



WWF *for a living planet*[®]

JOB VACANCY – PROJECT OFFICER

Reports to: Energy and Climate Change Coordinator
Duty Station: Dar es Salaam
Supervises: None

I. POSITION SUMMARY

World Wide Fund for Nature (WWF) is an International Conservation-NGO with the mission to stop the degradation of the planet’s natural environment and build a future in which humans live in harmony with nature. The goal of the WWF Tanzania strategic plan is to ensure that by 2030, Tanzania’s outstanding and globally significant natural wealth and biodiversity are sustained and support equitable and gender-sensitive local livelihoods and national economic development for present and future generations. WWF Tanzania through Energy and Climate Change Program has received grants from EU to support the implementation of **“Integrated Approach for Transformation of Tanzania Fuel Wood Value Chain Project-TFWVC”**. This is 3-year project that intends to strengthen capacity of Tanzania government and public institutions to promote sustainable forest management and wood-fuel production in rural areas with an overall aim of enhancing environmental sustainability, in particular the sustainability of the wood-fuel value chain. The project is being implemented in Dar es Salaam, Mwanza, Tabora, Morogoro, Tanga and Pwani regions. WWF is seeking a Project Officer to provide broad managerial support in the implementation of the project. This is a senior project officer position, and will be under the supervision and guidance of Energy and Climate Change Practice Coordinator. She/he will have the responsibility for the successful implementation of all project actions as per the project deliverables.

II. Main Duty and Responsibilities

- Support project strategic partners in planning process including participation in all project planning, preparation of project multi-annual work plan and budget, project review sessions, and landscape planning meetings;
- Work with project beneficiaries (Ministry of Natural Resources and Tourism, Tanzania Forest Services Agency -TFS, Ministry of Energy, Vice Presidents’ Office-VPO, President’s Office Regional Administration and Local Government Authorities-PO-RALG-LGAs, Resident Magistrate, and Attorney General Chambers/ Prosecutors);
- Ensure a good working relationship with all relevant stakeholders including but not limited to WWF Tanzania Country Team, Strategic Government Partners, Development Partners, CSOs and other sector stakeholders;
- Support project partner- Mpingo Conservation initiative (MCDI)” and Lawyers’ Environmental Action Team (LEAT) in the preparation of quarter and annual work plan and budget. Manage the development, review and finalization of partners annual project work plans and budgets;

- Oversee administration of funds, equipment and overall supervision of day-to-day implementation of project activities. And monitor project expenditures to ensure activities are implemented within budgetary guidelines;
- Organize all project partner's meeting, workshops and working sessions;
- Timely prepare field, quarterly and semi-annual technical reports and submit the same to the Program Coordinator for review;
- Adhere to the reporting guidelines of the EU including templates and cadence and work with project team and partners to ensure that the reporting requirements are met;
- Review partner's quarter, semi-annual and annual reports;
- Support recruitment of project consultants including drafting of all consultant terms of reference (TOR), evaluation, and management of contract outputs and deliverables, and quality assurance of the consultancy work;
- Support capacity development programme for Tanzania Forest Services Agency (TFS), Forest and Beekeeping Division – MNRT, President's Office Regional Administration and Local Government;
- Support in the development and rolling out of the programme training strategy for Tanzania Forest Services Agency (TFS), Forest and Beekeeping Division – MNRT, President's Office Regional Administration and Local Government staff;
- Support Operations and Procurement teams in the preparation and procurement of project equipment and assets including handing over to beneficiaries (TFS, FBD and PO-RALG);
- Participate effectively in partners meetings including government, other EU sister projects and WWF practice network meetings whenever necessary;
- Develop and implement mechanisms that will strengthen relationships between project team government counterparts;
- Assist in the definition of project scope and objectives, involving all stakeholders and ensuring that issues are presented to right team/ individual for resolution and closure;
- In collaboration with M&E Officer, support time to time project monitoring implementation progress, and identify and address implementation challenges in collaboration with project team and partners. Manage documentation and dissemination of project results, including preparation and submission of progress reports and presentations;
- Support in the design and implementation of project assessments, mid-term and terminal project review/evaluation including designing of management responses;
- Support to ensure ESSF is implemented accordingly and perform a risk assessment of the project on a quarterly basis;
- Undertake any other relevant work as assigned by line manager.

III. Qualifications and Experience

- Preferred a Master degree in Natural Resources Management, Forestry, Environmental Studies, Economics or related field.
- At least ten years working experience in in energy sector, programmes/ or forest management and policy level engagement in Tanzania or natural resources management and closely working with decision makers;
- Proven competence and skills in policy review and development process, report writing, and high-level engagement with government officials/ decision makers;
- Demonstratable experience in capacity development processes for energy/ natural resources management

- Knowledge and experience of working with government, conservation NGOs and/or international organizations and development partners;
- Knowledge of Climate Change issues including REDD+ and other mitigation aspects;
- Fluent in English and Kiswahili in both, speaking and writing.

How to Apply: Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the Head of People & Culture, via email to: hresources@wwftz.org by **Tuesday, 05th December 2023 at 3:30 pm**. Only shortlisted candidates will be contacted. Female applicants are encouraged to apply.

WWF is an equal opportunity employer and committed to having a diverse workforce

WWF has a principle of zero tolerance to fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org



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JOB VACANCY – COMMUNICATION AND OUTREACH OFFICER

Reports to: Head of Communication with dotted line to Energy and Climate Change Coordinator
Duty Station: Dar es Salaam

I. POSITION SUMMARY

World Wide Fund for Nature (WWF) is an International Conservation-NGO with the mission to stop the degradation of the planet's natural environment and build a future in which humans live in harmony with nature. WWF Tanzania through Energy and Climate Change Program has received grants from EU to support the implementation of "***Integrated Approach for Transformation of Tanzania Fuel Wood Value Chain Project-TFWVC***". The project is being implemented in Dar es Salaam, Mwanza, Tabora, Morogoro, Tanga and Pwani regions. WWF Country Office is therefore, seeking a Project Communication and Outreach Officer to provide support in the project communication and outreach programmes. She/he will have responsibility to ensure quality and timely delivery of results related to communications and outreach programmes under the project. The Communication and Outreach Officer, with support from TCO Head of Communication, will work closely with the Practice Coordinator and Project Officer to execute the following tasks:

II. Main Duty and Responsibilities

- With guidance from TCO Head of Communications and support from Project team coordinate the preparation and development of the project communication and public outreach strategy;
- Design and roll out the project communication strategy;
- Coordinate media engagement to disseminate project intervention to target audience.
- Prepare, develop, coordinate and deliver all communication and outreach project public awareness campaigns and sensitization programs;
- Design and prepare project visibility and awareness programmes to be integrated in the quarterly and annual implementation plans;
- Coordinating a diverse project outreach and public awareness programmes in conjunction with relevant partners (government and donor), including design, production & distribution of relevant communication and awareness materials and implementation of appropriate activities and events;
- With guidance from the Head of Communications, coordinate and lead in the preparation and presentation of project public communication messages in high-level events including speeches, etc., power point presentations, etc.;
- Support project team in the preparation and review all project implementation reports to ensure that meets donor and WWF TCO standards;
- Promoting wide stakeholder awareness and understanding within the project areas on policies, laws, operating procedures and practices relating to the sustainable forest management and fuelwood value chain including charcoal, while working closely with the project team, Energy and Climate Change program other projects, CSO partners and network professionals;
- Facilitating knowledge sharing and awareness raising on issues surrounding sustainable forest management and fuelwood value chain in Tanzania in the project areas;
- Coordinate and conduct public awareness programmes on sustainable forest management and sustainable charcoal production to the local community in the project areas;

- Ensure a good working relationship with all relevant stakeholders including but not limited to WWF Tanzania Country Team, Strategic Government Partners, Development Partners, CSOs and other sector stakeholders;
- Engage and support project team and partners in the preparation and review of annual project work plans and budgets;
- Support Project Officer and the project in organizing all project partner's meeting, workshops and working sessions;
- Support in the review partner's technical reports to ensure quality and standards;
- Develop and implement effective communication mechanisms that will strengthen relationships between project team government counterparts, donor and interested parties including media houses;
- Assist project team in the definition of project scope and objectives, activities involving all stakeholders and ensuring that issues are communicated to the right team/ individual for resolution and closure;
- Support M&E Officer in time-to-time project monitoring implementation progress, data collection, analysis and preparation of evidence-based project communication materials including stories, factsheet and fliers to communicate partners and stakeholders;
- A focal point for maintaining project relationship with media partners at different spaces (media houses and social media platforms) by ensuring WWF social policy are incorporated into relevant awareness raising and educational activities, as culturally appropriate;
- Undertake any other relevant work as assigned by line managers and direct supervisors.

III. Qualifications and Experience

- A Minimum of Bachelor's degree either in Mass Communications, Public Relations, A or similar. Postgraduate or Master's degree on the above qualifications in environmental education is an added advantage;
- At least five years relevant professional experience in communication and / or environmental education, with an emphasis on donor funded sustainable natural resources management;
- Experiences in energy development, sustainable forest management or agriculture value chains will be an advantage;
- Well informed and experienced in infographic designing and application-Reporting and Power Point Presentation;
- Experience in planning, designing, preparation, development and production of communication and outreach public awareness materials including radio/TV programs, documentary (audio and visual) and printed materials;
- Good experience in the preparation of high-level communication messages such as speeches, power point presentation, reports, etc.;
- A proven ability to work effectively without direct supervision, and to deliver high quality, timely outputs; proven ability to work in a team and willingness to travel regularly and to stay for periods sometimes in remote areas;
- Excellent verbal and written communication skills in both Kiswahili and English and
- High level of computer literacy and technical report writing in both English and Kiswahili.

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