



# Job Description

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<b>Job Title</b> Senior Project Officer, Insights	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Middle-Management	<b>Industry</b> Business Services / Consultancy
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> Business Services / Consultancy: 5 Years
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

The Senior Project Officer –Tanzania will be a flexible role contributing to a variety of strategic projects across the organization's Tanzania government engagement programme, working closely with organization's Senior Managers – Insights, Tanzania, Country Director for Tanzania, Insights Director, and the wider Insights team. The core focus of the role will be contributing to project management, stakeholder engagement, and the production and communication of research and evidence in ways that are effective in influencing Organization's target audiences.

The Senior Project Officer will have to support multiple workstreams, planning their time and the sequence of tasks carefully, ensuring high-quality and timely outputs. They will need to understand the organization's approach to economic transformation and to show an awareness of wider economic development concepts. They will need to collaborate effectively with colleagues across the organization and build trusted relationships with organization's priority partners in Tanzania, deepening these relationships to provide insights into how the organization can best support change

## Responsibilities

- Support the design and implementation of priority projects under Organisation's Tanzania National Engagement Strategy.**
  - Work closely with the Senior Managers, Insights to support design and delivery of priority projects with key external partners - including through production and communication of materials, partner management, logistics and event management.
  - Deliver high-quality and timely outputs – for example analysis, briefs, presentations, project plans, reports, short case studies and other communication materials.
  - Manage and keep updated different workstreams, enabling all team members and project partners to keep abreast of developments.
  - Contribute to monitoring, evaluation, and learning of ongoing projects and interventions.
  - Build trusted relationships with staff in partner institutions to support effective and timely project delivery and to influence attitude and behaviour change.
- Support positioning of the organisation as a thought leader on sector transformation and private sector development.**
  - Design and deliver research and analytical outputs in support of priority projects and wider themes related to organisation's approach.
  - Design and deliver research and analysis to enable the production of case studies aligned to key messages for sharing internally and externally with target audiences.

- Support the production of communications materials from priority projects for sharing internally and externally with target audiences.
- Contribute to building organisation's networks and influence in Tanzania – for example with government institutions, funders, development partners, private sector associations, universities, research institutes, or other influential institutions.

### 3. Contribute to broader Insights team workstreams

- Support work of the Insights team to deepen organization's thinking on critical areas for our approach.
- Support the development of Insights team strategy, roadmap and intervention design documents.
- Contribute to Insights team's internal reporting and monitoring, evaluation, learning and reflection.

## Education & Qualifications

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### Essential

- At least 2 years' experience of working in a relevant role across private sector development, economic development, research, government, or consultancy.
- Experience managing partnerships or engaging closely with any of the following institutions: government, private sector associations, universities, research institutes, development partners or other influential institutions in Tanzania.
- Strong understanding of the fundamentals of economic and business theory.
- Higher education qualification at bachelor's degree level or above.

### Desirable

- Experience conducting research or analysis, ideally including economic analysis, and communicating outputs of this analysis.
- Experience in project management or project delivery.
- Knowledge related to growth and structural transformation, private sector development, or industrial policy.

## Driving Licence

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Not Required

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