

Transfer Vacancies

Senior Policy Analyst, and Senior Librarian

About us

The Institute of African Leadership for Sustainable Development, commonly known as UONGOZI Institute, is a regional leadership development hub operating under the Office of the President of the United Republic of Tanzania. The Institute was established in 2010 by the governments of Tanzania and Finland, following recommendations from the United Nations' Helsinki Process on Globalisation and Democracy (2002 – 2008), which was co-chaired by the two governments. It is dedicated to inspiring and equipping African leaders to deliver inclusive and sustainable solutions for their nations and the wider continent.

The Institute applies a holistic and mutually reinforcing approach to capacity development, which recognises that leadership competencies are developed through a continuous, lifelong learning process. Its two strategic pillars – leadership and sustainable development – are addressed through four main areas: executive education, policy dialogues, action-oriented research, and technical support. Its clientele includes organisations as well as individuals from the public, private, and civil sectors.

1. Senior Policy Analyst

The Senior Policy Analyst undertakes high-level policy forums and provides technical and advisory services on policy-related issues in Leadership and sustainable development.

Reporting Line: Head of Policy Analysis

Duties and responsibilities

- To undertake high-level policy forums and dialogues as per thematic areas agreed upon by the Institute;
- To prepare the concept notes for the policy forums in the thematic area;
- To prepare government policy proposals for analysis and technical assistance;
- To review and evaluate legislation and existing policies and propose suggestions for improvement;

- To analyse government systems and recommend strategic advice to Government Institutions and promote national strategic thinking;
- To identify existing and emerging global issues that impact national policies and propose suggestions that will affect the existing policies;
- To coordinate high-level meetings with stakeholders to determine the needs of policy development and implementation;
- To liaise with government institutions and prepare plans and strategies to equip mid and top-level leaders with knowledge and information on the Government's priorities;
- To prepare technical write-ups for other directorates in the Institute on government priorities that will feed into their operational plans;
- To undertake capacity-building activities for the mid and top-level leaders in the planning processes;
- To produce high-quality policy dialogue reports, policy drafts, policy briefs, summary reports, and proceedings on policy analysis activities;
- To prepare the dissemination of knowledge generated from policy analysis activities to policymakers, academics, and other audiences through presentations and speeches;
- To update the database of local and international resource persons (policy analysts and facilitators) to ensure the availability of experts;
- To perform any other duties as may be assigned by the supervisor.

Qualifications

- Holder of a Master's Degree in one of the following fields: Public Policy Analysis, Planning and Policy Analysis, Political Science, Sustainable Development, Law, Finance, International Trade, Economics, Sociology, Development Studies, Natural Resource Management, or equivalent related qualifications from recognised institutions.
- Must have work experience of at least seven (7) years, of which five (3) years should be in policy-related work, served at a comparable level of responsibility.

Employment Terms

Contractual.

2. Senior Librarian

The Senior Librarian provides leadership in the management of the Institute's resource centres.

Reporting Line: Director of Research and Policy Analysis

Duties and responsibilities

- To supervise and manage the Institute's resource centres;
- To spearhead the promotion of resource centre activities and services, including book sessions, clubs, and reviews;
- To develop strategies for the promotion of knowledge management principles and practices to foster a knowledge-sharing culture;
- To advise on the acquisition of resource centres' publications, books, and other information materials;
- To proactively seek out and provide current and relevant information to the resource centre members;
- To ensure systems of dissemination of information to members are functioning and up-to-date;
- To maintain the comprehensive and accurate records and statistics of the resource centre publications;
- To seek and share information about the new and existing products and services offered by the resource centre of the Institute;
- To update and apply the ICT tools and ensure the resource centre is in line with the current trends of information in the World
- To perform any other duties as may be assigned by the supervisor

Qualifications

Holder of a Master's Degree in one of the following fields: Library and Information Studies, Library Science, Library and Information Science, Information Science, or equivalent qualifications from a recognised institution.

Must have work experience of at least seven (7) years, of which three (3) years should be in library service, served at a comparable level of responsibility.

Employment Terms

Contractual.

General Qualifications

- Applicants must be in the public service (government ministries, agencies, and departments).
- Fluency in English and Kiswahili.

How to apply

Interested candidates should submit their applications, comprising of:

- Application letter.
- Detailed curriculum vitae with contact details for three (3) referees.

- Copies of certificates.

The above should be submitted to the address below:

Chief Executive Officer

UONGOZI Institute

Plot no. 100, Magogoni street, Kivukoni

P.O. Box 105753, Dar es Salaam, Tanzania

OR through email recruitment@uongozi.or.tz. Indicate the position you are applying for in the subject line.

Deadline for Receiving Applications: 12 February 2026.

UONGOZI Institute is an equal-opportunity employer, committed to strengthening the diversity of its workforce. Only shortlisted applicants will be contacted.