

MIF PROFILE

Mwanamke Initiatives Foundation (MIF) is a non-governmental and not-for-profit organization established to create a structured platform for actionable dialogue, networking, information sharing, and skills exchange aimed at improving the welfare of women, children, and youth in the areas of health, education, and socio-economic development.

Core Values

Patriotism

MIF upholds national values by aligning its programs with government priorities and supporting public interests through responsible and collaborative action.

Accountability

MIF, together with its board, committees, staff, and partners, accepts responsibility for its actions, decisions, policies, and outcomes, ensuring transparency and responsible stewardship.

Commitment

The organization is dedicated to delivering quality programs, services, and initiatives that create meaningful and lasting impact for communities.

Integrity

MIF acts with honesty, honor, and respect for human dignity, upholding ethical standards and human rights in accordance with national and international principles.

Equity and Equality

MIF promotes fairness and transparency in all operations, ensuring equal opportunities in recruitment, partnerships, procurement, and community engagement.

Diversity and Inclusiveness

MIF fosters a culture where all individuals are treated fairly and respectfully, with equal access to opportunities and resources.

Innovation and Empowerment

The organization encourages creativity, initiative, and continuous learning, empowering staff and communities to lead and contribute to transformative change.

Excellence

MIF strives to achieve the highest standards of quality and performance in all its programs and operations.

Safety

MIF prioritizes the health, safety, and wellbeing of staff, partners, and beneficiaries by maintaining secure and supportive environments.

Adherence to Government Leadership

MIF respects national strategic frameworks, policies, and priorities, ensuring its initiatives reinforce national development goals.

MIF is currently strengthening its Education and Digital Learning Program at the **Bungi Resource Center, South Region - Zanzibar**, and invites applications from qualified, passionate, and professional individuals to join our growing team.

VACANCY FOR E-LEARNING & LIBRARY SYSTEMS COORDINATOR (1 POST)

The E-Learning & Library Systems Coordinator will be responsible for the comprehensive management of the Student Learning Center's hybrid learning ecosystem, integrating digital learning platforms, library systems, and ICT infrastructure to enhance academic performance and promote 21st-century skills development.

Main Duties and Responsibilities

1. E-Learning Platform Management

- Coordinate the operationalization and daily management of the E-learning platform.
- Oversee installation, configuration, and regular updating of the platform.
- Upload, organize, and maintain curriculum-aligned digital content including past papers, lesson plans, TIE materials, assessments, simulations, and career guidance resources.
- Ensure integration and proper functionality of third-party offline applications.
- Monitor usage statistics and prepare performance reports.

2. Digital & Physical Library Management

- Manage and maintain the hybrid library system (digital and hardcopy materials).
- Develop and maintain structured cataloging and indexing systems.
- Oversee book borrowing systems, inventory tracking, and documentation.
- Promote reading culture initiatives and structured library sessions.
- Ensure library resources align with national curriculum priorities.

3. ICT & SMART/Digital Room Coordination

- Ensure functionality of all ICT equipment including computers, monitors, projectors, routers, and related devices.

- Provide first-level technical support to students and facilitators.
- Coordinate troubleshooting with technical support teams when necessary.
- Maintain updated ICT inventory records.

4. User Support, Training & Engagement

- Conduct orientation sessions for students and facilitators on the use of E-Learning platform and library systems.
- Support research activities and digital navigation.
- Collect user feedback to improve service delivery.
- Collaborate with facilitators to integrate digital and library resources into learning sessions.

5. Monitoring, Documentation & Reporting

- Prepare monthly reports on platform usage, library utilization, ICT status, and user engagement.
- Track key performance indicators (KPIs) related to system adoption and service efficiency.
- Maintain proper documentation of installations, updates, and training sessions.

Requirements and Qualifications

- Diploma or Bachelor's Degree in Information Technology, ICT, Computer Science, or a related field.
- Candidates with combined qualifications in Library Management are strongly encouraged to apply.
- Minimum of 2-3 years of relevant experience in software development/management.
- Applicants must be residents of Unguja, Zanzibar.
- Female candidates are highly encouraged to apply.

NB: All applicants must demonstrate knowledge and experience in the prevention of sexual abuse and harassment, particularly in relation to the protection of children and women.

MODE OF APPLICATION:

**KINDLY SEND YOUR CV AND ONE PAGE MOTIVATIONAL LETTER
TO WORK WITH MIF TO: arafa.marzuk@mif.or.tz**

DEADLINE FOR THIS APPLICATION: 31st MARCH 2026.