

Job Title: Program Manager – Help to Help Academy

Location: Dar Es Salaam, Tanzania

Reports to: Regional Director

Employment type: 1 year Contract with potential for extension, project based.

About Help to Help

Help to Help is a mission-driven organization dedicated to empowering youth through education. Our focus is to increase impact per each SEK/TZS by increasing awareness of our programs and enhancing young people's employability. We are looking for a strategic, organized leader to manage our Academy and drive our funding growth through high-quality grant proposals.

The Role

This is a dual-focus role for a professional who excels at both execution and expansion. You will be responsible for the Help to Help Academy overseeing training projects while simultaneously serving as our lead Proposal Writer. You will turn our program successes into compelling narratives and technical documents that secure funding from foundations, governments, and embassies.

Key Responsibilities

1. Help to Help Academy Management (60%)

- **Project Management & Program Strategic Implementation:** Lead the strategic implementation of the Help to Help Academy program ensuring alignment with beneficiaries needs and consistency with the market. This includes managing planning and execution cycles from setting priorities, tracking progress, reporting and proactively identifying and resolving bottlenecks.
- **Budget Management:** Lead development and management of the program budget, ensuring efficient resources allocation aligned with organizational priorities and program needs while upholding value for money
- **Training Leadership:** Lead the selection, supervision, and coordination of participants. Ensure training manuals and toolboxes are updated and effective as well as facilitating employability skills trainings.
- **Corporate Bridging:** Manage company visits by identifying potential corporate partners, initiating relationships, and coordinating student visits.
- **M&E:** Monitor participant records and support the Monitoring and Evaluation (M&E) for the Academy to ensure we hit impact targets.

2. Research & Strategic Development (10%)

- **Market Trends:** Conduct research on youth employment and skills on demand to ensure our programs remain relevant.
- **Program Innovation:** Develop and implement concepts for both small-scale improvements and large-scale strategic shifts in our methodology. Use data insights to drive decisions, refine implementation strategies and program quality long term.
- **Internal Knowledge:** Act as a subject matter expert for the team on best practices in the education-to-employment sector.

3. Proposal Writing & Grant Development (30%)

- **Opportunity Identification:** Identify and qualify grant opportunities from foundations, government offices, and embassies.
- **Concept Development:** Clarify project needs and objectives to determine proposal concepts and lead strategy meetings for upcoming Request for Proposal (RFPs).
- **Technical Writing:** Lead the writing of compelling, high-quality proposals by assembling technical data including outcomes, implementation methods, staffing, and budgets.
- **Workflow Management:** Establish priorities and timelines for information gathering to ensure all submissions meet deadlines.
- **Quality & Process Improvement:** Maintain documents and templates to improve efficiency and consistency in our tone and readability.
- **Risk Assessment:** Identify and communicate potential risks associated with new grant proposals to the management team.

The Lifecycle of Program Development & Funding

The successful candidate will manage the full cycle of program growth, from initial research to securing the funds that make the project sustainable.

Who You Are

- **Experience:** You have at least 4 years of program management experience within medium to large scale organisations, where you have delivered strong results.
- **An Operational Leader:** You use data to drive informed decisions and improve program outcomes. You are a comfortable facilitator with ability to manage students, cooperate partnerships, and complex logistics.
- **Analytical & Detail-Oriented:** You enjoy digging into data, whether it's for an M&E report or a complex project budget.
- **An Expert Writer:** You have a proven track record of writing successful, technical grant proposals for international donors.
- **Strategically Minded:** You don't just follow a manual; you look for ways to improve processes and increase our impact.

Requirements

- Bachelor degree in project management, sociology, human resources management or related fields in social sciences.
- 4-5 years experience in Program Management in the NGO sector.
- Strong project management skills (budgeting, reporting, and team supervision).
- Possess facilitation skills for medium or big groups.
- Grant Writing/ Proposal Development is an added advantage.
- Excellent command of English (both written and verbal) with the ability to write for an international audience.
- Ability to work cross-functionally and manage relationships with youth and corporate stakeholders.

Whats in for you

- **Real Impact:** Lead the program that solve real world problems through touching youth lives.
- **Growth:** We offer an environment where you can learn and grow.
- **Team:** A dynamic fun and vibrant team to work with.
- **Compensation:** A competitive salary based on experience.

Apply Via: <https://airtable.com/appCL6XlumNYKetmY/shrY73i8Hr19OGgpL>

Deadline for submission : 13th February 2026, 2300hrs

Help to Help Foundation is an equal opportunity employer. We value diversity and do not discriminate on the basis of race, religion, color, gender, age, marital status or disability status.