



# Job Description

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**Job Title**

Programme Officer Research and Analysis

**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**

-

**Max Budget**

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**Primary Industry**

Non-profits (NGO): 3 Years

**Secondary Industry**

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**Primary Category**

-

**Secondary Category**

-

**Certificate**

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**Qualification**

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## Summary

Coordinating, development and implementation of the plans for research and analysis in response to needs for evidence based policy engagement to inform the feminist movement building

## Responsibilities

- i) Conduct transformative feminist research to generate data/cases for evidence based advocacy.
- ii) Conduct gender analysis and provide recommendations for advancing Gender Equality and Women Empowerment in the country,
- iii) Produce products and materials that feed into the policy advocacy campaigns
- iv) Conduct policy analysis and coordinate inputs from a network of analysts to produce high level policy analysis outputs for use in the advocacy campaigns
- v) Coordinate research activities and supervise research projects and work with team members to ensure that the project remains on schedule and monitor the activities of research teams.
- vi) Review final project reports of research results, and negotiates revisions and Coordinate quality assurance in research and analysis
- vii) In collaboration with communications and Activism and Movement Building departments, organise dissemination session/workshops to share research and analysis findings
- viii) Link with capacity Building Department to organise capacity strengthening programme of researchers and analyst on gender/Transformative Feminist issues
- ix) Identify research institutions and compile data base for facilitating linkages and working together
- x) Link with M & E to monitor utilisation of research and analysis findings
- xi) Participate in media and represent the organisation in relevant workshops and other forums

## Education & Qualifications

A minimum of Bachelor's Degree in Social Sciences or equivalent with major in policy analysis and research, economics, project planning and project management.

## Requirements

At least 3 years' experience working with research institutions or research related activities

Ability in research and policy analysis & report-writing

Social Gender analysis of society at all levels, linked to macro and micro policy and structures

### **Characteristics**

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Highly organized, detail-oriented and team-player with ability to manage outsourced work;

Demonstrable excellent verbal and written communications skills in English and Swahili

Computer literacy in MS word, Excel and MS access database

### **Reporting To**

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Head of Programme: Knowledge Research and analysis

### **Driving Licence**

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Not Required

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