



WAJIBU – INSTITUTE OF PUBLIC ACCOUNTABILITY

Ndovu Street Off Rose Garden Road - Mikocheni | P.O. Box 13486, Dar es Salaam, Tanzania | Telephone: +255 736 666 916 | Email: admin@wajibu.or.tz | Website: www.wajibu.or.tz

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 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 and presentation skills, as well as being proficient in Kiswahili and English Languages. Specific requirements of the 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 Officer will conduct research, surveys and public policy analysis; compile and organize data; and use 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 supervision of the Research and Program Manager, the Research and Policy Analyst Officer will prepare studies on public financial accountability, public policy, advocacy papers and other written communications on a variety of topics of importance to research-intensive advocacy work.

Specific Job Responsibilities

- Conducts background public policy research and political economy analysis to support existing projects as well as proposals for fundable accountability interventions; synthesis of research findings to identify and recommend best practices for policy on public financial accountability (PFA).
- Extracts, collects and aggregates PFA data across databases, information sources, survey responses, and other data sources; ensures data quality; cleans and checks existing data for consistency and accuracy purposes.

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- Develops data visualizations for presentation to diverse audiences and develops, formats, and prepares reports, charts, and/or graphs for varying documents oral presentations for both internal and external audiences on PFA issues;
- Collaborates with teams to design and help integrate data driven advocacy 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 concepts and topic briefs to support WAJIBU's research work and economic analysis.
- 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 timelines, results, and internal/external partners across multiple projects and teams, proactively communicating progress and potential challenges to supervisors and project teams.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Must have a Bachelor's degree in either Commerce in Accounting, Economics, Finance, Research and Public Policy.
- Must have a Master's Degree in either Accounting, Economics, Finance, Research and Public Policy.
- Minimum of five years of working experience in public financial management and research work and /or public 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 (PFM) structures and reform programs underway.
- Working experience in donor funded projects, government and civil society organizations
- Must have two years of 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, and
- Experience of working in partnership with media bodies and journalists in the advancement of social justice.

SALARY:

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

HOW TO APPLY:

Candidates who see themselves as accountable, with the necessary integrity, confidence and competency should lodge their applications **ELECTRONICALLY THROUGH THE EMAIL ADDRESS 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), and
6. Names and full addresses of two (2) professional related referees.

Applications should be submitted not later than 05:00 p.m on 08th September, 2023 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 WAJIBU – Institute of Public Accountability

PLEASE NOTE:

Even though WAJIBU – Institute of Public Accountability prohibits discrimination, fraud 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, eligible women candidates are highly encouraged to apply.



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TITLE:	Resource Mobilization & Communications Manager (1 position)
PROGRAM / DEPARTMENT:	Resource Mobilization & Communications Department
REPORTS TO (Title Only):	Executive Director
SUPERVISES	Public Relations Officer and Partnership & Advisory Officer
DUTY STATION	Dar es Salaam

JOB SUMMARY

The Resource Mobilization & Communications Manager works closely with the Executive Director and Program team to create and implement stakeholders' relations and cultivate new strategic relations, communications, and resources mobilization strategies to accomplish WAJIBU vision, mission, goals and objectives. The position is responsible for donor engagement, organization marketing and visibility, fundraising/resources mobilization, development of fundable project proposals to support WAJIBU programs. Specific requirements of the position are provided hereunder:

Specific Job Responsibilities that Relates to the Resources Mobilization (Business Development) Function:

- Lead the development of WAJIBU fundraising / business development strategy in close collaboration with the Executive Director and other senior management team and oversee all fund raising related activities,

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- In collaboration with the senior management team, oversee the planning, writing and editing funding proposals while ensuring that applications and concept notes meet donors requirements,
- Identify new fundraising / business development opportunities and engage the senior management in deciding on how best to proceed,
- Partner with the program team to ensure timely submission of reports, concept notes and proposals to donors,
- In close collaboration with the Executive Director, take the lead in developing Memorandums of Understanding and partnerships agreements with different partners as they pertain to funding or partnerships opportunities,
- Oversee development of innovative strategies to increase WAJIBU's revenues for sustainability, and
- Manage fundraising / business development information/documents and maintain WAJIBU's website page.

Specific Job Responsibilities that Relates to Strategic Partnerships, External Communications and Visibility:

- Lead the development of strategies and direct implementation of all activities for strategic partnerships and build alliance with the government, developing partners and other stakeholders to advance WAJIBU's vision, mission, and enhance its visibility at various levels,
- Lead in establishing and maintaining effective partnerships through promotion of WAJIBU's Strategic Plans,
- Lead development and implementation of internal and external communications and visibility strategies,
- Lead WAJIBU's overall visibility activities such as print materials, electronic media, attending and organizing business meetings, publishing articles,briefs,and success stories in different media platforms, and
- Represent WAJIBU at meetings with development and other external partners to enhance WAJIBU's profile and enhance its visibility.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Must have a Master degree in the fields relevant to the Public Financial Management Systems and Good Governance,

- At least 15 years working experience in the area of financial transparency and accountability, Public Financial Management Systems Reforms and Good Governance,
- 10 years of working experience in senior positions in a well-established NGO or Government department relevant to financial transparency and accountability, Public Financial Management Systems Reforms and Good Governance, and
- Must have 10 years-experience in fundraising and management of donor-funded projects.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth understanding of the Tanzania political and social context and familiarity with key stakeholders in public accountable, good governance landscape,
- Should be a person of high integrity, accountability, honest and self-driven towards success,
- Demonstrate understanding of innovative approaches in engaging with WAJIBU's stakeholders (especially the government) to realize more meaningful policy and behavior change that supports the culture of accountability,
- Well informed on the country's PFM structures and reform programs underway,
- Well informed on the regional and global PFM reform programs,
- Should be a person with good networking skills and ability to forge relationships/connections with both government officials, CSOs, Donor community, and various WAJIBU's governance organs and staff,
- Should be able to demonstrate visionary and transformational leadership and the ability to instill the culture of progressive change and innovation,
- Should demonstrate a high level of leadership and financial management skills,
- Demonstrate fluency in speaking and writing in both English and Kiswahili languages, and
- Strong report writing and presentation skills, including the use of graphics, diagrams and data.

SALARY:

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