



TOTAL LANDCARE TANZANIA

RESTORE AFRICA PROGRAM

VACANCY ANNOUNCEMENT

Total LandCare (TLC) is a registered International Non-Governmental Organization founded in 1999. With its headquarters in Malawi, TLC is also registered and operating in Tanzania, Mozambique, and Zambia. TLC's mission is to transform the livelihoods of rural households from subsistence to prosperity and self-reliance. Achieving this goal involves building the capacity of organized groups of farmers and cooperatives to integrate sustainable agricultural and natural resource practices with initiatives to strengthen livelihoods and value chains linked to micro-finance and markets. The aim is to increase farm productivity, diversification, profitability and resilience with lower input costs and sound management of the landscapes for current and future generations.

Total LandCare Tanzania in partnership with CARE International Tanzania anticipate signing partnership agreement with The Global EverGreening Alliance and receiving funds from the Climate Asset Management (CAM) to implement the **Restore Africa Program** in Morogoro, Mtwara and Tabora regions. TLC will be implementing the program in Kilosa district, Mvomero district, and Morogoro Rural district in Morogoro region. The goal of the program is to improve livelihoods, food security and resilience to climate change in Tanzania through restoring ecosystem services and improved management of agricultural, pastoral and forest areas contributing to emissions reductions. This program will enable and build substantial carbon sinks and sequestration opportunities, allowing viable returns to both farmers and investors.

The proposed program aims to restore the land and livelihoods of 203,600 small-scale farming households, covering an area of approximately 203,600 hectares. It will enhance ecosystem services and carbon sinks, using locally appropriate EverGreening practices. *To improve the landscapes and livelihoods across Tanzania, the program will take a multi-faceted, evidence-based approach to strengthen social, institutional, and economic infrastructure, and will develop equitable agroforestry value chains and ecosystem-based businesses (including the engagement with carbon markets) that underpin the sustainability of scaling-up positive impacts being realized through EverGreening practices.*

Applications are therefore invited from suitably qualified Tanzanians to fill the vacant posts of **Land Tenure & Carbon Rights Coordinator (1), Monitoring, Evaluation and Learning Officer (1), Accountant (1), Field Coordinator (6) and Project Admin Assistant (1)** under the program. Those interested and qualified, both male and female, are encouraged to apply. The responsibilities and requirements for each position are described below:

1. Position: Land Tenure & Carbon Rights Coordinator (1)

Status: Full Time

Location: Morogoro/ Country Office

Job Summary: The main purpose of this position includes providing technical support and guide to Implementing Partners (IPs) of Restore Africa Program on the issue of Land tenure rights and Carbon benefits generation and sharing mechanisms; coordinating community awareness creation; influencing policy reforms and programmatic interventions; building capacity to project team members on carbon benefits sharing contracts.

Reporting and relationships: The Land Tenure & Carbon Rights Coordinator (LTCRC) reports to the Project Manager but working closely with Restore Africa Program Coordination Management Unit/CARE. This is a management position, and the LTCR Coordinator may therefore be required to perform administrative and communication functions. These may include management of personnel, report writing, presentations, meetings with government and other partners, and any other duties needed to support project management and the achievement of planned results.

Job Responsibilities:

- Identify and develop collaborative relationships with key stakeholders in government, civil society and at the community level, who are working for, or supportive of land tenure rights issues in project areas.
- Facilitate the development, review and/or adaption of land rights and carbon benefit sharing mechanisms manuals for the Restore Africa program in Tanzania.
- Support Implementing Partners' field officers to facilitate development of individual and community land use plans for creating space for carbon activities.
- Assist the field program officers in the program clusters to develop the community land rights and carbon rights awareness campaigns, dialogues, and clinics/workshops to increase project acceptance in the communities.
- Plan, design and implement strategies for carbon contract engagements with the farmers in the project areas.
- Organize monthly and/or quarterly Technical Working Group (TWG) meetings for partners' field officers for purposes of technical backstopping and resolving land rights and carbon rights challenges/conflicts.
- Facilitate and provide the support to project team on the land-based conflict resolution in the project areas.
- In Collaboration with Global Evergreening Alliance/CARE, support the calculation of the carbon credits generated for purposes of benefit sharing with farmers/landowners.
- Support the structuring and steering of carbon benefit sharing mechanisms of the project: coordination of planning and implementation of project carbon related activities.
- In Collaboration with Global Evergreening Alliance, create and manage carbon sequestration models and carbon benefits calculations and sharing mechanisms.
- Engage in the implementation of MRV activities and coordinate local teams to prepare data and documents necessary for carbon certifications.
- Assist the M&E officer in data collection, analysis and reporting and provide an input into the production of the semi and annual reports.
- Coordinate carbon audits and manage relationship with auditors based on agreed standards.
- Participate in feasibility assessments and other evaluations of projects in the perspective of future investments and generation of carbon credits.

- The LTCR Coordinator shall keep neat and well-organized records and administer carbon credits inventories.
- The LTCR Coordinator shall provide oversight to the Carbon Monitoring process such as maintenance of accurate and detailed records in relation to monitoring carbon emissions reductions and carbon sequestration.
- Ensure that the Project Manager and PCU are regularly provided with accurate and detailed information on the operations and finances of the Carbon Component.
- Report quarterly to Project Manager and PCU on the Land tenure security and carbon benefit sharing operations and finances of the Carbon Initiative.
- Ensure that there is smooth communication between TLC, PCU and Implementing Partners on the Carbon rights regarding the planning and implementation of carbon activities of the project.
- Ensure that there is active dialogue and engagement on the carbon enterprise with participating communities and that decisions made by the communities in relation to their involvement in investment groups or the cooperatives are made with free, prior, and informed consent.
- At all times the LTCR Coordinator will act in a professional and courteous manner and will maintain a positive image of the Project, IPs, and GEA.
- The LTCR Coordinator will consult with the Project Manager regarding any communication with the media.
- Perform any other duties as directed by TLC Management.

Job requirements:

We are looking for a candidate with:

- Bachelor's degree majoring in Land Management and Valuation, Urban and Regional Planning, Land Laws, Rural/Community Development, or other related fields with at least 5 years of professional experience in Land and/or Carbon sector, and strong interest / curiosity toward technical topics.
- A candidate with master's is added advantage.
- Successful work experience related to land rights, land use planning and community awareness and/or carbon projects is seen as a strong asset.
- Extensive knowledge in the use of Excel or other worksheets.
- High organizational skills.
- Determined to contribute to the fight against climate change.
- A deep commitment to the mission of securing land for carbon component.
- Ability to develop concrete work plans and manage tasks, teams, people, funds, products, and other elements so that work is performed according to agreed budgets, schedules, and delivery requirements.
- Ability to manage documents and correspondence, and report on project labor, and carry out other administrative tasks efficiently, routinely, and in conformance to Total LandCare standards and procedures.
- Ability to work collaboratively with a range of people at all levels, including those from governmental and non-governmental organizations, and other counterparts, clients, and funders.
- Ability to demonstrate cross-cultural sensitivity, tact, and poise.
- Ability to lead and work collaboratively as a member of the team, regardless of role within the team, through consensus building, communication, and leadership.
- Exceptional ability to communicate in writing and orally in English.
- Commitment to TLC's core values.

2. Position: Monitoring, Evaluation and Learning Officer (1)

Status: Full Time

Location: Morogoro/ Country Office

Job Summary:

The MEL Officer supports the Head of M&E in establishing and maintaining an effective M&E system for the project and provides technical input on project design and development. She/he works closely with the Head of M&E in designing and conducting assessments, evaluations, and collection of monitoring data for projects. The position works closely with the Project Manager to ensure compliance to M&E standards of excellence and quality reporting, as well as documentation of project achievements, success stories, etc. She/he reports to the Head of M&E, technically and the Project Manager administratively. As with all project staff, she/he is also accountable to primary stakeholder groups. This is a management position, and the MELO may therefore be required to perform administrative and communication functions. These may include management of personnel, report writing, presentations, meetings with government and other partners, and any other duties needed to support project management and the achievement of planned results.

Reporting and relationships: The Monitoring, Evaluation and Learning Officer (MELO) reports to Project Manager.

Job Responsibilities:

- Assist in revising the project objective hierarchy and log frame matrix (activities, processes, inputs, outputs, outcomes, and impacts).
- Participate in the development of Annual Work Plans and Budgets (AWPB).
- Assist in identifying and designing performance questions, key indicators, and targets for each project component and for each level of the objective hierarchy.
- Participate and contribute to the process for identifying and designing the key indicators for each project component, to record and report physical progress against the AWPB and designing the format of such progress reports.
- Assist in designing and budgeting of Annual surveys and impact assessments, implement surveys, impact assessments and special studies.
- Train and coordinate enumeration teams for surveys and assessments.
- Help roll out management information system to facilitate electronic tracking of project performance.
- Ensure timely submission of field data from Specialists and Field Coordinators.
- Collect, compile and analyze progress reports prepared by the Project Manager and Specialists and/or Field Coordinators and prepare a consolidated progress report.
- Conduct field data quality audits.
- Review field monitoring reports to assess interim impacts and identify causes of potential bottlenecks in implementation.
- Collaborate with stakeholders to develop feasible and effective discussion events where M&E data are analyzed, and corrective actions can be agreed upon.
- Provide training on M&E tools, implementation, expectations, and requirements of M&E to Specialist, Field Coordinators, and other stakeholders relevant to the M&E system step up.
- Support Specialists and Field Coordinators to implement the M&E plan, regularly revising and updating performance questions, indicators, methods, formats, and analytical processes.
- Identify, document, and share programmatic successes, best practices, challenges, solutions, and lessons learned.
- Create and regularly update a database for the project within the sites

- Ensure that Project team have the right tools/templates for data collection and reporting.
- Train FCs in the use of the M&E toolkit, data collection and reporting, including the use of the web-based M&E system and GIS techniques.
- Coordinate quarterly review meetings to evaluate drivers for adoption, constraints to technology uptake and draw lessons for scaling up,
- Assist FCs and be responsible for the final documentation of success stories and lessons learnt,
- Coordinate the compilation of monthly visitation schedules at site level.
- Coordinate the implementation of MRV activities for carbon component of the project.
- Submit quarterly appraisal plans and quarterly performance appraisal reports to the Project Manager.
- Perform any other duties as directed by TLC Management.

Job requirements:

We are looking for a candidate with:

- Bachelor's degree in social science, or related discipline with emphasis on rural development, agriculture, or natural resource management (a master's degree will be an added advantage).
- Demonstrated skills in M&E design with previous experience in application of quantitative and qualitative research methodologies.
- Minimum of three years of professional experience in implementing/managing integrated development programming, with knowledge of practices in monitoring and evaluation.
- Experience in implementing/managing M&E for programs related to landscape restoration, agroforestry, value chains, entrepreneurship, agriculture or food and nutrition security.
- Successful work experience related to Forestry, NRM, Livelihoods and carbon projects is a strong asset.
- Ability to transfer knowledge through formal and informal training.
- Excellent oral and written analytical communication skills, ability to work well with diverse group of people.
- Ability to meet strict deadlines under pressure.
- Leadership skills with the ability to work independently and take initiative.
- Fluency in English and at least one locally spoken language.
- Demonstrated computer literacy in MS Office packages, SPSS, EPI Info.
- Willingness to travel approximately 50% of time to remote areas of the country to interact with field staff and project partners (farmers and others).
- High level of professionalism, trustworthiness, confidentiality, and integrity.

3. Position: Accountant (1)

Status: Full Time

Location: Morogoro/Country Office

Job Summary: The Accountant will perform duties related to the management of the project finances under the direct supervision of the Project Manager and technical support and oversight of TLC Head of Finance and Administration. This is a management position, and the Accountant may therefore be required to perform administrative and communication functions. These may include management of personnel, report writing, presentations, meetings with government and other partners, and any other duties needed to support project management and the achievement of planned results.

Reporting and relationships: The Accountant reports to the Project Manager.

Job Responsibilities:

- Maintain records of project funds using donor accounting standards.
- Regularly familiarize with TLC's financial, HR & travel procedures based on the financial and HR manual.
- Monitor expenditure levels and ensuring that expenditures are in line with the budget and planned activities.
- Prepare monthly statement of accounts to the Project Manager.
- Produce periodic financial reports to TLC Management and donors using a recommended accounting system.
- Provide the Project Manager and TLC's Head of Finance with timely financial reports and budgets, as well as project forecasts.
- Prepare pre-billing reports for the Project Managers to review.
- Prepare actual costs, working capital, and tax reports.
- Monitor receivable income.
- Issue invoices and purchase orders, as well as pay consultants, vendors, and suppliers for goods and services delivered based on procurement procedures.
- Ensuring a steady cash flow by requesting for funds and liquidating in a timely manner.
- Review accounts related to project assets and expenses.
- Investigate project variances and submit variance reports to management.
- Ensure timely submission/payments of pension, other benefits, taxes, and other returns according to statutory requirements.
- Compile information for internal and external audits, as required.
- Perform any other duties as directed by TLC Management.

Job requirements

We are looking for a candidate with:

- Bachelor's Degree in accounting, or related fields.
- At least 5 years' experience as a project accountant or related experience.
- A candidate with CPA (T) is an added advantage.
- Proficiency in electronic accounting systems.
- Exceptional ability to prepare project budgets, financial forecasts, and tax reports.
- In-depth knowledge of best practices in accounting.

4. Position: Field Coordinator (6)

Status: Full Time

Location (6 Sites): To be based at District sites

Job Summary:

The Field Coordinator (FC) will be responsible to coordinate the implementation of the EverGreening practices, Assisted Natural Regeneration (ANR), Farmer Managed Natural Regeneration (FMNR), Tree planting as well as Livelihoods interventions in the project villages. Services will be conducted under the direct supervision of the Project Manager.

Reporting and relationships: The Field Coordinator will report to the Project Manager.

Job Responsibilities:

- Support communities to identify appropriate evergreening practices using the option by context concept and action plan development.
- Sensitize and mobilize communities/farmers/TAs on relevant project activities at a landscape/catchment level.

- Collaborate in identifying possible agro/natural resource-based products/enterprises, with a focus on those with established markets.
- Engage schools and strengthen/establish environmental clubs (Mali Hai clubs) in the project site.
- Establish household and/or community-based best-practice demonstration sites for contextually appropriate Evergreening (SALM) practices.
- Conduct farmer field days at community demonstration sites and showcase value chain products for dissemination purposes.
- Provide support and training to community extension workers, extension staff and farmers in nursery management, seed collection/handling, best-bet agroforestry, environmental education, soil conservation, water harvesting, conservation agriculture, irrigation, small livestock, climate adaptation practices and other related practices/technologies.
- Facilitate capacity building on value addition of the selected nutrition sensitive evergreen agriculture value chains for increased income.
- Train CBT/CEW on field data collection procedures for monitoring and evaluation,
- Facilitate management of associations, including committee responsibilities, meetings, financial accounting, action plans, discipline, transport, purchases of inputs, market linkages, etc.
- Facilitate registration of new farmer groups/ CBOs and VSLAs/SGs and support their development through the district authorities.
- Routinely support CBTs in rolling-out CHOMOKA amongst SGs and practice Nature-based solutions.
- Facilitate linkage meetings between farmers and financial service providers.
- Coordinate the implementation of land tenure rights awareness and trainings sessions in the villages.
- Support communities to identify community leaders and champions on conflict resolutions and managing them as they arise from land and water use, carbon component etc.
- Develop community-based monthly field action plans with relevant partner organizations and provide monthly updates on progress.
- Facilitate contract agreements, collective investment, selling, bulking of on and off farm produce and inputs, local value chain development, and community-based extension.
- Perform any other duties as directed by TLC Management.

Job requirements

We are looking for a candidate with:

- Diploma/bachelor's in agriculture, crop sciences, horticulture, agronomy, agribusiness, forestry, agroforestry, natural resources management or related field.
- Minimum of 3 years practical experience natural resource management and climate smart agriculture practices.
- Familiar with relevant local governance structures.
- Familiar with decentralized extension system, lead farmer/FFS extension approaches.
- Excellent interpersonal, communication and leadership skills.
- Computer literate in MS Word and Excel, as well as email correspondence.
- Ability to drive motor bikes for field trips is advantageous.
- Ability to live in the village settings.
- Ability to work independently and support farmers doing evergreening practices.

5. Position: Project Admin Assistant (1)

Status: Full Time

Location: Morogoro/ Country Office

Job Summary:

The Project Admin Assistant will perform duties related to provision of project support services to the project management focusing on project financial monitoring and reporting under the direct supervision of the Accountant and technical support and oversight of Project Manager.

Reporting and relationships: The Project Admin Assistant reports to Accountant.

Job Responsibilities:

- Responsible for all Restore Africa Program-related transactions, e.g., keep track and update asset register, inventories, and issues log.
- Maintain the project budget and expenditure, including record keeping, monthly status.
- Keep records and files of financial and technical documentation and reports.
- Support the purchase of goods and services and following up on issuance of contracts and payments.
- Setup and maintain job files in accordance with TLC work instructions and applicable project instructions.
- Follow-up on correspondence and outstanding requests for resolution.
- Facilitate Project Team, Client and/or Vendor meetings.
- Facilitate document issuing and authorization process in the office and payment process in the field.
- Assist Project Manager and Project Team with document distribution, scanning and copying.
- Prepare travel arrangements, expense processing and other various administrative duties for Project Manager & other project team members as needed.
- Attend project meetings and track action items and follow-up tasks,
- Responsible for the setup and cleanup of meeting facilities utilized by Project Team.
- Perform any other duties as directed by TLC Management.

Job requirements

We are looking for a candidate with:

- Ordinary Diploma in accounting, communications, business administration, human resource management or similar.
- A minimum of 1-2 years of experience as an Executive/Administrative Assistant/ Assistant Accountant, or similar in a fast-paced business environment.
- In-depth knowledge of best practices in office management, human resources, and accounting.
- Very strong oral and written English language Communication
- Previous professional experience working in a deadline driven, high volume, and heavy transaction-oriented service environment is preferred.
- High interpersonal relationship.

CONDITIONS OF SERVICE FOR ALL THE POSTS

An attractive remuneration will be offered to successful candidates commensurate with qualifications and experience. The contract is for 12 months renewable yearly based on performance.

METHOD OF APPLICATION

Applications including up-to-date curriculum vitae giving names, telephone numbers, physical and email addresses of traceable referees and age of the applicant should be sent in one PDF file to: Email: totallandcaretz@gmail.com not later than **12th Sept 2022**. All applications should be addressed to:

**Country Manager,
Total LandCare Tanzania
P.O. Box 1911,
Morogoro, Tanzania.**

NB: *Only shortlisted candidates will be contacted.*