



# Job Description

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<b>Job Title</b> Programme Officer - Economic Governance	<b>Job Location</b> Arusha	<b>Category</b> Project & Program Management, Project Implementation
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> Association & Societies
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Association & Societies: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> Project & Program Management: 5 Years	<b>Secondary Category</b> Project Implementation: 5 Years
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

In addition to having an excellent economic governance record, the officer should have working knowledge of continental and regional efforts to govern natural resources, combat corruption and/ or illicit financial flows (IFFs) from Africa. The officer will oversee the the organisation's economic governance programmatic team (which may include consultants, volunteers, and/or interns); also, the officer will support and work with the the organisation's director of programmes to develop and implement the organisation's economic governance portfolio.

## Responsibilities

- Identify opportunities for advocacy and areas of collaboration with partners in support of programmatic goals.
- Provide high level policy and programme advice for the implementation of the organisation's Economic Governance Programme.
- Prepare technical and financial proposals for funding as well as follow up on matters related to resource mobilisation.
- Financial management of projects in terms of supervising expenses and ensuring project spending as per project plans.
- Prepare annual and additional periodic reports.
- Provide leadership in developing possible programmatic outreach for projects on combatting corruption and IFFs from Africa; and on natural resources governance and economic governance generally.
- Represent the organisation at various global, continental and regional meetings on combatting corruption, curbing IFFs; and on natural resources governance and economic governance generally.
- Visit partners and meet with stakeholders working in the economic governance field.
- Organise internal meetings and present information where required.
- Additional duties assigned from time to time.

## Education & Qualifications

- A Bachelor's Degree in Law, Economics, Commerce or related discipline
- Course(s) or certificate(s) in resources governance, combatting corruption, IFFs and/or management for non-profit organisations is considered an asset.
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## Requirements

- At least five years of applicable experience in a similar role.

- Experience in an international non-governmental organisation and understanding of non-governmental organisation sector as well as membership forums would be added advantage.

## Characteristics

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- Ability to work under pressure in a multi-cultural environment and provide team leadership.
- Excellent interpersonal skills as well as written and verbal communication skills.
- Strong management, organisational and planning skills.
- Ability to demonstrate professionalism, integrity and accuracy.
- Excellent written and verbal fluency in the English language.
- Additional AU languages will be an added advantage.

## Reporting To

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- Director of Programmes

## Driving Licence

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Not Required

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