**ADVERTISEMENT FOR INFORMATION OFFICER**

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| **ORGANIZATION** | **TANZANIA NATURAL RESOURCE FORUM** |
| **POSITION** | **INFORMATION OFFICER** |
| **DATE OF ISSUANCE** | **4 MARCH 2011** |
| **DEADLINE FOR APPLICATIONS:** | **14 MARCH 2011** |
| **DUTY STATION** | **ARUSHA** |
| **REPORTING TO** | **HEAD OF COMMUNICATIONS** |
| **VACANCY ANNOUNCEMENT NUMBER:** | **AR – TNRF-2011- IO/AD - 04** |

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

Applications are invited from suitably qualified candidates for the position of Information Officer 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**

Improving information exchange and the availability of information are key objectives of TNRF’s work. The TNRF Communications Department strives to be the space where such exchange can occur. The Information Officer will play a key role both in communications and in learning and monitoring, as he/she will be responsible for building and maintaining a repository of information related to natural resources, policy, governance, project development, etc. Responsibilities include the following:

1. Build and maintain a repository of information to improve the availability and exchange of information, through researching, logging, maintaining and compiling resources that have relevance to natural resource issues in Tanzania.
2. Work closely with website officer to develop and maintain databases used for storing research, policy, legal (etc.) information; donor, partner and membership information; and internal monitoring and evaluation information.
3. Log, maintain and compile resources provided by TNRF members, partners and staff. TNRF is constantly receiving reports/publications, event notices, job adverts, etc. and we are requested to share this information with our members. The IO will be responsible for ensuring that all this information is kept to together and is shared in an appropriate and effective manner.
4. Develop working group weekly email alerts. In order to share the information above, TNRF sends weekly e-alerts to its working group members with a list of information they might find useful. The IO will be responsible for developing and compiling these emails.
5. Assist the Learning and Monitoring Coordinator in organizational monitoring and evaluation activities, specifically compiling and synthesizing results from TNRF’s RAPID outcome monitoring facilities and designing systems that will allow the learning and outcomes to feed back into the learning circle
6. Developing and implementing methods for improved internal communications at TNRF, with an emphasis on information exchange and coordination.
7. Coordinating events related to TNRF activities to showcase information and learning materials and encourage information exchange.

**QUALIFICATIONS AND EXPERIENCE**

TNRF is looking for a hard working and dynamic team member who has the following qualities and skills:

* Bachelor degree in one of the following fields or in a related field: natural resource management, environmental studies, information management.
* A strong understanding of environmental issues, and specifically, environmental issues relevant to Tanzania
* Experience with monitoring and evaluation processes and ability to develop and maintain systems for organizational M & E
* Highly proficient with Excel or other database software and experience with information storage and database management
* Experience event planning and coordination
* Strong communication skills, both oral and written, required
* Extremely detail-oriented with strong organizational skills
* Ability to handle multiple tasks under tight deadlines
* Ability to work independently but also as a part of a team
* Proficient in both Kiswahili and English

**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 IO 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 **14 MARCH 2011**.

**THE ADMINISTRATOR**

**TANZANIA NATURAL RESOURCE FORUM**

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

**E-mail: IO@TNRF.org**