

## THE UNITED REPUBLIC OF TANZANIA



### BUILDING SUSTAINABLE ANTI-CORRUPTION ACTION PROGRAMME

## VACANCY

### 1.0 BACKGROUND

The Government of the United Republic of Tanzania and the United Kingdom Department for International Development have set aside funds for operation of a five year Anti-Corruption Action (BSAAT) Programme. To deliver this programme, a Programme Delivery Team will be created in State House to coordinate implementation across multiple beneficiary institutions. It will be led by a Coordinator and staffed by two officers:- Planning and Finance Officer and a Monitoring and Evaluation Officer.

The aims of the programme are aligned to the strategic objectives of the National Anti-Corruption Strategy and Action Plan (NACSAP III), which are:

- Promote efficiency, transparency and accountability in public and private sectors.
- Effective enforcement of anti-corruption measures.
- Build capacity of watchdogs and oversight institutions.
- Effective political leadership in the fight against corruption.

### 2.0 POSITIONS

The Permanent Secretary, State House, invites qualified Tanzanians to fill the under mentioned three (3) vacant posts.

#### 2.1 JOB TITLE: PROGRAMME COORDINATOR

He/She shall supervise and manage a team of two staff Planning and Finance Officer and Monitoring and Evaluation Officer.

**REPORTS TO: THE PERMANENT SECRETARY, STATE HOUSE**

**DUTY STATION: STATE HOUSE, DAR ES SALAAM.**

**TERMS AND ENGAGEMENT: 30 MONTHS CONTRACT, RENEWABLE.**

## **JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES**

- a. The Coordinator is expected to lead delivery of the BSAAT programme in cooperation with the Chair of the Steering Committee (the Permanent Secretary of State House), beneficiary institutions, and the donor parties (DFID). The main focus of this role will be to drive forward delivery within the beneficiary institutions, and ensure information flows smoothly to allow proper decision-making by all stakeholders.
- b. The Coordinator will be accountable for ensuring that beneficiary institutions develop, coordinated and appropriate activity plans to deliver the strategic objectives of the programme. To do this he/she will consult widely within the institutions and with donors and other technical experts to make sure activities are grounded in a strong theory of change.
- c. He/she will make financial recommendations regarding allocation of funds and will approve activity-level budgets, subject to final approval by the Steering Committee and DFID in accordance with a Memorandum of Understanding.
- d. The Coordinator also will provide high-quality reports to the Steering Committee and to DFID covering the status of implementation, project finances, and monitoring and evaluation. He/she will be the focal point for dialogue between the government of the United Republic of Tanzania and DFID and any other programme donors.

## **QUALIFICATIONS AND EXPERIENCE**

- a. The successful applicant is expected to be a serving [or recently retired] government employee at the Director grade or above.
- b. This position demands a wide range of management and leadership skills, and the successful applicant will be expected to have a MA/MSc or equivalent degree plus at least 8 years of experience. The candidate will demonstrate experience in the following competencies:
  - Programme and project management
  - Financial management
  - Leadership and motivation of staff
  - Change management and cross-government coordination

Experience of working with international organisations and/or international donors is desirable, and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

## **TERMS AND CONDITIONS**

- a. The Programme Delivery Team will be run according to existing government standard operating procedures.
- b. The salary scale for this job is expected to be between TZS 7-10m/- per month, funded by international partners. This is inclusive of all additional allowances (such as housing and travel).

## **2.2 PLANNING AND FINANCE OFFICER**

**JOB TITLE: PROGRAMME PLANNING AND FINANCE OFFICER**

**REPORTS TO: PROGRAMME COORDINATOR**

**DUTY STATION: STATE HOUSE, DAR ES SALAAM**

**TERMS AND ENGAGEMENT: 30 MONTHS CONTRACT, RENEWABLE.**

### **JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES**

- a. The Planning and Finance Officer is expected to work with programme beneficiaries to prepare agreed budgets, account for expenditure through government systems, and liaise with the National Audit Office to ensure timely and effective discharge of audits.
- b. He/she will be accountable for technical preparation of budgets and financial reports that are fully compliant with Government and Donor (DFID) requirements. The main focus of this role will be to ensure beneficiary plans represent value for money, compliant with financial rules, and properly accounted for.

### **QUALIFICATIONS AND EXPERIENCE**

- a. The successful applicant is expected to be a serving government employee with a MA/MSc degree and at least 5 years of relevant experience. The position demands a strong set of planning and financial skills, and the successful applicant will demonstrate experience in the following competencies:
  - Financial management including budgeting, forecasting, etc.
  - Resource-based accounting and IFMIS
  - Value for money through budgeting, procurement and delivery
  - Audit and assurance
  - Project and programme management
- b. Experience of working with international organizations and/or international donors is desirable, and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

## **TERMS AND CONDITIONS**

- a. The Programme operations shall be run according to existing government standard operating procedures.
- b. The salary scale for this job is expected to be between TZS 4-6m/- per month, funded by international partners. This is inclusive of all additional allowances (such as housing and travel).

### **2.3 MONITORING AND EVALUATION OFFICER JOB TITLE: PROGRAMME MONITORING AND EVALUATION OFFICER REPORTS TO: PROGRAMME COORDINATOR**

#### **JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES**

- a. The Monitoring and Evaluation (M&E) Officer is expected to work with programme beneficiaries to prepare appropriate M&E plans for all activities under the programme, and for the programme as a whole.
- b. He/she will be responsible for technical preparation of baselines, pre- and post-activity assessments, log-frames and associated data to inform the theory of change.
- c. He/she will be expected to pro-actively seek beneficiary feedback including directly from outside of the government where necessary.
- d. He/she will also work closely with M&E departments and officers in the beneficiary institutions, and make recommendations for enhancing their capacity through the programme.
- e. He/she will prepare information into an agreed format for regular performance reporting to both State House and Donor parties (DFID).

#### **QUALIFICATIONS AND EXPERIENCE**

- a. The successful applicant is expected to be a serving government employee with a MA/MSc degree and at least 5 years of relevant experience.
- b. The position demands a strong set of monitoring and evaluation skills
- c. The successful applicant will demonstrate experience in the following competencies:
  - Survey design, data collection, and data analysis
  - Formal evaluation
  - Key Performance Indicator and results matrix design
  - Team-building and capacity-building

- d. Experience of working with international organisations and/or international donors is desirable, and the successful applicant will have excellent command of written and spoken English as well as Kiswahili.

#### **TERMS AND CONDITIONS**

- a. The programme operations shall be run according to existing government standard operating procedures.
- b. The salary scale for this job is expected to be between TZS 4-6m/- per month, funded by international partners. This is inclusive of all additional allowances (such as housing and travel).

#### **GENERAL CONDITIONS**

- (i) Applicants must attach an up-to-date Curriculum Vitae (CV) attached with **one recent passport size photos; certified copies of academic certificates, transcripts and birth certificate.**
- (ii) Deadline for application is **two weeks after publication.**
- (iii) Only short listed candidates will be informed on a date for interview.

**ALL APPLICATION SHOULD BE DIRECTED TO THE FOLLOWING ADDRESS:-**

PERMANENT SECRETARY,  
PRESIDENT'S OFFICE,  
STATE HOUSE,  
1 BARACK OBAMA ROAD,  
P.O. BOX 9120,  
**11400 DAR ES SALAAM.**