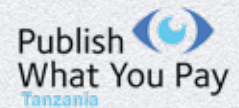


# JOB VACANCIES



HakiRasilimali (HR) is a platform of Civil Society Organizations (CSOs) registered under the Non-Government Organizations (NGOs) Act of 2012 (registration number 00NGO/R2/00074, working on strategic advocacy issues around minerals, oil and gas extraction in Tanzania. HR is affiliated with Publish What You Pay (PWYP), a global membership-based coalition of CSOs in over forty (40) countries united in their call for an open and accountable extractive sector so that oil, gas and mining revenues improve the lives of women, men and youth in resource-rich countries and that extraction is carried out responsibly that benefits countries and their citizens. The organization seeks to recruit a suitably candidates to fill the following vacant positions;

## Job Title:

Executive Director – HakiRasilimali  
(one Post)

## Line Manager:

Policy Forum – on behalf of HakiRasilimali Board of Directors

## Reports to:

HakiRasilimali Board of Directors

## Post Summary

For this post, we need an individual who can create a robust team. We are searching for a person who can communicate well, manage and build an effective team, has outstanding integrity and understands the technical/professional aspects of the job. Interview questions and background checks will centre profoundly in this area. This is a post for those who like working with people. It is most likely to appeal to those enthusiastic about working in a multistakeholders environment, those who enjoy working in extractives policy and advocacy issues, those who possess managerial and leadership skills that bring the best results through people.

## The Details:

- To facilitate the platform to effectively advocate for the formulation and changes to policies and laws which govern the Extractive Industries in Tanzania.
- To generate and share information as a means of broadening their awareness of the value and role of the extractive industry contribution to the economic and social prosperity of the people of Tanzania.
- To ensure that an annual plan for the year is developed, and monitored in consultation and collaboration with the Hakirasilimali Board of Directors and Members.
- To coordinate the Hakirasilimali Board of Directors in the negotiation of funding agreements.
- To proactively seek policy information that may be of interest to HakiRasilimali Members and to ensure that it is shared in a timely manner.
- To represent HakiRasilimali in various platforms for the purpose of enhancing the reputation of the organization and meeting organization objectives.
- To convene regular Hakirasilimali Board of Directors meetings in order to enhance governance of the platform.

- To initiate and encourage synergies with other like-minded networks so as to encourage constructive linkages between civil society working the extractives.
- To lead and manage a team of staff within the secretariat who will support the ED in delivering the above.

## Academic, Technical skills and experiences that we are seeking:

- Bachelor degree in social sciences, law, public policy, governance, community development or any related field from a recognized institution. Masters Degree in the related field will be an added advantage
- A broad understanding of and demonstrated interest in extractive issues in Tanzania, Africa and beyond.
- Good analytical skills and the ability to package concepts to different types of audiences.
- The ability to develop and lead a highly effective team in a demanding and often uncertain working environment.
- At least 5 years working experience in senior and management especially in policy and advocacy issues.
- Excellent and appropriate inter-personal, communication and persuasive skills - The ability to develop and sustain productive working relationships across the entire range of development stakeholders.
- The ability to develop and sustain constructive working relationships across the entire range of extractives stakeholders.
- Excellent initiative - The ability and willingness to act decisively in often uncertain environments
- Excellent language skills, verbally and in writing in English and Kiswahili
- The ability and willingness to speak in public effectively, including making clear, concise and powerful presentations.
- Basic IT skills, extensive use of the internet for research

## Managerial and leadership skills that this job requires:

- The ability to develop and lead a highly effective team in a demanding and often uncertain working environment.

## Job Title:

Policy Analyst – HakiRasilimali (One post)

## Line Manager:

Executive Director

## Reports to:

Executive Director

## Post Summary

Research and analysing laws, policies and budgets with a view to empowering members and the public to influence extractives policies for socio-economic change. 80% of time with or in the service of HR members, HR Working Groups and other development stakeholders. is expected in collaboration with the ED to supervise HakiRasilimali research and analysis projects from the planning stages to project completion and to act as a catalyst for the continued growth of the platform and implementation of its Strategic Plan. Given its infancy, the platform's development will have challenges hence considerable dynamism, perseverance and flexibility will be required from the PA. Nonetheless, there is sufficient of prospects for individual growth for a person with creativity, enterprise and determination.

For this post, it requires an individual who can create a robust team, can communicate well, manage and build an effective team, has outstanding integrity and understands the technical/professional aspects of the job.

It is for someone who is enthusiastic about working in a multistakeholders environment, those who enjoy working in

extractives policy and advocacy issues, those who possess managerial and leadership skills that bring the best results through people.

## The Details:

- Proactively identifies potential issues that may have an effect on extractives policies in Tanzania. Researches these issues, highlights potential areas for concern and entry points for advocacy, and ensures that members are kept informed and advised as required. (40%)
- Convenes and facilitates the HR Working Groups; coordinates individual and joint activities; facilitates complementarity between the working groups and cross learning; provides facilitative leadership within the 2 groups. (25%).
- Proactively identifies ways in which the Secretariat can improve its relevance by supporting the policy objectives of its members and works with the rest of the secretariat team to incorporate this into the work of the Secretariat. (15%)
- Promotes organisational learning by developing and maintaining a database of case studies that documents lessons learnt from civil society engaging in extractives advocacy in Tanzania. This database is to be shared on the HR Website. (5%)
- Proactively networks with other development stakeholders in Tanzania, regionally and internationally to build constructive and productive relationships that further the objectives of HR and the policy priorities of its members. (5%)
- Line manages an intern by building an effective team through effective performance management, supportive supervision and output-based personal development. (10%)

## Academic, Technical skills and experiences that we are seeking:

- Bachelor degree in social sciences, law, public policy, governance, community development or any relevant field from the recognized institution. Specific training in Mining oil and gas will be an added advantage
- A broad understanding of and demonstrated interest in the extractive issues in Tanzania, Africa and beyond.
- Good analytical skills and the ability to package concepts to different types of audiences.
- Demonstrated understanding of and experience in one or more of the following:
  - Data collection and analysis
  - Statistical computer software programs
  - Qualitative data research
  - Quantitative data sets
- At least 5 years working experience in policy analysis

## Managerial and leadership skills that this job requires:

- The ability to develop and lead a highly effective team in a demanding and often uncertain working environment.
- Excellent and appropriate inter-personal, communication and persuasive skills.
- The ability to develop and sustain constructive working relationships across the entire range of extractives stakeholders.

- Excellent initiative - The ability and willingness to act decisively in often uncertain environments
- Excellent language skills, verbally and in writing in English and Kiswahili
- The ability and willingness to speak in public effectively, including making clear, concise and powerful presentations.
- Basic IT skills, extensive use of the internet for research.

### Job Title:

Advocacy and Engagement  
– HakiRasilimali (one post)

### Line Manager:

Executive Director

### Reports to:

Executive Director

## Summary:

The person taking this post is expected to develop, organise and execute a wide range of activities to influence policy according to the scope of HR programmes, and specific results-oriented projects. It is expected that he/she will build communication and advocacy capacity of the team on project implementation. S/he will carry out content communication within and to the wider stakeholder group.

Together with the Executive Director and other leading technical staffs, s/he will play an active role in networking, lobbying and representing the organisation in a wide range of general advocacy and policy issues at events, conventions and media opportunities. S/he will be able to integrate communication tools and channels in her/his work.

## Details:

- Facilitate and guide our institutional advocacy strategy;
- Facilitate the development of joint advocacy strategies with partners associated networks, partners and other offices of our organisation;
- Develop strategic partnerships with key actors to achieve HR policy goals;
- Act as a liaison to media, governments, and other actors;
- Take the lead in organizing media outreach; arranges all media contacts, press briefings, and interviews; provides talking points and other materials as needed for senior staff; responds to media inquiries quickly and effectively.
- Coordinate production of a diverse range of information products including audio/visual communications, when needed to achieve specific policy goals;
- Support and advise the other HR member organisations to carry out lobby and advocacy properly;
- Ensure timely development of position papers, policy briefings, presentations and other advocacy materials and communication media;
- Identify key opportunities in the short and long-term in which we can influence policy processes;
- Advise technical staff and the management for meaningful engagement with key actors and institutions;

## Key Competences

- A broad understanding of the context of Extractive Sector in Tanzania.
- At least 3 years working experience in policy analysis, lobby and advocacy in the national context,
- Demonstrable experience and achievements working in and advocating towards multi-stakeholder platforms and processes;
- Track record in advocacy and communications, policy analysis, writing and editing articles, website content, reports and press releases;
- Experience working in a National or International environment;
- Ability to quickly understand and absorb new topics, issues and disciplines and distil relevant advocacy strategies from them;
- Good understanding of political affairs and international institutions dynamics in Tanzania and globe at large;
- Experience in stakeholder mapping and strategizing according to policy objectives of different projects;
- Ability to deliver oral presentations to various audiences;
- Excellent communication and project management skills; team player and facilitator;
- Awareness of and sensitivity to critical issues in the Tanzanian policy environment at local and national level especially in the context of extractive sector.
- Excellent language skills, verbally and in writing in English and Kiswahili.
- Results-focused and value-driven.
- Astute and sensitive to detail

## Academic, Technical skills and experiences that we are seeking:

- Bachelor degree in social sciences, law, public policy, governance or any relevant field from the recognized institution. Specific training in Mining oil and gas will be an added advantage. A broad understanding of and demonstrated interest in the extractive issues in Tanzania, Africa and beyond.
- Good analytical skills and the ability to package concepts to different types of audiences.
- Basic IT skills – Office systems, presentations, extensive use of the internet for research
- Managerial and leadership skills that this job requires:
- The ability to develop and lead a highly effective team in a demanding and often uncertain working environment.
- Excellent and appropriate inter-personal, communication and persuasive skills.
- The ability to develop and sustain constructive working relationships across the entire range of extractives stakeholders.

## ALL interested applicants need to send the following:

- (a) A cover letter clearly stating in 200 words or less why you want this job and consider your self suitable for it,
- (b) An updated CV which includes your complete contact details,
- (c) Salary history,
- (d) 2-3 references,
- (e) A sample of recent written analytical work

## MODE OF APPLICATION

Interested candidates should submit their application to HakiRasilimali through the email address [info@hakirasilimali.or.tz](mailto:info@hakirasilimali.or.tz) NO LATER THAN 21ST OF JUNE 2022