CRS Tanzania uses a competency-based selection process. This ensures that if a candidate does not have a university degree or many years of experience, their competencies and existing expertise is assessed and valued.



5/5

