

JOB DESCRIPTION

Promotion and Outreach Programme Officer

Purpose of the Job:

The Embassy is seeking to recruit a Promotion and Outreach Programme Officer to join its team in the Embassy. The programme officer will be part of teams in the Embassy working on prosperity issues and public diplomacy, and will support the senior management in the planning, implementation, and monitoring of a range of initiatives in these areas.

The Position:

- The primary duties and responsibilities of this post are:
- Support the Second Secretary in adapting and developing Embassy scholarship programmes
- Administer new and existing scholarship programmes and ensure adherence to Irish Aid processes and grant management guidelines
- Administer the Embassy's Institutional Partnership funding
- Support the Second Secretary in building/strengthening Irish alumni networks in Tanzania
- Work with the Embassy's Communications Working Group and under the guidance of the Second Secretary to develop communications plans and material to support the Embassy's public diplomacy
- Identify opportunities to promote Irish companies and brand Ireland generally at events and through public diplomacy
- Develop contacts and networks to support the Embassy's trade and prosperity agenda
- Monitor domestic developments and opportunities related to the Embassy's trade and prosperity work and prepare reports and briefing material for the Head of Mission, Second Secretary and Irish stakeholders as appropriate
- Participate in relevant meetings and events related to trade issues

Requirements:

Specifically the following qualifications and competencies are required:

- Relevant BA/BSc qualification
- Fluency in spoken and written English language essential, proficiency in spoken and written Kiswahili highly desirable;
- Minimum of three years relevant professional experience; private sector experience in Tanzania an advantage
- Excellent interpersonal, communication and presentation skills and experience with using social media for professional communication.
- Good knowledge and understanding of the Tanzanian media landscape
- Experience of living or studying in Ireland highly desirable
- Strong analytical and conceptual skills and the ability to think and plan strategically
- Strong skills and experience in project management
- Ability to network effectively, work in teams and influence decisions.

- Ability to plan, manage and deliver results.

Performance management:

The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish civil service. Staff members agree with their manager goals, key tasks and targets that are aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions.

Terms and Conditions:

- This position will be offered on a three year renewable basis. A six month probationary period will apply.
- The salary for this position will be commensurate with experience and the level of responsibility.
- The Embassy operates an employee health benefits scheme.
- There are 24 days of annual leave.