



Job Title	Programme Manager: Inclusive Economic Growth		
Reports to	Deputy Head of Development Cooperation, Embassy of Ireland, Dar es Salaam		
N° Reporting Staff	None		
Job Profile	Under the direction of the Deputy Head of Development Cooperation, manage the Embassy’s portfolio relating to Inclusive Economic Growth and ensure the delivery of the Embassy’s outputs in relation to building more sustainable livelihoods for poor women and youth particularly in relation to: youth skills and employment; trade competitiveness; social protection and women’s economic empowerment.		
Key Performance Areas	KPA detail	Competency Requirements	% time
1. Policy and Strategy	<ul style="list-style-type: none"> Work effectively within a multi-disciplinary Strategy and team approach that combines development, political and economic efforts to advance Ireland’s values and interests. Lead efforts in the design and implementation of the Embassy’s strategy on youth, skills and employment, and trade and business competitiveness in ways that maximise potential for young women and men to benefit from and contribute to inclusive economic growth Conduct regular analyses of key economic indicators and reports in Tanzania and other countries of accreditation in order to inform the Embassy’s strategic planning process. Working closely with the Embassy’s Gender Adviser, ensure that gender equality, and in particular, women’s economic empowerment, is effectively mainstreamed throughout the Mission’s programming 	<ul style="list-style-type: none"> Highly self-motivated with an ability to work independently and as part of a team. Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions. Management and team working Flexibility and comfortable adaptation to change. 	25%
2. Programme Management, monitoring and learning	<ul style="list-style-type: none"> Lead the effective management of programme partners, in-line with the Irish Aid Grant Management Standards ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk management. Ensure effective monitoring of programmes through developing and tracking indicators and generating evidence for reporting and lesson learning. This includes 	<ul style="list-style-type: none"> Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting. Excellent project management skills with 	40%



	<p>undertaking regular monitoring visits to ensure partner compliance and effective implementation.</p> <ul style="list-style-type: none"> • Lead on the capturing, reporting, and communicating of results in areas of responsibility. • Ensure that the approach to programme management, monitoring and learning is informed by up-to-date global and local trends, evidence, and best practice. • Foster opportunities for stronger trade links and institutional partnerships between Ireland and Tanzania. • Manage Ireland’s engagement with the work of HQ-funded programmes in Tanzania, including timely communication with Headquarters and ensuring that Ireland’s policy priorities are effectively promoted. • Analyse key research reports and evaluations to identify and document lessons and produce analytical summaries for internal use and / or policy application. • Identify opportunities for the Embassy to contribution to policy research, in line with the Mission Strategy and Irish Aid’s Research Strategy. 	<p>experience of managing programmes and budgets.</p> <ul style="list-style-type: none"> • Strong analytical and decision-making skills; the ability to conduct secondary economic analysis would be an asset. 	
<p>3. Advocacy and representation</p>	<ul style="list-style-type: none"> • Develop and maintain a strong network of key stakeholders (such as the Government of Tanzania, Development Partners, Civil Society and the private sector), including through representing the Embassy in relevant working groups and coordination structures to ensure that Ireland’s policy priorities are effectively promoted. • Communicate Irish Aid’s work on Inclusive Economic Growth to all relevant internal and external stakeholders, including through the use of social media, ensuring that the material is user-friendly and engaging. • Maintain links with other funding agencies operating in Tanzania to identify potential 	<ul style="list-style-type: none"> • Strong analytical and decision-making skills; the ability to conduct secondary economic analysis would be an asset. • Excellent communication skills including excellent written and verbal skills in English; Swahili is an asset 	<p>20%</p>



	<p>areas for collaboration and cross-learning.</p> <ul style="list-style-type: none"> • Provide briefing material as required, including regular analysis of the policy and economic environment relating to economic inclusion nationally, regionally and globally. 	<ul style="list-style-type: none"> • Strong ability to build and maintain strategic networks 	
<p>4. Teamwork and communication</p>	<ul style="list-style-type: none"> • Participate in Embassy strategic planning processes and contribute to cross-Embassy team work on economic inclusion and the empowerment of women and girls. • Build synergies between inclusive economic growth programming and the Embassy’s work on resilience (climate change, nutrition), essential services (healthcare) and good governance • Build effective working relationships with Irish Aid teams in other Embassies and at Headquarters to ensure consistency with Irish Aid policies and strategies and to exploit cross-learning opportunities. • Carry out additional responsibilities that may be assigned by line management from time to time. 	<ul style="list-style-type: none"> • Excellent communication skills including excellent written and verbal skills in English; Swahili is an asset • Highly self-motivated with an ability to work independently and as part of a team • Excellent interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times 	<p>15%</p>



<p>Qualifications and Skills Requirements</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A post-graduate qualification in development management or related discipline relevant to the requirements of this post. • A minimum of three years’ relevant experience working in a field related to inclusive economic growth • A proven capacity for delivering timely results and taking responsibility for quality outcomes. • A sound understanding of key concepts relating to economic inclusion such as: social protection; youth employment and women’s economic empowerment. • Interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team. • Excellent communication skills including fluent written and verbal English. <p>Desirable:</p> <ul style="list-style-type: none"> • At least two years working in a senior level with a Tanzania based national or international organisation. • A sound understanding of the political, economic, social and cultural environments impacting on Tanzania, including a clear understanding of the relevant Tanzanian policies and institutional frameworks. • Fluency in Kiswahili. • Experience working in or closely with the private sector in Tanzania.
<p>Terms and Conditions</p>	<ul style="list-style-type: none"> • Primary work location: Embassy of Ireland, Dar es Salaam • Working hours: full time, or 38 hours per week. There are 24 days annual leave. Occasional late working or attendance at work-related events outside of working hours is required. (Occasional travel may be required) • Salary Scale: Grade 3 (TSh7,132,233 to TSh10,343,397). The successful candidate will normally start at the Point 1 on the scale. • Benefits: The Embassy offers an employee health benefits scheme. • Start date: Immediate. This position will be offered on a three-year renewable basis. A six month probationary period will apply. • 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 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. The incumbent agrees his/her profile with his/her line manager.