



# Job Description

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

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

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Diplomatic Missions: 10 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## 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 program 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 Governance team, we are currently looking for a pro-active and competent Tanzanian professional in order to fill the position of a Program Officer – Governance

## Responsibilities

### Management of SDC-financed Governance projects

- Contribution to strategic planning of the governance portfolio for the Swiss Cooperation Strategy
- Elaboration and preparation of entry or/and credit proposal for new projects
- Contract / carry out risk assessment of projects and of partners and review / write risk management reports
- Manage the procurement process in case of a project mandate

### Contract Management

- Preparation of project documents and ToR for contracts with partner organization
- Negotiation and verification of the prices and fees (budget)

### Project Control/ Monitoring

- Oversee and coach the establishment of results framework (logframe or outcome mapping), baselines and other tools for the monitoring of the mandates/contributions
- Review and analyze operational and financial reports of partners/project
- Prepare, update and document input on socio-economic and political context analysis relevant to the steering and strategy of the SDC country program and the domain.
- Establish and maintain relationship with project stakeholders and other related public and private partners

### Political Analysis and Reporting

- Monitor of political development in Tanzania
- Analysis and regular reporting on key political issues and events in the country

## Education & Qualifications

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- Master's degree in political science (or related field)

## Requirements

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- Min. 10 years professional experience, thereof 5 years in development cooperation
- Good knowledge in project cycle management, especially with respect to planning, monitoring and reporting
- Work experience in an agency implementing projects in the governance sector
- Strong analytical and conceptual ability, good knowledge on Tanzanian governance issues
- Strong ability to write concise and clearly structured reports and articles

### Other skills

- Excellent IT skills, well versed in working with Ms. Outlook, Word, Excel and Power Point
- Excellent communication and typing skills (English and Swahili)  
Knowledge of French and /or German language is an added advantage
- Very good organization skills; through knowledge of modern office procedures and practices
- Analytical skills and able to meet deadlines while remaining organized and accurate
- Readiness to acquire new knowledge and skills
- Proven team player and ability to work in a coordinated way among a pool of assistant

## Driving Licence

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Not Required

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