

# Vacancy

## Manager – Policy and Budget Analysis

### Background:

Policy Forum began as a small group of NGOs seeking to influence policy processes but has grown into a key stakeholder in many development-related processes within the country. The areas it seeks to influence are **local governance**, how **public money** is acquired and used, and **active citizen engagement** in these two areas. Its secretariat is an evolving institution where talented, driven and effective people can help people to make a difference in the allocation and use of public resources for enhanced service delivery and increased accountability. We expect all Managers to contribute to the growth and development of all aspects of the network's Strategic Plan.

The network's rapid evolution has not been without challenges, which makes this a dynamic working environment that requires considerable perseverance and flexibility. However, there is plenty of opportunity for growth and personal development for someone with initiative and drive.

### The Right Fit:

This type of position is for people who are passionate about social accountability, including analysing laws, policies and budgets with a view to empowering people to influence socio-economic change. While we are seeking a candidate with a good background in policy issues and an interest in our areas of focus, effective communication, innovation, results orientation, and inclusive and facilitative leadership skills are as important, because that is what this network is about - getting results through people. We expect Managers to spend 80% of their time with or in the service of Policy Forum members, Policy Forum Working Groups and other development stakeholders. Even if your primary interest is the technical side of policy work, you will need to understand, value, and excel at building relationships and finding innovative ways of empowering people to influence change!

### Functions:

1. Proactively identifies potential issues that may have an effect on poverty reduction, equity and or democratisation. Researches these issues, highlights potential areas for concern and entry points for advocacy, and ensures that members are kept informed and advised as required. (20%)
2. Analyses public spending and Policies with a primary focus on empowering and enabling the socially and economically advantaged to influence resource allocations and service delivery. Conducts and presents this analysis with a view to promoting social accountability from a rights-based perspective by producing succinct (no more than 2500 words) and accessible issue papers and/or briefs to be shared with members and partners. (20%)
3. Convenes and facilitates the work of the Budget Working Group and the Local Governance Working Group; coordinates individual and joint activities; facilitates complementarity between the working groups and cross learning; provides facilitative leadership within the 2 groups. (25%).
4. Proactively identifies ways in which the Secretariat can improve its relevance by supporting the policy objectives of its members and works with the rest of the secretariat team to incorporate this into the work of the Secretariat. (15%)
5. Promotes organisational learning by developing and maintaining a database of case studies that documents lessons learnt from civil society engaging in policy and budget advocacy in Tanzania. This database is to be shared on the Policy Forum Website. (5%)

6. Proactively networks with other development stakeholders in Tanzania, regionally and internationally to build constructive and productive relationships that further the objectives of the Policy Forum network and the policy priorities of its members. (5%)
7. Line manages an intern by building an effective team through effective performance management, supportive supervision and output-based personal development. (10%)

### Key Competences:

Technical skills and experiences that we are seeking:

- A broad understanding of and demonstrated interest in the Tanzanian policy environment, social accountability and human rights, particularly in Policy Forum's primary areas of focus
- Excellent analytical skills and the ability translate policy concepts into real-world behaviours and vice versa in a variety of contexts.
- Awareness of and sensitivity to critical issues in the Tanzanian policy environment at local and national level.
- The ability to communicate complex concepts clearly and concisely in simple accessible language.

Managerial and leadership skills that this job requires:

- The ability to develop and lead a highly effective team in a demanding and often uncertain working environment.
- Excellent and appropriate inter-personal, communication and persuasive skills - The ability to develop and sustain productive working relationships across the entire range of development stakeholders.
- Excellent initiative, and decision-making abilities - The ability and willingness to act decisively and effectively in often uncertain environments
- The ability to exercise good judgment in one's decisions, actions, and communication that takes account of implications on Policy Forum and its members.
- Excellent language skills, verbally and in writing, preferably in both in Kiswahili and English.
- Results-focused and value-driven.
- IT skills – Office systems, presentations, extensive use of the internet for research

Experience that this job requires:

- Relevant work experience, or the equivalent, amounting to at least 3 years that demonstrates, with concrete examples, the above competences.

### Positions Managed:

1 Policy and Advocacy Assistant

How to apply:

Interested candidate should submit an application either by mail or by e-mail to the following address:

**Policy Forum**  
**P.O Box 38486, Dar es Salaam**  
**E-mail: [Info@policyforum.or.tz](mailto:Info@policyforum.or.tz)**  
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