

EXCITING EMPLOYMENT OPPORTUNITY

Tanzania Investment and Consultant Group Ltd is a consulting firm focused on serving the comprehensive needs of businesses in the full range of the Project Development, Investment and Business Consulting cycle.

"We work alongside entrepreneurs to improve their access to capital, enhance their technical skills and knowledge, and strengthen the sustainability of high-quality business development services all of which leads to increases in enterprises, jobs and incomes."

This is an exciting opportunity for highly motivated and result-driven professionals who are citizens of Tanzania to apply for the following position:

Senior Project Officer (1 post)

Reports to : Program Manager

Station : Dar Es Salaam

Main Purpose of the Job:

Coordination of the implementation of Tanzania Investment and Consultant Group Ltd Project.

Duties and Responsibilities:

Ensure adherence to TIGCL Procedures in project implementation

- i. Oversight over the financial performance of the Project and regular submission of financial reports as may be required
- ii. Supervision and oversight of project staff
- iii. Ensure respect of timelines in project implementation
- iv. Ensure communication and engagement of all stakeholders in project implementation
- v. Liaison with complementary security sector TICGL of funded Projects covering the Region
- vi. Timely compilation and submission of project biannual reports
- vii. Preparation of annual budget and program of work
- viii. on project implementation issues.
- ix. Preparation and submission of Report to the TICGL Secretariat and Policy Organs
- x. Preparation and submission of mandatory Reports to various regional and international organizations on specific areas



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- xi. Convene and co-ordinate, monitor implementation of and follow-up on resolutions, decisions, directives and recommendations of the Steering Committee.
- xii. Oversee the implementation of the visibility strategy
- xiii. Representation and communication of the project outputs and outcomes in relevant forums
- xiv. Custody and overall responsibility over project assets
- xv. Perform any other duties as may be assigned by the Secretary General

Qualifications and Experience:

- Bachelor Degree in Project Management/Social Sciences/Law
- More than 5 years of relevant working experience which 2 years should be at senior level

Skills and competencies:

- Team Work, Leadership, Results Oriented, Negotiation, Problem Solving, Judgment/Decision Making, etc
- Team player, guide, time bound, tolerant and good communicator both oral and written
- Command of English language and report writing skills, Result oriented, Conflict management
- Skills, Culturally, religiously and gender sensitive, Time conscious and Ready to accept
- Responsibility, Able to meet deadlines under pressure
- IT compliant. Should have financial/Project management skills. Must have in-depth knowledge of the TICGL integration process.

Fringe Benefits:

This project position offers salary and other attractive fringe benefits as per the project agreement.

Equal Opportunity:

TICGL is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. TICGL will only respond to those candidates who strictly meet the set requirements.



PLANNING OFFICER (1 post)

Reports to : Senior Planning Advisor

Station : Dar Es Salaam

Job Purpose

Planning Officer will provide Strategic leadership in the process of Coordinating and Facilitating implementation of all activities related to TICGL overall Development strategy and Corporate Strategic plans, Monitoring and Evaluation, Statistics, Fiscal and Monetary Affairs, Financial Sector, Investment Promotion and Private Sector Development and Research related to the implementation of TICGL programmes. Duties and Responsibilities:

- i. Coordinate, initiate, formulate, harmonize the development and implementation of Strategies, policies and programs for Planning and Research, Monitoring and Evaluation, Statistics, Fiscal and Monetary Affairs, Financial Sector, Investment Promotion and Private Sector Development and Macroeconomic policies (both fiscal and monetary);
- ii. Coordinate the development and implementation of consolidated annual work/operations plans and ensure complimentary of synergies and cooperation within the sectors under supervision;
- iii. Promote and coordinate joint Implementation of strategies and programs under supervision to promote teamwork, enhance optimal utilization of resources, efficiency; build synergies, internal learning and corporation; and minimize duplication of efforts between related sectors within and outside the Directorates;
- iv. Provide managerial support and technical advice related to the sectors to staff under the directorate's supervision;
- v. Liaise with Directorate Staff to develop specific, measurable, accurate, realistic and time bound (SMART) performance Indicators, monitor and evaluate individual Staff performance by ensuring that the TICGL performance evaluation/appraisal and feedback process is applied to all;
- vi. Identify policy gaps, initiate and facilitate research and studies in priority programme areas for the sectors under the directorate's supervision;
- vii. Perform any other duties as may be assigned by the Management from time to time.



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Qualifications and Experience:

Bachelor Degree in Economics, Development Economics, Economic Policy and Planning, Policy Analysis or a related field. A Post Graduate will be an added advantage.

Minimum 3 years in relevant field, 1 year of which should be at Senior Management level in a busy environment. Working experience in the coordination of projects and programs will be an added advantage.

Equal Opportunity:

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ECONOMIST (1 post)

Reports to : Senior Economist

Station : Dar Es Salaam

Main Purpose of the Position:

TICGL Economist will be one of the key members of the Planning, Monitoring and Evaluation team and will play a key role in the strategic planning and all development aspects of the Commission.

Duties and Responsibilities:

- i. Take lead in the preparation of the Commission Annual Work Planning) linking with the TICGL Development Strategy and TICGL Strategic Plan;
- ii. Initiate and coordinate investment planning for the sustainable development;
- iii. Promote innovations in the design of TICGL Programmes and Projects, their organization and management to improve the Commission outcomes/outputs and ensure the synergy and compatibility among the projects;
- iv. Play key role in identification, analysis for emerging economic trends and problems and opportunities at regional level in the basin;
- v. Collect, review and analyze data for use in investment plans, reports and policy recommendations;
- vi. Plan for the implementation of strategies for information dissemination and feedback on the Commission's activities to end users and /or stakeholders.



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Qualifications and Experience:

- Bachelor Degree in economics, development economics, macro/micro economics and complex development issues or related field.
- At least 5 years of progressively responsible experience in initiating; designing and planning economic development programmes in a busy government or private sector organisation; at least 3 years should have been at senior level;
- Knowledge of multilateral or bilateral development agencies, procedures and operations

Skills and competences:

- Excellent technical skills in economics; established track record of excellence in analytic work on economic and investment issues;
- Competence in the use of standard software MS office software;
- Ability to present and win support for ideas, maintain collaborative work relations with all levels of staff, senior government officials, promote and maintain a productive and cooperative team environment, proven ability to work with multi-disciplinary teams and in multi-culture environment;
- Sound knowledge of development issues in Africa, particularly the EAC Partner States will be desirable;
- Familiarity with programs and Projects design, including the M&E information on project specific development outcomes, interventions and implementation arrangements;
- Fluency in English.

Equal Opportunity:

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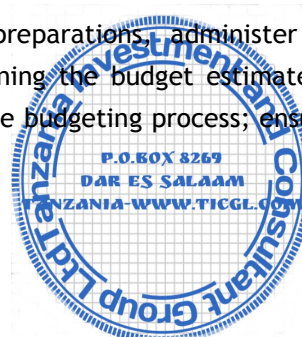
BUDGET OFFICER (1 post)

Job reports to : Finance Manager

Duty Station : Dar Es Salaam

Main Purpose of the Job:

The Budget Officer coordinate the Community's budget preparations, administer and manage all aspects of the budget functions including examining the budget estimates or proposals for accuracy, precision, and completeness during the budgeting process; ensuring



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conformity with financial procedures, policies and organizational objectives during the implementation process; and preparation of timely management accounting reports for management decision making.

Duties and Responsibilities:

- i. Plan, organize, coordinate, prioritize, assign, and evaluate the work of the Budget Office;
- ii. Develop, write, coordinate, and provide initial implementation, and evaluation of long-range capital, financial and budgetary policies and procedures to influence TICGL behavior and encourage fiscal responsibility;
- iii. Consolidation of the cost centers budget proposals to the management;
- iv. Develop and maintain database, including the creation of links to obtain Information from spreadsheets, financial and account information, and databases; development and maintenance for capital project reporting and coordinating, and spreadsheet application development and maintenance to provide timely, accurate, and essential information for financial decision making and creation of the budget document;
- v. Hold meetings for discussing the status of the budget with budget implementers.
- vi. Advice on the possibility of budget flexibility when need arise;
- vii. Participate in the Sectoral, TICGL investment activities, resource mobilization, Council and Summit meetings;
- viii. Work closely with, department heads, and other professional staff within the Community in the development of the budget, Capital Improvement Plan, and other financial reports;
- ix. Activities with other Community Offices, directorates and departments;
- x. Monitor funding sources, agency expenditures and allotments while ensuring compliance with legislative intent, accounting regulations, and audit compliance principles;
- xi. Perform duties as may be assigned by the Management from time to time.

Qualifications and Experience:

- Bachelor Degree in Economics, Finance, Business , Economic Policy and Planning, Economic Policy Management or a related field.
- 3 years of experience with 1 years at Senior level.

Skills and Competencies:

Must also have:

- Ability for Planning and organization, Diversity management and Leadership
- Ability to work well with others under deadline situations and respond to changes in priorities.



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- Good written and verbal communication skills and strong organizational
- Ability to work independently, take initiative, set priorities and see projects through to completion.
- Employ problem-solving skills and analysis, and report problems to the Director Finance, as necessary.
- Strong service orientation.
- Excellent communication and report writing skills;
- Ability to work as a team leader and to motivate others; and
- Ability to work under pressure and to deliver on the set deadlines.

Equal Opportunity

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RESEARCH OFFICER (1 Post)

Reports to : Senior Research Officer

Duty Station : Dar Es Salaam

Main purpose of the job:

To provide technical support in research, documentation and dissemination of information to staff of TICGL.

Duties and Responsibilities:

- i. Support TICGL to establish effective research, documentation and information dissemination systems.
- ii. Document and disseminate on-going research findings
- iii. Provide support to staff in building in-house research
- iv. Conduct research and write papers on varied subjects for the use of the Committees.
- v. Organize and catalogue the work and output.
- vi. Provide service to Standing Committees as and when necessary.
- vii. Perform any other duties as may be assigned by Management.

Qualifications and Experience:

- Bachelor's Degree in Economics, Social sciences or related fields.



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- Minimum three (3) years relevant work experience in the field of research in a busy and reputable organization.

Skills and Competencies:

The ideal candidate should have good interpersonal, communication, research and report writing skills.

How to Apply-Send CV & Application Letter only to:-

Senior Planning Advisor

Tanzania Investment and Consultant Group Ltd

P.O.BOX 8269

Dar Es Salaam, Tanzania

E-mail:- seroforum@gmail.com

Before: 30/07/2021



NOTE:-All Positions will work as a Part-time Consultants at

TICGL upon a agreement Contracts.