



Employment - Opportunities

Africare-Tanzania is recruiting for a national project “Enhancing conservation and community gains through the implementation of Wildlife Management Areas (WMA) and environmental policies in Tanzania: 2009-2014”. The project strategy entails working with various stakeholders to address policy, legal and institutional bottlenecks so that WMAs and other Small Micro-Enterprises (SMEs) generate greater benefits and become financially, socially, and environmentally self-sustaining.

Africare shall implement activities in *Katavi – Ugalla* ecosystem by providing support to the existing WMAs of Uyumbu and Ipole and extending coverage to three new WMAs located south of Ugalla Game Reserve and south of Katavi National Park. The new areas are Ubende, which has 10 villages, Mpimbwe that has 5 villages and Kamsisi, which has 3 villages. The project will have its headquarters in Mpanda town in Rukwa region and two field offices in Mpanda and Sikonge districts in Rukwa and Tabora regions respectively.

Africare is currently in the process of recruiting a team of qualified, dynamic and highly motivated professionals to fill the vacant project positions.

Position Title: Project Co-ordinator (UWMA)
Reports to: Senior Programs Manager
Duration: One year(renewable)
Duty Station: Mpanda District, Rukwa Region

Duties and Requirements:

Africare is seeking services of a qualified and dynamic person to serve as Project Co-ordinator (PC) for Ugalla Wildlife Management Areas Project (UWMA). The PC will provide overall leadership in shaping the strategic direction of the UWMA project. S/he will oversee the establishment and management of the project team, and provide the overall leadership for all components of the project. This function will focus on technical advice, management of the design, planning, implementation, monitoring and evaluation of all components of the project; program development, capacity building, and advocacy. Ensure adherence to the work plan; ensure adherence to programmatic and financial reporting requirements; manages the

(Mpanda and Sikonge) field offices and ensure efficient operation; supervises other team members as well as finance/administration and logistics functions; S/he will supervise, provide guidance to and conduct performance appraisals of all staff in the project team. Specifically, S/he will maintain close liaison with Africare-Tanzania Country Office and manage partner relations. S/he will ensure the timely submission of all deliverables to Country Office including weekly reports, quarterly reports, work plans, performance monitoring plans, project expenditure reports and evaluation reports.

Qualifications and experience:

The candidate must have proven good management skills, should be knowledgeable in Natural Resources Management. The candidate is expected to have at least his / her first degree in Social Sciences or Natural Resources Management (Forestry, Wildlife, Range Management). The candidate should have proven experience in strategic planning and must be able to spearhead the process of facilitating WMAs reach Authorized Associations status. The candidate should have adequate experience in working with Community Based Natural Resources Management programs, demonstrated successful leadership with no less than 5 years management of grass root projects, demonstrated experiences working with international development agencies and donor supported programs. The candidate is also expected to have ability in negotiation and conflict resolution. Knowledge of PRA and possession of entrepreneurship skills will be an added advantage.

Experience of USAID rules and regulations is highly desired.

Position Title: Monitoring and Evaluation Officer (M&EO)

Reports to: Project Co-ordinator

Duration: One year (renewable)

Duty Station: Mpanda District, Rukwa Region

Duties and Requirements:

Africare is seeking services of a qualified and dynamic person to serve as Monitoring and Evaluation Officer (M&EO) for Ugalla Wildlife Management Areas Project (UWMA). The M&EO will lead the development of project monitoring and evaluation guidelines working in close collaboration with other project team members, district councils, NGOs, CBOs and project stakeholders. The M&EO will establish project database and ensure that the project's M&E system is updated regularly and in-line with globally recognized and approved systems. The M&EO will disseminate the information generated from the data in a timely and regular manner to enable project staff utilize them for project monitoring, planning, redirection and reporting. The M&EO in collaboration with the PC will ensure the timely submission of all deliverables to Country Office including weekly reports, quarterly reports, work plans, performance monitoring plans and evaluation reports.

Qualifications and experience:

The candidate must have proven good project management skills, should be knowledgeable in Natural Resources Management. The candidate is expected to have at least his / her first degree in Demography or Statistics / Biostatistics, Social Sciences or Natural Resources Management Sciences. The candidate should have proven experience in developing and implementing M&E systems and must be able to spearhead the process of facilitating WMAs reach Authorized Associations status. The candidate should have adequate experience in working with Community Based Natural Resources Management programs,

demonstrated implementation of grass root projects not less than 3 years, demonstrated experiences working with donor supported programs. Knowledge of PRA techniques will be an added advantage

Position Title: Finance and Administration Officer (F&AO)

Reports to: Project Co-ordinator

Duration: One year (renewable)

Duty Station Mpanda District, Rukwa Region

Duties and Requirements:

Africare is seeking the services of a self motivated and dedicated qualified person to fill the position of Finance and Administration Officer (F&AO). The F&AO will manage fund records at field level. The F&AO will ensure effective project accounting and financial management. The F&AO will also be responsible for the day-to-day recordings of all financial transactions of the project, reviews all estimates and bills presented for payment to determine legitimacy of claims and availability of funds. The F&AO will monitor all field expenditures, arranges all travel expenses (in-country), reviews/prepares travel claims, monitors all accounts receivable as they relate to field generated activities and is responsible for preparing monthly payroll, and recording payroll deductions. The F&AO will also be in charge of all project administrative activities. The F&AO is also expected to regularly mentor two Field Officers on financial and administrative issues.

Qualifications and experience:

The successful candidate must have proven good financial management skills and expected to have at least a Bachelor degree in Accounting or equivalent with minimum of three years work experience in accounting and business administration or related fields, Knowledge of OMB Circulars A-110, A-122 and A-133 and USAID Rules and regulations is highly desired, good verbal, written and interpersonal communication skills a must.

Position Title: Field Officer (two positions)

Reports to: Project Co-ordinator

Duration: One year (renewable)

Duty Station: Mpanda District, Rukwa Region and Sikonge District Tabora Region

Duties and Requirements:

Africare is seeking services of two self motivated and dedicated qualified persons to fill the positions of Field Officers (FO). The FOs are expected spearhead the process of facilitating WMAs reach Authorized Associations (AA) status and to mentor the two full fledged AAs to manage 341,000 hectares of land with all its natural resources and to develop efficient, viable and sustainable economic enterprises which will contribute to poverty reduction in the target areas without detrimental effects to the environment. The FO will be responsible for ensuring that the prospective WMAs and Authorized Associations develop to become efficient and fully functioning institutions capable of managing the natural resource values of the WMAs to the highest standards and to the full satisfaction of their clients (communities and other stakeholders) according to appropriate central and local government legislations. In close collaboration with PC and M&EO, the Field Officers will plan and implement relevant activities that should be

undertaken in the WMA areas, based on indicators developed and implement planned activities in the WMA areas and report regularly on progress of the activities, The FOs will also facilitate collaboration and communication between District Councils, Village Government Authorities and project beneficiaries. The FOs are also expected to prepare weekly, monthly, quarterly, semi-annual and annual progress reports and anticipated requirements for upcoming months. The FOs will also be responsible in project funds management and reporting at field level..

Qualifications and experience:

The candidate must have proven good project management skills, should be knowledgeable in Natural Resources Management. The candidate is expected to have at least his / her first degree in Social Sciences or Natural Resources Management sciences. The candidate should have proven experience of spearheading the process of facilitating WMAs reach Authorized Associations status. The candidate should have adequate experience in working with Community Based Natural Resources Management projects, demonstrated implementation of grass root projects for not less than 3 years, demonstrated experiences working with donor supported programs. Knowledge of PRA techniques and possession of entrepreneurship skills will be an added advantage.

Position Title: Office Assistant (two positions)

Reports to: Project Co-ordinator

Duration: One year (renewable)

Duty Station: Mpanda District, Rukwa Region and Sikonge District Tabora Region

Duties and Requirements:

Africare Tanzania is seeking two exceptional Office Assistants with strong analytical and interpersonal skills to perform a full range of secretarial and administration duties for Ugalla Wildlife Management Areas Project (UWMA). Other Responsibilities Include, front office management, receiving visitors and directing them accordingly, maintaining filed office filling system, preparing and transmitting incoming and outgoing faxes, handling petty cash operations, preparing agenda and minutes for project staff meetings, schedule appointments and itineraries for the PC and M&EO, monitoring incoming and outgoing mails, making local and international travel arrangements and hotel booking for Africare staff. The Office Assistants will also be responsible for cleaning the office premises.

Qualifications and experience:

the Ideal candidate will have a Diploma in Secretarial training from a recognized college, Minimum of three years in similar position, excellent command of the English and Kiswahili languages , Computer literate (knowledge of Ms Word, Spreadsheet and Database applications), excellent organizational skills and the ability to accomplish tasks with minimum supervision. Experience in working with an NGO is an added advantage.

Position Title: Drivers (two positions)

Reports to: Office Assistant

Duration: One year (renewable)

Duty Station: Mpanda District, Rukwa Region and Sikonge District Tabora Region

Duties and Requirements:

Africare Tanzania is seeking services of two Drivers for Ugalla Wildlife Management Areas Project (UWMA). Main duties and responsibilities will include to drive project vehicle to support staff in the field as per Africare rules and regulations, perform messenger services as directed by the Project Co-ordinator and other team members, make sure that the vehicle s/he drives has valid insurance and license, make sure that the vehicle are serviced at the required mileage, maintain cleanness of the vehicle, make sure that the vehicle is parked within the required time as per Africare rules and regulations, maintain accurate records of vehicle use on daily vehicle log book, notify the Office Assistant on maintenance of any vehicle spare/equipment and provide support to other Africare staff whenever needed.

Qualifications and experience:

The ideal candidate will have a Ordinary Secondary School Education, Clean Class 'C' Driving License, excellent English and Kiswahili (oral and written), computer literate, experience in driving 4 wheel drive vehicles in rough roads and minimum 4 years in similar post. Experience of working with NGOs would be an added.

Applicable to all positions:

Please note that all candidates should possess computer / word processing, spreadsheets and data base skills and should be able to work with people of different national and cultural backgrounds.

Competitive packages commensurate with experience will be offered to successful candidates.

Only shortlisted candidates will be contacted to attend interviews.

Deadline for receiving applications is 4th September 2009. Application letters with detailed CV and relevant certificates should be sent to:

The Human Resources Officer,
Africare Tanzania,
Galu Street, Ada Estate-Plot No. 116,
P.O. Box 63187,
Dar es Salaam.
TANZANIA

E-mail Address: imwakimi@africare.or.tz

Africare is an equal opportunity employer; all vacancies are open to female and male candidates.

NB: All costs to attend interview will be borne by the candidate and not Africare