



WAJIBU – INSTITUTE OF PUBLIC ACCOUNTABILITY

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JOB VACANCY

JD Version Date:	11.10.2025
TITLE:	Advocacy and Engagement Officer – Zanzibar Office
PROGRAM / DEPARTMENT:	Research and Program Department
REPORTS TO:	Research and Program Manager
SUPERVISES	n/a
DUTY STATION	WAJIBU Zanzibar Sub-Office

ORGANISATION SUMMARY

WAJIBU – Institute of Public Accountability is a think tank organization that promotes public transparency, accountability, and good governance in the area of public financial management which was registered in January 2015 in Tanzania Mainland and in January 2024 in Tanzania Zanzibar. From its establishment, WAJIBU has implemented various initiative aiming at information generation, information dissemination, training, consultancies and government engagements to advocate for improvement in public financial management in the country.

WAJIBU - Institute of Public Accountability is a non-governmental organization registered;

- a. under the NGO Act of 2002 with registration number 00NGO/R2/00056 for Tanzania Mainland, and
- b. under the Business Entities Registration Act No. 12 of 2012 with registration number Z0000218312 for Zanzibar, (Registered with the Registrar of Societies - Zanzibar).

JOB SUMMARY

The Advocacy and Engagement Officer - Zanzibar Office will work closely with the Research and Program department and Resource Mobilisation and Communication department, to develop and implement the advocacy and stakeholders engagement strategy, identify and forge partnerships with government agencies, departments, local governments, private businesses, media, higher learning institutions, and the peoples of Zanzibar and international research and other similar minded think tank institutions, including relevant national and international civil society organizations relevant to the WAJIBU's priority outcome areas and programs.

SPECIFIC JOB RESPONSIBILITIES WITH FOCUS IN ZANZIBAR

- Lead the development and implementation of WAJIBU advocacy and engagement strategy and lead on delivery on the agreed objectives in Zanzibar
- Develop strategic partnerships with key actors in Zanzibar to achieve WAJIBU policy goals
- Facilitate development of papers, policy briefings, presentations and other advocacy materials and communication media
- Identify key opportunities in which WAJIBU can influence policy processes
- Collaborate with the Business Development Unit to engage with relevant stakeholders to explore opportunities to collaborate and identify opportunities for fundraising policy interventions
- Identify opportunities for WAJIBU to positively influence the strategies and priorities of relevant government institutions including local government, both through the development and implementation of successful program models, as well as through other forms of advocacy, in collaboration with another program teams
- Foster open, two-way communication and feedback between WAJIBU and relevant stakeholders throughout the partnership relationship.

- Identify opportunities and contribute to efforts to build collaborative partnerships with civil society organizations that complement and integrate with WAJIBU's government partnerships.
- Support stakeholder analysis, partner identification, and collaborative program design as it relates to WAJIBU's strategic objectives.
- Support the Training and Advisory Officer to explore with relevant stakeholders, potential capacity strengthening support, including system strengthening, trainings and overall organizational development.
- Participate in Partnership negotiations, Review and Closing Meetings, where projects involve partnerships with government.
- Contribute to efforts to ensure that supported government partner projects abide by good governance principles and sector principles and standards.
- Perform any other duties as shall be directed by his/her supervisor

ROLES AND RESPONSIBILITIES AS A LIAISON OFFICER:

- Be a WAJIBU's representative in Zanzibar,
- Administrative supervision of the Zanzibar sub-office which shall include management of funds for office utilities on an accountable imprest basis.
- Liaison Officer with WAJIBU's stakeholders including Government, Parliament, NGO Registrar, other NGOs and Media in the Revolutionary Government of Zanzibar.
- Undertake WAJIBU's advocacy work to the Government, the House of Representative, other NGOs and Media in the Revolutionary Government of Zanzibar.
- Coordination of WAJIBU's workshops, seminars and trainings to be conducted in the Revolutionary Government of Zanzibar.
- Create stakeholder's awareness on the existence of WAJIBU's office in the Revolutionary Government of Zanzibar.
- Maintain good relationship with the Office of the Registrar of Societies and ensure WAJIBU's operations are compliant with the requirements of the Business Entities Registration Act and its Regulations.
- Participate in government meetings, conferences and workshops as assigned by the Executive Director.
- Do any other job as shall be assigned to him/her by his/her supervisor.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

- Bachelor degree preferably in Communications, Marketing, Business Management, and other relevant fields. A Master degree in Public Relations and Advertisement, Political Science and Public Administration, Finance and Public Administration would be an added advantage
- At least 3 years working experience in policy analysis, engagement and advocacy in the national context, preferably in the NGOs sector
- Prior experience in planning and implementing advocacy work in transparency and accountability initiatives.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent stakeholder mapping skills
- Excellent language skills, oral presentations to various audiences and writing in English and Kiswahili
- Results-focused and value-driven.

- Excellent understanding of the Revolutionary Government of Zanzibar functioning and operating systems/mechanisms.
- Adequate knowledge of the Public Financial Accountability in both the Governments of Tanzania Mainland and Zanzibar.
- Excellent interpersonal skills
- Experience of working in partnership with media bodies and journalists to advance a social issue.

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, confident and competency should lodge their applications **ELECTRONICALLY THROUGH THE EMAIL ADDRESS BELOW**. The application must include and should not be less than the following documents:

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

APPLICATIONS MUST BE SUBMITTED NOT LATER THAN 05:00 P.M ON 25th OCTOBER 2025 ADDRESSED TO:

Executive Director
WAJIBU – Institute of Public Accountability
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PLEASE NOTE:

WAJIBU – Institute of Public Accountability prohibits discrimination and harassment of any type and allows for equal employment opportunities to employees and applicants without regard to race, colour, religion, gender, age, disability status etc.