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TERMS OF REFERENCE

Position Title:	Forest Program Officer
Project:	Forest Program
Reports to:	Forest Program Coordinator
Position Grade:	A3
Location:	Kilwa

I. Major functions:

Under the supervision of National Forest Program Coordinator, the Program Officer will assist in supporting the management and execution of forest program activities within the forest landscapes. He/ She will be responsible on daily activities of the project.

II. Major duties and responsibilities:

1. S/he will be in-charge and Forest Program representative for all forest management activities within the Ruvuma landscape and provide technical support to other WWF priority landscapes when a need arises.
2. In collaboration with identified key stakeholders, take a lead in the process of describing and delineating the agreed forest landscape boundaries, and assess issues related to forest gaps, connectivity, and buffer development functions.
3. Assess and identify forest activities in the landscape plans followed by identification of strategic development interventions to initiate and support Village Land Use plans, establishment of school tree nurseries and creation of Village Land Forest Reserves (VLFRs)
4. Lead the process to develop a participatory Forest Work Plan with collaborating Civil Society Organisations, Communities and District Local Authorities.
5. Facilitate implementation processes of agreed Conservation plans with key indicator baselines completed and new area Management Effectiveness Tracking Tool (METT) scores completed and constantly monitored and reported.
6. Support development of practical forest management plans, harvesting plans, Village land use Plans associated by-laws and support implementation of these plans with targeted Communities.
7. Supports participating villages to develop Community Based Forest Enterprises and application of developed CBFM financial manuals
8. Carry out training and staffing needs assessment at all levels. Plan for direct capacity building interventions based on training/capacity needs of partners.
9. Support In-service training courses developed and implemented at all levels within both forestry and associated sectors and within NGOs and Civil Society Organizations (CSOs) in priority forest landscapes.

10. Assess the impact of building the capacity of our project partners/key stakeholders against their contribution on project implementation in the field, monitor and, identify weak points for further intervention/improvement.
11. Facilitate and support alternative livelihoods initiatives and improvement schemes such as beekeeping industry and marketing of timber and non-timber forest products.
12. Support the Forest Landscape Restoration work and projects in WWF priority landscapes in the process to implement the MoU between TFS and WWF and national AFR100 pledge to restore 5.2 million ha of degraded and deforested land by 2030
13. As appropriate, manage and facilitate partnerships with local CSOs working with the Forest Program in the targeted landscapes
14. Work with the TCO M&E Team as Forest Program Liaison Officer to develop Landscapes and Forest Program work plans, budgets and M&E plans and carry out indicator data updating as required
15. In charge of CBFM and Forest Landscape Restoration in the Ruvuma, Water Towers and SOKNOT, landscapes and RUMAKI+ seascape and sub-landscapes
16. Lead on innovation component of forest related interventions including commercialization of NTFPs
17. Represent the programme, as appropriate, to regional and trans-boundary forest-related processes.
18. Undertakes any other duties as may be assigned from time to time

III. Working Relationships

Internal: Interacts regularly with Forests Project team, TCO Projects and Core Staff and WWF Network staff.

External: As a Forest Programme Officer, you will be working with Partners i.e. Tanzania Forest Services (TFS) - Ministry of Natural Resources and Tourism; District Councils, local communities in the respective landscapes, other NGOs based in and working in related interventions.

Minimum Work Requirement:

- Relevant university degree, at least a BSc. in Forest science or related natural resources, a MSc in Natural Sciences or Forest Landscape Restoration may be an added advantage;
- Minimum of 5 years working experience at grass root level in forest related projects particularly in facilitating Participatory Forest Management, Village Land Use Planning, Biodiversity surveys and supporting income generating activities;
- Excellent interpersonal skills, good communication and team management spirit;
- 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 details
- Excellent knowledge and use of English and Swahili language.

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.

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** by **Friday, 09th December 2022 at 1700 Hrs.** Please indicate the title of the position you are applying for in the subject line of your e-mail. 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