



Terms of Reference for: Program officer: Policy Advocacy

HDT is a young national dynamic and innovative NGO registered in 2004 with registration number 12060. We operate at national level and in three regions of Dar ES Salaam, Kagera and Mbeya. HDT works on three pillars namely **Policy analysis and advocacy**, **Capacity building** and **Service Delivery**. HDT whose head office is based in Dar Es Salaam is seeking Tanzanian, dynamic professional to fill the posit of **Program Officer; Advocacy**.

Role of Program Officer Advocacy:

Reporting to Director of programs, s/he will provide hands on implementation of all advocacy programs under the auspice of HDT. Such implementation will be in sync with HDT guidelines for project management.

Specific roles:

1. Manage advocacy portfolio for HDT
2. Work with Director of Programs of programs in designing and implementing advocacy program
3. Undertake policy and budget analysis related to health, HIV and poverty reduction from which advocacy agenda should be developed from
4. Undertake/support program to undertake research on policy design and implementation of policies to inform advocacy agendas
5. On behalf of Director of programs, be a liaison officer for HDT in all advocacy related meetings nationally and internationally
6. Implement and report advocacy activities in line with HDT M and E Manual and system
7. Support line ministries LGA with relevant issues where HDT and LGA work come into confluence
8. Undertake other duties as reasonably assigned by line manager

Personal specification.

1. Masters degree in policy analysis, economy, public health or in social sciences
2. Degree/advanced diploma in any social science or health with experience of working with CSO in related work.
3. Visionary, project development and management, and strategic plan development skills
4. Strong analytical, research skills and independent thinking
5. Facilitation and negotiation skills including running training and facilitating workshops.
6. Good verbal and written communication
7. Fluent spoken and written English

To apply for this job, visit www.hdt.or.tz, download and fill the application form then send to jobs@hdt.or.tz. Deadline for application is November 17th at 15:00 hrs. **Competent ladies are encouraged to apply.**

The post starts immediately