



WAJIBU – INSTITUTE OF PUBLIC ACCOUNTABILITY

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JOB VACANCY

Introduction:

WAJIBU – Institute of Public Accountability was founded in 2015 with the purpose of fostering an environment that supports transparency, accountability and good governance in the management of public funds in the country. WAJIBU is a Non-Governmental Organization (with Registration Number 00NGO/R2/00056) registered under the Non-Governmental Organizations Act No.24 of 2002 (as amended in 2019).

WAJIBU is looking for a competent Research and Policy Analyst and Citizen Engagement and Capacity Building Officer to work in its Program and Research Department to support various donor-funded projects and the overall activities being done in the department. Applicants for the post should be persons of high integrity, creativity; self-motivated, strong analytical skills with good communication skills, as well as being proficient in Kiswahili and English Languages. Specific requirements of each position are provided hereunder:

TITLE:	Research and Policy Analyst Officer (1 position)
PROGRAM / DEPARTMENT:	Research and Program
REPORTS TO (Title Only):	Research and Program Manager
SUPERVISES	n/a
DUTY STATION	Dar es Salaam

Job Summary

Reporting to the Research and Program Manager, the Research and Policy Analyst conducts research, surveys and analyses; compiles and organizes data; and uses new and existing data sources to prepare, enter, arrange and display data in a meaningful and useful manner to support the program and business development functions at WAJIBU. Under the direction of the Research and Program Manager, the Analyst will prepare policy studies, papers and other written communications on a variety of topics of importance to research-intensive advocacy work.

Specific Job Responsibilities

- Conducts background policy research and analysis to support existing projects as well as proposals for new bodies of work; synthesizes research findings to identify and recommend best practices.
- Extracts, collects and aggregates data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks existing data for consistency and accuracy purposes.

WAJIBU is an Equal Opportunity Employer

- Develops data visualizations for diverse audiences and develops, formats, and prepares reports, charts, and/or graphs for varying documents and written and oral presentations for both internal and external audiences; collaborates with teams to design and help integrate data into WAJIBU's programs.
- Conducts data standardization processes; proactively identifies and proposes alternatives to improve the stability, performance, and accuracy of the data.
- Assists in coordinating, administering, analyzing, and reporting on WAJIBU's surveys.
- Assists with one-pagers and topic briefs to support WAJIBU's research work.
- Assists in efforts to improve internal information tracking systems and enhance the Research and Program department's collaborations and communications on integrated activities with other departments.
- Contributes professional expertise and experience concerning transparency and accountability in the management of public resources, and other relevant areas for policy research.
- Track research project timeline, deliverables, and internal/external partners across multiple projects and teams, proactively communicating progress and potential challenges to supervisors and project teams.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Bachelor degree must be either Commerce in Accounting, Economics, Finance or Accounting, Business administration or Development Studies.
- A Master's Degree in either Economics, Finance, Research, Business Administration, Public Administration, Development Studies or Program Development.
- Minimum of five years of working experience in Public financial management and research work and /or policy analysis.
- Conversant with financial transparency and accountability, Public Financial Management Systems Reforms and Good Governance issues in Tanzania.
- Understanding of the country's Public Financial Management structures and reform programs underway.
- Working experience in donor funded projects, Government and Civil Society Organizations
- Experience in Research and Social Development.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent research and analysis skills
- Excellent language skills, oral presentations to various audiences and writing in English and Kiswahili
- Results-focused and value-driven.
- Excellent understanding of the government functioning and operating mechanisms.
- Adequate knowledge of the country's Public Financial Accountability mechanisms.
- Excellent interpersonal skills
- Experience of working in partnership with media bodies and journalists in the advancement of social justice.

JD Version Date (last revision date):	09.11.2022
TITLE:	Citizen Engagement and Capacity Building Officer (1 position)
PROGRAM / DEPARTMENT:	Research and Program
REPORTS TO	Research and Program Manager
SUPERVISES	n/a
DUTY STATION	Dar es Salaam

JOB SUMMARY

The Citizen Engagement and Capacity Building Officer coordinates the engagement and delivery of capacity building programs to WAJIBU stakeholders particularly the public stakeholders such as elective representatives, the media, Government Institutions, Local Government Councilors and relevant members of the Parliamentary committees, Civil Society Organizations (CSOs) aimed at raising awareness of high public interest issues raised from the Controller and Auditor General and other relevant reports in order to demand for accountability. The position will oversee development of capacity building materials, engage with stakeholders, coordinate delivery of learning sessions and participate in evaluation of learning effectiveness.

SPECIFIC JOB RESPONSIBILITIES

- Oversee capacity building programs to CSOs in Public Expenditure Tracking System (PETS) and Social Accountability Monitoring (SAM) on collection and expenditure of public resources and demand for it.
- Oversee implementation of Accountability Lecture Series project targeting Higher Learning Institutions by coordinating and organizing the capacity building events.
- Responsible for developing capacity building needs assessment tools and strategies with support from the Research and Program Manager.
- Lead in the development and testing of training materials/curriculum and facilitate delivery of capacity building sessions where necessary.
- Coordinate and ensure availability of resources required for capacity building. This may include resource persons, panelists, discussants etc required to effectively deliver identified training.
- Support the execution of meetings, conference calls, and webinars by coordinating logistics, developing agenda, developing content, taking notes/ report writing, and following up on resulting action items.
- Communicates through social media about relevant data and policy issues pertinent to the transparency and accountability in the management of public resources.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Bachelor degree must be either in Law, Economics, Finance or Accounting, Business Administration or Development Studies.
- A Master's Degree in either Law, Economics, Finance, Research, Business Administration, Public Administration, Development Studies or Program Development.
- Minimum five years of work experience in public or NGOs in areas of Policy analysis, advocacy or social development.
- Experience in planning, organizing and coordinating delivery of training or capacity building programs.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Strong report writing and presentation skills, including in the use of graphics, diagrams and data.
- Capacity to write and edit a wide range of materials including speeches, leaflets, briefing papers, web pages, press releases, newsletters and in-depth reports.
- Exceptional interpersonal, teamwork, and communication skills.
- Fluent in English and extensive verbal and written communications experience.
- Highly proficient in the use of personal computers, specifically word processing, spreadsheet and presentation applications, as well as use of e-mail and internet.
- Experience of working in partnership with media bodies and journalists in the advancement of social justice.
- Exposure to the use of various media platforms such as print, electronic/ online, and social media, for communication and brand building.

SALARY:

A competitive salary package in accordance with WAJIBU's salary structure will be offered to the successful candidates.

HOW TO APPLY:

Candidates who see themselves as accountable, with the necessary integrity, confidence and competency should lodge their applications **ELECTRONICALLY THROUGH THE EMAIL ADDRESSES BELOW**, enclosing the following:

1. An application letter showing how they meet the requirements of this post,
2. Comprehensive Curriculum Vitae (not more than 4 pages),

3. Certified copies of original certificates and awards to support his/her credentials,
4. Necessary documentation to support the five years' experience requirement
5. Contact address including telephone number(s) and email address(s),
6. Names and full addresses of two (2) professional related referees.

Applications should be submitted not later than 05:00 p.m on 28th November, 2022 addressed to:

Executive Director
WAJIBU – Institute of Public Accountability
P.O. Box 13486,
Dar-es-Salaam – Tanzania.
recruitment@wajibu.or.tz
+255 736 666 916

PLEASE NOTE:

WAJIBU – Institute of Public Accountability prohibits discrimination and harassment of any type and allows for equal employment opportunities to employees and applicants without regard to race, color, religion, gender, age, disability status etc.