

## **PROGRAM ASSISTANT - INTERN**

Work Location: **Dar es Salaam**

Number of Openings: **1**

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

Application Deadline: **March 22, 2024**

Expected Starting Date: **April 1, 2024**

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### **ABOUT HAKIRASILIMALI**

HakiRasilimali (HR) is a platform for civil society organizations (CSOs) registered in Tanzania working towards transparency and accountability in the extractive industry (mining, oil, and natural gas). HakiRasilimali is also the Tanzanian chapter of Publish What You Pay (PWYP), a global coalition of civil societies calling for an open and accountable extractive sector.

### **POSITION SUMMARY**

HakiRasilimali seeks to recruit an **Intern (Program Assistant)** to assist HakiRasilimali's **Advocacy** and **Research** Units. Ideal candidates will have a passion for the extractive industry and natural resources and possess strong written and verbal communication skills, excellent research abilities, and a demonstrated interest in advocacy, social justice, or public policy. The ideal candidate should be able to work independently and collaboratively in a fast-paced environment, with proficiency in the Microsoft Office suite and familiarity with research tools and databases preferred. The ideal candidate will be passionate about social change, possess strong analytical skills, and desire to contribute to meaningful projects.

### **PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

Under the guidance of and reporting directly to the Program Officer – Advocacy and Engagement, the Program intern will be responsible for the following: -

- Collaborate with team members to support advocacy campaigns and initiatives.
- Conducting research on extractive sector policy issues and assisting in drafting advocacy materials such as briefs, reports, and presentations.
- Assist in organizing events, workshops, and meetings to engage stakeholders and promote advocacy efforts.
- Monitor and analyse developments in extractive sector policies and prepare summaries for internal dissemination.
- Assist in collecting and analysing data to support policy research projects.
- Conduct literature reviews and compile relevant resources to inform policy recommendations.
- Contribute to drafting policy papers, memos, and other research outputs.

- Provide administrative support, including organising meetings, managing schedules, and coordinating stakeholder communication.
- Any other activity assigned by the supervisor.

**Organizational and Operational Competencies:**

- Computer literate; must be able to use the Internet and other software effectively.
- Demonstrate strong oral and written communication skills.
- Strong written and verbal communication skills, with the ability to convey complex information clearly and concisely.
- Ability to work independently and collaboratively in a fast-paced environment with a proactive and solution-oriented mindset.
- Demonstrated ability to manage high-level relationships with partner organisations to ensure efficient work completion 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.
- Excellent interpersonal, organisational and management skills and ability to work within multi-disciplinary teams.

**QUALIFICATIONS: Required Skills and Experience**

**Education:** A bachelor's degree in a related field, such as law, Economics, Political Science, Public Policy, International Relations, Sociology, or any other relevant discipline.

**DIRECTIONS TO APPLY:**

- Applicants must submit a one/two-page resume and a cover letter outlining their interests and qualifications for this position.
- All applications must be sent to [jobs@hakirasilimali.or.tz](mailto:jobs@hakirasilimali.or.tz) They will be accepted until **March 22<sup>nd</sup>, 1700 hours, 2024.**