



Job Title	Programme Manager		
Reports to	Deputy Head of Cooperation, Embassy of Ireland, Dar es Salaam		
N° Reporting Staff	One		
Job Profile	<p>Under the direction of the Deputy Head of Cooperation, contribute to delivering the Embassy’s strategic objectives with a focus on the trade aspects of Outcome six (“promoting trade and people-to-people linkages between Ireland, Tanzania and secondary accreditations”) and undertaking analysis related to macroeconomics, development finance and public finance to support all strategic outcomes. Please refer to the annex setting out the six outcomes under the Embassy’s 2022-26 strategy.</p> <p>The primary tasks of the role are:</p> <ol style="list-style-type: none"> 1. Promotion of regional trade in East Africa, through the Embassy’s support to Trade Mark East Africa; 2. Promotion of bilateral trade between Ireland and Tanzania; 3. Provision of macro-economic analysis to the Embassy. 		
Key Performance Areas	Key Performance Areas details	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, cultural, trade and outreach efforts to advance Ireland’s foreign policy and international development policy. • Lead efforts in developing a strategy for Ireland to build its identity as a trade partner for Tanzania, identifying specific opportunities for two-way trade and investment and seeking to support other Irish government departments and Irish State Agencies in their engagement in Tanzania as part of the Whole of Government approach to trade promotion. 	<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. 	30%



	<ul style="list-style-type: none"> • Monitor the development of the EU-Tanzania trade relationship, including the EAC Economic Partnership Agreement, and identify specific opportunities for Ireland to maximise value of EU coordination and initiatives through working with Team Europe. • Lead efforts on the planning, design, management and monitoring of partnerships intended to promote two-way trade between Ireland and Tanzania, including through the Irish Government’s efforts to foster private sector engagement for sustainable development. • Lead the Embassy’s efforts to frame investment opportunities in Tanzania, including in the context of the Africa Continental Free Trade Agreement and the East African Community, and to orient interested parties on how to invest or do business in Tanzania. • Conduct regular analyses of key macroeconomic indicators and reports in Tanzania and other countries of accreditation in order to inform the Embassy’s strategic planning and decision-making processes. • Identify specific opportunities to promote Women’s Economic Empowerment within Trade and Investment Relationships and in linkages with other programme areas supported by the Embassy strategy. • Work closely with other programme managers to mainstream gender, climate action and governance & human rights across the work under outcome six, and in broader macroeconomic analysis. 	<ul style="list-style-type: none"> • Management and team working. • Flexibility and comfortable adaptation to change. 	
<p>2. Programme Management, Monitoring and Learning</p>	<ul style="list-style-type: none"> • Management of programme partnerships, in-line with the Department of Foreign Affairs standardised approach to grant management, ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk management. 	<ul style="list-style-type: none"> • Excellent project management skills with experience of managing programs and budgets. 	<p>20%</p>



	<ul style="list-style-type: none"> • Monitor programmes through developing and tracking indicators and generating evidence for reporting, lesson learning and adaptive management. • Lead on capturing, reporting, and communicating results in areas of responsibility. • Prepare and participate in field visits and regular monitoring visits – including engagement with local and national authorities. • Ensure that the approach to programme management, monitoring and learning is informed by up-to-date global and local trends, evidence, and best practice. • Identify opportunities to link partnerships with other programme areas supported by the mission strategy. • Foster opportunities for stronger links and institutional partnerships between Ireland and Tanzania in relevant areas. • Manage Ireland’s engagement with the work of relevant 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 contribute to policy research • Lead on preparation for trade related events including trade component on inward and outward visits, Trade delegations & visits and the Embassy contribution to Africa Ireland Economic Forum (AIEF). 	<ul style="list-style-type: none"> • Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting. • Excellent communication skills including excellent written and verbal skills. • Highly self-motivated with an ability to work independently and as part of a team. 	
<p>3. Advocacy and representation</p>	<ul style="list-style-type: none"> • Nurture a network of contacts for the Embassy and interested Irish and Tanzanian businesses and State Agencies. 	<ul style="list-style-type: none"> • Excellent communication skills including excellent written and verbal skills in English and Kiswahili. 	<p>40%</p>



	<ul style="list-style-type: none"> • Support the development of policy coalitions to advocate for prudent use of public resources, an enabling environment for business, trade, stable macro-economics and related issues. • Develop key partnerships with the Government of Tanzania at central, regional or district level, relevant state bodies, multilateral agencies, international financial institutions and other stakeholders. • Develop and maintain a strong network of key stakeholders in areas related to trade and economics, including through representing the Embassy in relevant working groups and coordination structures, business groups and chambers of commerce. Build and nurture networks with the Irish business community in Tanzania, including sharing information and seeking Irish business inputs into advocacy positions. 	<ul style="list-style-type: none"> • Highly self-motivated with an ability to work independently and as part of a team. • 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. • Build effective working relationships with teams in other Irish Embassies and at Headquarters to ensure consistency with Irish policies and strategies and to exploit opportunities for a regional approach to trade promotion. • Provide briefing material, speaking points or draft speeches as required, including clear and concise updates on budgets and budget execution, financing of key sectors of interest to Ireland and the macro economic situation. • Co-ordinate research and documentation of lessons learnt, ‘best practice’ and emerging thinking relating to trade promotion in Tanzania and globally. • Link with HQ personnel in the Economic Unit of Global Ireland and Economic Division (GLOBEC) and DCAD’s Africa Unit working on the trade portfolio; and the wider State Agency network where mutual interest is identified. 	<ul style="list-style-type: none"> • Experience in managing research, analysis, management and synthesis of reports. • Communications skills, ensuring information is provided clearly, concisely and confidently when speaking and in writing. • Excellent interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy 	<p>15%</p>



	<ul style="list-style-type: none">• Provide content for the Embassy’s external communications to strengthen the visibility of the Embassy’s work.• Facilitate open dialogue during engagement with stakeholders at all levels. Provide content for the Embassy’s core reporting requirements.• Proactively invest in personal development and up-skilling, including continuous on-the-job learning.• Carry out additional responsibilities that may be assigned by line management from time to time.	and respect for others at all times.	
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<p>Qualifications and Skills Requirements</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A post-graduate qualification in economics, finance, international trade, international development or related discipline relevant to the requirements of this post. • A minimum of three years’ relevant experience working in a field related to trade promotion or macroeconomics. • A proven capacity for delivering timely results and taking responsibility for quality outcomes. • A sound understanding of key concepts relating to public financial management, macroeconomic management and an enabling environment for regional and international trade. • Interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team. • 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. • A demonstrated ability to engage in complex policy discussions. • Excellent communication skills including fluent written and verbal English and Kiswahili. • At least three years working in a senior level with a Tanzania based national or international organisation. • A proven ability to analyse and interpret quantitative data. • A proven capacity to analyse issues from gender perspective. • Demonstrable commitment to gender equality and human rights <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in or closely with European institutions in a process of mutual learning and exchange. • Basic knowledge of climate change and climate action.
<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 (periodic travel will be required).








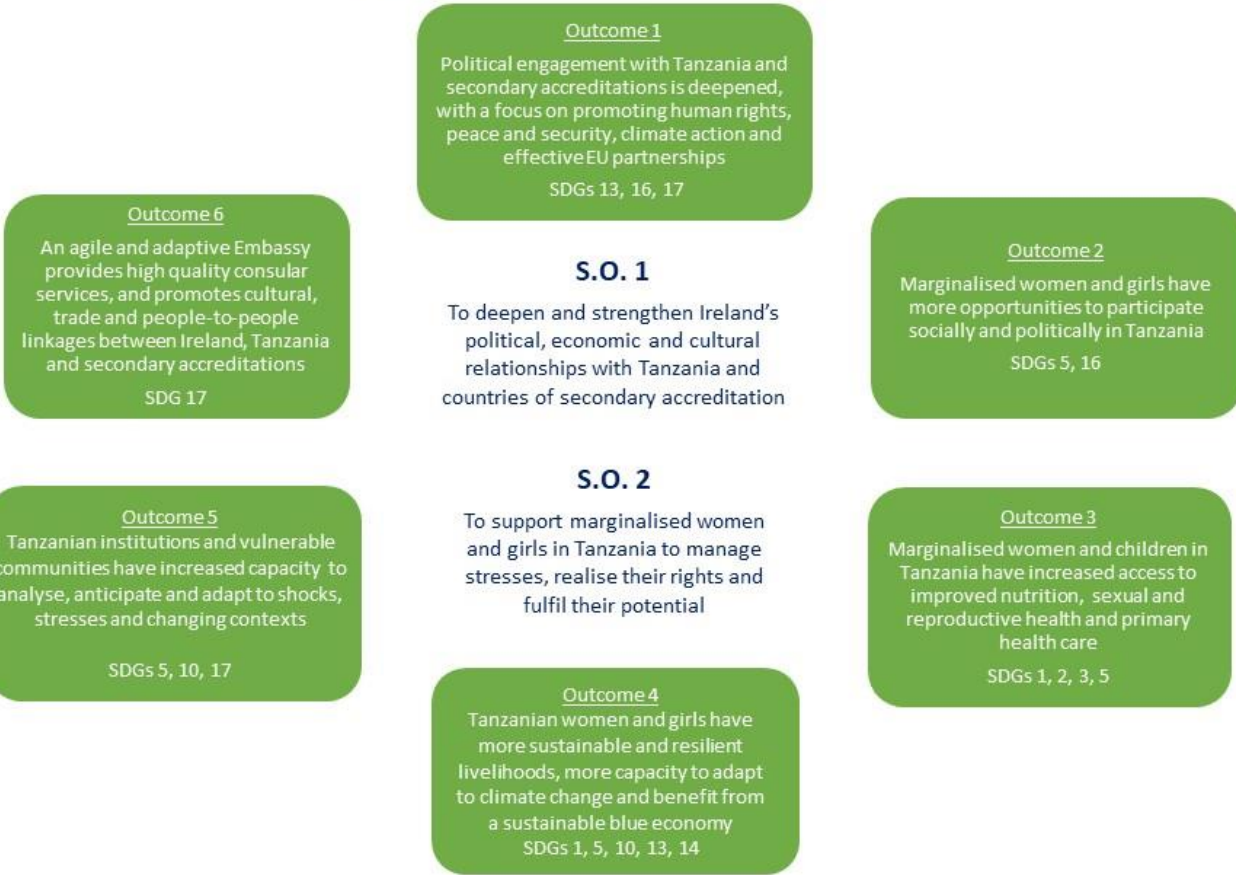
- **Salary Scale:** Pay Scale C, basic pay, starting at step 1 on the scale currently TSH 8,743,994 per month and TSH 113,671,924 annually, including a 13th month). Salary scales are fixed by HQ and non-negotiable.
- **Benefits:** The Embassy offers an employee health benefits scheme.
- **Start date:** 01 November 2022, or sooner if possible. This position is 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 on-going professional development actions agreed with line managers. Each employee agrees his/her profile with his/her line manager.



IRELAND IN TANZANIA AND ITS SECONDARY ACCREDITATIONS (BURUNDI, COMOROS, DR CONGO, EAC, SEYCHELLES), 2022-26

GOAL: To advance Ireland’s values and interests through support for peace, prosperity and equality, with a focus on women and girls in Tanzania

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Our People
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Our Prosperity
- 
Our Values
- 
Our Place in Europe
- 
Our Influence



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Gender Equality
- 
Reducing Humanitarian Need
- 
Climate Action
- 
Strengthened Governance