



**WWF Tanzania Country Office**  
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Dar Es Salaam Tanzania  
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## JOB DESCRIPTION

<b>Position Title:</b>	Communications Officer - TCO
<b>Reports to:</b>	Head of Communications, WWF Tanzania Country Office
<b>Supervises:</b>	None
<b>Post base:</b>	Dar Es Salaam
<b>Start Date:</b>	July, 2023

### I. Position Summary

WWF Tanzania is part of WWF (The World Wide Fund for Nature), an international non-governmental organization that deals with conservation of nature through a number of environmental management programmes. Our mission is to stop the degradation of the Planet's natural environment and to build a future in which humans live in harmony with nature.

Under the supervision of the Communications manager, The Communications Officer will be responsible for supporting the implementation of the Country Office's Communication strategy and priorities. WWF Tanzania Communication priorities include increasing awareness of the WWF's programmes to its target audience to trigger actions towards sustainable utilization of resources, encouraging participation of the communities involved in the projects and CSOs to support the conservation objectives, influencing policies or policy makers to support the WWF initiatives and programmes objectives and secure commitment of selected private sector companies to the programmes' conservation objectives and communicating for fundraising

### II. Major Function:

Provide support to WWF's communications operations in Tanzania for the purpose of establishing a regular and quality presence of TCO both online and on the ground so as to strengthen conservation awareness and action among communities, policy makers, donors and partners and fundraise for conservation.

### III. Duties and Responsibilities:

## **1. Communication for Public Engagement and Movement Building**

- Participate in the development and implementation of strategic communications and advocacy outreach programmes and campaigns to influence attitude and behaviour change;
- Develop and disseminate Information Education and Communications materials including print and electronic materials;
- Work in close partnership with the conservation program leads to develop and disseminate quarterly bulletins highlighting Landscape and seascape conservation activities and impact;
- Assists in designing and implementing crisis and media handling strategies;
- Work with communications and program teams to generate digital content;
- Support the delivery of creative, targeted and impactful communication, advocacy and engagement campaigns, activities and projects, which support the objectives of WWF Tanzania conservation impact and communications strategy;
- Collaborate with communicators across the WWF network to enhance and develop comms planning processes and to achieve greater levels of engagement, participation and conversion from our core campaigns and initiatives.

## **2. Strategic Communication for Country Office Support and Advocacy**

- Participates in developing and implementing strategic outreach programmes and campaigns within the country and key implementing areas;
- Support the Preparation of talking points and speeches for programme teams ;
- Support development of program proposals and preparation of project reports;
- Contribute to programmes' strategic plans development and review;
- Support transboundary communications initiatives and jointly funded projects.
- Identify ways to measure the success of activities and ensure regular evaluation reports are produced and prepared for individual campaigns, programmes and projects.

## **3. Communications for Partnerships and Fundraising**

- Network with partners to ensure participation at partner-led public events to enhance WWF Tanzania's visibility in and outside the country where relevant
- Participates in developing and implementing Corporate Citizenship Programs and activities;
- Assists in planning and organizing corporate events for the country office and its programmes.

- Support the fundraising team in developing fundraising collaterals as part of the wider resource mobilization strategy;
- Monitors, reviews and provides recommendations regarding communication and fundraising activities;
- Organise and execute partner and corporate events such as media briefs, seminars and conferences among others;
- Support communication liaison for donor visits to the programme areas (Landscapes and Sea Scape)

#### **4. Internal Communication**

- Supports the delivery of internal communications activities to support a range of projects, work areas and workgroups;
- Ensures prudent management and safety of communication assets and resources;
- Support the management of WWF Tanzania's website by liaising with responsible staff to generate and update web content;
- Work with the IT team in the regular development of online channels, to ensure it maximises opportunities, to support the sharing of messages and two-way engagement and interaction;
- Coordinate logistics, planning and evaluation to support a range of internal communications events.
- Embed and bring our brand to life for colleagues, building champions within the office to support our external messaging and positioning;
- Responsible for supporting scheduling and creating high-quality and engaging internal communications content on a weekly basis for core channels, and to deliver this in a variety of mediums, including written, visual, audio and video;
- Undertake any other duties as may reasonably be required of you in the post.

#### **I. Profile**

##### **Experience, Qualifications and Knowledge**

- A minimum of Bachelor's degree in public relations or communication-related field;
- At least 3 years' experience in a fast-paced media environment;
- Respected relationships with key media; demonstrated success in pitching to local, regional and international media;
- Proven experience in identifying and proactively developing story ideas;
- Strong writing, case study story gathering and editorial skills;
- Strong content development, digital and creative skills;
- Strategic communications planning;
- Media Relations and crisis management;
- Networking and Relationship Building capability;

- Content development skills;
- Experience in driving corporate affairs and communication function in Conservation, development, policy environment or related areas;
- Excellent communications, networking, media relations, event management, brand management, writing strategy formulation and deployment skills;
- Excellent organizational, strategic thinking, negotiation, budgeting and leadership skills;
- Creative thinking and an ability to be inventive, sharing new ideas to help increase the impact of our interventions;
- Extremely organised, with attention to detail second-to-none;
- Proficient in designing and editing software use.
- Adheres to WWF's values, which are: Optimistic, Engaging, Determined and Knowledgeable;
- Interest in the work of WWF Tanzania and able to hit the ground running;
- Membership of a Public Relations Society or media association is an added advantage.

## II. Working Relationships

**Internal:** Interacts frequently with communications teams across the WWF Network, Coordinators, Projects Officers, Consultants, researchers and All WWF staff.

**External:** Interacts frequently with WWF Regional Communications Staff and WWF Network Offices, Government ministries, departments and agencies, Civil Society Organizations, Private sector, Professional bodies, development agencies, other NGOs, INGOs and donors with guidance from the Communications Manager

**This job description sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. The tasks and responsibilities may reasonably vary from time to time depending on the needs of the organisation.**



## JOB DESCRIPTION

- Position:** Programme Monitoring, Evaluation & Learning Officer
- Programme:** Seascope Programme
- Reports to:** Programme Coordinator with dotted line to the Head of Planning, Monitoring and Evaluation and Learning
- Supervises:** None
- Location:** Dar es Salaam
- Dead Line:** 2<sup>nd</sup> June 2023

### I. Major functions:

Under the guidance and in collaboration with Programme Coordinator, the Programme Monitoring, Evaluation and Learning Officer will be responsible to provide a systematic coordination and implementation of Seascope projects in Monitoring, Evaluation and Learning processes, development of programme projects indicators, leading in creating learning products, learning visits, development and adoption of relevant tools for best practices and inputting data and information to the main WWF Tanzania PMEL systems. She/he will provide leadership in measuring progress of projects and programme impacts and linking to WWF global goals, outcomes, targets, indicators and lessons learnt. He must be conversant in understanding key elements of project cycles including project design, implementation, reporting and monitoring. Responsibilities also include preparation of programme technical and programmatic meetings, annual work plans, and supporting reporting and evaluation cycles. The over-riding aim is to ensure all projects indicators and donors and internal reporting and evaluation commitments are consistently met, measured and reported. In support of this, the officer will work closely with the programme staff team, partners and third-party service providers to ensure the routine data collection protocols are maintained.

### II. Major duties and responsibilities:

- Key quality assurance for the programme in project implementation undertakings including the quality of concept note, tools applied and methodologies
- Prepare, or revise as appropriate, a comprehensive programme monitoring plan, based on relevant programme documents, funding proposals, log frames and other relevant planning documents;
- Support the Programme Coordinator by taking the lead in developing and monitoring progress of annual work plans;
- Maintain a master spreadsheet database for monitoring all project progress and impact indicators for the programme, ensuring the database is updated semi-annually through collective process involving programme team members, ensuring all are conversant with their roles and responsibilities on the same;
- Ensure that programme colleagues, partners and local district government counterparts are trained in, and aware of, routine monitoring information and data requirements, monitor actual performance on collection of that data for the programme, and keep the Programme Coordinator updated on a quarterly basis;
- Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
- Take lead in review of WWF Country Conservation Strategy in collaboration with M & E Manager and Programme Coordinator;

- Put particular emphasis in liaising closely with and Project leads to ensure data collection plans and protocols are adhered to, with primary data collection conducted by local institutions such as Beach Management Units (BMUs), Village Natural Resources Committees (VNRCs), Community Based Trainers (CBTs), Community Based Mentors (CBMs) and Community Microfinance Groups (CMGs); Units ensuring that resulting data is regularly analysed and results disseminated, with third party assistance where required; and that capacity-building for the above is organized where required;
- Co-ordinate timely preparation by other programme members and partners of inputs required for technical progress reporting for the WWF network and other donor requirements, and submit to the Programme Coordinator;
- Support the Communications & Awareness Officer in production of programme status brochures and dashboards, to share progress and impact data and reports with stakeholders and interested third parties;
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; revising it where appropriate, and preparation of best practices and lessons learned;
- Under supervision of the Programme Coordinator, support the process of identifying, contracting and overseeing mid-term and final project evaluations, and ensuring outputs and recommendation from the same are shared with the staff team and other stakeholders, and incorporate into annual work plans and future project design, as appropriate;
- Routinely collect and document information and photographs during field visits to enable reporting of individual 'success stories' relating to community members that have benefited from WWF microfinance & enterprise initiatives;
- Participates and provides technical input in preparation of annual programme budgets;
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration
- Any other duties as may be required from time to time by the TCO leadership

### III. Profile:

- A minimum of Bachelor's Degree in Natural Sciences, Economics, Environmental Science, Natural Resources Management, Programme and Project Management or Monitoring and Evaluation. A Masters degree in any of the above fields is an added advantage.
- At least 5 years working experience in monitoring and evaluation relating to natural resources management initiatives and/or project management cycle;
- Experience in training and knowledge in the field of fisheries and marine habitat monitoring, including both data collection and analysis will be an added advantage;
- Experience in ecological and/or socio-economic monitoring or research, including of marine and coastal habitats and/or household socio-economics, and community Knowledge, Attitudes and Practice (KAP) studies will be an added advantage;
- Proven ability to work independently and deliver high quality, timely outputs; and with excellent interpersonal skills and good teamwork spirit;
- Experience in writing project technical reports, interpretation and preparing monitoring plans;
- Willingness to participate in field activities and travel to rural and remote areas within the region;
- A high level of computer literacy and knowledge of standard computer software packages such as Word and Excel, Knowledge of databases (Access); Geographical Information Systems (GIS) software, particularly the Arc suite; and socio-economic data analysis software such as Statistical Package for Social Scientist (SPSS) would be an added advantage;
- A high level of oral and written fluency in both Kiswahili and English.

### VI. Working Relationships

**Internal:** Working closely with Programme Technical Staff as well as other colleagues within the WWF Tanzania Country Office, ROA, SWIO PMEL technical staff and Africa-wide Results Based Management Community of Practice;

*External:* Liaising closely with relevant counterparts within District/Municipal Councils in programme area relevant national institutions third party researchers and consultants.

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**

## **MODE OF APPLICATION**

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Friday, 2<sup>nd</sup> June 2023** at **3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*

