

# **Job Description**

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Job Title	Job Location	Category
Advisor for Local Revenue Mobilization	Dar es Salaam	-
<b>Job Type</b>	Job level	Industry
Full Time	Advisory	-
<b>Open to Expatriates</b> 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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