



Job Description

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Job Title Junior Manager, Insights	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Manager	Industry Business Services / Consultancy
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Business Services / Consultancy: 4 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The successful candidate will play a vital role in enabling organisation's Tanzania government engagement programme and wider work of the Insights team, contributing to a variety of strategic projects and working closely with organisation's Senior Managers – Insights, Programme Director, Insights Director, and wider team. The focus of the role will be on providing work planning and implementation support to the team, stakeholder engagement, and contributing to the production and communication of research and evidence that are effective in influencing organisation's target audiences.

Responsibilities

The successful candidate will provide flexible resource for the team across multiple workstreams, requiring good planning and the careful sequencing of tasks to ensure high-quality and timely outputs. They will need to understand organisation's approach to economic transformation, collaborate effectively with colleagues across the organisation and build trusted relationships with organisation's priority partners in Tanzania, deepening these relationships to provide insights into how the organisation can best support change.

Responsibilities will likely include as illustrative examples:

- Support the design and delivery of priority projects with key external partners - including logistics and event management.
- Deliver high-quality and timely outputs such as analysis, briefs, presentations, project plans, reports and short case studies, in support of priority projects and wider themes related to organisation's approach.
- Build trusted relationships with staff in partner institutions and contribute to building organisation's networks in Tanzania, to support effective and timely project delivery.
- Manage and monitor different workstreams, enabling all team members and project partners to keep abreast of developments.
- Contribute to Insights team's reporting for monitoring, evaluation, learning and reflection of ongoing projects and interventions.
- Design and deliver the production of communications materials from priority projects for sharing internally and externally with target audiences.

More specific responsibilities, deliverables and project reporting lines will be agreed annually based on priority areas of work, as well as skills, capacity, and development needs

Education & Qualifications

- Bachelor's degree or above in economics, public policy, international development, or a related field.

Requirements

This is a challenging and exciting role that will require an individual who has strong planning and implementing, analytical and

critical thinking skills; is an effective coordinator; strong relationship management and communication skills; a grasp of economics; and an ability to contribute ideas and out of the box thinking.

Key Competencies

- Strong work planning and implementation skills to follow-up and delivery strategic projects.
- Critical thinking skills, including an ability to reflect on underlying causes, ask insightful questions, and extract insights from data.
- Effective written and verbal communications skills, with the ability to communicate complex issues and evidence simply and effectively to different audiences.
- Excellent interpersonal skills, with demonstrated experience engaging productively with diverse stakeholders, including government officials, donors, research organizations, and philanthropic organizations.
- Innovative and open-minded, with an ability to identify new ways of thinking about a problem and to propose innovative solutions.

Personal attributes

- Ability to take initiative and work independently, taking a high degree of personal responsibility for results.
- Sound judgement to manage external and internal relationships effectively.
- Strong intellectual curiosity and critical thinking skills.
- Commitment to a high standard of professional performance and integrity.
- Strong empathy and people skills.
- A private sector outlook on development, and a commitment to improving the lives of East Africans through transforming high potential industries.
- Adaptability and comfort with ambiguity and change.

Knowledge, Experience and Qualifications

- At least 4 years' experience of working in a relevant role in policy analysis, economic advisory or related work across private sector development, economic development, research, government, or consultancy, with a focus on African countries (strong preference given to experience in Tanzania).
- Experience managing partnerships or engaging closely with any of the following institutions: government, private sector associations, universities, research institutes, development partners or other influential institutions in Tanzania.
- Strong understanding of the fundamentals of economic and business theory.
- Experience conducting research or analysis, ideally including economic analysis, and communicating outputs of this analysis.
- Experience in project management or project delivery.
- Demonstrated expertise in private sector development, inclusive growth strategies and/or industrial policy, preferably in an African context.

Driving Licence

Not Required

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