



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title	Job Location	Category
Advisor for Local Revenue Mobilization	Dar es Salaam	-

Job Type	Job level	Industry
Full Time	Advisory	-

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget	Max Budget	Primary Industry
-	-	-
Secondary Industry	Primary Category	Secondary Category
-	-	-
Certificate -	Qualification -	

Summary

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives.

GIZ is looking to fill the position of Advisor in the Local Revenue Mobilization component of the Good Financial Governance Programme (GFG).

Responsibilities

1. Responsibilities

The Advisor is responsible for:

- Managing support to pilot Local Governance Authorities (LGAs) in the context of the GFG programme's Local Revenue Mobilization component
- Conceptualizing and implementing strategic planning sessions for the Revenue Mobilization component with the Office of the President of the Regional Administration and Local Government (PO-RALG) and LGAs
- Ensuring implementation of local level activities related to revenue mobilization, in line with operational plans agreed with PO-RALG and partner LGAs
- Functioning as GFG's contact point for partner LGAs and Regional Administrative Secretariats (RAS), liaise with PO-RALG through GFG's revenue mobilization advisor at national level
- As needed, supporting implementation of activities related to GFG's Social Accountability component at the local level,

in line with operational plans agreed with local civil society partners

- Liaising with and coordinate local implementation with Social Accountability component, ensure coordination and realization of synergetic potentials with other components (External Audit, Internal Audit)
- Coordinating proactively, e.g. via Jour Fixe meetings, with partners at central and local level, specifically PO-RALG, pilot LGAs and civil society partners
- Carrying out research and knowledge management tasks
- Contributes to preparing and implementing joint programme activities and work at the regional level

Tasks

1. Advising the Partner Institutions

The advisor

- Guides and monitors the development and implementation of plans and activities in close consultation with counterparts
- Prepares, organises and conducts operational planning sessions with partners, compiles operational plans and budgets
- Coordinates implementation of agreed operational plans with partners, other programme components and other stakeholders
- Ensures delivery and follow-up with PO-RALG, RAS' and LGAs on partner contributions agreed to achieve the objectives of GFG pertaining to domestic revenue mobilization
- Ensures quality of revenue mobilization-related activity at local level and that critical outcomes are properly represented and prioritized
- Provides professional expertise to further institutional development of pilot LGAs and RAS' and cooperates to this end with a range of relevant local departments and individuals
- Represents GFG in the cooperation with other development programmes
- Drafts Terms of Reference for consultants and steers them to implement activities
- Deals with the design, preparation and implementation of workshops, seminars and other events on issues connected with the programme's area of activity
- Assists with any other tasks given to him or her by head of Revenue Mobilization component or programme management

2. Networking and Cooperation

The advisor

- Supports cooperation, regular contact and dialogue with partners, assists with Public Relations work and cooperates with local communities, relevant organisations, non-governmental organisations and individuals in the programme environment and with other projects to improve and maintain good working relationships
- Communicates local interests and efforts, facilitates sharing of ideas and information for the benefit of the programme

3. Knowledge Management

The advisor

- Supports project monitoring and updates information on project progress, documents and reports regularly on the status of results, e.g. in component Jour Fixes
- Ensures knowledge transfer to programme, safeguards the flow of information between GFG, pilot LGAs, PO-RALG and other stakeholders
- Develops strategies and technical concepts when needed, draws up presentation documents
- Prepares appropriate input for various programme reports including annual reports, and contributes to other reports

required by the programme manager and GIZ Head Office

- Assists with research activities and studies
- Facilitates innovation, knowledge management and capacity building in relation to domestic revenue functions, at GFG as well as partner institutions
- Ensures that all relevant documents are recorded appropriately in internal files and knowledge management systems

4. **Coordination Tasks**

The advisor

- Assists with general programme planning and develops project concepts including preparation, organisation and moderation of planning exercises and their implementation, management, monitoring, quality management, evaluation, communication and documentation
- Coordinates relevant project activities at local level in consultation with the manager and in cooperation with the partners, both as regards implementation and preparing organisational aspects
- Compiles the relevant information for joint activities and assignments

5. **Other duties/additional tasks**

The Advisor

- Performs other duties and tasks at the request of management
- Is working on cross cutting topics for the overall programme (e.g. Gender, impact monitoring)

Education & Qualifications

- A university degree in a relevant discipline such as public administration, law, economics, finance, or business administration

Requirements

- Five (5) years of relevant experience in local/regional administration/ fiscal administration, of which at least 3 years at local or regional level

Characteristics

- In-depth knowledge of the (political) environment, administrative structures and procedures, especially on local and regional level
- Profound knowledge of complex public sector reform processes and their challenges/dynamics
- Good drafting skills
- Willingness to travel frequently to the field as well as to Dodoma, as required
- Experience and knowledge in creating, maintaining and interpreting policies, standards and procedures, and understanding their impact across organizations
- Excellent skills in verbal and written communications / fluent English and Swahili
- Proficient in using Microsoft Office

Driving Licence

Not Required

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