**ADVERTISEMENT FOR EXECUTIVE DIRECTOR**

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| **ORGANIZATION** | **TANZANIA NATURAL RESOURCE FORUM** |
| **POSITION** | **EXECUTIVE DIRECTOR** |
| **DATE OF ISSUANCE** |  **MAY 2011** |
| **DEADLINE FOR APPLICATIONS:** | **JUNE 1 2011** |
| **DUTY STATION** | **ARUSHA** |
| **VACANCY ANNOUNCEMENT NUMBER:** | **AR – TNRF-2011- ED/AD - 05** |

***TNRF Core Values: Integrity, Professionalism, Respect for Diversity & the Environment***

Applications are invited from suitably qualified candidates for the position of Executive Director at Tanzania Natural Resource Forum (TNRF).

**OVERVIEW**

Tanzania Natural Resources Forum, registered in 2006 as a non-government organization, is an advocacy and communication network made up of over 3,500 members. TNRF aims to promote the improvement of natural resource governance to achieve more sustainable rural livelihoods and better conservation outcomes by bridging the gap between:

·         People’s local natural resource management needs and practices, and

·         National natural resource management priorities, policies, laws and programs

***Further details can be found on the TNRF Website*** [***www.tnrf.org***](http://www.tnrf.org)

**ROLES AND RESPONSIBILITIES**

TNRF is seeking an Executive Director that can provide insightful leadership to guide the development of this growing organization. The Executive Director will have the unique opportunity to ensure that TNRF’s expansion not only increases its achievements, but that throughout such growth it remains true to its mission, objectives and goals.

Serving directly to the Steering Committee, this person will be responsible for ensuring that TNRF is better able to do the following in a financially sustainable manner:

1. Increase availability of information
2. Advocate for better governance and environmental stewardship through collective action
3. Innovate and adapt for enhanced economic and environmental outcomes

The Executive Director will be expected to create an environment that enables and provides the resources for the organization to have an excellent functioning management team and strong programmatic and organizational foundations. Additionally, this person must serve as a positive image of TNRF both in Tanzania and abroad.

Specifically, the Executive Director’s responsibilities will include the following:

1. To formulate and coordinate strategic planning, annual planning (including budgets) for resource acquisition and steering of the organization
2. To monitor and evaluate the realization of these plans and discuss deviations with management and Board
3. To prepare internal and external reports targeting different stakeholders
4. To develop and support a highly collaborative culture of member driven initiatives, including the development of capacity and delivery of results in policy and law analysis, policy and law advocacy and communications, development and pioneering of innovative natural resource management solutions
5. To identify new areas of growth and diversification in line with TNRF’s strategy and in response to or in anticipation of member demand
6. To provide leadership to the management , monitor and evaluate their performance and to encourage personal growth and development
7. To ensure financial sustainability of TNRF by efficient use of financial resources and coordinating resource mobilization activities
8. To liaise and work with central government and parliament and strengthen TNRF engagement with parliament, broaden TNRF participation on National Steering Committees
9. To represent TNRF at national in international meetings symposia, etc., and build partnerships
10. To initiate and maintain proper human resource management practices
11. To identify other activities to enhance the performance of TNRF as well as equip TNRF to meet demands of members and changing environment

**QUALIFICATIONS AND EXPERIENCE**

TNRF is looking for a hard working and dynamic team member who has proven leadership skills with demonstrated success in the natural resource sector. Specifically, TNRF is looking for the following qualifications:

* Innovative and dynamic team leader, passionate about the need for better governance of natural resources in Tanzania
* Relevant degree (eg. natural resource management, development, political science, rural economy) of masters level or higher from a reputable university and appropriate additional professional qualifications
* Programmatic development experience preferably in leading membership-based network organizations
* Experience with project planning, monitoring and evaluation
* Proven success at fundraising and experience with financial management and budgeting
* Knowledgeable about how to develop good advocacy processes, including the understanding the role of applied research, learning and communications in advocacy and the importance of building a consolidated and strategic approachesExcellent presentation and public relations skills, and proven report writing and proposal development skills
* Fluent in English and Swahili

**TERMS AND CONDITIONS OF SERVICE**

1. The renewable contract initially will be for two years with a three-month probationary period.
2. Extension of the appointment is subject to the availability of funds and satisfactory performance in line with the TNRF Rules and Regulations.
3. Generous employment package, including health and other benefits will be offered, reflecting the nature of the role, experience and qualifications required of this position. The WC will be registered with the National Social Security Fund.

**HOW TO APPLY**

1. Interested candidates should submit their applications with (a) cover letter summarizing the candidate’s suitability against the selection criteria and quoting the position and vacancy announcement number and full working contact details of the candidate and three referees (b) curriculum vitae.
2. TNRF will only respond to those candidates who strictly meet the set requirements for the advertised positions. Please do not apply unless you have the required qualifications.
3. Applications should be sent by registered mail, courier service or e-mail (email subject line should quote position and vacancy number and all soft copies *should be in MS Word)* Applicants should choose one method of sending applications. ***Duplicate Applications will be disqualified.***
4. Only successful candidates will be contacted and at the interview should provide originals and copies of both academic and professional certificates and testimonials and last performance appraisal evaluation.

Please send your application to the address or e-mail indicated below before the deadline of **1 June 2011**.

**THE ADMINISTRATOR**

**TANZANIA NATURAL RESOURCE FORUM**

**P.O. Box 15605. Arusha, Tanzania**

**E-mail:** **ED@TNRF.org** **and** kaijagep@cbli.info