



# Job Description

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**Job Title**

Programme Officer Policy Advocacy and Movement Building.

**Job Location**

Dar es Salaam

**Category**

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**Job Type**

Full Time

**Job level**

Intermediate

**Industry**

Non-profits (NGO)

**Open to Expatriates**

Only Open to Tanzanian Nationals

## Minimum Requirements

**Min Budget**

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**Max Budget**

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**Primary Industry**

Non-profits (NGO): 3 Years

**Secondary Industry**

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**Primary Category**

-

**Secondary Category**

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**Certificate**

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**Qualification**

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## Summary

Policy Advocacy and influencing inclusion of gender concerns in policies, plans, budgets and other development processes for catalysing movement building for policy change and service delivery.

## Responsibilities

- i) Identify policy advocacy and lobby priorities on which to focus efforts and the feminist movement at grassroots and national level
- ii) Link with other organisations to design and implement advocacy interventions as part of collective voice and action for policy change and design and coordinate implementation of advocacy strategy and plans in line with strategic policy processes
- iii) Identify or update data base of key government structure and other strategic decision-making bodies for facilitating dialogue, lobbying and advocacy to enable gender responsive policies, plans and budgets at national and local level
- iv) Develop policy engagement strategy and plan to facilitate working/ engaging with the government focusing on strategic structures and actors.
- v) Organize and coordinate strategic and other advocacy and lobbying sessions for policy advocacy at national, local and selected regional and international level
- vi) Link with strategic partners and alliance building section to ensure active participation of key actors in advocacy and lobbying activities
- vii) Link with Knowledge Research and Analysis and Communication departments to identify and package key advocacy issues for policy engagement at all level.
- viii) Coordinate and conduct capacity strengthening advocacy and dialogue sessions for parliamentarians and other key elected leaders at national and local level.
- ix) Ensures sustained programme for engagement with election related decisions making bodies at both local and national levels
- x) Link with capacity building department to organize capacity building sessions with decision makers and other government leaders for gender responsive training
- xi) Ensure sustained programme for engagement with election related decision making bodies
- xii) Participates and contribute to the programme level budgeting processes and production of financial activity reports for activities related to the coalition building and linkages programme
- xiii) Carry out effective representation and publicity of advocacy issues to the relevant forum and/or public and participate in media related activities such as press conferences, news and other programmes recorded or live linking with communication department

## Education & Qualifications

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A minimum of Bachelor's Degree in social sciences or equivalent with major in policy analysis or economics or Rural Development studies plus Gender analysis & mainstreaming

## **Requirements**

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3 years of relevant work experience in policy analysis, NGO activism in organizing, advocacy and lobbying

Strong negotiating skills at high level

Mobilization skill

Advocacy at high level national and regional level

Computer literacy in MS word, Excel and MS access database

## **Characteristics**

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Strong interpersonal, networking and organizing skills

## **Reporting To**

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Head of Programme: Activism and Movement Building.

## **Driving Licence**

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Not Required

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