

Job Opportunity

Director of Research and Policy Analysis

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.

Job position summary

The Director for Research and Policy Analysis leads the development and implementation of knowledge generation programmes for mid and top-level leaders in the region through Research, policy dialogues, and high-level technical advisory services. The Research and Policy Analysis Director will be responsible overall management of the Department's programmes under the Research Section and Policy Analysis Section, reporting directly to the Chief Executive Officer.

Duties and responsibilities

- Take the strategic role in the conceptualisation, development, implementation, management, and delivery of research projects;
- Contribute to innovation and incubation of approaches to promote leadership that enhance sustainable development, including supporting the creation of new tools, approaches, and methodologies to address leadership challenges in Africa;
- Provide leadership in the implementation and coordination of policy advisory services, including organising policy forums/dialogues;

- Lead the development of new research projects and policy ideas as part of the Institute's future research, dialogues, and policy analysis programmes;
- Support the development and implementation of the Institute's resource mobilisation strategy by developing concept notes and proposals as per mapped funding opportunities;
- Take the lead in the promotion of knowledge sharing and establish mechanisms for better availability of learning access and platforms;
- Oversee the development and implementation of the budget and operational plans of the directorate;
- Provide guidance and support for the CEO's interactions with key stakeholders of the Institute in research and policy advisory services;
- Nurture and build relationships with public sector institutions to identify current government priorities as strategic entry points for the Institute;
- Nurture and establish relationships with development partners and other relevant actors to achieve collaboration, cooperation, and alliances on programme development, implementation, and resource mobilisation;
- Provide strategic direction of the directorate's programmes that are in line with the national and development agenda in the global arena;
- Inspire and encourage innovation and creativity to hold up evidence-based programmes that aim to impact leadership development.

Qualifications

- Master's degree in one of the following fields: economics, public policy analysis, finance, statistics, international trade, commerce, business administration, project planning and management, planning and policy analysis, sustainable development, sociology, political science and public administration, natural resources management, law, development studies, social science, or equivalent qualifications from recognised institution.
- Ph.D holders in the relevant field have added advantage.
- Must have at least fifteen (15) years of experience, of which eight (8) years must be in the research and policy-related field, served at a comparable senior managerial level.
- Solid research skills with proven experience in writing, coordinating studies, and research management.
- Experience in linking research/studies, policy and programming.
- Fluency in English and Kiswahili.

Employment terms

Contractual.

How to apply

Interested candidates should submit their applications, comprising:

- A brief statement on the related or similar work as above.
- A copy of their latest write-up.
- A detailed curriculum vitae with contact details for three referees.
- Copies of academic certificates.

To submit your application, click the link or scan the QR code below:

<https://www.empower.co.tz/empower-jobs/detail/uongozi-director-of-research-and-policy-analysis-68f79921abc9a>



Deadline for Receiving Applications: 14 November 2025.

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