



EMPLOYMENT OPPORTUNITIES

Tanzania is among 42 countries implementing a mutually agreed instrument voluntarily acceded to by some Member States of the African Union (AU) as a self-monitoring mechanism. The goal of the Mechanism is to foster the adoption of policies, standards and practices that lead to political stability, high economic growth, sustainable development and accelerated sub-regional and continental economic integration. The instrument thus, is a tool for sharing experiences, reinforcing best practices, identifying deficiencies and assessing capacity building needs resulting from periodic governance reviews.

The review process is overseen by the National Governing Council, which ensures credible periodic assessments through engagement of technically competent researchers coupled with implementation of country-wide sensitisation and validation programmes. The Governing Council is supported by a National Secretariat, whose role is to implement plans and decisions of the Council in; information dissemination, sensitization, facilitating and overseeing the work of researchers, managing assessment events and their logistics, collecting public opinion and facilitating the work of external evaluators visiting the country.

Applications are hereby invited from suitably qualified candidates to fill in the following vacancies which exist in the National Secretariat;

Job Description

Title: Executive Secretary (ES)
Reporting to: The National Governing Council

Job Summary:

The ES is the overall in-charge of the National Secretariat.

Key functions:

- i. Chief Executive Officer and Accounting Officer of the National Secretariat;
- ii. Responsible for planning, coordinating and controlling of activities of the the National Secretariat and advise the Governing Council on policies and programmes to be implemented;
- iii. Ensure timely preparation of annual budgets and periodic performance reports of the Institution;
- iv. Responsible for staff welfare of the Institution;
- v. Chief spokes person of the Institution;
- vi. Facilitate and coordinates fielding external review missions;

- vii. Provide overall leadership of the National Secretariat;
- viii. Liaise with the Government, Development Partners and other Continental bodies on the activities of the Institution; and
- ix. Perform any other duties as may be directed by the Governing Council.

Qualifications, Skills and Experience

- a) Masters degree at least in Public Administration, Economics, Business Administration, Law, Finance and Humanities related fields, a PHD will be an added advantage;
- b) At least 10 years working experience at a senior level in a reputable organization;
- c) Demonstrated ability to interact with Government establishment. Ability to interact with Development Partners will be an added advantage;
- d) Demonstrated ability to write to a very high standard as evidenced by previous examples of relevant work accomplished in the field;
- e) Fluency in spoken Kiswahili and English and ability to write lucid reports and documents in the said languages; knowledge of the other international languages will be an added advantage;
- f) Good knowledge of current development issues in Tanzania and National Development Strategies will be an added advantage; and
- g) Outstanding peer relations.

Job Description

Title: Media and Communications Manager (MCM)

Reporting to: Executive Secretary

Job Summary:

To assist the Governing Council and the National Executive Secretary in providing the public with information on period governance review processes to be undertaken in Tanzania.

Key functions

- i. Review and implement media and communication strategies of the institution;
- ii. Undertake promotion of the activities of the institution and create positive image thereof;
- iii. Coordinate preparation of the institution's papers for workshops and conferences;
- iv. Liaise with the media in covering events in which the institution participates;
- v. Coordinate press briefings for the institution;
- vi. Oversees the publication of reports, leaflets, brochures etc. regarding activities of the institution;
- vii. Coordinate preparation and production of the institution articles, programmes and news letters through various media channels;
- viii. Up-date the institution information in the website and other relevant online platforms;

- ix. Advise other Units on the production of various documents; and
- x. Perform any other duties as may be assigned by the National Executive Secretary.

Qualifications, skills and Experience

- i. Minimum of Master's degree in governance, communication, marketing, media relations, journalism or related field;
- ii. Minimum of 5 years of relevant professional experience in the development of public policy related to communications, including an appreciation of the role of social media and other modern communication techniques;
- iii. A good understanding of governance challenges facing Tanzania;
- iv. Demonstrated ability to write to a very high standard as evidenced by previous examples of relevant work accomplished in the field;
- v. Fluency in spoken Kiswahili and English and ability to write lucid reports and documents in the two mentioned languages; knowledge of the other international languages will be an added advantage.
- vi. Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing.
- vii. Outstanding peer relations;

Salary

The above positions carry a very competitive remuneration package.

Applications

Candidates should submit their applications attaching their resumes not later than 20th February 2022 to the following email address:

taprimreg18@gmail.com