



JOB OPPORTUNITY

PROGRAMME COORDINATOR – SUSTAINABLE DEVELOPMENT

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

The Institute of African Leadership for Sustainable Development (UONGOZI Institute), was established by the Government of Tanzania in 2010. The Institute provides training to leaders from Tanzania and beyond, organizes high-level policy dialogues, and carries out research on leadership and sustainable development.

The Institute is implementing a multi-year programme to develop leadership in Africa to appreciate and implement sustainable development and to support implementation of the Sustainable Development Goals (SDGs) in Africa. The programme is envisaged to include the following components:

- Providing a platform for dialogue, bringing together the different players involved in the implementation of the SDGs so as to build consensus and a shared vision;
- Undertaking research on SDGs related themes;
- Facilitating wider consultations through an inclusive and participatory process;
- Facilitating communication/flow of information to meet the needs of the different actors and the citizens at large;
- Facilitating capacity building on sustainable development to senior leaders in Government; and
- Continuously monitoring progress towards the SDG targets

UONGOZI Institute is seeking to hire a **PROGRAMME COORDINATOR** with excellent project management skills to develop and coordinate this programme.

FUNCTIONS

Reporting to the Head of Research and Policy Department, the Programme Coordinator will be responsible for implementing the programme on Sustainable Development for UONGOZI Institute through but not limited to the following activities:

- **Development:** design an integrated leadership capacity development/research programme consisting of the above referred components. and seeking additional funding for the programme;
- **Management:** day-to-day administration of the programme, including communication and liaison with regional and international stakeholders in the area of sustainable development;
- **Organization** of leadership training and other awareness workshops for external stakeholders; and Organizing internal knowledge sharing sessions on SDGs at the Institute

- Budgeting: financial planning for the functioning of the programme and seeking additional funding for the programme ;
- Monitoring: checking on the progress of programme components;
- Reporting: preparation of various reports;
- Publications: Writing about sustainable development for the institute's website and coordination of programme publications (including research reports);
- Dissemination of publications and other outputs;
- Prepare contents for event advertisement of the programme
- Coordination of demand driven policy work.

EXPERIENCE AND QUALIFICATIONS

- Master's Degree in Social Sciences, Economics or other relevant area. A PhD will be an added advantage
- Excellent knowledge of the Sustainable Development Agenda
- Minimum of 5 years of relevant work experience
- Experience in managing capacity development projects
- Experience in working on medium-size/complex projects
- Experience in donor-funded projects an added advantage
- Proficiency in English, with Kiswahili as an added advantage

SKILLS / COMPETENCIES

- Excellent communication skills
- Analytical and problem-solving skills
- Strategic thinking skills
- Excellent report writing skills
- Networking skills
- Facilitation skills
- Customer focused
- Project management skills
- Good interpersonal skills

How to Apply:

Interested candidates should submit:

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

Your application must be received by 20th November, 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

UONGOZI Institute is an equal opportunity employer.

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