



Job Title	Programme Manager		
Reports to	Deputy Head of Cooperation, Embassy of Ireland, Dar es Salaam		
Nº Reporting Staff	One		
Job Profile	<p>Under the direction of the Deputy Head of Cooperation, contribute to delivering the Embassy’s Mission Strategy for Tanzania with a focus on Outcome five on resilience (“Tanzanian institutions and vulnerable communities have increased capacity to analyse, anticipate and adapt to shocks, stresses and changing contexts”). 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. Management of the Embassy’s engagement with Tanzania’s national social protection system (PSSN II / TASAF); 2. Management of the Embassy’s engagement with humanitarian protection of, and assistance to, refugees and host communities in Kigoma region; 3. Management of the Embassy’s engagement with Tanzanian research institutions. 		
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 on the development, management and monitoring of a delivery plan to help Tanzanian institutions and communities to analyse, anticipate and adapt to shocks, stresses and changing contexts. • Conduct regular analyses of key shocks and stresses in Tanzania and other countries of accreditation in order to inform the Embassy’s strategic planning and decision-making processes. 	<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. • Flexibility and comfortable adapting to change. 	30%



	<ul style="list-style-type: none"> • Work closely with other programme managers to mainstream gender, climate action, and governance & human rights across the work under outcome 5. • Keep abreast of policy processes related to resilience and humanitarian action and lead the Embassy’s contribution to them. 		
<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 effectiveness and efficiency, robust oversight, value for money, and risk management. • Monitor programmes through developing and tracking indicators and generating evidence for reporting, lesson learning and adaptive management • Lead on the capturing, reporting, and communicating of 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 synergies between outcome five partnerships and other outcomes under 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. 	<ul style="list-style-type: none"> • Excellent project management skills with experience of managing programs and budgets. • 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>35%</p>



	<ul style="list-style-type: none"> 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. 		
<p>3. Advocacy and representation</p>	<ul style="list-style-type: none"> Support the development of policy coalitions to advocate for a longer-term approach to managing shocks and stresses that is based on strong national systems and ongoing horizon scanning. Develop key partnerships with the Government of Tanzania, at central, regional and district levels, relevant state bodies and other stakeholders. Develop and maintain a strong network of key stakeholders in areas related to outcome five, including through representing the Embassy in relevant working groups and coordination structures. 	<ul style="list-style-type: none"> Excellent communication skills including excellent written and verbal skills in English and Kiswahili. Strong ability to build and maintain strategic networks. Highly self-motivated. Can work independently and as part of a team. 	<p>20%</p>
<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 managing shocks and stresses that reach across borders. Provide briefing material, speaking points or draft speeches as required, including clear and concise updates on shocks and stresses in Tanzania and their implications (refugees, pandemics, price rises, inflation, insecurity, food crises, etc). 	<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, 	<p>15%</p>



	<ul style="list-style-type: none">• Co-ordinate research and documentation of lessons learnt, ‘best practice’ and emerging thinking relating to anticipating and managing shocks and stresses and building resilience in Tanzania and globally.• Provide content for the Embassy’s external communications to strengthen the visibility of the Embassy’s work related to resilience.• Provide content for the Embassy’s core reporting requirements.• Proactively invest in personal development and up-skilling, including continuous on-the-job learning.• Facilitate open dialogue during engagement with stakeholders at all levels• Carry out additional responsibilities that may be assigned by line management from time to time.•	<p>tact, courtesy and respect for others at all times.</p>	
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<p>Qualifications and Skills Requirements</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A post-graduate qualification in development studies, project management or related discipline relevant to the requirements of this post. • A minimum of five years’ relevant experience working in a field related to resilience, social protection, and/or protracted crises. • A proven capacity for delivering timely results and taking responsibility for quality outcomes. • A sound understanding of key concepts relating to anticipating and managing shocks and stresses and adaptive management. • 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. • Interpersonal skills to form effective working relationships at all levels; able to work independently and as part of a team. • A demonstrated ability to engage in complex policy discussions. • Excellent communication skills including fluent written and verbal English and Kiswahili. • A proven capacity to analyse issues from a gender perspective. • Demonstrable commitment to gender equality and human rights. <p>Desirable:</p> <ul style="list-style-type: none"> • A proven ability to analyse and interpret quantitative data • 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 <u>non-negotiable</u>. • 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 agreed on-going professional development actions. The incumbent 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

Outcome 6
An agile and adaptive Embassy provides high quality consular services, and promotes cultural, trade and people-to-people linkages between Ireland, Tanzania and secondary accreditations
SDG 17

Outcome 5
Tanzanian institutions and vulnerable communities have increased capacity to analyse, anticipate and adapt to shocks, stresses and changing contexts
SDGs 5, 10, 17

Outcome 1
Political engagement with Tanzania and secondary accreditations is deepened, with a focus on promoting human rights, peace and security, climate action and effective EU partnerships
SDGs 13, 16, 17

S.O. 1
To deepen and strengthen Ireland’s political, economic and cultural relationships with Tanzania and countries of secondary accreditation

S.O. 2
To support marginalised women and girls in Tanzania to manage stresses, realise their rights and fulfil their potential

Outcome 4
Tanzanian women and girls have more sustainable and resilient livelihoods, more capacity to adapt to climate change and benefit from a sustainable blue economy
SDGs 1, 5, 10, 13, 14

Outcome 2
Marginalised women and girls have more opportunities to participate socially and politically in Tanzania
SDGs 5, 16

Outcome 3
Marginalised women and children in Tanzania have increased access to improved nutrition, sexual and reproductive health and primary health care
SDGs 1, 2, 3, 5

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