

## Sokoine University of Agriculture



### VACANCY OPPORTUNITIES UNDER THE NATIONAL CARBON MONITORING CENTRE (NCCM) OF TANZANIA

#### **Background**

“Establishing National Carbon Monitoring Centre (NCCM) in Tanzania” is a three years project implemented by Sokoine University of Agriculture on behalf of the government of United Republic of Tanzania. The aim of the project is to establish NCCM for the reporting on carbon stocks and their changes as well as coordinating the national MRV-processes for the Government of United Republic of Tanzania. The project is implemented in two phases: the six months inception phase and the 30 months implementation phase.

The project is now inviting suitable qualified Tanzanian citizens to cover the following full time positions for the project implementation phase. "Qualified male and female candidates are equally encouraged to apply. All applications will be treated with the strictest confidence":

## **Position: Coordinator - National Carbon Monitoring Centre (NCCM) (1 Position)**

### **Duties and Responsibilities:**

Under the direct supervision of the Advisory Committee of the NCCM and advice from the NCCM Senior International Technical Advisor, the NCCM Coordinator will work in close collaboration with the NCCM Senior Technical Advisor to support and undertake activities leading to the establishment of the National Carbon Monitoring Centre for Tanzania. The NCCM Coordinator will be responsible for:

- a) Provision of high-level leadership and capacity building in technical issues of the MRV system;
- b) Provision of high-level strategic advice on the development and delivery of a comprehensive greenhouse gas emissions accounting system for – but not restricted to – the land sector;
- c) Development of the National Carbon Accounting System using open source geographic information systems, remote sensing data sets, comprehensive greenhouse gas emissions accounting and model development;
- d) Determination of the forest definition to be applied and the Reference Emission Level/Reference Level and its verification;
- e) With support from the host institution, ensure timely submission of all contractual obligations related to the project operations to VPO and RNE (reporting, budgets, financial reports and audited statements as required by the Project Agreement).
- f) Development of Terms of Reference, Agreement and coordinate the work of international and national consultants recruited to undertake NCCM outsourced activities;
- g) Representing the organization and undertake high-level negotiations with other institutions, and key sectors of industry and science;
- h) Delivering a range of communication and accounting products on greenhouse gas emissions from – but not restricted to – the land sector; and
- i) Undertake duty travels as required.

### **Qualifications, Experience and Competencies:**

#### **Minimum requirements (Must have):**

- a) Possession of a PhD in either Environmental management, Forestry/Climate Change Policy, Forestry/Environment, Geo-information System, Landscape Ecology or Natural Resources Management;
- b) A minimum of 5 years of professional experience in project management related to forestry, climate change, environment or natural resources management or rural development;
- c) Experience in leading projects or national programs or in leading teams or project coordination covering all aspects of project cycle management including financial management, budgeting, administration, human resources, monitoring and evaluation, auditing, and reporting; and
- d) Broad experience and expertise in designing and implementing technical systems, policy support, program management and international negotiations,

**Additional Qualifications (Desired):**

- e) Analytical and practical experiences in REDD+, preferably in MRV development, and understanding of climate change issues as well as UNFCCC/IPCC technical procedures and guidelines for Land Use, Land Use Change and Forestry (LULUCF);
- f) Strong statistical and data analysis skills are desirable;
- g) Excellent abilities in project coordination and monitoring are required, as well as demonstrated experience in coordinating multiple activities in a programmatic situation;
- h) Ability to meet strict deadlines and follow budgetary targets is a must;
- i) Demonstrated field experience in Tanzania and strong knowledge of relevant Tanzanian institutions for REDD+ are required;
- j) Strong inter-personal skills, especially oral communication skills. Must be willing to regularly carry out presentations on the project status and its different components;
- k) Experience working in inter-cultural environments and relevant working experience for a government institution are a plus;
- l) Proficiency in both spoken and written English and Kiwahili is required; and
- m) Representing the organization and undertake high-level negotiations with other agencies, and key sectors of industry and science.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

## **Position: Senior MRV Officer and Assistant NCMC Coordinator (1 Position)**

### **Duties and Responsibilities:**

Under the direct supervision of the NCMC Coordinator, Senior MRV Officer will be the Assistant Coordinator of NCMC. The Senior MRV officer will also be the Head of MRV unit and will be part of a highly technical team and provide scientific leadership. The unit will be responsible for the Sections of: GIS and Mapping (2 officers), Database management, Quality Control & Verification (3 officers) and Carbon Projects Registry (2 officers). Specific functions of the Senior MRV Officer are:

- a) Provision of a key role in delivering leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system;
- b) Be responsible for the development of the Tanzanian MRV system;
- c) Provision of advice to the NCMC coordinator on, national level REDD+ mechanism and monitoring, reporting and delivery of a comprehensive greenhouse gas emissions accounting system for – but not restricted to – the land sector;
- d) Assessing existing data and data management systems relevant for MRV and design and implement management solutions for key elements of the MRV system;
- e) Assisting the NCMC coordinator in executing and monitoring activities including developing work plans, ToRs, workshops & training courses and capacity building programmes for the center in consultation with national and international partners;
- f) Undertaking analysis and be responsible for the key elements in the development of the National MRV System, using open source geographic information systems and remote sensing data sets, comprehensive greenhouse gas emissions accounting and model code development;
- g) Delivering a range of communication products on accounting for greenhouse gas emissions from – but not restricted to – the land sector;
- h) Undertaking planning and analysis to integrate R&D activities which can further support national REDD+ mechanism;
- i) Quantification of drivers + agents of deforestation and forest degradation;
- j) Develop national LULC programme;
- k) Undertake duty travels as required. and
- l) Perform any other duties as may be directed by NCMC Coordinator.

### **Qualifications, Experience and Competencies:**

#### **Minimum requirements (Must have):**

- a) Possession of a PhD in Remote sensing/GIS or Forest Inventory, MRV systems or a closely related field;
- b) A minimum of 2 years of professional experience in project management related to forestry, climate change, environment or natural resources management or rural development;

- c) Documented extensive professional experience related to development related to implementation of MRV systems for REDD+; and
- d) An excellent understanding of the theory and application of GIS and remote sensing techniques including an ability to create models, scripts, and workflows.

**Additional qualifications (Desired)**

- e) Competence in forest information systems and information management, relevant experience in forest data entry, data processing and analysis, particularly on remote sensing and spatial data analysis applied to forestry or natural resources assessment;
- f) Good knowledge of climate change and REDD+, as well as UNFCCC/IPCC technical procedures and guidelines for Land Use, Land Use Change and Forestry (LULUCF);
- g) Excellent abilities in project implementation and monitoring are required;
- h) Ability to meet strict deadlines and follow budgetary targets is a must;
- i) Demonstrated field experience in Tanzania and strong knowledge of relevant Tanzanian institutions for REDD+ are required;
- j) Strong inter-personal skills, especially oral communication skills. Must be willing to regularly carry out presentations on the project status and its different components;
- k) Experience working in inter-cultural environments and relevant working experience for a government institution are a plus; and
- l) Proficiency in both spoken and written English and Kiswahili is required.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

## **Position: Senior Safeguards Information System Officer (1 Position)**

### **Duties and Responsibilities:**

Under the direct supervision of the NCMC Coordinator, Senior Safeguards Information System Officer will be part of a highly technical team and provide scientific leadership and will be assisted by one officer. The Senior Safeguards Information System Officer will be responsible for design and development of Safeguard Information System (SIS) that will provide information on how REDD+ safeguards are being addressed and respected throughout the implementation of MRV according to the Cancun Agreement. Specific functions are to:

- a) Ensure that MRV system to be developed is:
  - i. consistent with the objectives of National Forest Programme (NFP) and international agreements;
  - ii. transparent and effective as per national forest governance structures;
  - iii. respecting the knowledge and rights of local communities;
  - iv. enabling full and effective participation of relevant stakeholders;
  - v. consistent with the conservation of natural forests and biological diversity;
  - vi. functioning to address the risks of reversals (permanence) and reduce displacement of emissions (leakage); and
  - vii. Consistent with international law, improvements to forest governance, respect for the rights of indigenous peoples and local communities, biodiversity protection, and effectiveness of REDD+ activities.
- b) Provide a key role in delivering science leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system;
- c) Represent the centre and undertake high-level negotiations with other agencies;
- d) Leads a participatory process in designing the SIS, and collecting and assessing the information for reporting;
- e) Responsible for trainings and capacity building on safeguards;
- f) Deliver a range of communication products on SIS, including documenting and regularly updating information on safeguards;
- g) Organize safeguards side events and information sessions at national and international meetings and Document lessons learned and success stories on safeguards for Tanzania;
- h) Undertake duty travels as required; and
- i) Perform any other duties as may be directed by the NCMC Coordinator.

### **Qualifications, Experience and Competencies:**

#### **Minimum requirement (Must have)**

- a) Possession of a PhD in natural resources governance, international or regional development studies or a closely related field; and

- b) A minimum of 2 years of relevant professional experience in supporting environmental/forest policy development and have a knowledge of technical issues related to sustainable development in regional or international development context.

**Additional requirements (Desired)**

- c) Experience in safeguard information systems development and application is an advantage;
- d) Good knowledge of climate change and REDD+, as well as UNFCCC/IPCC technical procedures and guidelines for Land Use, Land Use Change and Forestry (LULUCF);
- e) Excellent abilities in project implementation and monitoring are required;
- f) Ability to meet strict deadlines and follow budgetary targets is a must;
- g) Demonstrated field experience in Tanzania and strong knowledge of relevant Tanzanian institutions for REDD+ are required;
- h) Strong inter-personal skills, especially oral communication skills. Must be willing to regularly carry out presentations on the project status and its different components;
- i) Analytical and practical experiences in REDD+ architectural development;
- j) Experience working in inter-cultural environments and relevant working experience for a government institution are a plus; and
- k) Proficiency in both spoken and written English and Kiswahili is required.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

## **Position: Chief Technologist (GIS and Remote Sensing Officer 2 Positions)**

### **Duties and Responsibilities:**

Under the direct supervision of the Senior MRV Officer, the GIS and Remote sensing officer will be part of a highly technical team and will contribute to the compiling of a national wide GIS data base system. The specific functions of GIS and remote sensing officer will be to:-

- a) Assist the Senior MRV officer in delivering of scientific leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system;
- b) Create, manage, organize and disseminate National MRV System spatial data and information products;
- c) Develop national LULC programme;
- d) Analyze requirements for data and information, and develop proposals;
- e) Manage projects and consultancies with service providers;
- f) Compile geographic data from a variety of sources for the MRV system; Perform GIS analysis such as land-use and cover change in Tanzania and develop maps;
- g) Design and update database, applying additional knowledge of spatial feature representations;
  - h) Operate and maintain GIS system hardware and software for the NCMC;
  - i) Represent the organization in the presentation of products and reports;
- j) This position will be based at the NCMC office in Morogoro, with occasional trips to other areas to provide direct technical advice, monitoring and training of local partners. The GIS and Remote Sensing Expert will provide day-to-day management as well as technical support, guidance and mentoring to the NCMC technical team;
- k) Undertake duty travels as required; and
- l) Perform any other duties as may be directed by the NCMC Coordinator and Senior MRV Officer.

### **Qualifications, Experience and Competencies:**

#### **Minimum Requirement (Must have)**

- a) Possession of MSc degree (or higher) in Remote Sensing and GIS; and
- b) A minimum of 5 years of relevant professional experience and competence in a range of GIS/RS software, including ArcGIS, Erdas Imagine, for the purposes of forest classification and change detection analysis and mapping , Advanced understanding of Freeware such as QGIS and Image Processing Software (ENVI/ERMapper) with a Strong statistical and data analysis skills.

#### **Additional qualification (desired)**

- c) Strong knowledge of relevant Tanzanian GIS database and products;
- d) Be familiar with forestry concepts and understand the use of remote sensing to address forest carbon monitoring
- e) experience in capacity building is preferable;



- f) Good knowledge of climate change and REDD+, understand carbon stock and change calculations;
- g) Ability to meet strict deadlines and follow budgetary targets is a must; and
- h) Proficiency in both spoken and written English and Kiswahili is required.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

**Position: Chief Technologist (Database management, Quality Control and Verification Officer 3 Positions)**

**Duties and Responsibilities:**

Under the direct supervision of the Senior MRV Officer, Database management, Quality Control and Verification Officer will be part of a highly technical team and is responsible for managing, organizing, storage, accesses of the information and thus will contribute to the compiling of a national wide forest inventory system. The specific functions of the Database management, Quality Control and Verification Officer are to:-

- a) Assist the Senior MRV officer in delivering of scientific leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system;
- b) Collecting carbon data from providers such as field forms from NAFORMA and ZWBS;
- c) Harmonise, analyse, manage, organize and store the carbon data and provide training as needed;
- d) Analyze reporting requirements for data and information, and ensure proper validation and develop proposals;
- e) Undertake calculation of estimates for both activity data and emission factors as input for FREL estimates choose models at the national & regional level;
- f) supervise data entry & data processing teams and perform data processing;
- g) Represent the organization in the presentation of products and reports;
- h) Take lead in refining the data management systems. Intention is to have hand held data collection tested during project lifetime;
- i) Create annual QC/QA plan for centre partners;
- j) Review and update QC/QA plan on quarterly basis;
- k) Undertake QA within the MRV Unit;
- l) -Identify and recommend QA and Verification partners.
- m) -Prepare MRV reports and related publications;
- n) Undertake duty travels as required; and
- o) Perform any other duties as may be directed by the NCMC Coordinator and Senior MRV Officer.

**Qualifications, Experience and Competencies:**

**Minimum Requirements (Must have)**

- a) Possession of MSc degree (or higher) in either Bioinformatics or Biostatistics or Forest Inventory with strong competence in programming;
- b) A minimum of 3 years of relevant professional experience in data database management and program development; and
- c) Competence in information systems and information management, and Strong statistical and data analysis skills

**Additional qualifications (Desired)**

- d) Good knowledge of climate change and REDD+;
- e) Excellent abilities in project implementation and monitoring are required;
- f) Ability to meet strict deadlines;
- g) strong knowledge of forest resources in Tanzania are an advantage;
- h) Experience working in similar projects such as NAFORMA and ZWBS are a plus; and
- i) Proficiency in both spoken and written English and Kiswahili is required.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

## **Position: Chief Technologist (Safeguards Information System Officer 1 Position)**

### **Duties and Responsibilities:**

Under the direct supervision of the Senior Safeguards Information System Officer, Safeguards Information System Officer will be part of a technical team of the NCMC. The Safeguards Information System Officer will be responsible for the design of Safeguard Information System (SIS) that will provide information on how REDD+ environmental and social safeguards are being addressed and respected throughout the implementation of MRV according to the Cancun Agreement. Specific functions are to:

- a) Assist the Senior Safeguards Information System Officer to ensure that MRV system is:
  - i. consistent with the objectives of National Forest Programme (NFP) and international agreements;
  - ii. transparent and effective as per national forest governance structures;
  - iii. respecting the knowledge and rights of local communities;
  - iv. enabling full and effective participation of relevant stakeholders;
  - v. consistent with the conservation of natural forests and biological diversity; and functioning to address the risks of reversals (permanence) and reduce displacement of emissions (leakage)
- b) Assist the senior safeguard information system officer for the development of safeguard information system with in the MRV system;
- c) Assist the Senior Safeguards Information System Officer to provide a key role in delivering science leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system;
- d) Deliver a range of communication products on SIS;
- e) Undertake planning and analysis to integrate R&D activities which can further supports SIS implement, monitor and Report on REDD+ environmental and social safeguards;
- f) Undertake duty travels as required; and
- g) Any other duties as may be directed by the NCMC Coordinator and the Senior Safeguards Information System Officer.

### **Qualifications, Experience and Competencies:**

#### **Minimum requirement (must have)**

- a) Possession of MSc/MA degree (or higher) in Natural/Forest Resources Management or Development studies or a closely related field;
- b) A minimum of 3 years of relevant professional experience in sustainable environmental/forest management or development;
- c) Competence in safeguard information systems development for REDD+;
- d) Demonstrated field experience in Tanzania and strong knowledge of relevant Tanzanian institutions for REDD+ are required;

#### **Additional qualifications (desired)**

- e) Good knowledge of climate change and REDD+, as well as UNFCCC/IPCC technical procedures and guidelines for Land Use, Land Use Change and Forestry (LULUCF);
- f) Abilities in project implementation and monitoring are required;
- g) Ability to meet strict deadlines and follow budgetary targets is a must;
- h) Strong inter-personal skills, especially oral communication skills. Must be willing to regularly carry out presentations on the project status and its different components;
- i) Experience working in inter-cultural environments and relevant working experience for a government institution are a plus; and
- j) Proficiency in both spoken and written English and Kiswahili is required.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

## **Position: Chief Technologist (Carbon Project Registry Officer 2 Positions)**

### **Duties and Responsibilities:**

Under the direct supervision of the Senior MRV Officer, Carbon Project Registry Officer will be part of a highly technical team and will contribute to maintaining and updating carbon project registry in the country. The specific duties of the carbon project registry officer are:-

- a) Assist the Senior MRV officer in delivering scientific leadership involving planning and directing a range of management, policy and capacity building in technical issues of the MRV system related to carbon project registry;
- b) Prepare REDD+ carbon project registration guidelines and system;
- c) Assist Database management, Quality Control and Verification Officer when need arises;
- d) Verify REDD+ carbon project and recommend their registration approval to VPO;
- e) Harmonise, organize and store the carbon registry data;
- f) Manage projects and consultancies with service providers;
- g) Undertake duty travels as required; and
- h) Perform any other duties as may be directed by the NCMC Coordinator and Senior MRV Officer.

### **Qualifications, Experience and Competencies:**

#### **Minimum Requirements (Must have)**

- a) Possession of MSc degree in Forestry/natural resources management, LLB or a closely related field;
- b) A minimum of 3 years of relevant professional experience in projects related to forest management, carbon accounting;
- c) Demonstrated field experience in Tanzania and strong knowledge of forest resources in Tanzania are required;
- d) Proficiency in both spoken and written English and Kiswahili is required.

#### **Additional qualifications (Desired)**

- e) Competence in information systems and information management, and experience in capacity building and MRV implementation is preferable;
- f) Good knowledge of climate change and REDD+;
- g) Strong statistical and data analysis skills are desirable;
- h) Excellent abilities in project implementation and monitoring are required; and
- i) Ability to meet strict deadlines.

**Terms:** Contract full time position for one year with possibility for renewal of up to two and a half years (2.5) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

**Position: Senior Office Management Secretary (Administrative Secretary/Logistical Officer -1 Post)**

**Qualifications:**

- a) Holder of National Form IV/VI Certificate and Diploma in Secretarial Studies.
- b) Fluency in written and spoken English and Kiswahili languages.
- c) Computer literacy with Certificate from a recognized Institution.
- d) At least three years working experience with a reputable employer.
- e) Demonstrable track record in the work performance.
- f) Disciplined, credible, interactive and self-driven personality.
- g) Shorthand of 100/120 words per minute

**Duties:** The successful candidate will be attached to the project titled "Establishing A National Carbon Monitoring Centre in Tanzania". The candidate will be expected:

- a) To type and handle various documents for the Firm;
- b) To ensure files, correspondence and mails coming in and out of the office are in order;
- c) To keep a record of movements of files, correspondence and mails in the office;
- d) To handle confidential and important documents at the Firm;
- e) To ensure office equipments and machines in his/her custody are well maintained;
- f) To act as personal assistant to the Coordinator of the Firm.
- g) Receive visitors and direct them accordingly;
- h) Submit official directives to the relevant officers;
- i) Arrange and organize meetings;
- j) Arrange travel of officers;
- k) Supervise Driver and office assistant;
- l) Ensure that surroundings of the office building are in good and clean condition; and
- m) To carry out any other related duties as may be assigned by the superiors.

**Terms:** Contract full time position for one year with possibility for renewal of up to three years (3) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

**Position: Driver I/Office Assistant (1 Post)**

**Qualifications:**

- a) Certificate of Form IV Education;
- b) Class 'C1, C2 and C3' valid Driving License;
- c) Possession of Advanced Drivers Certificate Grade II from a recognized institution with at least three (3) years of relevant work experience; and
- d) Fluency in written and spoken English and Kiswahili languages.

**Duties:**

- a) Drive the Firm vehicles;
- b) Undertake duty travels as required;
- c) Safe-keep the vehicle and tools entrusted on him/her;
- d) Maintain and keep up date logbook;
- e) Maintain cleanliness of the vehicle and tools;
- f) Report promptly any defect or problems detected in the vehicle;
- g) Perform messengerial duties such as dispatching documents/letters, collecting mails, photocopying of documents, and general office cleanness; and
- h) Perform any other duties related as may be assigned by the superiors.

**Terms:** Contract full time position for one year with possibility for renewal of up to three years (3) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.



**Position: Computer Programmer/ Technologist I (Information technologist/Webmaster -1 Post)**

**Qualifications:**

- a) Degree or Advanced Diploma in Computer Science/Engineering, Information Technology, Web Development or related field and/or equivalent work experience;
- b) Experience managing the development of websites;
- c) Excellent verbal and written communication skills; and
- d) English and Kiswahili languages fluency required;

**Duties:**

- a) Installing and configuring computer hardware operating systems and applications;
- b) Monitoring and maintaining computer systems and networks;
- c) Troubleshooting system and network problems and diagnosing and solving hardware or software faults;
- d) Replacing parts as required;
- e) Providing support, including procedural documentation and relevant reports;
- f) Following diagrams and written instructions to repair a fault or set up a system;
- g) Supporting the roll-out of new applications;
- h) Setting up new users' accounts and profiles and dealing with password issues;
- i) Testing and evaluating new technology;
- j) Conducting electrical safety checks on computer equipment.
- k) Updating and implementing technical direction for the website;
- l) Providing IT technical support and user training and manuals to NCMC staff;
- m) Creating mechanisms to enable members of staff to have smooth sever based working environment;
- n) Creating templates for content storage;
- o) Implementing website archiving strategies and
- p) Perform any other related duties as may be assigned by the superiors.

**Terms:** Contract full time position for one year with possibility for renewal of up to three years (3) depending on the performance.

**Salary:** Negotiable depending on qualifications and experience but within the Firm budget.

**How to Apply**

Qualified candidates should send their applications by 22<sup>nd</sup> February 2016. To apply for either opportunity, please send an application letter referencing the position you are applying for (max 2 pages), CV or resume (max 4 pages) to:

Deputy Vice Chancellor (Administration and Finance),  
Sokoine University of Agriculture,  
P. O. Box 3000,  
Morogoro, Tanzania.

A copy of the application dossier must be sent by email to:  
<ncmctanzania@suanet.ac.tz>