



Job Description

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Job Title Program Officer – Economist	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Intermediate	Industry Diplomatic Missions
Open to Expatriates Only Open to Tanzanian Nationals		

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry Diplomatic Missions: 7 Years
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

As the official representation of Switzerland, the Embassy covers all matters concerning diplomatic relations between Switzerland and Tanzania. It represents Swiss interests in the areas of political, economic and financial affairs, legal arrangements, science, education and culture. The Embassy of Switzerland also implements an important cooperation programme in Tanzania and is working in partnership with governmental institutions, NGOs, as well as with other national and international agencies.

In order to strengthen our Embassy Team, we are currently looking for a highly pro-active, dynamic and competent professional to develop and manage initiatives with a focus on innovative financing mechanism and public-private partnerships.

Responsibilities

1) Project management and stakeholder engagement – approximately 75%

The Program Officer will independently manage assigned projects under the Swiss Cooperation Programme Tanzania with focus on impact-linked financing and private sector development. This implies first line responsibility for all tasks related to project cycle management, which includes:

- Project planning, procurement, risk assessments, contracting and contract management
- Monitoring project implementation, including reviewing and analyzing project indicators as well as operational and financial reports
- Establishing and maintaining effective relationships with public and private sector stakeholders

2) Economic analysis and policy advice – approximately 15%

The Program Officer will regularly conduct in-depth analysis and monitoring of the macroeconomic context and the business environment in Tanzania and report on relevant developments. The Program Officer will also provide expert advice on private sector engagement economic governance including relevant policy developments and their implications for Swiss cooperation.

3) Global and multilateral initiatives – approximately 10%

The Program Officer will be the contact person within the Embassy for global/multilateral initiatives in his/her field of responsibility,

notably with the International Monetary Fund and the World Bank. Moreover, the Program Officer will liaise with initiatives of the Swiss State Secretariat for Economic Affairs and other relevant Swiss Government units, ensuring coordination and information exchange on matters relevant to the Embassy.

Education & Qualifications

Master's degree in Economics, Business Administration or a related field

Requirements

- At least 7 years of professional experience in (macro) economic development, business environment, economic governance or a related field, including relevant experience in/with the private sector. Ideally, this includes at least 5 years of professional experience in or with development cooperation
- Demonstrated experience in project management, particularly in planning, monitoring and results-based management and reporting
- Proven experience in private sector engagement and innovative financing mechanisms, incl. impact-linked finance and/or public private partnerships

Characteristics

- Excellent written and verbal communication skills in Kiswahili and English, including the ability to prepare concise, clear and well-structured reports and articles.
- A proactive, dynamic and solution-oriented approach, with a strong motivation to develop and deepen technical expertise.
- Strong interpersonal and relationship-building skills, with the ability to work independently as well as effectively as part of a team.
- Excellent knowledge and understanding of the Tanzanian private sector, business environment and macroeconomic context.
- Excellent understanding of growth pathways for start-ups and (M)SMEs, including the relevant legal and regulatory framework (e.g. licensing and permits) and taxation system.
- Strong analytical and conceptual skills, demonstrated through previous professional experience.
- Highly organised, reliable and detail-oriented, with the ability to manage multiple priorities and meet deadlines.
- Excellent IT skills, with strong proficiency in Microsoft Office, particularly Outlook, Word, Excel and PowerPoint.

Driving Licence

Not Required

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