



## Employment Opportunity

### Program Development and Quality Manager

<b>Position Title</b>	Program Development and Quality Manager
<b>Organization</b>	Zanzibar Maisha Bora Foundation (ZMBF)
<b>Reports To</b>	Chief Executive Officer
<b>Duty Station</b>	ZMBF Head Office, Zanzibar, with regular field travel across Unguja and Pemba
<b>Type of Contract</b>	Fixed-Term Contract
<b>Duration</b>	One (1) year, renewable subject to satisfactory performance and funds availability

## 1. Organizational Background

ZMBF was established to improve the quality of life for Zanzibaris through two mutually reinforcing pathways: the economic empowerment of women and youth in the seaweed value chain, and an integrated human capital agenda spanning nutrition, early childhood development (ECD), maternal and child health, and comprehensive adolescent sexual and reproductive health and rights (SRHR).

As ZMBF scales its programming under Strategic Plan II (2026/27–2030/31), the Foundation is strengthening its capacity to design high-quality, fundable programs and to ensure consistent implementation quality.

## 2. Role Purpose

The Program Development and Quality Manager leads the design and development of new programs and funding proposals and oversees program quality assurance systems across ZMBF's portfolio. The role bridges strategic program design with day-to-day implementation quality, ensuring that what ZMBF proposes to deliver is technically sound and consistently delivered on the ground.

## 3. Key Responsibilities

### A. Program Design and Development

- Conduct needs assessments, landscape analyses, and donor mapping to identify strategic funding and partnership opportunities
- Translate strategic priorities into technically sound, evidence-based, and fundable program designs
- Draft and coordinate concept notes, proposals, working closely with other members of the SMT
- Support due diligence and partnership development processes with prospective donors and technical partners

### B. Program Quality Assurance

- Develop and roll out a Program Quality Assurance Framework and standards/checklists applicable across all programs

- Conduct periodic quality reviews of program implementation against approved designs, donor agreements, and the MEL Framework
- Work with sections and projects Leads to ensure quality indicators are embedded in MEAL and reporting tools
- Provide technical backstopping and quality improvement support to program teams where gaps are identified
- Lead After-Action Reviews and structured lessons-learned processes at the close of major activities or program phases

### **C. Program Coordination, Learning and Capacity Building**

- Provide leadership on development of the annual plans and support ownership and understanding of the strategic priorities by all staff and departments through clear communication, regular feedback on progress and engagement of all functions in updates.
- Facilitate the development and pursuit of thematic and cross-cutting areas e.g. gender equality
- Facilitate cross-program learning and adaptive management processes to share good practice and address common quality challenges
- Support change processes and roll out new ways of working to improve delivery.
- Build the capacity of program staff in program design, logical frameworks, proposal writing, and quality standards
- Represent ZMBF in relevant technical working groups, government convenings, donor forums, and coordination meetings as required

### **D. Partnerships and Institutional Support**

- Contribute to identifying, nurturing and strengthening strategic partnerships with local and international organizations, NGOs, governments etc
- Build and lead a team of technical experts needed to successfully deliver the ambition of the Strategic Plan

## **4. Qualifications and Experience**

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- Master's degree or equivalent in International Development, Public Health, Social Sciences, Project Management, or a related field
- Minimum seven (7) years of progressive experience in program development, design, and/or quality assurance within the development or not for profit sector
- Demonstrated track record of successful program management and resource mobilization with institutional and individual donors and managing donor contractual requirements
- Experience across multi-sectoral programming (e.g., livelihoods, nutrition, health, gender) an advantage
- Experience working within Zanzibar's or Tanzania's development context strongly preferred

## **5. Skills and Competencies**

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- Excellent technical writing skills in English and Kiswahili
- Analytical and strategic thinking, with the ability to translate strategy into actionable program design
- Sound judgement in quality assurance, with the ability to give constructive, actionable feedback to program teams
- High attention to detail balanced with the ability to see the strategic picture
- Collaborative, capacity-building orientation, with the ability to mentor and coach junior staff
- Advanced stakeholder engagement and relationship-management skills, including with donors and government counterparts

## 6. Working Relationships

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The Program Development and Quality Manager reports to the Chief Executive Officer and works in close, coordinated partnership with the Strategic Information Department and Project Leads across all programs. The position also liaises directly with donor representatives, technical partners, and government counterparts as delegated by the CEO.

## 7. Application

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Interested candidates should submit the following documents to [recruitment@zmbf.or.tz](mailto:recruitment@zmbf.or.tz):

- A cover/application letter
- Certified copies of academic certificates
- A curriculum vitae (CV), including contact details of three professional referees

Please ensure all required documents are attached before submitting.

The deadline for applications is **13<sup>th</sup> July 2026**. Only shortlisted candidates will be contacted.

ZMBF is an equal opportunity employer that values diversity and inclusion. ZMBF is committed to safeguarding principles in the workplace and will not tolerate any form of abuse, wherever it occurs or by whomever it is committed.

## 8. Recruitment Process

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1. Shortlisting
2. Two-stage competency-based interviews
3. Some recruitment may include an additional assessment or case study stage, or a third stage interview
4. If successful, you will receive a conditional offer of employment, followed by your contract subject to passing background checks

Released on 3<sup>rd</sup> July 2026