



**Job Title:** Soma Head of Programmes (HoP)

**Reports to:** Chief Executive Officer

**Supervises:** Programme officers and other programme staff

**Salary:** TZS 3,069,450

**Job Purpose:**

To provide technical and capacity building inputs on all Soma programs, including training guidance, coordination, administrative support and applying a feminist lens to all Soma programs.

In expressing interest to join “Readership for Learning and Development – Soma”, you are committing to being part of a feminist organization working creatively to further efforts towards gender equality, but especially to advocating for women’s rights. As the Head of Programmes (HoP) you will be responsible for overseeing and managing all financial operations and administrative functions of the organization. In addition to the technical skills of the role, you will ensure that all systems, processes, practices, and policies support our mission to promote gender equality and advance the rights of women, girls and diverse identities. You will contribute to creating an inclusive, equitable, nimble and feminist work environment while developing cutting-edge programmes that will be exemplary and impactful.

**1. Strategic Programme Leadership**

- Supervise programme team members’ performance and provide technical assistance including development and implementation of detailed programme activity plans.
- Ensure proper communication with program partners for smooth and effective programme and project implementation.
- Oversee and monitor timely achievement of programme targets and performance, including monthly and quarterly review.
- Monitor implementation of programme objectives and planned activities, interpreting lessons to steer an effective, relevant and innovative programme.
- Prepare quarterly, semi-annual and annual progress reports detailing progress of the organization’s programmes.
- Document process workflows for all activities, to ensure continuity and harmonization of practices.

**2. Strategic Oversight**

- Keep abreast of key national and global developments that align with or impact Soma programmatic work, to ensure effectiveness of the work that the organization does.
- Play a lead role in linking and participating in relevant program progress review and other related meetings with donor, government and other partners.
- Serve as a key advisor to the CEO on ‘reading’ the context and setting the strategic direction of Soma.

- Train the next generation of programme team members (including interns, if applicable) on embedding feminist principles in all of the organization's work, and internalising its creative expression niche.
- Perform any other duties as assigned by the Chief Executive Officer.

### **3. Collaboration and Leadership**

- Work closely with the executive team, providing programmatic recommendations to support timely and strategic decision-making.
- Embed the principles articulated in Soma Strategic Plan<sup>1</sup> and the Charter of Feminist Principles for African Feminists<sup>2</sup> in all aspects of the organization's programmes.
- Foster a feminist and inclusive work culture, promoting diversity, equity, teamwork and inclusion within the organization.
- Lead by example, demonstrating professionalism, integrity, and commitment to the organization's mission and values.

#### **Qualifications:**

A Master's Degree in Social Sciences, literature, humanity, Arts, Gender Studies, or equivalent qualifications from a recognised University/Institution.

- Must have a working experience of at least 7 years, of which at least 3 years should be at a senior managerial position in a similar role.
- Thorough understanding of project/program management techniques and methods.
- Excellent Knowledge of social media and resources mobilization.
- Working knowledge of MS office suite, project collaboration tools such as Slack, and programme management software.
- Experience in the NGO sector is an added advantage.
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#### **PERSONAL SKILLS AND EXPERIENCE:**

- Strong leadership and team management abilities.
- Excellent analytical and problem-solving skills, flexible, with keen attention to detail.
- Exceptional communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
- Commitment to advancing gender equality, innovation, open to learning, participatory leadership, creative and practicing feminist principles.

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<sup>1</sup> [Soma SP.](#)

<sup>2</sup> [AFF-Feminist-Charter-Digital-AcA A -English.pdf \(awdf.org\)](#)



**How to apply:**

Submit your CV and a cover letter to [info@somabookcafe.com](mailto:info@somabookcafe.com) by 12 noon on Friday October 14<sup>th</sup> 2023.

As part of your cover letter identify at least one feminist principle that, in your view, has been difficult for organizations in Tanzania to embed in their programmes. Kindly articulate how you would/could overcome this challenge.