



<b>TITLE: Policy, Research and Advocacy Officer</b>	
<b>Organization:</b> Tanzania Women Chamber of Commerce (TWCC)	<b>Duty Station:</b> Dar es salaam
<b>Type of Contract:</b> Full Time	<b>Reporting:</b> Executive Director
<b>Appointing Period:</b> 1 Year with Possibility of extension	<b>Starting Date:</b> April, 2024
<p><b>Background:</b>  The Tanzania Women Chamber of Commerce (TWCC) - <a href="http://www.twcc-tz.org">www.twcc-tz.org</a> stands as a pivotal organization, uniting various women and youth entrepreneurs across Tanzania. Established in December 2005, TWCC serves as an apex and umbrella entity, encompassing sectoral Business Women Associations, Companies, Cooperatives, Groups, and Sole proprietors. Currently boasting a membership exceeding 12,000, TWCC's reach extends to over 1 million women from all sectors of the economy, spanning 27 Regional Chapters in Tanzania Mainland and Zanzibar, along with 14 Women Sectoral Associations, and 11 Platforms catering to women in Cross Border Trade.  TWCC's primary objective lies in fostering unity among women and youth entrepreneurs, including those in the informal sector, to promote business formalization and growth. Through robust capacity-building initiatives and mentorship programs, TWCC endeavors to alleviate poverty among women by equipping them with the necessary skills and resources for success. Moreover, TWCC collaborates closely with both private and public sector entities to advocate for favorable policies conducive to the flourishing of womenowned enterprises</p>	
<p><b>ROLE PURPOSE:</b>  Working collaboratively across the organization, the Policy, Research &amp; Advocacy Officer plays a key role in undertaking high quality research, assisting to develop and implement advocacy strategies, and preparing policy submissions and initiatives. The officer is expected to work closely with other departments to contribute to the TWCC efforts in promoting gender-inclusive policies and advocating for women economic rights.</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b>  <b>Advocacy and Research</b></p> <ol style="list-style-type: none"> <li>1. Develop and implement TWCC policy, research and advocacy agenda in line with the strategic plan</li> <li>2. Research, write and prepare papers, reports and submissions on relevant issues which will positively impact women entrepreneurs in Tanzania</li> <li>3. Prepare policy papers, briefings and position papers to inform the Board and support the Executive Directors to fulfil their role of representing TWCC at conferences, meeting</li> <li>4. Conduct periodic research on various business environment issues affecting economic sectors represented by the Chamber</li> <li>5. Facilitate and manage advocacy and dialogue campaigns for various business environment issues championed by the Chamber</li> <li>6. Develop advocacy and dialogue tools such as policy briefs, fact sheets and policy position papers for various issues affecting the chamber</li> <li>7. Work closely with other private sector actors in furthering dialogue and advocacy agenda in order to ensure enabling business environment in Tanzania</li> <li>8. Work closely with media and media house in advancing the Chamber's advocacy agenda</li> <li>9. Collect and collate issues from members for advocacy purpose</li> <li>10. Develop proposals and fundraise for Chamber's research and advocacy activities</li> <li>11. Disseminate research output with key stakeholders</li> </ol> <p><b>Relationship management</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain strong working relationships with key internal and external stakeholders</li> <li>• In collaboration with the ED, foster links with relevant peer bodies, relevant areas of government, and members in order to develop and maintain policy information networks and a research base</li> <li>• In collaboration with the ED, develop and maintain links with key stakeholders including parliamentarians, government officials, funding bodies and other relevant organizations</li> </ul>	



### **Engagement & communication**

- Establish and maintain effective engagement and consultative processes with TWCC members and other key stakeholders; Including conducting regular surveys and forums, onsite visits, and participation in a range of sector forums
- Ensure timely and effective communication to stakeholders on advocacy and research activities
- Build the organizations profile through the establishment and maintenance of research partnership with external organizations and the broader community
- Write and prepare material for inclusion in TWCC publications including social media
- Provide presentations on TWCC Policy, Research & Advocacy activities at meetings and conferences as requested

### **Internal Obligations**

- Commitment to TWCC strategic plan and meeting goals of the strategic plan
- Attend and actively contribute at team and working group meetings
- Undertake other duties & responsibilities within the scope of the role as directed
- Undertake any other duties assigned by TWCC

### **Education, Experience and Skills:**

1. Bachelor's degree in Social Sciences, Business Law or any other related discipline
2. 3 years of experience in policy, research and advocacy activities
3. Strong command of MS Office
4. Strong interpersonal and communication skills

### **Key Qualities and Characteristics:**

- Understanding of the challenges facing women entrepreneurs and MSMEs in Tanzania
- Strong interpersonal skills & a proven track record in working collaboratively with a range of stakeholders to achieve outcomes
- Demonstrated experience and skill in developing & writing policy solutions, including the ability to develop an evidence-based understanding of relevant issues
- Demonstrated knowledge & experience in outcomes measurement, evaluation frameworks & research
- Experience in government relations, knowledge of the mechanisms of government and political processes and an ability to advocate effectively with decision makers

### **How to apply**

Interested candidates should submit a Resume, Cover Letter, and at least three professional references via [recruitment@twcc-tz.org](mailto:recruitment@twcc-tz.org) and copy to [womenchambertz@gmail.com](mailto:womenchambertz@gmail.com) by 30th March, 2024. All applications should be addressed to;

Executive Director

Tanzania Women Chamber of Commerce (TWCC)

Ground Floor, Oasis Office Park

P.O Box 5591,

Dar es salaam.

Please note that only shortlisted applications will be contacted for interviews. If you do not hear from us within four weeks of the closing date of this advert, please consider that your application has not been successful on this occasion.

Note: TWCC is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidence.