



## **JOB OPPORTUNITY**

### **POLICY ANALYST**

UONGOZI Institute seeks to **inspire leaders** and promote the recognition of the important role of **leadership in sustainable development within Africa**.

We are seeking dynamic persons with sound experience in **Policy Analysis** who would appreciate the opportunity to take their career to the next level.

#### **BASIC FUNCTION**

Undertaking policy related development work.

#### **MAJOR ACTIVITIES**

- Undertake high quality research and analysis in the area of leadership and governance;
- Draft and co-ordinate the preparation of substantive reports on policy work carried out at UONGOZI Institute;
- Draft working papers, policy briefs, briefing notes, opinion editorial and blog articles;
- Provide comments on analytical reports and policy documents;
- Organisation of Policy Events
- Develop innovative and effective strategies and instruments to disseminate the findings and to convey the main messages from policy work to different audiences at workshops and conferences.
- Contribute to the establishment of synergies between UONGOZI Institute and related international organisations in particular those with a focus on leadership and governance;
- Participate in multi-disciplinary policy related projects and activities;
- Represent UONGOZI Institute at key international fora.

#### **KEY OUTPUT:**

- Policy work undertaken.

## **SKILLS / COMPETENCIES REQUIRED:**

- Analytical thinking
- Drafting skills
- Diplomacy
- Strategic networking
- Team work

## **QUALIFICATIONS**

- Advanced University Degree in social sciences;
- 5 yrs experience in policy work;
- Experience in working with diverse stakeholders (Government, Development Partners, Civil Society Organisations, etc)
- Experience in co-ordinating multi-stakeholder processes;
- Demonstrated analytical skills, as well as the ability to organise and summarise complex material.

**REMUNERATION:** An attractive remuneration package will be offered to the successful candidate.

### **How to Apply:**

Interested candidates should submit:

- An application with Curriculum Vitae (CV) and email and phone details.
- Contact details for three referees.
- Scanned/certified copies of certificates.

Your application must be received by 15th September , 2017 using the address below:

Chief Executive Officer,

UONGOZI Institute

Plot No. 62, Msasani Road, Oysterbay.

P.O. Box 105753, Dar es Salaam, Tanzania

Email: [recruitment@uongozi.or.tz](mailto:recruitment@uongozi.or.tz)

UONGOZI Institute is an equal opportunity employer.

We regret that we will not be able to contact unsuccessful applicants.