



Terms of Reference (ToR)

Title: Program Assistant- Tanzania

1. Background

RELI Africa is a member-driven network of civil society organizations working across Kenya, Tanzania, and Uganda to strengthen education systems and ensure that all children receive equitable, quality education. RELI Africa advances evidence-based, equity-driven, and locally led education reform through collaboration, learning, and advocacy.

The network operates through four thematic areas:

- Teacher Development and Support (TDS)
- Values and Life Skills (VALI)
- Equity and Inclusive Education (E&IE)
- Accountability (AcT)

At country level, RELI Africa convenes members through annual and regional convenings, peer learning sessions, and regular coordination meetings to advance strategic objectives and strengthen collective action.

2. Purpose of the Role

The purpose of the Program Assistant role is to provide administrative, logistical, and coordination support to the Country Coordinator to ensure effective planning, implementation, documentation, and follow-up of RELI Africa's country-level activities. The role contributes to the timely delivery of activities within budget and in alignment with the country strategic plan and objectives.

3. Key Responsibilities

A. Planning and Logistical Support (60%)

- Coordinate logistics for meetings, trainings, and learning events, including identification of venues, accommodation, flights, and ground transport, in liaison with the Administration and Procurement Officer.
- Schedule calls and meetings and manage the country-specific RELI Africa events calendar under the guidance of the Country Coordinator.
- Track learning activities and meetings and support the preparation of monthly activity updates.
- Plan procurement needs and prepare meeting materials, including printing, scanning, and dissemination of documents ahead of events.
- Ensure timely requisitions for venues, transport, and workshop or conference materials.





B. Communication and Visibility (15%)

- Support the Country Coordinator in creating, curating, and managing internal communications among RELI members at the country level.
- Under the guidance of the Communications Officer, support the preparation and dissemination of external communications through designated platforms, including email, the RELI website, and social media.
- Coordinate weekly RELI updates in consultation with the Country Coordinator and thematic leaders.

C. Meetings and Documentation (20%)

- Take minutes during meetings and compile and share reports with relevant stakeholders as requested.
- Track action points, monitor deadlines, and follow up with members and partners to ensure timely completion of agreed actions.
- Send meeting reminders and follow-up communications.
- Maintain organized records of files, data, reports, presentations, and learning products emerging from meetings and convenings.

D. Other Support (5%)

- Attend and actively participate in network meetings, staff meetings, and retreats as required.
- Perform any other duties as may be assigned by the Country Coordinator or a Senior Officer at RELI Africa.

4. Deliverables

- Well-organized and documented country meetings, convenings, and learning events
- Timely logistical arrangements and procurement requests
- Monthly activity updates and reports
- Accurate meeting minutes and action trackers
- An organized and up-to-date filing and documentation system





5. Required Qualifications and Experience

Academic Qualifications

- Bachelor's degree in social sciences or a related field such as Education, Project Management, Development Studies, Business Administration, or Human Resource Management.
- Work Experience
- At least three (3) years' experience in program logistics support and event management.
- Prior experience as a Program Assistant in a development or non-profit organisation is an added advantage.

6. Working Conditions

- Duty Station: Dar es Salaam, Tanzania
- Reporting To: Tanzania Country Coordinator
- Contract Duration: One (1) year, renewable subject to performance and funding
- Normal working conditions apply, with an in-country travel requirement of up to thirty percent (30%).
- Hybrid work arrangement: approximately fifty percent (50%) remote and fifty percent (50%) office-based at RELI Africa partner-hosting offices.

7. How to Apply

Interested candidates are encouraged to submit their cover letter and CV as a single PDF document to careers@reliafrica.org cc gaudence.kapinga@reliafrica.org for the job application by February 27th, 2026. Please indicate "Program Assistant- Tanzania" on the subject line of the email. Only shortlisted candidates will be contacted.

8. Special Notice

RELI Africa is an equal opportunity employer committed to creating a diverse and inclusive workplace. All employment decisions are made based on qualifications, experience, and organizational needs.

Applicants are not required to make any payments at any stage of the recruitment process.

