



WE ARE HIRING

POLICY AND RESEARCH OFFICER

Key Responsibilities:

- Facilitate Legislative and Policy Advocacy
- Conduct Research for Internal Support

Please apply through the Google Form ONLY. Applicant Must Have a Google Account To Access Form

Duty Station: Dar es Salaam, Tanzania
Deadline: 3rd September 2024, 5:00 p.m

APPLY NOW



Tanzania Startup Association

| www.tsa.co.tz

The TSA is looking for a **Policy and Research Officer**, who will conduct research and analytics supporting progress toward the TSA's programmatic goals. This includes identifying and tracking key policy initiatives that are relevant to the TSA's work, as well as conducting background research on the extent of the challenges caused by policies, laws and regulations, and potential solutions. S/he will contribute to identifying ways in which the TSA can align with or respond to policy developments and help inform the strategic plans.

The Policy and Research Officer, in consultation with the Programs Manager, will generate ideas for and conduct quantitative and qualitative research projects. S/he will analyze data and other materials and author issue briefs, data briefs, white papers, or other publications relevant to the TSA's priorities. Further, the Policy and Research Officer will work collaboratively and productively with the TSA's programs staff and communications staff to prepare reports for external publication, create documents for the TSA's media outlets and help operationalize more advanced data visualizations.

The Policy and Research Officer will report to the Programs Manager and have close working relationships with the Programs teams. As a member of a small team, this position offers an excellent opportunity to be involved in a wide range of research projects informing policy issues at the national, regional, and local levels.

Key Responsibilities and Duties:

To facilitate legislative, regulatory and policy issues related to entrepreneurship and innovation ecosystem in Tanzania.

- Draft clear, well researched, policy briefings for both internal and external audiences.
- Produce publications such as reports, policy briefings and factsheets.
- Keep up to date with developments in public policy, legislation, best practice, and relevant new initiatives in the ecosystem as a whole.
- Produce external policy briefings, letters and other campaigning material to parliamentarians, ministries, and other stakeholders informing them of our work, with updates and briefings on key campaigning issues including drafting updates for the campaigns section of our website.
- Attend events on issues related to startups and participate in policy related events.
- Identifying new research ideas, including developing research designs.
- Conducting and/or overseeing assessments and background research to track policy developments and help determine how the TSA should respond to emerging issues.
- Conducting and/or overseeing statistical analyses using software tools such as SAS.
- Writing publications for the TSA website, including fact sheets, issue briefs, data briefs, infographics, blog posts, and reports, as well as drafting components of peer-reviewed publications.
- Drafting presentations summarizing policy issues and original TSA research.
- Working with the communications team to help build an external-facing presence for TSA research projects.
- Attending and taking detailed notes at internal and external meetings and conferences.

- Managing the development of a system for identifying and tracking timely policy issues pertinent to the business environment in Tanzania.

To support the internal teams with relevant research in issues.

- Carry out primary and secondary research to inform the TSA's expertise.
- Horizon scan for external developments of relevance to the TSA's influencing goals.
- Work closely with other teams across the TSA and key external stakeholders to develop integrated influencing activities.
- Assist in the preparation of written reports for internal and external stakeholders, including governmental and non governmental bodies.
- Advise the management on developments in public policy, legislation, best practice, and relevant new initiatives in the business environment as a whole, and specifically in the startup ecosystem.
- In addition to these responsibilities, employees are required to carry out such other duties as may reasonably be required.
- Briefing TSA staff on research-related projects.

Core Competencies:

- **Innovation:** The ability to make new and practical ideas work.
- **Leadership:** The ability to persuade other team players to follow.
- **People Management:** The ability to improve performance and satisfaction.
- **Communication:** The ability to listen, adapt, persuade and transform.
- **Delivery:** The ability to get things done timely.

Technical Competencies:

Primary Competencies:

- Good practical knowledge of inter-disciplinary development issues;
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects;
- Builds strong relationships with all partner, focuses on impact and results and responds positively to critical feedback;
- Proven networking, team building, organizational and communication skills;

Secondary Competencies:

- Demonstrated ability to efficiently handle and share information and knowledge.
- Knowledge of Tanzania's startup ecosystem.
- The ability to make decisions that align with strategy, vision, and mission.

Required Skills and Experience:

- Demonstrate relevant work experience as a policy analyst/researcher within a private sector research/policy organization, a government agency, think-tank, foundation, or consulting firm.
- Understanding of Tanzania's policy issues and familiarity with the policymaking processes at the national and local levels.
- Excellent data analysis capabilities, including experience with statistical programming software such as SAS.
- Experience writing memos, reports and peer-reviewed journal manuscripts.
- Instinct for conceiving and conducting policy-relevant and actionable research.
- Exceptional communication skills—both written and oral—and the ability to translate research into policy-relevant and actionable messages.
- Superb project management and organizational skills, including attention to detail and the ability to multi-task.
- Ability to lead small teams and to complete tasks with limited oversight and supervision.
- Ability to interact with high-level individuals and organizations.
- Exceptional interpersonal skills: collegial, energetic, flexible, motivated, and able to develop productive relationships with colleagues, grantees, consultants, and others who contribute to program development and management. Can work independently and as part of a team, and welcomes opportunities to work across diverse cultures.
- Demonstrated maturity and seasoned judgment. Ability to make decisions and justify recommendations.

Languages:

- Fluency in Kiswahili is **required**.
- Fluency in English is **required**.

Additional Information:

1. TSA is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.
2. This role offers a competitive salary package, health insurance, opportunities for professional development, and the chance to be part of a transformative initiative in Tanzania's startup ecosystem.
3. The position is based in Dar es Salaam, Tanzania. Occasional travel within the country may be required for relevant-related activities.

APPLY HERE