



REVOLUTIONARY GOVERNMENT OF ZANZIBAR
PRESIDENTS OFFICE-STATE HOUSE
PRESIDENTIAL DELIVERY BUREAU (PDB)

VACANCY ANNOUNCEMENT

The Zanzibar Presidential Delivery Bureau (PDB) is an institution under the President's Office – State House established in December 2022 to accelerate the implementation of the Presidential Priority Projects. The Priority Projects fall under the Blue Economy, Infrastructure, Tourism and Social Services portfolios, supported by technology. The Bureau provides technical assistance to Ministries, Departments and Agencies (MDAs) to drive the implementation of the priority projects that will contribute to transformative, sustainable, and tangible outcomes and impact. The PDB contributes to unlocking implementation bottlenecks through enhanced coordination, resource mobilization, monitoring and evaluation, and capacity building. The Presidential Delivery Bureau (PDB) is looking for suitably qualified Tanzanian citizens of high personal integrity to fill the below-mentioned job positions.

1. Monitoring, Evaluation and Learning (MEL) Advisor – 1 Post

Main Tasks and Responsibilities

- Develop MEL strategy for the Bureau and oversee its implementation;
- In collaboration with other stakeholders, provide technical assistance to MDAs on M&E, learning and knowledge management;
- Support Delivery Managers to monitor priority projects implementation, track progress, and provide high-level evidence-based information for timely decision-making;
- Prepare high-level reports for internal and external sharing;
- Design, implement and/or supervise Bureau M&E studies or those implemented by other stakeholders;
- Represent the Bureau in high-level M&E work and collaborative studies that expedite implementation of the priority projects;
- Oversee accurate and timely uploading of M&E information into the delivery dashboard;

- Translate M&E results into corresponding Learning programs for MDAs, coaching and mentoring;
- Contribute to developing the communication products on results of the priority projects implementation; and
- Other functions as assigned by the Supervisor.

Qualifications

- Bachelor's degree in Social Sciences, Business Administration, or related fields.
- Solid knowledge of M&E methodologies and analytical tools.
- More than seven (10) years of relevant and progressive work experience in M&EL.
- Proven experience and capacity in data analysis and producing high-level and strategic evidence-based reports.
- Understanding of qualitative and quantitative approaches in social science research.
- Theoretical and practical knowledge of impact evaluations.
- Demonstrated skills and experience in working with government institutions and stakeholder management.
- Proficiency in data analytics tools, software and database applications.

2. Private Sector and Financing Advisor – 1 Post

Main Tasks and Responsibilities

- Oversee formulation and implementation of strategies and activities to engage the private sector;
- Develop and oversee implementation of the Bureau approach for the private sector growth and support;
- In collaboration with other stakeholders, provide technical assistance that facilitates the private sector portfolio related to the priority projects;
- Advise and support priority projects financing and resource mobilization for the priority projects, including exploring new opportunities for engagement in line with the project priorities;
- Assist the Resource Mobilization Delivery Manager and MDAs in analyzing funding options for the priority projects.
- Forge and support the Bureau's partnerships and resources initiatives
- Work closely with the priority sectors and develop a strong work relationship with the private sector, development partners and stakeholders.
- Provide high-quality technical inputs for presentations, reports, and research.

- Produce high-level private sector and financing reports for timely decision-making.

Qualifications

- Master's degree in Social Sciences, Finance or Business Administration;
- Membership of one or more professional qualifications in accountancy, i.e., ACCA, ICASL, ICA, GH or CPA;
- At least seven (8) years in either Banking or Financing of projects. Financing of government projects is an added advantage;
- Progressive Proven work experience in the private sector, projects or complex contract management.
- Work experience in investment or private sector funding, Joint Ventures and other financing modalities. Experience in funding public sector projects related to presidential priority projects is an added advantage;
- Must have skills and experience in negotiation, drafting of Memorandum of Understanding and contracts;
- Expertise in analyzing national and international financing trends and mechanisms for financing priority projects;
- Represent the Bureau in high-level meetings as advised by the Supervisor.

3. Performance Contract Advisor – 1 Post

Main Task and Responsibilities

- Conducting a comprehensive assessment of the current priority projects' performance management system and processes;
- Provide technical assistance in establishing a roadmap for the implementation of the priority projects;
- Assist the Delivery Managers and MDAs in establishing high-level key performance indicators and targets for different priority projects;
- Lead consultative sessions to develop comprehensive and user-friendly Priority Projects Result Agreement (PPRA);
- In collaboration with stakeholders, develop PPRA for MDAs implementing the priority projects;
- Oversee signing, and build capacity on the use and execution of the PPRAs at different implementation levels;
- Monitor implementation of the performance contracts, track progress, and provide regular feedback to the Supervisor;
- Analyse performance data, implementation trajectories, patterns, risks and areas for improvement.
- Facilitate periodic performance reviews and evaluations of PPRAs;

- Stay updated on industry best practices and emerging trends in performance management.

Qualifications

- Master's Degree in Social Sciences, Law, Business Administration or related fields;
- At least ten (10) years of work experience in performance management, contract management, and monitoring;
- Experience in data management, dashboard management and analytical tools;
- Strong analytical skills with the ability to interpret performance data and provide actionable recommendations.
- Knowledge of relevant laws and regulations in Zanzibar and best practices in performance management.
- Strong organizational and project management skills;
- Proficiency in developing and using performance management software and tools.

4. Data Analyst – 1 Post

Main Tasks and Responsibilities

- Provide inputs in the development of the PDB delivery dashboard
- Analyzing and updating master data related to the priority projects
- Provide quality assurance of all data related to the priority projects and coordinate with other parties as needed
- Support drafting of PDB reports and develop content for communication e.g., website
- Support the design of reporting templates, data sources and security
- Support the identification and revision of reporting requirements
- Generate reports from the PDB Delivery Dashboard or other relevant systems
- Troubleshoot the database environment and reports
- Provide technical support in data storage and data cleaning.

Qualifications

- Bachelor's degree in Computer Science/Engineering, Business Administration, Information Sciences or related fields
- Five (5) years of work experience as a data analyst. At least three (3) progressive years should be in managing big data/databases.
- Ability to undertake, document and communicate high-level analysis/reports

- Data management capacity and experience with analytical tools
- Good written and verbal communication skills in both English and Kiswahili.

5. Procurement Officer – 1 Post

Main Tasks and Responsibilities

- Purchasing services and/or commodities per established government regulations and policies.
- Ensuring maximum participation of local and minority businesses related to procurement transactions.
- Coordinating, preparing, and analyzing bid preparations, solicitations, awards and contract extensions. Initiating and following through on procurement actions to facilitate purchase completion.
- Preparing specifications, solicits, conducting analysis of bid/proposal responses and providing recommendations for contract award per procurement regulations, procedures, and requirements.
- Performing re-bidding actions before the expiration of existing term contracts.
- Routinely researching market trends, reviewing technical and legal publications, and keeping abreast of current and applicable regulatory rulings.
- Developing and implementing procurement contracts.
- Acting as a liaison between user and contractor in resolving contract disputes and contract enforcement issues.
- Conducting active follow-up and enforcement to ensure contract performance and quality is in accordance with contract terms, conditions, and specifications.
- Resolve contractor performance and dispute issues in the government's best interest with written follow-up.
- Preparing and assembling reports, narratives, charts, and graphs to justify and present procurement practices.

Qualifications

- Bachelor's degree in Procurement and Supply Management or a related field.
- At least five (5) years of public procurement experience, including knowledge of public procurement regulations and automated procurement platforms.
- Knowledge of local laws, codes, and regulations governing procurement-related activities.

- Proven ability to support procurement aspects for resource mobilization/project proposal writing.
- Must be able to organize and manage large workloads and project priorities successfully.
- Experience with Microsoft Office Suite applications (Word, Excel, PowerPoint, Outlook, Teams, etc.).

6. Economist – 1 Post

Main Tasks and Responsibilities

- Researching the trends in economics in relation to the Presidential priorities in the sectors of Tourism, Blue Economy, Infrastructure and Social Services.
- Analyzing reports from research using statistical techniques
- Formulating recommendations and plans, which Ministries and the PDB could use to unblock delivery challenges.
- Providing advice related to economics to the CEO, Delivery Managers and Ministry counterparts.
- Compiling data related to research in the blue economy, infrastructure, tourism, and social services.
- Establishing methodologies and concepts for collecting and processing data using knowledge of available sources of information and econometrics
- Arranging information into a report format for the preparation of graphical research results
- Providing technical inputs and analyses in the monitoring and evaluation of priority projects
- Work closely with the Delivery Managers to know their needs and support them with researching and reporting.

Qualifications

- Master's degree in Economics with at least ten (10) years of experience as an Economist.
- Communication skills and the ability to communicate the results of a survey to senior leadership and management for critical decision-making
- Ability to seek logic and reasoning to deliberate on the possible economic situation of a project
- Numerical skills and the ability to make use of numbers and statistics to analyze issues concerning the economy.

7. Executive Assistant to the CEO – 1 Post

Main Tasks and Responsibilities

- Coordinating on-site and off-site meetings for the CEO.
- Drafting emails and templates to facilitate time management.
- Schedule meetings and draft meeting agendas.
- Organizing team communications and plan events, both internally and externally.
- Researching projects as needed and preparing inputs for notes, speeches and presentations for the CEO.
- Following up on contacts made by the CEO and supporting the cultivation of ongoing relationships.
- Assisting other members of the office with various tasks as they arise.
- Coordinating executive communications, including responding to emails and interfacing with stakeholders.
- Other duties as assigned.

Qualification

- Bachelor's degree in Social Science, Information Technology, Business Administration, and any additional qualification as a personal assistant would be considered an advantage.
- Previous executive-level experience as an assistant for at least five years.
- Sharp written and verbal communication skills, including flawless grammar and a rich vocabulary in both English and Kiswahili.
- Ability to thrive in a fast-paced environment.
- Ability to prioritize and manage multiple projects.
- Upholding a strict level of confidentiality.
- Ability to meet deadlines and self-motivated to work independently.
- Interpersonal skills, including listening skills, exhibiting a professional, energetic, proactive, and enthusiastic demeanor.
- Ability to work a flexible schedule determined by the needs of the PDB.
- Professional demeanor and presentation.
- Superior attention to detail, highly organized with an ability to multi-task.
- Knowledge of Microsoft Office.
- Previous experience working with development and fundraising programs to increase donor contributions and funding sources is an added advantage.

Application Instructions

All application letters should be made electronically through the email address of the Bureau and be addressed to:

*Chief Executive Officer,
Presidential Delivery Bureau
Zanzibar.*

Email: recruitment.pdb@ikuluzanzibar.go.tz

Conditions for applications:

1. The deadline for application is 2nd August 2023. Late applications will not be accepted or considered.
2. All applications be submitted online at recruitment.pdb@ikuluzanzibar.go.tz
3. All Applicants should be citizens of Tanzania and shall attach certified copies of their Birth Certificate and National Identity (NIDA) or Zanzibar Identity (ZANID).
4. The application should comprise the following documents:
 - Applicants must attach a cover letter duly signed by the applicant with scanned copies of relevant academic certificates, current curriculum vitae, and letters of recommendation from two (2) outstanding referees and reliable contacts.
 - Certificates from Foreign Examination Bodies for Ordinary or Advanced Level Education should be verified by the National Examination Council of Tanzania (NECTA).
 - Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
 - Applicants under public service employment **MUST** attach with their applications an approval letter from their respective accounting officer allowing their release in case they get selected for a position.
 - Only qualified candidates will be invited for an interview.

Note: These posts are for contracts of not more than two (2) years.