Opportunity to Become Program Manager – Tanzania Investment Growth Facility (TIGF) : RE-ADVERTISED

Duration: 12 months (renewable), with an initial three (3) month probation period

Location: Tanzania

1. Background

The **Economic and Social Research Foundation (ESRF)** is an independent policy research institution based in Dar es Salaam, Tanzania. ESRF was established in 1994 to respond to the growing need for a research think tank with a mandate to conduct research for policy analysis and capacity building. For more details on ESRF, please visit **www.esrf.or.tz**

The **United Nations Development Programme (UNDP**) is the UN's global development network, established in 1965. It operates in about 170 countries and territories to help eradicate poverty, reduce inequalities, and promote sustainable development (see **undp.org**).

The Tanzania Investment Growth Facility (TIGF) is a national blended finance and investment facilitation platform jointly established by the **ESRF** and **UNDP Tanzania**. TIGF aims to unlock private sector financing for priority national development projects by strengthening project preparation, investor engagement, and pipeline development across Tanzania.

TIGF serves as the central coordination mechanism for identifying, vetting, and preparing high-impact infrastructure and nature-positive investments. It works with government ministries, local government authorities, parastatals, DFIs, commercial banks, private investors, and development partners to:

- Improve the bankability of Tanzanian projects through feasibility studies, technical assistance, and structuring support.

- Facilitate investment matchmaking, investor roadshows, and curated engagements with global and domestic financiers.
- Strengthen government capacity on project preparation, investment governance, and investor relations.
- Produce evidence-based research, knowledge products, and investment insights that inform national development planning.

As Tanzania accelerates major investments under Vision 2050, the Facility plays a catalytic role in mobilizing both domestic and international capital for priority sectors including transport, tourism infrastructure, energy transition, agriculture value chains, blue economy, water and sanitation, and nature-based solutions.

The **Program Manager** is a central operational role that ensures the effective implementation of TIGF activities and supports the Technical Advisor on strategic workstreams, pipeline development, and investor engagement.

2. Position Overview

The Program Manager oversees day-to-day operations, stakeholder coordination, project management, communications, and team supervision. The role ensures the timely delivery of TIGF's annual work plan, including investor convenings, feasibility studies, research outputs, and fundraising proposals.

Working closely with the Technical Advisor, the Program Manager will ensure that all operational, analytical, and engagement activities run efficiently and meet the strategic objectives of TIGF.

The Technical Advisor will provide strategic direction and technical content, while the Program Manager drives execution.

3. Key Responsibilities

A. Managerial & Administrative Support

- Oversee scheduling, logistics, and documentation for meetings, workshops, and investor events.
- Maintain stakeholder contact lists, trackers, and CRM tools.
- Supervise the Program Analyst in research, data collection, and pipeline documentation.
- Liaise with ESRF/UNDP on budgets, procurement, HR processes, and reporting.
- Maintain Gantt charts, project timelines, and implementation dashboards.

B. Technical & Research Oversight (under guidance of Technical Advisor)

- Coordinate drafting of policy briefs, investor profiles, feasibility summaries, and case studies.
- Manage updates to TIGF's digital platform and investor/project database.
- Review research outputs prepared by the Program Analyst before escalation to the Technical Advisor.
- Ensure alignment of all outputs with national priorities, TIGF standards, and donor requirements.

C. Stakeholder Engagement & Coordination

- Serve as the primary operational focal point for government, DFIs, investors, and private sector stakeholders.
- Manage meeting coordination, follow-ups, and communications.
- Escalate or involve the Technical Advisor for technical, political, or high-level negotiation matters.
- Support organisation of investor roadshows, dialogues, workshops, and matchmaking events.

D. Pipeline Intermediaries

- Coordinate with accelerators, advisory firms, TA providers, and transaction support partners.
- Ensure timely collection of project information, documentation, and readiness inputs.
- Manage operational aspects while the Technical Advisor provides technical oversight and negotiates scope and pricing.

E. Fundraising Proposals

- Lead drafting of donor proposals, concept notes, and investment cases.
- Coordinate inputs from the Technical Advisor (technical content) and Program Analyst (data and research).
- Manage proposal timelines, donor communications, and final submission processes.

F. Branding & Communications

- Serve as focal point for communications, branding, and visibility.
- Oversee newsletters, social media content, and website updates.

- Ensure consistency of messages across TIGF platforms and partner communications.

G. Monitoring & Knowledge Management

- Maintain a dashboard of ongoing activities and progress indicators.
- Prepare quarterly and annual reports for ESRF, UNDP, and development partners.
- Document lessons learned, success stories, and pipeline progress for internal and external use.

4. Qualifications and Experience Required

• Master's degree in International Finance, Trade, Economics, Business Administration, Development Finance, or any related field.

• 8+ years of experience in sustainable finance, project preparation, blended finance, or investment facilitation.

• Proven expertise in capital mobilisation, investor convening, and financing solutions.

• Strong understanding of Tanzania's investment landscape, regulations, and policy environment.

• Experience working with DFIs, impact investors, and financial centres.

5. Knowledge and Skills Required

• Business Development Acumen.

• Results-Oriented Approach.

• Innovative Thinking.

• Continuous Learning.

• Stakeholder Engagement and Partnership Building.

• Commitment to Diversity & Inclusion.

• Systems Thinking.

• Investment & Portfolio Management.

• Strong analytical, communication, stakeholder engagement, and leadership skills.

6. Reporting Lines

Reports To: Technical Advisor – Pipeline, Investor Engagement & Fundraising

7. How to Apply

Send your application through the provided link below:

ECONOMIC AND SOCIAL RESEARCH FOUNDATION – Fill out form

8. Deadline:

Applications should reach the Foundation on or before December 04, 2025.

Only shortlisted candidates will be contacted.