

JOB OPPORTUNITY PROJECT COORDINATOR

Position: Project Coordinator

Deadline for Application: 27th July 2018

Expected Start Date: Immediately

Duty Station: Arusha

Reporting To: Executive Director

PURPOSE OF THE POSITION

To coordinate and facilitate strategic engagement of the Civil Society Organizations (CSOs), Communities and Private sector in advocating and piloting implementation of the Wildlife Corridor Regulations

1. General Overview of the Organization

The Tanzania Natural Resource Forum is a network organization registered in 2006 as a Non-Governmental Organization, with the aim of promoting the improvement of natural resource governance to achieve more sustainable rural livelihoods and better conservation outcomes. TNRF works for improved natural resources governance by helping to bridge the gap between:

- People's local natural resource management needs and practices, and
- National natural resource management priorities, policies, laws and programs

TNRF seeks to support its members by improving communication, sharing information, promoting collaboration and strengthening collective action. TNRF has a growing membership of more than 3,800 people and organizations, supporting professional staff, and a steering committee drawn from the membership.

TNRF facilitates member-driven 'Working Groups' on key policy and practice issues that are of direct interest to members. These working groups are very collaborative and provide an opportunity for TNRF's diverse membership to tackle concerns at a range of different levels. There are currently working groups engaged in TNRF's three main thematic areas of forestry, wildlife and rangelands. TNRF communications works at a cross cutting level, producing for example a web-site, weekly e-news, policy briefs in collaboration with partners and participatory film or radio targeted at advocacy. TNRF also successfully engages with other stakeholders in establishing round tables for CSOs, donors, international NGOs and government to discuss emerging issues related to the environment.

2. PROJECT OVERVIEW

TNRF is implementing the project name "***Engaging Civil Society Organizations (CSOs) and the private sector in developing advocacy agendas***" to build on the successes of the first phase to influence

improved wildlife conservation and tourism sector. Through this project, TNRF will strengthen advocacy approaches and supporting the piloting of the implementation of the new wildlife policies and regulations by engaging CSOs, local community institutions, private sector and the government.

In view of this, TNRF seeks to recruit a Project Coordinator with thorough understanding of Wildlife Sector in Tanzania to coordinate implementation of the project. The successful candidate will be responsible for management and coordination of all project activities.

3. CORE RESPONSIBILITIES

- To coordinate implementation of project activities according to agreed work plan and budget
- To ensure that financial resources are used in accordance with approved annual plan and budget
- To strengthen and promote coherence and cohesion in the policy analysis especially with regard Civil Society Organizations (CSOs), private sector, parliamentary committees and other stakeholders through planning and implementation of project activities to influence policy and practices on wildlife conservation and tourism.
- To convene and facilitate meetings of policy analysis and advocacy in line with the principles of partnership within the CSOs, private sectors, parliamentary committees and other stakeholders, to discuss policy issues, ensuring that the meetings are consultative and results-oriented.
- To effectively ensure capacity building and mentoring on policy advocacy for CSOs and private sector, and parliamentary committee on strategies and approaches to better understand policy engagement, advocate for wildlife conservation issues and increase their capacity in policy advocacy in natural resources management.
- To revive wildlife working group semi-annual meetings, collaboration between the CSOs and private to discuss relevant wildlife conservation issues of national interests
- Facilitate dialogue meetings among CSOs, private sector, appropriate government institutions such as parliamentary standing committees and ministries responsible for biodiversity conservation and tourism to create dialogue for improved policies in wildlife conservation and tourism.
- Coordinates series breakfast debates between CSOs, private sector, and government institutions for improved wildlife conservation and tourism issues
- To work with Communications Coordinator and Monitoring, Evaluation and Learning officer to establish and maintain a learning and advocacy framework for TNRF interaction with partners and members.
- To work with Land Expert on Piloting Wildlife Corridor Regulations
- To contribute to TNRF strategic planning and development

4. OUTPUTS

The coordinator will be responsible for the following output:-

- i. To produce project reports and high-quality Outputs as indicated in the project document, focusing on the key deliverables (details for each deliverable will be provided in the project document)
- ii. The facilitate working and partnership agreement among CSOs, and private sector in operational
- iii. Improved knowledge and skills among policy and decision makers on effective models and strategies to influence policy change focusing on benefit sharing among communities, biodiversity conservation and tourism in Tanzania
- iv. Policy engagement meetings between private sector and CSOs (with government institutions) to influence improved wildlife conservation and Tourism sector.
- v. Improved wildlife and tourism CSO stakeholders with knowledge and practical skills on policy analysis, strategies and approaches to advocate on natural resources issues.
- vi. Online social media platforms promoting wildlife conservation and advocacy for policy reviews and information sharing.
- vii. Policy advocacy issues are discussed and promoted widely through dialogue on wildlife conservation and tourism
- viii. Policy brief on the future of wildlife conservation on Tanzania

The Project coordinator will work closely with the implementing team; Communication and advocacy Coordinator, Land Expert and Monitoring and Learning Coordinator.

5. REQUIRED QUALIFICATIONS AND DESIRED ATTRIBUTES

The Project Coordinator will have the following broad skill-set:

- Advanced University degree in Wildlife Conservation/Natural Resource Conservation and Natural Resource Assessment and Management or related fields.
- Solid background and experience (at least 7 years)in natural resource management issues, with sound knowledge of Wildlife interventions and policies in Tanzania, and across the region.
- Excellent facilitation and networking skills
- Practical experience of working with private sectors, CSOs, government and development partners.
- Strong reporting and communication skills with evidence of related publications/writings.
- Proven track record in successfully developing, leading and managing projects in the field of conservation, natural resources management, international development or other related fields.
- Excellent interpersonal skills, with the ability to network and to develop and maintain strong relationships at all levels with local communities, government agencies, the business community, the not-for-profit sector and the TNRF network.
- Adaptable, flexible, able to take initiative and prioritize amongst competing demands

6. TERMS OF CONTRACT

This is a project funded position for which a full and attractive package commensurate with the nature of the position will be offered per 1 annual basis, renewable on the basis of performance and availability of funds.

7. BEHAVIOR COMPETENCIES

I. Core Competencies

Communication	<i>Communicating orally in a clear manner and adjusting one's use of language to the receiver's level. Showing one absorbs and understands important (non) verbal information and asking further questions when necessary.</i>
Integrity	<i>Maintaining high ethical standards both personally and professionally: being incorruptible.</i>
Working with others	<i>Taking responsibility to build and maintain positive relationships and valuing the opinion of others.</i>
Flexibility	<i>Adaptable and receptive to new idea. Willing and able to adapt/change one's behaviour and/or views to changing circumstances in order to attain a set goal</i>
Self-development	<i>Having insight in one's identity, values, strengths and weaknesses, interests and ambitions and taking action in order to enhance one's competences where and when possible.</i>

II. Job related Competencies

Vision

Distancing oneself from daily routine, exploring ideas for the future, regarding facts from a distance and seeing them in a broader context or in the longer term

Leading groups

Providing team/group with direction and guidance and encourages cooperation between group/team members in order to attain an objective.

Networking

Developing and maintaining relations, alliances and coalitions within and outside the organisation and using them in order to obtain information, support and cooperation.

Planning and organising

Setting goals and priorities, indicating the required actions, time and resources to achieve those goals

Negotiation

Obtaining maximum results in situations of different interests in such a way that all parties accept and agree and relationship is not damaged.

Persuasiveness

Influencing other people's attitudes and opinions and gaining agreement or support for proposals, plans and ideas

How to Apply: Interested Candidates for this job are kindly requested to send their CV accompanied by a cover letter to recruitment@tnrf.org