



Job Title: Wildlife Management Areas (WMAs) Social Projects Coordinator

Organization: Honeyguide Foundation

Location: Wildlife Management Areas (WMA's) in Tanzania

Job Description: The WMA's Social Projects Program Coordinator at Honeyguide Foundation will be responsible for overseeing and coordinating health, education, and other emerging social/livelihoods programs that are being undertaken by partners like Kamitei and or MWEDO to support the conservation initiatives in the northern Tanzania rangelands particularly in WMA's. This role involves coordinating, developing, and implementing initiatives aimed at improving the livelihoods of people and local communities while promoting sustainable wildlife management practices in the WMAs in the country. The coordinator will collaborate with various stakeholders including WMAs, community leaders, government agencies (DMO's, DPEO), NGOs, and donors to ensure the successful execution of programs.

Roles and Responsibilities:

1. Project Management and Coordination:

- The purpose is to ensure the WMAs' proper engagement in the implementation process and that the projects are integrated with the environmental conservation aspect in all stages of their implementation.
- Develop and implement comprehensive project plans for health and education initiatives in collaboration with MWEDO and Kamitei.
- Assist the project managers for both MWEDO and Kamitei to ensure proper implementations and adherence to timelines, work plans, budgets, and quality standards per donor or government requirements.
- Assist project managers for both MWEDO and Kamitei in monitoring project progress and identifying potential risks or obstacles, implementing mitigation strategies as necessary.
- Develop strategies and action plans for health, education or other emerging social/livelihood programs that align with the goals of communities and WMAs in Tanzania.

2. Communication: Develop communication strategies and materials to enable health and education to support the conservation goals of the WMAs in Tanzania.

3. Capacity Building: Provide capacity building training to partners on issues related to project management in areas like resource allocations, team building, budget development, work plan development e.t.c

4. **Resource Mobilization:** Identify funding opportunities and assist in the preparation of grant proposals and project budgets to secure financial support for health and education initiatives.
5. **Community Empowerment:** Empower local communities, and especially the WMAs to take ownership of health and education programs through participatory approaches, community engagement, and involvement in decision-making processes.
6. **Stakeholder Management:**
 - Act as the primary point of contact for MWEDO, Kamitei, donors, and other relevant stakeholders involved in education, health, and emerging social projects within Honeyguide.
 - Assist partners (MWEDO, Kamitei) in fostering strong relationships with stakeholders, collaborating closely to achieve project objectives and address any concerns or challenges.
 - Facilitate regular meetings and communication channels to keep stakeholders informed and engaged throughout the project lifecycle.
 - Establish and maintain effective partnerships with community leaders, government officials, NGOs (MWEDO, Kamitei), and donors to ensure support and collaboration for program implementation.
7. **Donor Engagement:**
 - Assist partners in delivering detailed briefings and reports to the donor/ NAWIRI, highlighting the impact and effectiveness of health projects supported by their funding.
 - Assist partners in addressing donor inquiries or requests promptly and professionally, ensuring transparency and accountability in all interactions.
8. **Monitoring and Evaluation:** Develop and implement monitoring and evaluation frameworks to assess the effectiveness and impact of health and education programs. Collect and analyze data to inform decision-making and program improvements.

Project Management and Coordination:

- Assist in planning, organizing, and executing project activities.
- Maintain project documentation, including schedules, budgets, and progress reports.
- Monitor project timelines and coordinate with team members to ensure project milestones are met.
- Manage resources and allocate them efficiently.
- Assist in risk assessment and provide the resolution.

Key Deliverables:

1. Set the action plans for scaling up the education and health programs within WMAs in Tanzania.

2. Establish effective partnerships between the education partners (Kamitei) and the anticipated health partner (MWEDO). And the relevant stakeholders to support program implementation and sustainability.
3. Training and capacity-building sessions for key implementing officers from both MWEDO and Kamitei.
4. Monitoring and evaluation reports are produced regularly to track program progress and outcomes.
5. Assist in resource mobilization and, securing funding for health and education initiatives.
6. Ensure the increased community and WMA engagement and empowerment in health and education programs.

Qualifications:

- Bachelor's degree in a relevant field (Project Management, Administration or a related field).
- Proven experience in project management, and administrative roles.
- Strong organizational and multitasking skills.
- Proficiency in computer literacy.
- Excellent written and verbal communication skills.
- Ability to work well in a team and independently.
- Attention to detail and a strong commitment to accuracy.

How to Apply: Interested candidates are invited to submit a cover letter and resume/CV to job@honeyguide.org by Wednesday, 10th April 2024. You must put in the subject line " Social Project Coordinator Application". Only shortlisted candidates will be contacted for an interview.

Honeyguide Foundations is an equal-opportunity employer and is committed to diversity in the workplace. We encourage applications from all qualified individuals, including those with diverse backgrounds and those with disabilities.

Join our dynamic team and make a meaningful impact on the lives of individuals and communities. Together, we can create positive change and build a more inclusive and resilient society. Apply now to become our next Social Project Coordinator!

