

**UNIVERSITY OF DAR ES SALAAM  
UNITED REPUBLIC OF TANZANIA**



**MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY**

**UNIVERSITY OF DAR ES SALAAM  
OFFICE OF THE DEPUTY VICE CHANCELLOR  
(PLANNING, FINANCE AND ADMINISTRATION)**



**VACANCY ANNOUNCEMENT**

The University of Dar es Salaam School of Economics through its research centre, Environment for Development-Tanzania (EfDT), invites applications from suitably qualified Tanzanians to be considered for employment to fill the following job opportunity:

- 1. Job Title: Policy Engagement Specialist (1 Post)**  
**Duty Station: Dar es Salaam**
- 2. Reports to: Dean, School of Economics**
- 3. Program description and objective**

The Environment for Development (EfD) is a global network of environmental economics research centres primarily based in the Global South. The overall objectives of EfD are to support poverty alleviation and sustainable development by building environmental economics' capacity for policy-making processes and to strengthen country's capacity for conversion to an inclusive green economy. This will be achieved through increased knowledge of, and capacities to apply, economic instruments, conduct organizational change and promote national systems for Inclusive Green Economy. EfD includes centres hosted by academic institutions in Central America, Chile, China, Colombia, Ethiopia, Ghana, India, Nigeria, Kenya, South Africa, Uganda, Vietnam, and Tanzania. This program is led by the University of Gothenburg in Sweden and supported by SIDA, Sweden's government agency for international development cooperation.

More information about EfD can be found on the EfD website:  
[www.environmentfordevelopment.org](http://www.environmentfordevelopment.org).

**4. Main duties and responsibilities**

- i. To work closely with the EfD Senior Research Fellows at Environment for Development Tanzania at the University of Dar es Salaam School of Economics, leading the local implementation of the IGE program;
- ii. To coordinate activities within the *Inclusive Green Economy (IGE) in Practice for Senior Civil Servants and Policy makers* at Environment for Development Tanzania (EfDT) at the University of Dar es Salaam School of Economics;
- iii. To work with other International policy engagement specialists based in the other partner countries and the team at the University of Gothenburg, Sweden;

- iv. To coordinate the local implementation of the IGE program in Tanzania. This will include planning, managing, and delivering on a range of activities, both internal and external;
- v. To provide guidance, support and backup for local partners and policy actors;
- vi. To coordinate with and support IGE fellows at ministries and agencies that are partners in the program;
- vii. To coordinate national policy reviews and peer review activities, and may be engaged in analytical work, including literature reviews and writing of reports; and
- viii. To organize and facilitate events, meetings and webinars, various communications tasks such as updating the website, supporting the development of strategic plans and partnerships, as well as relevant day-to-day administration and activity reporting. Since most of our stakeholders are in the Dodoma region the applicant should be flexible to travel in that region when implementing the duties. Some travel may be required occasionally.

## **5. Required qualifications and experience**

Applicants are required to have the following qualifications:

- i. Relevant Bachelor Degree, Postgraduate degree in any of the following social sciences disciplines Economics, Environmental Economics, Political Sciences and Public Administration, etc; PhD is highly preferred.
- ii. Relevant working experience in the field of development assistance, or in international organizations, governmental ministries/agencies or academia;
- iii. Relevant working experience of coordinating international projects or initiatives;
- iv. Experience in organizing meetings and workshops.
- v. Proven experience in working with policy makers, especially Government officials at various levels but largely at the project's/program's coordination and management level;
- vi. Strong experience in Project and process management, preferably at least 3 years' experience. Great emphasis is given to leadership skills and administrative and managerial proficiency;

## **6. Required skills**

The evaluation will also examine presence of the following qualities:

- i. Proven analytical skills, for example experience from analytical work such as synthesizing scientific articles and governmental reports, and writing reports and articles;
- ii. Excellent proficiency in written and spoken English;
- iii. Ability to solve problems, prioritize assignments and tasks, and deliver with good quality;
- iv. Excellent interpersonal skills and ability to collaborate with colleagues and partners in academia and in government;
- v. Knowledgeable about green economy issues, policy instrument design and evaluation, and social inclusion;

## **7. Terms of service:**

Two (2) years contract with a possibility to renewal depending on performance.

## **8. Remuneration and Benefits:**

EfD is an internationally funded project which offers competitive remuneration. The remuneration is subjected to normal taxation and other statutory deductions.

## **MODE OF APPLICATION**

Interested candidates should apply in confidence enclosing

- i. Signed application letter;
- ii. Detailed CV which includes names and addresses of two referees;
- iii. Certified copies of relevant academic certificates, transcripts and professional certificates;
- iv. Photocopy of birth certificate; and
- v. Preferred mode of communication, e.g. telephone, fax, email.

Deputy Vice Chancellor (Planning, Finance and Administration)

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## **Application Submission:**

Applications should be submitted through UDSM recruitment portal by using the following address:

[https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise

## **Deadline:**

**Two weeks** from the date of first appearance of this advertisement.

**Date: 17<sup>th</sup> March, 2023**