



Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

Job Title UONGOZI; Executive Education Director	Job Location Dar es Salaam	Category -
Job Type Full Time	Job level Director / CXO	Industry -

Open to Expatriates
Only Open to Tanzanian Nationals

Minimum Requirements

Min Budget -	Max Budget -	Primary Industry -
Secondary Industry -	Primary Category -	Secondary Category -
Certificate -	Qualification -	

Summary

The Institute of African Leadership for Sustainable Development, commonly known as UONGOZI Institute, is a regional leadership development hub operating under the Office of the President of the United Republic of Tanzania. The Institute was established in 2010 by the governments of Tanzania and Finland, following recommendations from the United Nations' Helsinki Process on Globalisation and Democracy (2002 – 2008), which was co-chaired by the two governments. It is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent.

The Institute applies a holistic and mutually reinforcing approach to capacity development, which recognises that leadership competencies are developed through a continuous, lifelong learning process. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support. Its clientele includes organisations as well as individuals from the public, private, and civil sectors.

The Director for Executive Education Department develops structures and systems for the design and implementation of world-class leadership programmes that aim to build leadership competencies among leaders in the region. The Executive Education Director reports directly to the Chief Executive Officer, and be responsible for overall management of the Department's programmes under the Programme Development and Programme Delivery Sections.

Interested candidates should submit their applications, comprising:

- A brief statement on the related or similar work as above.
- Detailed curriculum vitae with contact details for three referees.
- Copies of academic certificates.

Responsibilities

- To facilitate the executive education programmes offered by the Institute;
- To lead the coordination of leadership development programmes, including Training-Needs Assessments, identification of instructors/facilitators and quality control of the programmes;
- To prepare and review programmes' reports and concept notes for further studies and programmes' improvement;
- To benchmark the executive education programmes offered by the Institute against those offered by similar institutions globally to examine quality and relevance;
- To apply recommendations and data from clients/stakeholders in refining programmes' materials on an annual basis;
- To review and develop leadership development approaches and methodologies to ensure high-quality programmes;
- To manage the department's budget and monitor its implementation;
- To ensure that the department's activities are in line with and support the implementation of all other areas of work of the Institute;

- To provide guidance and support the CEO in his interactions with key stakeholders of the Institute on issues related to capacity development;
- To establish relationships with public sector institutions to identify current government priorities to strategic entry points for the Institute;
- To foster and expand the network of stakeholders in leadership development programmes.

Education & Qualifications

- Master's degree in one of the following fields: Education, Public Administration, Business Administration, Economics, Development Studies, Political Science, Science and Technology field or equivalent related qualifications from recognised institutions.
- Ph.D holders in the relevant field have added advantage.

Requirements

- Programme management skills.
- Fluency in English and Kiswahili.

Characteristics

- Strong leadership and strategic thinking skills.
- Excellent programme management and coordination skills.
- High degree of integrity, professionalism, and accountability.
- Strong analytical, communication, and presentation skills.

Reporting To

Chief Executive Officer

Driving Licence

Not Required

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