

Programme Administrator (Tanzania)

Job title:	Programme Administrator (Tanzania)
Place of work:	Dar es Salaam or Zanzibar
Start date:	January 2024
Employment rate:	60%
Contract duration:	Up to 31 March 2025 (with potential for extension)
Reporting:	HQ-based Programme Officer
Number of reportees:	None
Open to:	Tanzanian nationals/residents with valid work permit

About the International Centre for Asset Recovery (ICAR)

ICAR is a specialist centre of the Basel Institute on Governance that works with countries around the world to strengthen their capacities to recover stolen assets. Particular emphasis is placed on hands-on mentoring to assist practitioners from law enforcement and prosecutorial authorities to conduct financial investigations, develop suitable strategies for the prosecution of corruption offences, and to identify, restrain and confiscate proceeds of crime.

ICAR also supports legislative and institutional reform processes, develops and delivers tailor-made training, and works with other international organisations to advance innovation and global policy dialogue on asset recovery.

About our programme in Tanzania

ICAR has been supporting Tanzania's anti-corruption and economic crimes authorities to build capability to investigate and prosecute corruption cases and recover illicit assets since 2015. The current programme is funded by the Swiss Agency for Development Cooperation (SDC). The programme is overseen by the acting Team Leader (and Senior Investigations Specialist), who works alongside an in-country Senior Prosecution Specialist. Together they will provide hands-on technical support to a range of law enforcement agencies, prosecuting authorities and the judiciary on both the mainland and Zanzibar.

Responsibilities

The Programme Administrator will be responsible for managing the logistical aspects of the day-to-day delivery of the above mentioned programme, ensuring that it is delivered in line with donor requirements and regulations as well as the Basel Institute's policies and procedures. Whilst the post holder will ultimately report formally to the ICAR Programme Officer (PO) (based in Basel, Switzerland), especially in relation to procurement, logistics and

planning, she/ he will be supervised on a day-to-day basis and take direction from the Team Leader (TL) and the in-country technical advisory team.

The key responsibilities and associated tasks are as follows:

Programme administration

- Supports the PO with the preparation of work plans and financial forecasts, and assists with periodic updates to those plans.
- With the PO, identifies resources required by new/adjusted activities and assesses against available budget.
- Coordinates local procurement of goods and services required to deliver the project, applying Basel Institute policies and procedures, and tracks procurements from request stage through approvals, service provision, invoicing and payment.
- Ensures sufficient supporting documentation is obtained and transmitted for all financial transactions, in line with Basel Institute's policies and procedures and donor regulations.
- As may be necessary, assists with logistical arrangements related to the deployment of any short-term consultants that may be hired to support aspects of programme delivery.
- Assists with the preparation of Tanzania-based programme audits and reviews as may be necessary.
- Implements procedures for information/document management.

Quality assurance and progress monitoring

- Supports the TL and in-country technical advisory team to monitor progress against the programme's goals through M&E tools etc., in close coordination with the PO and/or M&E Lead.

Relationship & risk management

- Supports the TL and the in-country technical advisory team with stakeholder management, including specifically government partners and the donor.
- Supports the TL and the in-country technical advisory team to manage risks to programme delivery, reputation or safety of personnel, by monitoring the context, maintaining a risk register, and working with technical advisory teams to implement mitigating measures; and similarly, monitors contextual developments to identify new opportunities for the programme (e.g. new/expanded activities).

Qualifications

- A Bachelor-level degree in Business Administration or a related subject, (Master's degree an advantage);
- Three years of progressively responsible experience in logistics support and administration;
- Prior experience working on donor-funded international development programmes, preferably with an NGO or the private sector background;
- Demonstrable experience managing budgets, finances, and forecasting;
- Fluency in English, both spoken and written;
- Ability to build effective and credible client relationships and networks including with a range of multicultural stakeholders (remotely and in-person);
- High degree of organisational ability, including working well under pressure and a strong track-record meeting tight deadlines;
- Superior computer skills including the full Microsoft suite, especially Excel;
- Experience with project management tools (basic project accounting an advantage);
- The successful applicant will demonstrate that they meet the requirements under Tanzanian law to work in Dar es Salaam or Zanzibar.

Remuneration package

The salary will be commensurate to experience and responsibility. The position is entitled to an allowance for health insurance, and 25 days of paid leave per 12-month period.

Application

Please use the following link to submit your full application file, including a motivational letter in English and your detailed CV no later than 30 November 2023:

[Application Link: Programme Administrator Tanzania](#)

Only submissions made through the application tool will be taken into account.

If you have any questions, please contact us at application@baselgovernance.org

Early application is encouraged as applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental

disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.