

MOVEMENT LIAISON- TANZANIA

Salary: Please see our [Global Salary Scales](#) for more information on salaries payable in different locations. This role will be paid at the rate for Grade E1 in these scales. We do not negotiate on salary.

Location: This role is open to applicants based in Tanzania. You must have an existing right to work in Tanzania.

We have an existing office in Tanzania. You can choose to work from the office, from home, or a combination.

Reports to: Senior Manager, Disability Justice Fund for Women

Contract: Permanent full-time contract (though we are open to considering applications from those who want to work on a part-time or job-share basis). During 2025 we are trialling a 4-day working week for the same pay and you will have the choice to opt-in to the trial on the understanding it could end.

As an organisation that works with disability justice activists in Africa and Asia we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to persons with disabilities. We want to see you at your best and so please let us know if there are any reasonable accommodations at all that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your employment with ADD.

About ADD International.

ADD is a participatory grant-maker for disability justice. Our vision is for a world in which ableism no longer exists, and persons with disabilities can fully participate in society. Our mission is to strengthen disability justice activists and organisations through resourcing, and leadership skills. In March 2024 we launched a new ten-year strategic framework which can be found on our website here: <https://add.org.uk/mtiririko/>

We are transforming our organisation away from traditional development and getting back to our roots by sharing more power and resources directly with activists. Over the next ten years, we have a goal to provide £25 million long-term unrestricted grants directly to disability justice activists and movements. Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

The Opportunity

The role is in the Grant Making and Movement Support Directorate.

The Movement Liaison plays a pivotal role in advancing ADD International's mission at the country and multi-country levels, particularly through the Participatory Grant-Making (PGM) Funds. This position serves as a strategic bridge between ADD and local disability and allied movements, ensuring that our work is grounded in contextual realities and responsive to the priorities of persons with disabilities.

The postholder will be responsible for managing in-country processes, facilitating partnerships, coordinating support, and capturing learning and impact. They may support multiple PGM Funds that will continue to evolve with ADD's PGM portfolio. Aligned with ADD's commitment to the principles of Mtiririko, the Movement Liaison supports persons with disabilities and their organisations to hold power and resources, define their own priorities, strengthen their movements to drive transformative change and advocate for better funding flows.

The role will involve significant amounts of travel within Tanzania. Support and reasonable accommodations will be provided as needed to enable the successful candidate to fulfil this element of the role.

Key Responsibilities

Movement Engagement and Support

- Serve as a liaison between ADD and local disability movements, fostering trust-based relationships and supporting inclusive decision-making.
- Provide and coordinate production of contextual analyses and insights to inform strategic planning and fund implementation.
- Identify and engage key informants and participants, including potential grantee partners, and panel members.
- Promote peer learning, skills exchange, and collective capacity building among grantee partners and movements.

Fund Implementation and Coordination

- Lead locally on the set up of Collaborative Funds where needed, including identifying key participants and facilitating collaborative participatory decision-making processes

- Lead the operational and administrative setup of all in-country fund activities (Collaborative and Competitive), including convenings, communications, reports and site visits etc.
- Facilitate partnership development and contracting processes with grantee partners and fiscal hosts.
- Ensure safeguarding, inclusion, and compliance with host country, UK government, and donor requirements.
- Maintain accurate and up-to-date grant management and record-keeping systems.

Learning, Monitoring, and Reporting

- Support regular meetings of grantees, and undertake regular check ins with grantees to support learning, mutual accountability and continual improvement
- Support the documentation of grantee journeys, outcomes, and impact stories.
- Generate timely and relevant information for internal learning, donor reporting and comms
- Contribute to cross-country learning and knowledge sharing within ADD and among partners.

Administrative and Cross-Cutting Support

- Organise convenings and meetings, take minutes, prepare reports, and support international convenings with the support of the Fund Manager.
- Maintain contacts and ADD's profile with government and local funding contacts and contribute to the development of new funding proposals and strategic initiatives beyond current focus areas.

Safeguarding level.

We are committed to ensuring we are a safe organisation that does no harm to people we work with. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse and are putting in place robust systems to minimise risk to any communities we work with.

Our processes ensure all posts are graded, based on interaction with communities, persons or organisations of persons with disabilities. This post is a **Level 3 post. See outline of all levels below:**

- **Level 1** - office based, no real direct access to communities, persons or organisations of persons with disabilities, and never alone.
- **Level 2** - a travelling role, possible access to communities, persons or organisations of persons with disabilities but unlikely to be alone.
- **Level 3** - regular access to communities, persons or organisations of persons with disabilities, including on their own, or lead responsibility for safeguarding within office/location.

All level 3 posts will be required to undertake regular police checks (or equivalent depending on location).

About You

Essential:

- Lived experience of disability or a strong understanding of issues facing persons with disabilities in Tanzania.
- The Movement Liaison role involves regular travel; candidates must be able and willing to travel for work commitments when needed.
- Strong commitment to supporting the agency, leadership and rights of persons with disabilities, especially those facing additional exclusion related to other inter-sectional characteristics such as gender, age etc.
- Deep understanding and experience of working in the local context and local movements, including political, legal, and social dynamics affecting disability movements.
- Strong interpersonal and relationship-building skills, with a commitment to inclusive and participatory approaches, including participatory facilitation skills
- Proven ability to manage complex processes and maintain momentum in challenging environments.
- Excellent organizational and planning skills, with attention to detail and a proactive mindset.
- Commitment to continuous learning, equity, and the principles of disability justice, including accessibility of all our processes with grantees.
- Understanding of and commitment to approaches that support movement strength as well as individual organisations.

- Speak Swahili and have an understanding of the need to facilitate language justice.
- Good English (written and spoken) and the ability to translate to Swahili language.

Desirable:

- Experience working with participatory grant-making or grassroots movements or the willingness to acquire these
- Familiarity with safeguarding, compliance, and donor reporting requirements.

If these statements sound like you, then we highly encourage you to apply for this rare and exciting job opportunity at ADD International. We are particularly keen to receive applications from persons with disabilities.

How to apply.

Interested applicants should send the following attachments by email:

- Their **CV** (max 3 pages)
- Your **answers to the below 3 questions** (maximum 1,000 words or 6 minutes audio/video)
- Completed [Equal Opportunities Form](#)
- The names, contact numbers and addresses of **2 referees** (please state if you are not happy for them to be contacted at this stage)

Please also send your answers to the following questions in no more than 1,000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email, but do not include your name on this document). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

1. Why are you interested in being considered for this role and how would your skills and experience enable you to succeed?
2. What do you see as the biggest opportunities and challenges facing disability movements in Tanzania, and how would you work with activists and organisations to address these?

3. This role requires balancing administration with facilitation and relationship-building. How would you prioritise these different aspects of the role to ensure impact?

Please send your application to recruitment@add.org.uk by the closing date below.

If you need an accessible format or the application documents, or another way to apply, or if you have any queries about the application process, please contact recruitment@add.org.uk

Application deadline: Monday 29 September 2025, 9am UK Time

First round interviews will be held during the week commencing 13 October

Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.

Equal opportunities.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Persons with disabilities are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all persons with disabilities who meet the minimum criteria. We also prioritise applications from person with disabilities, this means that we first only review applications from those who identify as persons with disabilities. Only if we are unable to recruit from this group will we review other applications.

For more information on this please see our [Equal Opportunities Policy](#).

Safeguarding.

The nature of ADD's work as participatory grant-maker for disability justice means that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. As we transition from project-based work to grant-making we recognise the power dynamics this creates that can make grant-seekers vulnerable to abuse.

ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environment for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the [safeguarding pages](#) on our website.

Data protection.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our '[Job Applicant Privacy Notice](#)'.

Due to the nature of our roles, interacting with staff in our different countries, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.