

# EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND



(EAMCEF)

## MFUKO WA UHIFADHI WA MILIMA YA TAO LA MASHARIKI

### CONSERVATION PROGRAMME OFFICER REQUIRED

#### 1.0 BACKGROUND

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide sustainable financing for effective conservation of biological resources in the Eastern Arc Mountains of Tanzania. The Eastern Arc Mountains Conservation Endowment Fund was initially conceived as a joint initiative of the Government of the United Republic of Tanzania, the Board of Trustees, the World Bank and the Global Environment Facility (GEF). The Trust aims at providing long-term and reliable funding support to conservation activities related to the promotion of biological diversity, improvement of ecological functions and sustainable use of natural resources in priority areas of the Eastern Arc Mountains. The Eastern Arc Mountains ecosystem forms a major portion of the Eastern Afrotropical Region which is recognized globally as one of the 36 biodiversity hotspots characterized by high concentrations of endemic species now under serious threat. Major mountain blocks of the Eastern Arc spread over fifteen districts in five regions of Tanzania namely, Tanga (East and West Usambara and Nguu Mountains), Kilimanjaro (South and North Pare Mountains), Morogoro (Udzungwa, Ukaguru, Nguru, Rubeho, Malundwe, Mahenge and Uluguru Mountains), Iringa (Udzungwa Mountains) and Dodoma (Rubeho Mountains). Governed by a Board of Trustees, the Fund was officially registered in Tanzania in June 2001 under the Trustees' Incorporation Act (Cap. 318 R.E 2002) and it operates as a not-for-profit Conservation Finance Trust with its day-to-day operations being run by the Endowment Fund Secretariat. The Fund's Executive Director is the Head of the Secretariat with the main administrative offices located in Morogoro Municipality.

The Eastern Arc Mountains forests are under considerable pressure due to various human activities as a result of increased population. Threats leading to biodiversity loss include expansion of human settlements, shifting cultivation, forest fires, extraction of wood for commercial and domestic uses, gold mining, dry season grazing, extraction of non-wood forest products including honey, fruits, medicines, natural ropes, resins, mushrooms and game hunting. Effective control of the drivers of deforestation and forest degradation now ongoing in the Eastern Arc Mountains can only be assured through the EAMCEF's unequivocal commitment to taking exceptional care of the Eastern Arc Mountains ecosystem and all stakeholders impacting positively/negatively on its biological resources.

Whereas requirements for professional manpower necessary for effective conservation of the Eastern Arc Mountains are quite enormous, the staff line-up of EAMCEF is currently still modest. Thus, EAMCEF needs to recruit adequate and competent staff so as to increase and enhance its capacity to undertake its operations and programme activities. In order for the conservation efforts to be sufficiently effective to secure and save the unique natural heritage, the now vacant Programme Officer position needs to urgently be filled by a suitably qualified and competent professional staff as detailed below.

#### 2.0 GENERAL PROVISIONS

##### 2.1 General Conditions

- Proven ability in writing and speaking both English and Kiswahili Languages.
- The EAMCEF Head Office in Morogoro Municipality will be the duty station for the successful applicant.
- The position is equally available for both female and male Tanzanian applicants; female candidates are strongly encouraged to apply.
- Excellent knowledge and proven ability in working with computers and a variety of computer programmes especially Microsoft Office applications (e.g. MS-Word, Excel, Access, Power Point, E-Mails, Internet, etc.) and establishment and management of databases.
- Ability to work under pressure and for extended hours including working on week – ends and holidays as it may be required from time to time.

- Mature, energetic, hardworking, versatile and self-motivated.
- Obedient, honest, trustful, fast learner, smart and socially active.
- Demonstrated ability to work independently or under minimum supervision, effectively supervise and lead others.

## **2.2 Terms and Conditions of Employment**

A Contract of two years will be issued to the successful applicant upon satisfactory performance during the probationary period of the first three months. Depending on the ability to perform the assigned duties, the Contract may be renewed at the end of the second year. An attractive remuneration package will be offered to the selected candidate commensurate with professional qualifications and working experience.

## **3.0 PROGRAMME OFFICER – PLANNING, COORDINATION AND INFORMATION MANAGEMENT (PO – PCIM)**

### **3.1 Duties and Responsibilities**

Reporting and answerable to the Executive Director, the successful Programme Officer – Planning, Coordination and Information Management (PO – PCIM) will be in-charge of and play a leading role in all programme planning, grants management, implementation, coordination, monitoring, supervision, information management and communication activities of the EAMCEF. His/her principal duties and responsibilities will include and not be limited to the following:

- Raise awareness to local communities and other stakeholders on the linkages between conservation, climate change and socio-economic development.
- Raise awareness to local communities, local governments and other relevant partners on the EAMCEF and the benefits available through the EAMCEF intervention programmes.
- Inform NGOs, research institutions and other stakeholders about the opportunities available for funding conservation, climate change, research and community - based development and livelihood activities.
- Develop and maintain an always updated central forum for cataloguing status of activities receiving funding, information generated from programme interventions as well as activities planned and implemented through other conservation partners in the Eastern Arc Mountains.
- Make sure that all relevant information about the Fund's performance and accomplishments is always available for use by all relevant stakeholders including the government and other development partners.
- Assist in timely planning, budgeting and progress reporting for all programme activities.
- Handle publicity, education and extension activities and help to plan, design, produce and disseminate relevant publicity and extension materials from time to time.
- Developing and implementing effective communication, public relations and information dissemination strategy for awareness creation and attracting more support from various sources.
- Helping and effectively participating in developing, updating and operationalizing the EAMCEF Strategic Plan, Engagement Plan, Resource Mobilization and Communication Strategies and assist in various visibility, engagement and communication activities as appropriate.
- Help to improve the planning, information management, communication and organizational capacity of the EAMCEF and effectively assist in the creation of conditions necessary for effective programme delivery.
- Setting up an always up to date information management centre and effectively supervising and monitoring its management and operations.
- Provide necessary back-up support to field activities and effectively assist, support and supervise the Field Projects Officers, Planning and Communication Assistant and Monitoring, Evaluation and Learning Assistant.
- Assist, provide back-up support and appropriately gap-fill in the functions of the Marketing and Engagement Officer as it may be required from time to time.
- Effectively collaborating and working closely with the Marketing and Engagement Officer in planning and executing all activities and functions related to fundraising, marketing, promotion, profile raising, advocacy, engagement, visibility and communication as appropriate.

- Drafting contracting mechanisms, supervising contractual obligations and monitoring outputs delivery by contracted partners.
- Facilitate, coordinate, supervise and follow up implementation of field activities financed by the Fund.
- Assist in enhancing and maintaining an always updated website and highly interactive social media platforms for the Trust.
- Playing a central role in establishing relevant partnerships and maintaining existing partnerships with relevant stakeholders as appropriate.
- Assist in identifying, appraising, preparing proposals and managing the grants making process of the Endowment Fund.
- Assist in the improvement, operationalization and updating of the Guidelines for Solicitation and Awarding of Project Grants as well as the Guidelines for Local Advisory Committees.
- Assist in developing and executing relevant training and out-reach programmes in order to build the capacity of stakeholders.
- Assist in developing and operationalizing a Training Policy for EAMCEF Trustees, Secretariat Staff, key partners and other relevant stakeholders.
- Assist in information collection, storage and dissemination including proper handling and management of ITC equipment, software and operating systems.
- Assist in setting up a Monitoring, Evaluation, Learning and Accountability mechanism and follow up closely its operationalization.
- Assist in developing, updating and operationalizing the Programme contents of the Strategic Plan, Situation Analysis Report, Resource Mobilization Strategy, Investment Management Policy, Business Planning, Education and Awareness Creation documents for the EAMCEF.
- Assist and advise the Executive Director in matters pertaining to management, technical and professional issues and aspects as appropriate.
- Doing any other relevant activity or assignment as it may be directed by the Executive Director from time to time.

### **3.2 Academic and Professional Qualifications**

- Possession of both Bachelor and Master degrees from recognized and reputable higher learning institutions in the fields of natural resources management, forestry, wildlife management, biodiversity conservation, climate change or other relevant biological sciences.
- Formal training in planning, coordination, communication, networking, training, capacity building, monitoring, evaluation, learning and accountability will be desirable.
- Formal training and practical experience in project planning, progress reporting and results based management will be a strong merit.
- Good interpersonal skills and strong background in conservation and community development work.
- Good writing, presentation and communication skills.
- Good working knowledge and skills in handling and dealing with ICT (Information, Communication and Technology) issues and aspects.
- Experience in donor funded project management and working procedures will be desirable.
- Experience in networking and dealing with partners will be an added advantage.
- Working experience in conservation, community development or climate change aspects in the Eastern Arc Mountains or elsewhere will be a pre-requisite.
- Working experience in similar positions and relevant fields of not less than five years with reputable projects/programmes/ organizations.

### **4.0 MODE OF APPLICATION**

Well qualified and interested professionals should lodge their well written applications to the undersigned not later than 30<sup>th</sup> May, 2024.

Application letters with detailed CVs, copies of relevant certificates, testimonials and names of three easily contactable referees should be timely made. Only shortlisted applicants will be called for one or more interviews within two months from the application deadline.

Applications should be addressed to:

**The Executive Director,  
Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),  
Plot No. 348, Forest Hill Area,  
Kingalu Road,  
P.O. Box 6053,  
MOROGORO – TANZANIA.**

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