



JOB DESCRIPTION

Position: Office Admin Assistant

Reports to: Programme Executant

Supervises: None

Location: Bunda, Mara.

Start date: Immediate

I. Major functions:

The core duties and responsibilities of an Office Administrative Assistant revolve around supporting others. Their job duties can vary widely, not just from job to job, but from day to day at the same job. On any given day, they may perform a variety of tasks, such as:

II. Major duties and responsibilities:

- a) Answer phones, receive and dispatch letters, and welcome visitors.
- b) Provides administrative support to ensure efficient operation of office
- c) Completes operational requirements by scheduling and assigning administrative projects and expediting work results
- d) Create and maintain filing systems, both electronic and physical
- e) Make travel arrangement for Project staff such as booking flight, cars, and hotel or restaurant reservations.
- f) Exhibits polite and professional communication via phone, email and mail.
- g) Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- h) Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- i) Perform office cleanness and ensure wastes well managed.
- j) Any other duties as may be assigned by the Supervisor.

III. Qualification and Experience

- a) Advanced Diploma or equivalent education required
- b) Minimum 5 years of administrative assistant experience and knowledge of appropriate software including; Microsoft word, Excel, Outlook, Microsoft PowerPoint and adobe Acrobat.
- c) Reporting skills, administrative writing skills
- d) Record management
- e) Excellent interpersonal skills

- f) High level of personal integrity;
- g) Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

IV. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Freshwater team, programme and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with WWF Eastern and Southern Africa Programme Office and other WWF offices.

External: Interacts as required with governmental institutions and other stakeholders, in collaboration with the Programme Executant as appropriate.

MODE OF APPLICATION

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JOB DESCRIPTION

Position Title:	Programme Executant – WASH and IWRM
Reports to:	WWF TCO - Freshwater Programme Lead/Chief of Party
Supervises:	Technical and Supporting Staff
Duty Station:	Bunda, Tanzania
Start Date:	Immediate

1. General requirement and major functions

The Programme Executant will coordinate the delivery of Mara River Catchment Conservation (MRC) Project (USAID funded Project) and Mara Wetland Conservation Project (WetCoP); among other work/Projects to come in the Serengeti - Mara sub-landscape of the Southern Kenya – Northern Tanzania (SOKNOT) Landscape. The incumbent shall carry out her/his duties in the manner that embraces and encourages convergence of experiences and resources from key partners including but not limited to: Relevant Ministries, Regional and Local Government Authorities (RALGAs), Lake Victoria Basin Commission (LVBC), Lake Victoria Basin Water Board (LVBWB), Rural Water and Sanitation Authority (RUWASA) and other hierarchy of water and natural resources management, private sector (mining, fishing etc.), other NGOs, Education institutions - Schools and Colleges and whole stakeholders including vulnerable and poor communities; without forgetting the special needs of nature. The position requires a dynamic and experienced freshwater professional to work with these key partners to meet the need of people, wildlife and environmental flows of the rivers, particularly Mara River. The Programme Executant will provide technical expertise on rural water supply, connecting it with water resource conservation so that RUWASAs, WUAs and CBWSOs are able to plan and implement together conservation work and sustainable water supply schemes.

2. Technical Duties and Responsibilities

A. Program Design and implementation:

- Coordinate the development and implementation of the MRC Conservation Project in line with the project documents.
- Facilitate linkages and resource synergies between the MRC Conservation Project, Mara Wetlands Conservation Project (WetCOP) and other projects to realise the greater impacts in project areas and ensure that those projects build and benefits from each other,
- Assist in designing simple tools (to be used by Water basin Authority) to allow water uses are within a sustainable limit and guided by water allocation plan (WAP).
- Assist in designing and where appropriate, the implementation of training and capacity building initiatives for officials and beneficiaries in the respective partner institutions and communities
- Facilitate documentation of lessons and best practices from the Project interventions that would be shared with partners and also for supporting and influencing development of appropriate policies and mechanisms that would ensure long term sustainability of the project results.
- Ensure that Project operations under WWF-TCO are aligned and contribute to the WWF Global Freshwater Practices Strategy (through Blue of Heart of Africa Initiatives) and Africa Regional Office (ROA) Strategy.

- Advise and collaborate with TCO Freshwater Programme Coordinator to ensure that national freshwater interests are addressed accordingly in priority landscapes (SOKNOT, Water Tower, Ruvuma Landscapes and RUMAKI Seascape).
- Support the project planning processes and coordinate respective fundraising activities in collaboration with the TCO – FWL and BHoA Initiative Lead.
- Supervise all the projects activities to ensure effective management including timely development of annual work-plans, budgets, technical reports and effective partnerships.
- Facilitate respective projects evaluations and ensure implementation of agreed recommendations.
- Participating in the project related meetings, dialogues and discussions in the country and within the WWF-Network and work with TCO FWL/Chief of Part to advice the Conservation Manager and Country Director accordingly on the Project issues of interest as appropriate.
- Maintain a good image of the organization to ensure that WWF remains among the most respected in the sub-landscape, the country and outside the Country.
- Provide pro-active and constructive support to related global programmatic work including WWF's Water Security and Water Stewardship programmes, and work on climate adaptation and Nature based Solution (NbS).

B. Program Communication and Sharing

- Work with Monitoring, Evaluation and Learning (MEL) cum Monitoring Officer, and other colleagues to develop an effective approach to monitor, evaluate, learn and communicate results that supports programmatic objectives and promotes WWF as a leader in the field.
- Ensure lessons, stories and experiences are documented as appropriate and exchanged/Communicated within colleagues in WWF, and externally communities as well as around the world.
- Support fundraising efforts for implementation of the components of the WWF Tanzania Conservation Strategy.
- Ensures the program is in compliance with donor policies and regulations. Be responsible for overseeing contractual agreements with program participants.

C. Financial management:

- With support from accountant and Finance Officer, develop Program budgets for approval by Management in consultation with relevant donors and monitors expenditures against budgets.
- Ensures establishment of financial management systems for the program is adequately meet financial management needs and donor regulations and policies;
- Monitors accounting, administrative and operational procedures, standards and policies for the Program, including sub-grants;
- In collaboration with relevant program staff, prepares and submits monthly, quarterly, semi- annual and annual technical and financial reports and other specific reports according to schedules and work plan to Freshwater Coordinator/Donors in accordance with procedures established by WWF.

D. Human resources: In collaboration with Human Resources Manager, the Coordinator shall propose the personnel requirements of the Program and participates in the recruitment, selection and hiring of personnel. Conducts performance evaluation in compliance with WWF's policies and personnel management systems

E. Material needs: Determines the material needs of the Program; develops/updates procurement plans with relevant staff for approval by management. Ensures proper maintenance of the Program equipment inventory

- F. **Monitoring and evaluation:** In collaboration with WWF staff, develops and oversees the monitoring and evaluation system for the program. Monitors program implementation and identify and plan for evaluation needs. Develops knowledge management mechanism and oversees its implementation.
- G. **Program Relations:** Develops key programme relations with local, national, regional stakeholders across the Africa Region Office (both government and non- government partners); and Maintain good relations among all program partners as well as other important stakeholders, especially Water Basins and Ministry of Water & Irrigation
- H. **Risk management:** Follow the WWF Environmental and Social Safeguard Framework (ESSF). Develop and implement a Risk Register (Frequency review and approval) and ensure that mitigation actions are implemented as required.
- I. **Communications:** Develop and implement a communication action plan, ensuring the program meets its objectives and generates required support from key stakeholders.
- J. **Program development:** Establishing and nurture excellent relationships with present partners and donors and initiates new program concepts and partnerships to grow the program in compliance with WWF Tanzania's Conservation strategic plan and resource mobilization strategy; takes the lead in project proposal formulations and design.

3. Required Qualification and Experience

- i) A Bachelor's degree in Water Resources, Hydrology, environmental management or related field. A master's degree in the relevant field will be an added advantage.
- i) Minimum of **5 years** of working experience in conservation work in relation to water resources management and rural water supply schemes.
- ii) Previous experience working with water utilities on planning, infrastructure design and development of water supply systems,
- iii) Previous experience working with communities to design, install, maintain, and finance community-based water supply schemes.
- iv) Experience in carrying out 'Environmental Flows' and the use of participatory methodologies on maintaining the agreed water allocation.
- v) Facilitation skills including engagement of local communities and other stakeholders to participate in the delivery of project plans. Experience of engaging with 'hard to reach' members of society is desirable.
- vi) Ability to build good relationships and work collaboratively with diverse stakeholders in a respectful, participatory manner.
- vii) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- viii) A proven ability to work effectively without direct supervision, working in a team and willing to travel regularly and to stay for periods and to travel at short notice.
- ix) Excellent communication and interpersonal skills and good oral and verbal communication skills in both Kiswahili and English, with an ability to develop strong relations with Government, local NGOs, CSO, private sectors and community partners.

4. Desired Skills and Qualification

- i) Very good command in English & excellent writing skills and the ability to prepare clear, concise reports.
- ii) Ability to work with others in a team including consultants
- iii) Familiarity with the working area; water allocation modeling and work experience with NGOs are added advantage
- iv) Good analytical skills and Computer literacy
- v) Successful experience implementing strategic program goals.
- vi) Experience in writing project progress technical reports
- vii) Willingness to participate in field activities and travel to remote areas within the region
- viii) Focuses on result and responds positively to feedback.

- ix) Consistently approaches work with energy and a positive, constructive attitude.
- x) Remains calm, in control and good humored even under pressure.
- xi) Demonstrates openness to change and ability to manage complexities.
- xii) Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

5. Working relationships:

- a. **Internal:** Interacts frequently with landscapes leads, thematic leads, Coordinators/ Managers, Projects Officers, Consultants, researchers and All WWF-Tanzania staff.
- b. **External:** Interacts frequently with communities, government departments and other agencies, conservation officials in the country, development agencies, CSOs, NGOs, INGOs and donors and other staff within WWF Network.

MODE OF APPLICATION

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JOB DESCRIPTION

Position: Project Executant – NbS and Bankability

Reports to: Freshwater Coordinator

Supervises: None

Location: Dar es Salaam

Start Date: Immediate

I. Major functions:

Project Executant - Nature based Solution (NbS) and Bankability will Coordinate the Dar es Salaam Water Security (DWS) project under the Water Tower Landscape. He/She will support identification and implementation of NbS and bankable projects. He/She will support fundraising and development of projects with new partnership. Other tasks will include liaison with internal and external project stakeholders including experts, international organisations, institutional partners and NGOs to promote the NbS and Bankable projects.

II. Major duties and responsibilities:

- a. Manage and coordinate the DWS project; Ensure smooth and coherent project management and implementation, including preparation of work plans, technical and financial reports, partnership agreements and service contracts on provision of goods and services;
- b. Undertake logistical and administrative tasks related to project implementation, including the organisation of workshops, meetings, preparation and dissemination of meeting material, liaison with partners;
- c. Liaise with internal and external project stakeholders including partners in identifying project development opportunities in the field of NbS and bankability.
- d. Assist in the development of the NbS which are applied in the Tanzania context to address the challenge of climate adaptation and fundraise for implementation
- e. Support the communications team in preparing and disseminating communication materials;
- f. Actively pursue opportunities on project identification and formulation with internal and external stakeholders, donors and partners;
- g. Support the dissemination of NbS and bankability standards knowledge tools in the region;
- h. Actively pursue partnerships and promote cooperation with thematically-aligned projects and initiatives in the region.
- i. Represent WWF Tanzania at programme-related events
- j. Carry out other relevant tasks on request and agreement with the line manager.

III. Qualification and Experience

- a. A Bachelor degree in a subject related to environmental sciences, natural resource management and social sciences. A Masters degree will be an added advantage.
- b. Minimum of 5 years of experience in a field related to natural resource management, climate change adaptation and ecosystem restoration.
- c. Proven experience in the management of international projects and reporting to donors.
- d. Strong knowledge of the Nature-based Solutions, adaptation plans and related international frameworks;
- e. Proven ability to work in multi-disciplinary groups, including governments, experts, civil society, NGO, Community based organizations, and the private sector;
- f. Willingness to frequently travel within the region, sometimes at short notice;
- g. Excellent organizational and networking skills, team-oriented attitude and ability to work independently
- h. Familiarity with the Global IUCN NbS Standard and cross-sectoral knowledge about ecosystem-based approaches will be an advantage.
- i. Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

IV. Working Relationships

- a. **Internal:** Interacts and works closely and on a regular basis with the Freshwater team, programme and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with Blue Heart of Africa (BHoA) initiative, Global Freshwater practice and other WWF offices.
- b. **External:** Interacts as required with governmental institutions and other stakeholders, in collaboration with the Programme Executant as appropriate.

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JOB DESCRIPTION

Position: Project Officer – Monitoring, Evaluation and Learning (MEL)
Reports to: Programme Executant – WASH and IWRM
Supervises: None
Location: Bunda, Mara.
Date: Immediate

I. Major functions:

The MEL cum Communication Officer will be responsible for development and implementation of project monitoring, evaluation and learning plan; coordination of the overall MEL system and processes, in particular collation and analysis of M&E data (including through surveys, web statistics, interviews, feedback, case studies and reports) and analyzed against outcomes to draw out learning and implications. The MEL cum Communication Officer will highlight compelling content that will make sense to stakeholders, and thus help them to understand the rationale and value of engagement in the project.

II. Major duties and responsibilities:

- a) Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant.
- b) Prepare, or revise as appropriate, a comprehensive project monitoring plan, based on relevant project documents, funding proposals, log frames and other relevant planning documents;
- c) Maintain a master spreadsheet database for monitoring all progress and impact indicators for the project, ensuring the database is updated semi-annually through collective process involving project team members, ensuring all are conversant with their roles and responsibilities on the same;
- d) Ensure that project colleagues are trained in, and aware of, routine monitoring information and data requirements, monitor actual performance on collection of that data by the said team, and keep the team updated on a quarterly basis;
- e) Collect data and analyse different data on a regular basis to measure achievement against the performance indicators.
- f) Produce reports on M&E findings and prepare presentations based on M&E data as required.
- g) Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- h) Identify lessons learned and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings
- i) Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
- j) Under supervision of the Freshwater Executant – WASH and IWRM, support the process of identifying, contracting and overseeing mid-term and final project evaluations, and ensuring outputs and recommendation from the same are shared with the staff team and other stakeholders as relevant, and incorporated into annual work plans and future project design, as appropriate

- k) Support the Communications Officer in production of programme status brochures and dashboards, to share progress and impact data with stakeholders and interested third parties; advise on risk-based approaches to managing projects
- l) Routinely collect information and photographs during field visits to enable reporting of individual 'success stories' relating to community members that have benefited from WWF freshwater initiatives.
- m) Participates and provides technical input in preparation of annual programme budgets;
- n) Ensuring adherence to Network Standards including championing safeguards and social policies
- o) Any other duties as may be required from time to time by the supervisor or TCO M&E Manager

III. Qualification and Experience

- Bachelor's degree in communications, journalism, or related field and/or degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.
 - Minimum of 5 - 8 years' relevant experience in a communications role and/or MEL responsible for implementing M&E activities.
 - Experience, training and knowledge in the field of freshwater conservation monitoring, including both data collection and analysis will be a particular added advantage;
 - Proven ability to work independently and deliver high quality, timely outputs; and with excellent interpersonal skills and good teamwork spirit;
 - Experience in writing project technical reports and preparing monitoring plans;
 - Willingness to participate in field activities and travel to remote areas within the region;
 - A high level of computer literacy and knowledge of standard computer software packages such as Word and Excel. Knowledge of databases (Access); GIS software, particularly the Arc suite; and socio-economic data analysis software such as SPSS would be an added advantage;
 - Excellent verbal, written, and interpersonal skills.
 - Good time management and organizational skills.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

IV. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Fresh Water team, project and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with WWF Eastern and Southern Africa Project Office and other WWF offices.

External: Interacts as required with governmental institutions and other stakeholders, in collaboration with the Project Executant as appropriate.

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JOB DESCRIPTION

Position Title:	Field Officer - Community Development
Reports to:	Programme Executant – WASH and IWRM
Supervises:	None
Duty station:	Bunda, Mara Region
Start Date	Immediate

I. Major functions:

The Project Officer - Community Development Specialist will support mobilizing and sensitizing communities on water resources management, and facilitating the establishment of community partnerships with community-based organisations in water resources management. This position will also involve stakeholders' identification, analysis and appropriate engagement for effective delivery of the projects (MRC Conservation and Mara Wetlands Conservation).

II. Major duties and responsibilities:

- a) Facilitate the development and implementation of a comprehensive and coherent strategy for community participation in management of water and other natural resources.
- b) Identify training needs and coordinate project training activities including facilitation of such training as appropriate.
- c) Organize local communities and facilitate the formation of community groups in order to manage and conserve water resources and other natural resources sustainably.
- d) Supporting the Projects to respond to the needs of vulnerable or disadvantaged communities and promote inclusiveness and participation in the implementation of the MRC Conservation project and WetCOP
- e) Developing and tracking project budget, scope, schedule, and performance measures; managing staff and consultant teams; working with agency partners; developing and implement inclusive community engagement strategies.
- f) Working with community groups, collaboratively defining a vision for partnerships, and articulating recommendations for community development, equitable access, land use, and water resources management.
- g) Maintaining effective working relationships with the District Commissioners, District Executive Directors, elected leaders and other agencies.
- h) Working with partners to design and implement inclusive engagement strategies with traditionally under-represented communities, businesses (including small and women/minority owned businesses), social service providers, property owners, developers, and others.
- i) In collaboration with partners, assist communities to identify and implement alternative/diversification of livelihood activities that supports water resources conservation.
- j) And carry out any other duties as may be assigned by the Programme Executant.

I. Qualification and Experience

- a) A Bachelor's degree in social works, community development studies or any relevant field. A master's degree in the relevant field will be an added advantage.
- b) Proven community development experience in the field of Conservation and natural resources management particularly in community water resources. Minimum of **5 years** of working experience.
- c) Excellent interpersonal, oral and written communication skills
- d) Ability to work independently and under strict deadlines
- e) Solid computer skills proficiency in using varied computer application, including word processing, spreadsheets and presentations.
- f) Ability to establish priorities and to plan coordinate and monitor own work plan
- g) Fluent in both writing and spoken English and Kiswahili
- h) Ability and readiness to work in rural areas and or field conditions
- i) Facilitation skills including engagement of local communities and other stakeholders to participate in the delivery of project plans.
- j) Experience in writing project technical reports
- k) Proven ability to work independently and deliver high quality and timely outputs;
- l) Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

II. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Fresh Water team, programme and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with WWF Eastern and Southern Africa Programme Office and other WWF offices.

External: Interacts as required with governmental institutions and other stakeholders, in collaboration with the Programme Executant as appropriate.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

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JOB DESCRIPTION

Position: Project Accounts and Finance Officer

Reports to: Programme Executant

Supervises: None

Location: Bunda, Mara.

Start Date: Immediate

I. Major functions:

Project Accountant and Finance Officer will ensure accurate financial accounting & reporting of the financial progress of projects, investigate variances, post expenses, and ensure that various projects billings are issued and payments made in accordance with WWF Tanzania financial policies and procedures.

II. Major duties and responsibilities:

- Management of Staff advances
 - Prepares and verifies travel documentation and payments of staff advances and other allowances related to project activities.
 - Reviews staff surrenders for accuracy & completeness before posting into the organization's accounting software.
 - Carries out monthly staff account reconciliation & issue staff account statements on a monthly basis.
- Management of accounts payables
 - Reviews all invoices & ensures that all necessary support documentations are provided prior to posting in the accounting ledger.
 - Makes payments to suppliers through the organization's banking platform in accordance with WW Tanzania finance policy
 - Carries out supplier reconciliation on a monthly basis and resolves any disputes within the shortest time possible
- Project accounting & reporting
 - Creates project accounts in the accounting system and maintains project-related records, including contracts and change orders
 - Performs accurate transfer of expenses into and out of project-related accounts
 - Reviews weekly timesheets for work related to projects
 - Verifies and approves payment vouchers, petty cash vouchers and suppliers' invoices and account totals related to the project
 - Ensures prompt and effective investigation of project variances and submits variance reports to TCO - Programme Accountant

- Closes out projects accounts upon project completion
- Prepares and submits Quarterly donor financial reports.
- Visits grant implementing partners to provide support & ensure compliance in grant spending and reporting
- Petty Cash Management
 - Verifies all petty cash vouchers for accuracy & completeness
 - Posts petty cash expenses in the accounting ledger
 - Prepares a monthly reconciliation of the petty cash account
- Bank Reconciliation
 - Ensures that all bank transactions are posted in the accounting ledger
 - Carries out a monthly bank reconciliation within the stipulated timelines
- Cash Management
 - In conjunction with the programs team, prepares a monthly cash forecast for the Bunda office
 - Ensure adequate cash balances for Mobile money & bank accounts
- Filing & archiving
 - Files and archives all accounting & supporting documents appropriately
- Other duties
 - Assists in donor, internal & external audits
 - Month end reporting-participate in month end closure of accounts as assigned
 - Any other duties as may be assigned

III. Qualification and Experience

- Bachelor degree in Business fields such as accounting, finance, strategic management, etc.,
- 6 years of experience in projects finance and accounting & reporting;
- Experienced in financial budgeting and strategy; business evaluation and advice, risk management and corporate governance, managed statutory requirements, financial accounting and reporting;
- Sound knowledge of donor compliance regulations especially the USAID rules and regulation;
- Interpersonal skills and the ability to communicate effectively at all levels;
- Knowledge of Accounting software
- Ability to optimize operations, reduce costs, improve service quality, build new business and forge loyalty with clients, vendors and external business partners;
- Demonstrated initiative and the ability to work effectively within resource and time constraints;
- Demonstrated ability to conceptualize, plan and implement strategic initiatives within the context of conservation, natural resource management, international development, and/or other related fields.
- Effective and clear communication skills in writing and verbally in Kiswahili and English
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration.

IV. Working Relationships

Internal: interacts with Heads of Departments, Finance & Operations staff and All WWF Kenya staff.

External: Interacts with WWF Network, Government Ministries and department, Civil Society Organizations, Service Providers and suppliers, Regulatory Bodies and Other Conservation Agencies

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JOB DESCRIPTION

Position: Project Officer – Wetlands Conservation
Reports to: Programme Executant
Supervises: None
Location: Bunda – Office
Start Date: Immediate

I. Major functions:

The Project Officer – Fisheries and Wetlands Conservation will work closely with WWF-Tanzania, WWF-UK, Freshwater practice (through Blue Heart of Africa Initiative) and practices and programme within WWF. The Officer will work closely with external partners of the project. The Project Officer will also work with Community Based Organization (Water Users Association (WUAs), and Beach Management Unity (BMU)), villages government and local communities.

The project officer will co-ordinate all fisheries co-management related activities of the Community led Fisheries management of Mara Wetland project. The Officer will be working on targeted communities of the Mara Wetlands, especially liaising with project partners focal staff and providing coordination and support to community leaders, WUAs and BMU in the target area. The officer will be responsible on coordinating monitoring, evaluation, learning and reporting on the project progress.

II. Major duties and responsibilities:

- Manage the effective operationalization of the project in line with set organizational policies, procedures and delegated authority, working with project partners and stakeholders.
- Oversee an effective project cycle management process, including coordination between all partners.
- Provide technical support, working with WWF Practices and consultants as required.
- Manage coordination of budgets and expenditure and maintain oversight of funding flows and pipelines for the project in coordination with each partner.
- Work with WWF offices and partner offices to ensure environmental and social safeguarding is implemented across the project.
- Ensure effective technical and financial reporting.
- Lead and coordinate associated communications working with relevant communications staff.

- Develop and ensure effective implementation of a monitoring, evaluation and learning framework across the landscape.
- Represent the project at internal and external fora.

III. Required Qualification and Experience

- First degree in a discipline relevant to fisheries management and/or community development. Master degree is added advantage.
- At least five years working experience in a field related to fisheries management or community development in fishing community in Tanzania;
- Willingness to spend substantial portion of working hours in villages;
- Proven ability to work independently and deliver high quality and timely outputs;
- Excellent interpersonal skills including advanced experienced presentation and facilitation.
- Effective and clear communication skills in writing and verbally in Kiswahili and English
- High level of personal integrity;
- Proficiency with standard computer software including MS Word and MS Excel.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

IV. Desired Qualifications

- An understanding and insight into national fisheries and wetlands issues and current agenda.
- Proven success and experience in writing activity concept note;
- Experience in participatory approaches and with experience in working with government, counterpart agencies, CSOs, NGOs, private sector, community-based organizations and local communities.

V. Working Relationships

Internal: Interacts and works closely and on a regular basis with the Freshwater team, programme and finance staff in Tanzania Country Office. Coordinates and interacts as appropriate with Blue of Heart of Africa (BHoA) initiative and other WWF offices.

External: Interacts as required with governmental institutions and other stakeholders, in collaboration with the Programme Executant as appropriate.

MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: https://www.wwf.or.tz/jobs_and_opportunities/jobs/ Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Monday, 15th August 2022 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org

