
Strategy and Partnerships Associate (Intern)

Work Location: **Dar es Salaam**

Number of Openings: **1**

Reports to: **Executive Director**

Contract Period: **6 Months (with the possibility of an extension)**

Application Deadline: **May 20, 2023**

Starting Date: **June 1, 2023**

ABOUT HAKIRASILIMALI:

HakiRasilimali (HR) is a platform for Civil Society Organizations (CSOs) registered under the Non-Government Organizations (NGOs) Act of 2012 working towards transparency and accountability in the extractive industry (mining, oil, and natural gas) in Tanzania. HakiRasilimali is also the Tanzanian chapter of Publish What You Pay (PWYP), a global membership-based coalition of civil societies in over 40 countries united in their call for an open and accountable extractive sector.

POSITION SUMMARY:

HakiRasilimali is seeking an **Intern** to assist **Strategy and Partnerships** unit. Ideal candidates will have a passion for the extractive industry and natural resources, project management, relationships building and stakeholder management. The candidate will have an interest in strategic engagements and advocacy, proven experience working in a diverse and fast-paced team.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

Under the guidance of and reporting directly to the Executive Director, the Strategy and Partnership Associate (Intern) will be responsible for the following: -

- Lead partner mapping exercise for HakiRasilimali to identify key partners that HakiRasilimali can work with.
- Scope and identify new partnership opportunities with potential funding partners including proactive search and communications.
- Provide HakiRasilimali staff with intelligence on potential partners, their strategic priorities, key contacts and funding cycles.
- Work closely with program and finance units to contribute to the assessment, research, and development of funding proposals.
- Represent HakiRasilimali externally in donors and partners meetings, networking meetings and other forums as assigned by the Executive Director.
- Contribute to wider organisational initiatives on improving funding partnerships.

- Closely engage with HakiRasilimali members, enhance collaboration and engagement amongst members and between members and the Secretariat.
- Actively contribute to the development and reviews of the organizational strategic plan and resource mobilization strategy.
- Support the Executive Director in strategic communications, organizational strategy, and all other special projects as assigned.
- Prepare and edit correspondence, presentations, reports, and memos.
- Provide comprehensive support services to the Executive Director that ensures outstanding communication and responsiveness.
- Provide sophisticated calendar management; prioritize inquiries and requests, , make judgments and recommendations to ensure smooth day-to-day engagement
- Make Follow up with activity deadlines, action points and Grants Reports.
- Proactively create and manage donor relations.
- Any other duties assigned by the Executive Director.

QUALIFICATIONS: Required Skills and Experience

Education: A bachelor's degree in economics, political science, law, international relations, human rights, international law, media/journalism, public policy, or a related field.

Experience - At least 2 years of relevant work experience, preferably with at least 1 year of experience in project management and planning and strategic engagements. Knowledge of the Tanzania extractive industry is desirable.

Technical Skills and Operational Competencies:

- Computer literate; must be able to use the Internet and other research tools effectively.
- Demonstrated ability to manage high-level relationships with partner organizations to ensure efficient completion of work and mitigation of implementation risks.
- Demonstrated ability to successfully manage implementation plans and budgets for complex and dynamic projects.
- Demonstrates integrity by modelling HakiRasilimali's values and ethical standards.
- Displays cultural, gender, religious and age sensitivity and adaptability.
- Excellent interpersonal, organizational and management skills and ability to work within multi-disciplinary teams.
- Strong qualitative and quantitative research skills, analytical skills and ability to rapidly analyse and integrate diverse information from varied sources.
- Strong written and oral communication skills and fluency in English are required.
- Being a strong self-starter with the ability to work independently, as well as in a team.

Personal Attributes and Characteristics:

- A passion for project management and attention to detail.
- Ability to maintain the highest degree of confidentiality and exhibits integrity.
- Ability to plan, organize, prioritize work, and multitask to meet tight deadlines.
- Strong work ethic and desire for personal and professional development.
- Works as an effective team member, successfully balancing individual and team responsibilities.

ADDITIONAL INFORMATION

- Diversity makes our team stronger. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply.
- Our internship positions are paid.
- As part of our standard hiring process for new employees, interns and volunteers, employment will be contingent upon the successful completion of a reference check.

DIRECTIONS TO APPLY

Applicants are required to submit a one/two-page resume and a one-page cover letter that outlines their interests and qualifications for this position. all applications are to be sent to jobs@hakistanilimali.or.tz **Applications will be accepted until May 20, 2023.**

General Working Conditions:

- General working office environment.
- May require some long hours, including evenings, to complete tasks.
- Potential domestic or international travel.