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## **VACANCY ANNOUNCEMENT – FOREST PROGRAMME COORDINATOR**

**Position Title:** Forest Programme Coordinator  
**Reports to:** Conservation Manager, WWF-TCO  
**Supervises:** Forest Programme Staff  
**Duty Station:** Dar es Salaam

### **Background information**

#### **I. Background**

Forest programme coordination requires a dynamic and experienced individual to work with Government Institutions, International Non-Governmental Organizations as well as with local Civil Societies. The position is also required to provide technical support to the overall TCO's Forestry Conservation Programme. The position calls for a person with an advanced Degree in Forestry or Natural Resources management, energetic self-motivated, strong ability to work with minimum supervision and team building character. The incumbent is required to have sound technical background and experience in Projects planning, management, monitoring and evaluation. Moreover, the officer has to be articulate with demonstrated experience in fundraising and managing multi-stakeholder's projects and programmes. Furthermore, the incumbent will play a great role in developing and strengthening the Water Towers Landscape. The coordinator will also ensure equal representation of forest restoration in the three landscapes and one seascape. The holder will support TCO in contributing to WWF's Global goals and participating in WWF International Practices particularly Forest Practice. The coordinator will also provide technical support to the Africa Forest Landscape Restoration Initiative and other related hosted initiatives in TCO.

#### **II. Major duties and responsibilities**

##### **A. Forest Management**

- Supervise the Forest Programmes/Projects to ensure effective delivery as per the respective projects objectives and contractual agreements with the donors. This includes supervising the Forestry Programme Officers and PEs and to timely produce their work plan and budgets as well as production of routine projects/programmes technical reports.
- Assist the Conservation Manager in coordinating timely production of projects/programmes technical reports and production of TCO Annual Report
- Assist the Conservation Manager in the preparation and reviewing TORs for various consultancies including project planning, evaluations etc and assist in managing such contracts including ensuring timely receipt of deliverables
- In collaboration with the TCO Conservation Manager, serve as a Resource person in project planning, management and Monitoring using the WWF Project Cycle Management Standards and the respective Monitoring and Evaluation Tools
- Provide support in fundraising process for the Forest Programme including developing forest related project concepts and proposals within the country's priority landscapes in collaboration with the Conservation Manager.

##### **B. Technical Responsibilities:**

In general supervision of the Forest Programme, the FPC's responsibilities would entail:

- Being the overall coordinator of all Forest Projects supported by WWF in Tanzania to generate lessons that could be shared with similar interventions elsewhere within the WWF-Network.
- Ensuring that forest operations under WWF-TCO support are in line with WWF-Global Forest Strategy, targets and milestones.
- In collaboration with TCO Conservation Manager, liaising with Regional Forest, Africa FLR Initiative, FLR Implementation Hub and related programmes to ensure that national interests are addressed accordingly in priority landscapes,
- In collaboration with the Conservation Manager, assist in project planning processes as well as coordinating timely production of projects documents or proposals.
- Supervising Forest Projects' Coordinator and Executants in the country to ensure timely development of annual work-plans, budgets and technical reports.
- Supervising the management, monitoring and development of TORs for evaluation of Forest Projects including production of evaluation reports for the same and analyzes and adapts recommendations thereof.
- Participating in Forest related meetings, dialogues and discussions in the country and within the WWF-Network and provide advice to the Conservation Manager and the Country Director on forest issues.
- Perform any other duties as would be assigned by the Conservation Manager and/or the Country Director.
- Assist the country office to contribute to increasing the engagement, visibility and relevance of WWF to key policy audiences as part of the implementation of the Country's conservation strategy and WWF's vision 2020.
- Maintain professional knowledge and keep abreast of emerging issues and current global, regional and national environmental, economic, political, social and other trends in Tanzania and regional level (EAC, COMESA, SADC), on relevant policy dialogues and political processes, to generate appropriate information, strategic analysis, direction and proposed actions in policy and advocacy areas.
- Engage in providing the country office perspective in developing WWF policy positions, and participate actively in relevant fora and with relevant stakeholders including government, public and private sector actors, civil society, and community among others, to promote those positions and to achieve concrete gains on WWF's drive towards better natural resources management custodianship and sustainable development. Disseminated.
- Work to link WWF's conservation priorities to national political or development agenda, framing conservation objectives when appropriate in economic, security, and trade terms.
- Assist the Development and Partnerships Manager to engage with strategic partners in the discourses on FLR, sustainable development and natural resource management, as well as in the identification and development and submission of WWF funding proposals to specific and relevant funding lines.
- Work with Communication team in developing communication plans for impactful outcomes and fundraising for conservation

### **C. Thought leadership**

- i. Provide close support to the WWF TCO People Development Manager in recruitment of staff for the WWF TCO Forest Programme and supervise monitoring of staff performance i.e. overseeing annual staff performance reviews and giving feedback where needed;
- ii. Oversee procurement of capital equipment for the programme, working closely with the WWF TCO Operations Manager and Logistics Officer in;
- iii. Ensure timely preparation of programme reporting, especially semi-annual and annual technical reports to the WWF network and external donors,
- iv. Supervise, and provide direct input to, the regular review of quarterly financial reports prepared by the WWF TCO Finance Dept and provide feedback on possible misallocations;

- v. Ensure implementation of the Programmes monitoring plan, providing technical input and ensuring that relevant bio-physical, socio-economic and governance monitoring parameters are periodically measured, generating data both to evaluate progress and impact of the WWF TCO Forest Programme and to inform natural resources management decision-making by Regional and Local Government Authorities.
- vi. Lead a process of regular internal lesson learning and ensure lessons are applied to an adaptive management planning process, together with programme staff and relevant WWF TCO colleagues;
- vii. Ensure that the WWF-TCO senior management team is kept well updated on the progress of the WWF TCO Forest Programme particularly the Conservation Manager;
- viii. Perform any other duties assigned by the Conservation Manager, Country Director and/or their assignee.

**D. Regional and global practice programme coordination**

- i. Perform duties as core team member for forest regional and global practice by participating actively in the core team meetings and calls; provide input to and review key documents shared to the core
- ii. Play the Role of Focal Points in forest in linking global and Office Practice action
- iii. Participate in Conservation managers regular meetings of Focal Points
- iv. Provide updates on TCO critical contribution to global goals

**E. Championing Environmental and Social Safeguard Policies and adherence to Network Standards**

- i. Working closely with the Environmental and Social Safeguards Advisor, ensure social policy skills sets are integrated into all conservation activities. For key conservation functions that interface or lead field-based programs, make social policy skills an important conditionality.
- ii. Where WWF works through partners (e.g., CSOs) ensure WWF social safeguards and standards are part of the contracts / grant agreements and adequate training and monitoring is done
- iii. Embedding Social policy within the conservation the incumbent will use the developed tools, for example, to make the social policies and complaint mechanisms really applicable in the field, integrate social indicators in monitoring WWF conservation impacts etc.
- iv. Ensure project funding and financing for social policy plans and activities is considered as critical to delivering conservation programmes by donors
- v. Ensure empowerment of communities as a key outcome of our conservation delivery efforts as much as possible
- vi. Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

**F. Resources Mobilization & Fundraising for Conservation Programme Growth**

- i. Contribute to TCO's strategic and annual planning processes having ownership of the fundraising part of the overall process
- ii. Do and assist forest teams in planning, writing and editing funding proposals to comply with WWF's fundraising guidelines and standards, paying particular attention to our accountabilities and ensuring that applications meet donor guidelines
- iii. Work with the Partnership and Development Manager ensure that funding proposals comply with WWF's developing best practice

### III. Profile:

- A minimum of a Master's degree in Natural Resources Management, Forestry, environmental and/or natural sciences, Development studies, international relations, economics, social sciences, policy, public administration or management and training fields; an advanced degree (PhD) will be added advantage
- A deep understanding of forest management issues with 7 years working experience in managing forest related projects;
- Good management and co-ordination skills and experience in leading a remote team;
- Experience in technical project planning and implementation;
- Strong policy analysis and strategic thinking skills
- Proven experience in coordinating and monitoring projects including good M&E skills and experience in writing technical project reports;
- Experience and skills in training, transfer of knowledge, communication and facilitation skills;
- A good understanding of the present structure of governance in Tanzania
- A good understanding of WWF's work on policy and advocacy issues
- Willingness to work in the field and travel to remote areas within the region;
- Knowledge in use of computer software packages for word-processing, databases and spreadsheets, internet;
- Ability to follow deadlines, accuracy and attention to detail
- Excellent knowledge and use of English and Swahili language.

### V. Working Relations:

- Internal: Interacts regularly with TCO Senior Management Team, TCO Conservation Manager, Forest Project Executants, TCO Core Staff and WWF Network staff.
- External: Working with Partners: Ministry of Natural Resources and Tourism (Forest and Beekeeping Division, TFS, related government agencies); Vice President's Office (Environment); Land use Commission; Donors and other NGOs based in and working in related interventions.

### MODE OF APPLICATION

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](mailto:hresources@wwftz.org) by **Wednesday, 21<sup>st</sup> September 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](mailto:fcci@wwftz.org)*

