

Job announcement

Position Title: Projects Assistant

Organization: Sea Sense

Location: Based in Kilwa, Tanzania

About Sea Sense:

Sea Sense is a non-profit organization dedicated to the conservation of marine habitats, the empowerment of coastal communities, and the protection of endangered species, especially sea turtles. Through research, community engagement, and advocacy, Sea Sense promotes sustainable practices to preserve the biodiversity of Tanzania's oceans and coastal regions.

Job Overview:

The Projects Assistant will be an integral member of the Sea Sense team, directly supporting conservation projects in Kilwa. This position is ideal for a passionate and detail-oriented individual committed to marine conservation and community engagement. The Projects Assistant will work closely with Sea Sense staff, local communities, and stakeholders to implement activities aligned with Sea Sense's mission and strategic objectives.

Key Responsibilities:

1. Project Support and Coordination

- Assist in implementing project activities according to Sea Sense's strategic conservation goals.
- Provide administrative and logistical support for project activities, including organizing meetings, workshops, and field visits.
- Aid in the planning and coordination of new and ongoing projects, ensuring timely completion of tasks.

2. Capacity Building and Community Engagement

- Support capacity-building efforts for local communities, government representatives, and other stakeholders to strengthen marine conservation initiatives.
- Assist in organizing and facilitating policy dialogues and conservation workshops with partners and community groups.

3. Data Collection and Analysis

- Collect, analyze, and interpret data from field projects to inform planning and implementation.

- Contribute to the development of project reports and inputs for publications, including articles for Sea Sense’s internal communications and peer-reviewed journals.

4. Project Budgeting and Reporting

- Prepare budgets for project activities, ensuring efficient use of funds and compliance with organizational standards.
- Collaborate with the Sea Sense team to draft and submit timely project reports, including financial and activity reports, to donors and stakeholders.

5. Policy Translation and Advocacy

- Assist in translating national, regional, and international conservation commitments into actionable local initiatives.
- Coordinate with partners and stakeholders to align project goals with policy frameworks, enhancing the impact of Sea Sense’s work.

6. General Administration and Logistics

- Provide overall administrative support, such as organizing meetings, preparing agendas, documenting minutes, and coordinating logistics for field activities.
- Support Sea Sense’s project team with additional duties as needed to ensure smooth project implementation.

Qualifications:

- Bachelor’s degree in Environmental Studies, Marine Biology, Project Management, or related field.
- Strong organizational skills and attention to detail.
- Ability to work in field settings and engage effectively with community members.
- Knowledge of marine conservation issues, especially those related to sea turtles, is a plus.
- Excellent communication skills in English and Swahili.
- Proficiency in Microsoft Office and basic data analysis software is preferred.

This position offers an exciting opportunity to contribute to meaningful marine conservation efforts in Kilwa. If you are motivated by conservation and community empowerment, we encourage you to apply to join the Sea Sense team and make a difference!

Required Behavioral Skills:

- Strong understanding of marine environmental challenges in Tanzania, particularly in Kilwa.
- Excellent interpersonal skills and the ability to build and maintain strong relationships with partners.
- Personal integrity, with an honest and open style of communication.
- Commitment to Sea Sense's values of **Courage, Integrity, Respect, and Collaboration**.

Mode of Application

Applications must include a complete **Cover Letter** and **CV** with full contact details of three referees. Email your application to **info@seasense.or.tz**

Email Subject: Application for Project Assistant Position.

Deadline for Submission: 7 December 2024

Only shortlisted candidates will be contacted. Female applicants are encouraged to apply. Sea Sense is an equal-opportunity employer committed to fostering diversity in the workplace.