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JOB DESCRIPTION

PROJECT OFFICER – KBTA EMPLOYABILITY SKILLS PROGRAM, TZ

KILIMANJARO BLIND TRUST AFRICA (KBTA)

KBTA is a charitable trust based in Nairobi and delivers programs in 5 countries in E. Africa and Malawi. Our key objective is to work towards disability inclusion with a focus on those with visual impairment in the INNOVATION & TECHNOLOGY space bringing access to digital literacy & skills to learners with visual impairment from primary schools to institutions of higher education like universities, TVET institutions and Teacher Training Colleges. KBTA's underlying premise is that there can be no real inclusion for the visually impaired without access to quality education. Therefore, KBTA provides solutions for digital literacy & skills to learners with visual impairment through access to multifunctional, digital Braille assistive devices and full service to the VI learners that it caters to by providing also access to digital Braille content, training to teachers and school-based technicians, spare parts, tools and learning materials. These services open the door to young visually impaired girls and boys to access higher education, career choices and support as well as employability skills that will allow them to access employment and develop their full potential in adulthood.

KBTA is a rapidly growing organization. In Tanzania, it works with SHIVYAWATA, which is a Tanzanian non-governmental federation established in 1992 that unites and represents persons with disabilities through 12 national Disabled People's Organisations. SHIVYAWATA works on advancing disability rights through education, health, employment, gender equality, social protection, and policy advocacy to foster an inclusive society.

KBTA in partnership with SHIVYAWATA is implementing 'The Digital Skills Development for Youth with Visual Impairments in Tanzania and is seeking a Project Officer to lead the skills training part of the project.

OVERALL GOAL

The primary responsibility of the role of the **PROJECT OFFICER – Employability Skills Project**, is to further the vision and mission of KBTA in supporting youth with visual impairments to acquire employability, entrepreneurship and digital skills in order to access employment or develop enterprise and participate in the digital economy of Tanzania and beyond.

VISION: A society where learners with visual impairment in learning institutions have all the rights to quality education and subsequent full realization of their potential economically, socially and emotionally

Our **MISSION:** Ensuring that learners with visual impairment in school and institutions of higher learning have access to quality education through assistive devices/materials and the linkage/support for employability leading to inclusion as adults.

CORE VALUES

- Leadership
- Flexibility

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- Transparency
- Integrity
- Collaboration / cooperation
- Equality
- Equity
- Social Justice



| JOB DESCRIPTION | | |
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| Job Title: | Project Officer – Employability Skills Project | |
| Location: | Location in Dar-es-Salaam | |
| Reporting To: | Project Coordinator, KBTA and Program Officer Partner Countries | |
| Consulting with: | Other projects in Tanzania led by the Project Coordinator | |
| Contract Period | 2 years | |
| | | |
| PURPOSE OF THE ROLE | The Project Officer will be tasked with the responsibility of leading KBTAs employability, entrepreneurship and digital inclusion project in Tanzania. | |
| ROLE & RESPONSIBILITIES | | |
| Key accountabilities: Principal Accountabilities (specific activities and end results): <ul style="list-style-type: none">• Support the enrollment process for each cohort, including interviews and selection.• Facilitate the induction process for new cohorts of trainees to both employability and entrepreneurship trainees• Support the management and coordination of project trainees• Provide logistical and administrative support for planning of training and activities related to the skills development of trainees enrolled in each cohort.• Support the development of employability skills training modules.• Maintain accurate documentation, including reports and progress updates for each trainee and share with the program leadership team.• Support and monitor all training activities• Support work with potential employers, employer networks, government, and other organizations to build the outreach of this project• Assist in scheduling and supporting employability skill training sessions.• Support the identification of potential trainers, mentors and volunteers for this project• Coordinate with the finance department to ensure timely payment of stipends to the employability skills trainees.• Compile reports and data for the Program Manager to use in quarterly donor reporting• Participate in other KBTA program activities and events as required from time to time. | | 70% Time Allocation |

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- Develop a database of corporate companies and other employers in preparation for internship placements.
- Support the Programs Officer, Partner Countries, in coordinating the placement of employability skills interns
- Support the planning of corporate/employer round table meetings, including organizing logistics, following up with potential employers, and exploring partnership opportunities.
- Ensure the safety and security of the trainees while they are in the program and also ensure that the assistive devices used by them for the project are maintained and secure at all times.

Financial Management (10% of time)

- Prepare Project Activities budgets in consultation with the Programs Officer Partner Countries and Programs Manager and submit to the finance department for processing upon approval,
- Monitor expenditure against budgets in collaboration with the Finance Officer
- Ensure timely monitoring and accurate expenditure reports to the finance team

Data Analysis & Management (10%)

- Support in the collection, maintenance and reporting of all data specific to the project

Reporting (10%)

Reporting is a key element of this program which must be timely, accurate and efficient.

- Ensuring reports and documentation of all activities

The principal accountabilities are not an exhaustive list of tasks. The need for flexibility is required and the post holder is expected to carry out any other related duties, including on the ground activities that are centered around persons with disabilities, that are within the employee's skills and abilities whenever reasonably instructed.

Required Skills for Role

Core attributes:

- Coordination, networking and influencing both within and outside the organization,
- Focus and flexibility – consistently strives to achieve high standards of performance. Responds positively to change by adapting self-initiated approaches,
- Communication – Excellent interpersonal communication skills and understands how this role contributes to the organizational vision,
- Decision-making – Gathers relevant information and uses effective reasoning to make timely decisions in consultation with line manager and other team members
- Planning and organization – Prioritize activities and develop plans to achieve them, monitoring own progress. Analyses and organizes routine data on a regular basis, having excellent time management
- Delivery and implementation – Time conscious and able to deliver project plans efficiently and effectively,
- Team approach – Is able to work with cross-cultural teams from different departments within and outside the organization, to achieve KBTAs overall goal.

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Qualifications and experience:

- Demonstrable experience in supporting training and mentoring of youth,
- Experience in training is a plus
- Experience working with persons with disabilities a plus
- Minimum of a bachelor's degree in social sciences, community/development studies, business management and other related fields,
- Good communication skills in English both verbal and written
- At least 7 years' experience implementing programs especially in the disability sector and gender mainstreaming,
- Some Experience in project monitoring and evaluation
- Familiarity with national legislation and policies in the field of disability, human rights and employment,
- Knowledge of current issues and best practices in disability, AT ecosystem, Sustainable Development Goals (SDGs) is innovation in education and technology.

If you meet the above qualification and experience, please submit your application by sending your CV (within the template provided) and a 1 page application letter, to info@shivyawata.or.tz on or before **October 12, 2025**.

Please save your CV and cover letter as: **Name_Project Officer, Tz_ Date**, and the email subject line as **Project Officer - Employability Skills Program (Eg: Mary-CV Project Officer TZ-16092025)**

NOTE

Due to the anticipated large volume of applications, only shortlisted candidates will be contacted.