



<b>Job Title</b>	<b>Programme Manager: Governance and Human Rights</b>		
<b>Reports to</b>	Senior Governance and Gender Specialist, Embassy of Ireland, Dar es Salaam		
<b>N° Reporting Staff</b>	None		
<b>Job Profile</b>	Under the direction of the Senior Governance and Gender Specialist, manage the Embassy's portfolio relating to governance and human rights and ensure the delivery of the Embassy's outputs in relation to fostering and supporting the democratic space for good governance, gender equality and human rights particularly in relation to: media and accountability, women's rights and movement building, civic space and human rights.		
<b>Key Performance Areas</b>	<b>KPA detail</b>	<b>Competency Requirements</b>	<b>% time</b>
<b>1. Policy and Strategy</b>	<ul style="list-style-type: none"> <li>Work effectively within a multi-disciplinary strategy and team approach that combines development, political and economic efforts to advance Ireland's values and interests.</li> <li>Lead efforts on the planning, design, management and monitoring of the Embassy's Governance and Human Rights strategy.</li> <li>Monitor and provide analysis on political and policy developments in Tanzania and their implications for the Embassy. Conduct regular monitoring and analyses of key governance and political economy indicators and reports in Tanzania and other countries of accreditation in order to inform the Embassy's strategic planning process.</li> <li>Working closely with the Embassy's Gender Programme Manager, ensure that gender equality and women's empowerment is effectively mainstreamed throughout the portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Highly self-motivated with an ability to work independently and as part of a team.</li> <li>Analytical and conceptual thinking, seeing relationships between issues and identifying coherent solutions.</li> <li>Management and team working; Flexibility and comfortable adapting to change.</li> </ul>	25%
<b>2. Programme Management, Monitoring and Learning</b>	<ul style="list-style-type: none"> <li>Lead the effective management of programme partnerships, in-line with the Irish Aid Grant Management Standards ensuring delivery effectiveness and efficiency, robust oversight, value for money, and risk management.</li> <li>Ensure effective monitoring of programmes through developing and tracking indicators and generating evidence for reporting and lesson learning. This includes undertaking regular monitoring visits to ensure partner compliance and effective</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of results, ensuring high quality and optimal use of resources, with accurate monitoring and reporting.</li> <li>Excellent project</li> </ul>	40%



	<p>implementation.</p> <ul style="list-style-type: none"> <li>• Lead on the capturing, reporting, and communicating of results in areas of responsibility.</li> <li>• Identify opportunities to integrate governance into other areas of the mission strategy in a manner that strengthens coherence and builds synergies; Support colleagues in effectively mainstreaming governance within programme interventions.</li> <li>• Ensure that the approach to programme management, monitoring and learning is informed by up-to-date global and local trends, evidence, and best practice.</li> <li>• Foster opportunities for stronger links and institutional partnerships between Ireland and Tanzania.</li> <li>• Analyse key research reports and evaluations to identify and document lessons and produce analytical summaries for internal use and / or policy application.</li> <li>• Identify opportunities for the Embassy to contribute to policy analysis and research, in line with the Mission Strategy and Irish Aid’s Research Strategy.</li> </ul>	<p>management skills with experience of managing programmes and budgets.</p> <ul style="list-style-type: none"> <li>• Strong analytical and decision-making skills;</li> </ul>	
<p><b>3. Advocacy and representation</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain a strong network of key stakeholders (including Government of Tanzania, Development Partners, Civil Society, media and the private sector).</li> <li>• Represent the Embassy in relevant working groups and coordination structures to ensure that Ireland’s policy priorities on governance and human rights are effectively promoted.</li> <li>• Maintain links with other funding agencies operating in Tanzania to identify potential areas for collaboration and cross-learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong analytical and decision-making skills;</li> <li>• Excellent communication skills including excellent written and verbal skills in English and Swahili;</li> <li>• Strong ability to build and maintain strategic networks.</li> </ul>	<p>20%</p>
<p><b>4. Teamwork and communication</b></p>	<ul style="list-style-type: none"> <li>• Participate in Embassy strategic planning processes and contribute to cross-Embassy team work;</li> <li>• Communicate Irish Aid’s work on Governance and Human Rights to all relevant internal and external stakeholders, including through the use of social media and case studies, ensuring that the material is user-friendly and engaging.</li> <li>• Provide briefing material as required, including regular analysis of the policy, legal and socio-political environment relating to governance and human rights nationally,</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent communication skills including excellent written and verbal skills in English and Swahili;</li> <li>• Highly self-motivated with an ability to work independently and as part</li> </ul>	<p>15%</p>



	<p>regionally and globally.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Carry out additional responsibilities that may be assigned by line management from time to time.</li> </ul>	<p>of a team;</p> <ul style="list-style-type: none"> <li>• Excellent interpersonal communications, ensuring responsiveness, diplomacy, tact, courtesy and respect for others at all times</li> </ul>	
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<p><b>Qualifications and Skills Requirements</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A post-graduate qualification in governance, politics, law, international development or related discipline relevant to the requirements of this post.</li> <li>• A minimum of four years’ relevant experience working in a field related to governance and human rights.</li> <li>• A sound understanding of the political economy and the socio-cultural environment in Tanzania, including a clear understanding of the relevant Tanzanian policies and institutional frameworks.</li> <li>• A proven capacity for delivering timely results and taking responsibility for quality outcomes.</li> <li>• Interpersonal skills to form effective working relationships with people at all levels and the ability to work independently and as part of a team.</li> <li>• Excellent communication skills including fluent written and verbal English.</li> <li>• Fluency in Kiswahili.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Solid understanding of key concepts / approaches relating to governance such as: political economy analysis; flexible and adaptive programming; thinking and working politically; gender transformative approaches.</li> <li>• At least two years working in a senior level with a Tanzania based national or international organisation.</li> </ul>
<p><b>Terms and Conditions</b></p>	<ul style="list-style-type: none"> <li>• <b>Primary work location:</b> Embassy of Ireland, Dar es Salaam</li> <li>• <b>Working hours:</b> 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)</li> <li>• <b>Salary Scale:</b> Grade 3 (TSh 7,132,233 to TSh10,343,397). The successful candidate will normally start at the Point 1 on the scale.</li> </ul>



- **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.