

# **Job Description**

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Job Title

Programme Officer - Economic

Governance

Job Location Arusha

Job level

Intermediate

Category

Project & Program Management, Project

Implementation

Industry

Association & Societies

Job Type Full Time

Open to Expatriates

Open to Expatriates & Local Nationals

# **Minimum Requirements**

Min Budget Max Budget Primary Industry

- Association & Societies: 5 Years

Secondary Industry Primary Category Secondary Category

Project & Program Management: 5 Years Project Implementation: 5 Years

Certificate Qualification

#### **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.

## 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**

- 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**

· Director of Programmes

# **Driving Licence**

Not Required

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