



**Twaweza East Africa**  
**Executive Director Job Profile**  
**Job Location: Dar es Salaam, Tanzania**

Twaweza East Africa is a regional civil society organization operating in Tanzania, Uganda, and Kenya. Our vision is of an open society built on the human impulse to make a difference, where information and ideas flow, all citizens engage, and government works better for people.

Founded in 2009, our strategy seeks to promote democratic practices in ways that raise the voices and well-being of the women, men and children of East Africa. To do this, Twaweza promotes citizen engagement and government effectiveness and accountability, defends civic space and civil liberties, and provides research and vital insights about East Africans' lived experiences. This includes a fierce commitment to advancing gender equality and women's leadership at all levels. We do so through three integrated missions, namely a) promoting inclusive citizen agency and government responsiveness to build trust, b) generating evidence for better decisions and actions by citizens and governments, and c) strengthening the civil society sector to enhance its legitimacy and impact.

For over 15 years, Twaweza has helped bring about positive change for East Africa's citizens, including strengthened citizen voice and action, improvements in sanitation services, health care provision, learning outcomes, and relief from food insecurity and unfair tax burdens. Recognizing that economic growth and poverty reduction are indispensable to the success of democratic government, we believe East Africa can demonstrate that transparent, inclusive, and accountable government delivers tangible results for and with people.

For more information, please visit [www.twaweza.org](http://www.twaweza.org)

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*Executive Director Role*

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**Overall Responsibility**

The Executive Director (ED) provides strategic leadership for the entire organization, guides, motivates, supports, and holds accountable the leadership and staff of Twaweza to deliver on the organization's mission consistent with policies and values. The ED ensures that organizational systems and practices are effective, efficient, transparent, and accountable and that they reflect the highest integrity. The ED engages with external actors and represents the organization in a manner that furthers Twaweza's objectives and earns the organization's respect. The ED plays a critical role in Twaweza's fundraising by cultivating meaningful relationships with key global and regional partners to expand Twaweza's work. The authority to lead Twaweza and serve its mission is based on trustworthy character, integrity of convictions and credibility with the civil society and government communities. The ED is a person who can wash dishes today and discuss strategy with heads of state tomorrow. The ED works with the Twaweza Board and Members to safeguard and renew the vision, strategy, effectiveness and long-term sustainability of Twaweza.

### **Specific Responsibilities**

1. Safeguard Twaweza's independence and impartiality; celebrate, promote and uphold the values and principles of the organization, and work to see that they are reflected in all that Twaweza is and does.
2. Oversee the development, adaptation and effective implementation of Twaweza's strategy through challenging external contexts.
3. Lead development or program components, guide and support directors in the development and execution of plans and budgets.
4. Represent Twaweza across East Africa and globally; together with the advocacy team and senior staff, undertake public and policy engagement that advances Twaweza's mission and earns respect.
5. Liaise closely with the Board and Members and help it exercise effective governance, leadership, and accountability, including keeping it well informed, preparing well and in good time for meetings and consultations, and seeking guidance to increase impact.
6. Oversee and lead human resource recruitment and development and help create a motivating and critical learning environment for all staff across Twaweza. Build, motivate, and lead a strong and cohesive leadership team that works together to create joy and make Twaweza a wonderful place to be.
7. Ensure effective management systems are in place, and that each staff member understands their purpose, role and Key Performance Indicators (KPIs), and keep track of the same on a regular basis through dashboards and other systems.
8. Oversee operational and financial management policies, systems, and practices; ensure they embody excellent stewardship and value of resources entrusted to Twaweza, and achieve clean audit reports each year.
9. Promote and ensure compliance with organizational policies, systems and procedures; continue to oversee the development and improvement of workflow systems.
10. Develop strong funding partnerships to implement a resource development strategy that targets diverse funding sources, including international donors and private foundations.

### **Important Leadership Values and Characteristics**

1. A leader with a strategic mindset constantly concerned with contributing to meaningful impact at the scale of the need.
2. A person rooted in Tanzania with a deep understanding of the political economy of East Africa, and with the potential to be influential at the global level.
3. A leader who cares deeply about Twaweza's mission and is living out this conviction and commitment to transparency, accountability and inclusiveness.
4. A leader who models and applies a participatory, gender-inclusive leadership style that encourages initiative, innovation and accountability and inspires and motivates the whole Twaweza team.
5. A warm, relational leader who is empathetic, an active listener, humble, respectful, wise, authentic and excited to celebrate the citizens, civil society and government actors with whom Twaweza has the privilege to work.
6. A team-builder, non-hierarchical and respectful of different roles and expertise within Twaweza committed to advancing women and young people in leadership; able to lead by

supporting others to bring their best selves to Twaweza's mission including the courage to challenge each other and learn from mistakes.

7. A maximiser of partnerships and coalition builder who encourages others, invites wide and diverse engagement, uses technology to achieve human goals, and fosters ambitious achievements through collaboration and co-creation.

### **Core Qualifications and Experience**

1. A Master's Degree in social sciences or other relevant area.
2. Experienced leader rooted in Tanzania with at least 10 years of experience in program development, policy engagement and management experience at senior level
3. Strong knowledge of governance and development, and the political economy of East Africa, including the relationship between citizen engagement and state effectiveness.
4. Excellent writing and speaking skills in English and Kiswahili, and the public speaking and media skills to enhance Twaweza's solid credibility and profile.
5. A track record of effectively leading and scaling a performance- and outcomes-based organization and staff team
6. A leader who is respected for their contributions to the field, independence of thought and integrity of character.
7. A leader who has demonstrated capability to lead and motivate gender-inclusive teams.
8. A proven ability, gravitas and sophistication to work in cross-sectorial, non-traditional partnerships bringing together social movements and activists, philanthropy, business, government, human rights organizations, faith organizations and other civil society entities, with the ability to engage with high-level civil society and government leaders.
9. Demonstrated experience working with a Board and Members as the accountable executive.
10. Demonstrated ability to secure flexible, long-term funding to advance strategic goals.

### **Terms and conditions**

Twaweza offers an attractive, internationally competitive salary and benefits package.

### **How to Apply**

Twaweza is an equal opportunity employer committed to gender equality and to promoting women's leadership, and encourages all qualified applicants to apply.

Please include the following in your application:

1. A cover letter of not more than two (2) pages, outlining your motivation to apply and why you are well suited for the role of Executive Director of Twaweza.
2. A CV of no more than 4 pages, sharing relevant positions, responsibilities held and achievements.
3. A sample of your writing for public consumption (op-ed, blogpost, article)
4. A sample of an audio (podcast), video presentation/interview or presentation deck you have delivered in the past.
5. Three references, names, positions and how you know them (who will not be contacted without your prior consent)

The deadline for applications is midnight EST on **February 6, 2025**. The complete application should be sent by email to **EDRecruit@twaweza.org**

Shortlisted candidates will be invited to an interview by early March 2025.

Thank you for considering this role to advance the mission of Twaweza East Africa.