



Job Description

Title: Program Manager – Blue Action Fund

Location: The position is based at the WCS's offices (marine program -Unguja/Zanzibar)

Reports to: Marine Program Director

Duties and Responsibilities

- Oversee the work of field teams and provide guidance and support to staff during implementation
- Monitor and document progress toward programmatic goals
- Manage the program budget and ensure that all expenditures are within limits
- Review and write narrative reports on the program's activities and progress
- Support procurement processes and review of deliverables from consultancies
- Represent the organization to external stakeholders, including government agencies, donors, and other NGOs
- Maintain close communication with the donor and represent WCS at official events when required

Qualifications & Experience

- Master's degree in environmental management, marine science, or a related field
- At least 5 years of experience in managing complex marine conservation programs
- Strong project management skills, including the ability to track budgets, timelines, and milestones
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Fluency in English, written and spoken
- Experience working in Tanzania or East Africa

Preferred Qualifications

- Experience in grant writing and fundraising
- Experience managing EU-funded projects

- Diving certification and experience in coral reef monitoring
- Experience with ESMS and community engagement
- Experience with GIS and other data analysis software

Conditions of Employment

- Successful candidates will be subject to a successful reference check and a criminal background check before starting work.

Working Conditions and Physical Effort

- Moderate Travel
- Work is performed in a typical interior/office work environment and outdoors

Application Instructions

Qualified candidates should send:

- 1) ***Cover letter and CV Only***
- 2) Applications should be sent via email to: WCS Tanzania
addressed to the County Director at
wshrtanzania@wcs.org with the heading: "***Application for Program Manager - BAF
Vacancy***"
- 3.) Applications should be submitted by: **December 12th 2023 5:00 PM EA TIME**

The position is open for Tanzanian Nationals and foreigners

Note: WCS Does not receive money in exchange for employment. Should you be asked for money in exchange for an interview opportunity or a job, please contact the police immediately. All WCS job applications will be received through wshrtanzania@wcs.org and not otherwise.