



WAJIBU – INSTITUTE OF PUBLIC ACCOUNTABILITY

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JOB VACANCY

Introduction:

WAJIBU – Institute of Public Accountability was founded in 2015 to foster an environment that supports transparency, accountability and good governance in the management of public funds in the country. WAJIBU is a Non-Governmental Organization (with Registration Number 00NGO/R2/00056) registered under the Non-Governmental Organizations Act No.24 of 2002 (as amended in 2019). WAJIBU is looking for a competent Resource Mobilization & Communications Manager to head its Resource Mobilization & Communications Department.

TITLE:	Resource Mobilization & Communications Manager (1 position)
PROGRAM / DEPARTMENT:	Resource Mobilization & Communications Department
REPORTS TO (Title Only):	Executive Director
SUPERVISES	Public Relations Officer and Partnership & Advisory Officer
DUTY STATION	Dar es Salaam

JOB SUMMARY

The Resource Mobilization & Communications Manager works closely with the Executive Director and Program team to create and implement stakeholders' relations and cultivate new strategic relations, communications, and resource mobilization strategies to accomplish WAJIBU's vision, mission, goals and objectives. The position is responsible for government and donor engagement, organization marketing and visibility, fundraising/resources mobilization, and development of fundable project proposals to support WAJIBU programs. Specific requirements of the position are provided hereunder:

Specific Job Responsibilities that Relate to the Resources Mobilization (Business Development) Function:

- Lead the development of WAJIBU fundraising/business development strategy in close collaboration with the Executive Director and other senior management team and oversee all fundraising related activities,

WAJIBU is an Equal Opportunity Employer

- In collaboration with the senior management team, oversee the planning, writing and editing funding proposals while ensuring that applications and concept notes meet donors requirements,
- Identify new fundraising / business development opportunities and engage the senior management in deciding on how best to proceed,
- Partner with the program team to ensure timely submission of reports, concept notes and proposals to donors,
- In close collaboration with the Executive Director, take the lead in developing Memorandums of Understanding and partnerships agreements with different partners as they pertain to funding or partnerships opportunities,
- Oversee development of innovative strategies to increase WAJIBU's revenues for sustainability, and
- Manage fundraising / business development information/documents and maintain WAJIBU's website page.

Specific Job Responsibilities that Relate to Strategic Partnerships, External Communications and Visibility:

- Lead the development of strategies and direct implementation of all activities for strategic partnerships and build alliance with the government, developing partners and other stakeholders to advance WAJIBU's vision, mission, and enhance its visibility at various levels,
- Lead in establishing and maintaining effective partnerships through promotion of WAJIBU's Strategic Plans,
- Lead development and implementation of internal and external communications and visibility strategies,
- Lead WAJIBU's overall visibility activities such as print materials, electronic media, attending and organizing business meetings, publishing articles,briefs,and success stories in different media platforms, and
- Represent WAJIBU at meetings with development and other external partners to enhance WAJIBU's profile and enhance its visibility.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Must have a Master's degree in the fields relevant to Public Financial Management Systems, Public Administration, Marketing and Good Governance,

- At least 8 years of working experience in the area of financial transparency and accountability, Public Financial Management Systems Reforms and Good Governance,
- 4 years of working experience in senior positions in a well-established NGO or Government department relevant to financial transparency and accountability, Public Financial Management Systems Reforms and Good Governance, and
- Must have 4 years-experience in fundraising and management of donor-funded projects.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- In-depth understanding of the Tanzania political and social context and familiarity with key stakeholders in public accountable, good governance landscape,
- Should be a person of high integrity, accountability, honest and self-driven towards success,
- Demonstrate understanding of innovative approaches in engaging with WAJIBU's stakeholders (especially the government) to realize more meaningful policy and behavior change that supports the culture of accountability,
- Well-informed on the country's PFM structures and reform programs underway,
- Well-informed on the regional and global PFM reform programs,
- Should be a person with good networking skills and ability to forge relationships/connections with both government officials, CSOs, Donor community, and various WAJIBU's governance organs and staff,
- Should be able to demonstrate visionary and transformational leadership and the ability to instill a culture of progressive change and innovation,
- Should demonstrate a high level of leadership and financial management skills,
- Demonstrate fluency in speaking and writing in both English and Kiswahili languages, and
- Strong report writing and presentation skills, including the use of graphics, diagrams and data.

SALARY:

A competitive salary package in accordance with WAJIBU's salary structure will be offered to the successful candidate.

HOW TO APPLY:

Candidates who see themselves as accountable, with the necessary integrity, confidence and competency should lodge their applications **ELECTRONICALLY THROUGH THE EMAIL ADDRESS BELOW**, enclosing the following:

1. An application letter showing how they meet the requirements of this post,
2. Comprehensive Curriculum Vitae (not more than 4 pages),
3. Certified copies of original certificates and awards to support his/her credentials,
4. Contact address including telephone number(s) and email address(s), and
5. Names and full addresses of three (3) professional-related referees.

Applications should be submitted not later than 05:00 p.m on 19th April, 2024 addressed to:

Executive Director

WAJIBU – Institute of Public Accountability

P.O. Box 13486,

Dar-es-Salaam – Tanzania.

recruitment@wajibu.or.tz

+255 736 666 916 WAJIBU – Institute of Public Accountability

PLEASE NOTE:

Even though WAJIBU – Institute of Public Accountability prohibits discrimination, fraud and harassment of any type and allows for equal employment opportunities to employees and applicants without regard to race, color, religion, gender, age, disability status, eligible women candidates are highly encouraged to apply.