



CALL FOR APPLICATIONS

PROGRAM OFFICER – TANZANIA

BACKGROUND:

The East Africa Trade and Investment Hub (the Hub) is the U.S. government's flagship project under the presidential *Trade Africa* initiative, launched in 2013 to boost trade and investment with and within Africa. The Hub partners with East African and U.S. businesses to attract investment needed to transform the East African private sector into vibrant global trading partners. Improving the region's trade competitiveness, encouraging the diversification of exports beyond natural resources, and promoting broader, more-inclusive economic growth will lead to more food secure and resilient East African communities.

The goal of the Hub is to deepen regional integration, increase the competitiveness of select regional agricultural value chains, promote two-way trade with the U.S. under the African Growth and Opportunity Act (AGOA) and facilitate investment and technology to drive trade growth intra-regionally and to global markets.

OBJECTIVES AND DUTIES:

The Program Officer will support the Country Representative and execution of technical activities in Tanzania in order to achieve delivery of programs and events in the country. S/he will work with the Country Representative and other Hub staff to organize and deliver components activities, project sponsored events, and document planned and completed Hub deliverables.

The Officer will be responsible for, but not limited to the following detailed tasks:

- Support all project activities in Tanzania and monitor performance, achievement and effective documentation of deliverables.
- Work with the Country Representative to support the Hub's grantees, sub-contractors and consultants activities in the country and ensure effective documentation of results.
- Support planning and coordination of training, workshop and other project forums conducted in the country
- Organize logistics, monitoring and evaluation materials for Hub sponsored events in line with approved budget conducted in Tanzania
- Send out invitations and follow up with participants for meetings, workshops, training and other forums on behalf of the Hub
- Collect and collate content for the Hub's upcoming and biweekly reports
- Conduct research on topics relevant to the Hub's relevant subject matter as requested by Country Representative, particularly for presentations and reports, and assist technical team to draft reports and technical documents
- Network with public and private sector stakeholders that the Hub works with in Tanzania

QUALIFICATIONS:

- Bachelor's degree in Business Administration, international trade, economics, public policy, communication, or related area.
- Post graduate qualification in management, economics, business administration or communication or related fields will be an added advantage.
- At least three years of relevant experience in research or program management in Tanzania or East Africa.
- Demonstrated ability to work collaboratively with institutional and private sector partners, and stakeholders in Tanzania and East Africa



- Computer literate with demonstrated skills in use of management systems, Word, spreadsheet and PowerPoint
- Experience in working with USAID /DAI funded projects will be an added advantage
- Excellent English writing and communication skills.

SUPERVISORY RESPONSIBILITIES:

- The Program Officer will have no supervisory responsibilities.

BASE OF OPERATIONS:

- Dar es Salaam, Tanzania

PERIOD OF PERFORMANCE:

- On/around September 2018 to June 2019

REPORTING

- The Program Officer will report to the Country Representative, Tanzania.

Interested applicants should apply via the link

https://daieatradehub.formstack.com/forms/program_officer_tanzania by August 10, 2018, 11:59pm East Africa Local time. Only candidates who send their information via the link and by the deadline will be eligible.

Visit <http://www.eatradehub.org/opportunities> to view the scope of work and learn more about the Hub.