



## Vacancy Senior Adviser/Program Officer Political Affairs

The Royal Norwegian Embassy in Dar es Salaam has a vacant position as Senior Adviser/Program Officer for Political Affairs. This is a permanent position. The candidate will ideally start working in the position from late May 2024.

The Senior Adviser/Program Officer will be a part of our Political Team and will advise the Embassy on Tanzanian and regional political developments, as well as managing development cooperation agreements pertaining to the Embassy's work on good governance, peace and stability, human rights and gender equality.

### Main tasks:

- Contribute to the Embassy's political reporting on Tanzanian affairs.
- Develop the Embassy's capacity to analyse Tanzanian political affairs and expand the Embassy's contact network.
- Contribute to the Embassy's reporting and analysis on regional affairs, including peace and stability, gender equality and human rights.
- Arrange and participate in meetings with development partners.
- Contribute to good grant management by making active use of the internal grant management systems. Tasks may typically include follow-up of partners and projects, risk management, monitoring and evaluation, preparation of formal meetings, correspondence and external communication, archiving, assessment of new projects, and closure of old.
- Assist in organising visits, conferences, receptions, and other events.

### Desired skills

- Relevant working experience (at least eight years or more). Preferably from an international working environment such as embassies, international organisations, NGOs or international news media.
- Very good knowledge of Tanzanian politics and Tanzanian political actors.
- Extensive experience in writing brief reports and political analyses.

- Excellent written communication skills, including command of plain language. (*shortlisted candidates may be requested to provide a writing sample in English*)
- University education (preferably a master's degree), or equally relevant professional experience.
- Professional experience with grant management, including assessment of budgets and financial reports.
- Strong networking skills.
- Strong ICT skills.
- Fluency in English and Kiswahili.
- Knowledge of other languages is an asset.

### **Personal qualities**

We are looking for:

- A person who is well organized, efficient, and able to manage their own workload with a high level of administrative tidiness.
- A proactive team player who can work independently, demonstrate initiative, and has a track record of producing quality material within short deadlines.
- A person who can develop good working relationships in a culturally diverse environment and contribute to a positive working environment.

### **What the Embassy can offer**

The Embassy can offer a supportive working environment, where staff members work in a cooperative spirit across program areas and sectors, with well-regulated work conditions. Working hours, Monday to Thursday 07:15 - 15:00 and Friday 07:15 – 13:45. The Embassy has 28 staff members and is located in Dar es Salaam's city center, in functional office premises including lunchroom and gym facilities available for all staff.

The role of Senior Adviser/Program Officer at the Embassy will involve some travelling in the region.

### **Applications**

The Embassy has an inclusive and diverse working environment. We encourage all qualified candidates to apply, regardless of their race, sex, disability, age, religion, or sexual orientation.

Please send your application letter and an updated CV (as one file) to **[Prospect Africa at recruitment@prospect-africa.net](mailto:recruitment@prospect-africa.net)** with the heading "Program Officer, Regional Affairs". Do not send copies of certificates, letters of recommendation etc. at this stage, and please do not send your applications directly to the Embassy.

**Closing date for receipt of applications: 23 April 2024.**

NOTE: Only shortlisted candidates will be contacted. Those applicants who do not receive a response within four weeks of the closing date should assume that their application has not been successful.