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## **Vacancy Announcement**

### **1. Introduction:**

Nature Tanzania is a national conservation Non-Governmental Organization (NGO) with interests in biodiversity conservation, community empowerment and engagement. The mission of the organization is to conserve and restore key biodiversity habitats that are identified as Important Bird and Biodiversity Areas (IBAs) in Tanzania for the benefit of the present and future generations.

Nature Tanzania is implementing an “Addressing the Illegal Killing of Birds (IKB) in Central Tanzania” project. Nature Tanzania is seeking to recruit an enthusiastic and experienced individual for the position of Project Officer – IKB project. The IKB project is funded by NABU International Foundation. The main responsibility of the Project Officer will be to lead the implementation of the IKB project in Central Tanzania.

The IKB project was launched in January 2021. Links and trust with local communities, local government authorities and leaders have been established. A field office is also established and some project activities are ongoing.

### **2. Job Title:**

Project Officer – IKB Project

### **3. Location and place of work:**

The normal place of work (duty station) for this position will be Kongwa and Mpwapwa Districts, Dodoma region, Tanzania. There will be occasional travel at the national and international levels.

### **4. Roles and responsibilities:**

#### **4.1 Main responsibility:**

The main responsibility of the individual will be to lead the implementation, management and delivery of the IKB Project and to coordinate the IKB program of Nature Tanzania.

#### **4.2 Stakeholder mobilization and engagement and activity implementation:**

- Contribute to the planning and preparation of community activities, including stakeholder meetings, trainings and workshops, and provide logistical support during such activities and other project missions;
- Supporting local communities in the implementation of project activities, acting as a local contact point for the project, and helping with communication of the project on social media;
- Contribute to the development of communication and training materials, in particular providing local examples to showcase events and advice on landscape restoration, alternative livelihood activities;
- Coordinate and support interactive environmental education activities in primary and secondary schools linked to the conservation of birds, their habitats and ecosystem services;
- Identify and implement strategies for working with local hunters and local champions in addressing the IKB in the project areas;
- Design, coordinate and implement alternative livelihood schemes which complement project objectives.
- Coordinate and support awareness raising activities including, bird watching at the school and community levels;
- Collaborate with relevant government authorities in assessing the scope and scale of illegal killing and taking of birds in Tanzania and establish a basis for systematic monitoring;
- Coordinate and support landscape restoration activities through Farmer Managed Natural Regeneration (FMNR);
- Support and coordinate project partners/consultants supporting project activities;
- Networking activities, in particular exploring and developing opportunities for co-funding and leveraging activities.

#### **4.3 Project administration, communication and information management:**

- Conduct the day-to-day project implementation activities at the project sites;
- and mentor a Project Assistant already recruited;
- Promote project awareness amongst stakeholders including local communities, project partners and government agencies;
- Contribution to regional and international knowledge exchange through participation in joint events and general planning and research activities planned during the project;
- Work with the Program Officer to develop quarterly/annual plans and budgets.
- Maintain relationships with the government officials at all levels, communities, project partners and BirdLife networks in Africa and globally;
- Produce news articles with regards to the project implementation, successes and learning from the sites;
- Design, produce and distribute awareness material to promote the conservation of resident and migratory birds in Kongwa and Mpwapwa districts;

- Disseminate project outputs nationally, regionally and internationally in collaboration with relevant partners and donors;
- Liaise with policy makers locally, in the district, nationally and regionally to ensure that information collected through the project can be integrated into the development of national policies (policy and advocacy).

#### **4.4 Report writing and data collection**

- Develop and produce high quality project reports as per agreed timelines;
- Develop and implement basic data tools for data collection.

#### **4.5 Other responsibilities:**

Carry out any other duties from time to time as required by the Line Manager.

### **5. Qualification and Requirements:**

- Bachelor's degree level in natural resources management, wildlife ecology, natural resource economics or a relevant field of study; A Master's degree is an added advantage;
- At least 3 years of demonstrable experience working in wildlife conservation projects, community-based natural resource management with extensive interaction with community groups, government departments, national and international partners;
- Previous experience in projects related to IKB, landscape restoration and livelihood development is an added advantage;
- Good knowledge of community-based natural resource management and community development;
- Ability to determine and set work priorities organise activities and meet deadlines;
- A self-starter with well-developed written and verbal communication skills;
- Ability to think through strategic processes and determine how to innovatively implement them;
- Ability to coordinate and manage teams and think strategically about implementation within given budgets and timelines;
- Ability to develop appropriate communication for internal and external audiences including writing monthly, quarterly and annual technical reports;
- Excellent computer skills including internet and online communication tools;
- Willingness to and stay in the field, travel frequently to project sites for extended periods;
- A valid driver's licence and good capacity in driving a manual vehicle;
- This position is preferably for Tanzanians.

### **6. Salary and benefits:**

Commensurate with experience, qualifications and in accordance with Nature Tanzania's terms and conditions.

- **Length/duration of this contract:** 12 months renewable based on performance.
- **Working hours** – Full time, 40 hours per week
- **Date when the job is expected to start:** May 2022

#### **7. Application:**

Please submit your application including a detailed CV and motivation letter to [recruitment@naturetanzania.or.tz](mailto:recruitment@naturetanzania.or.tz)

**Application deadline:** 17<sup>th</sup> April 2022

#### **8. Interviews:**

Only shortlisted candidates will be contacted.

#### **9. Equal opportunity employer and opportunities:**

Nature Tanzania is an equal employer. Applications from female applicants are encouraged. Nature Tanzania offers a dynamic and fast-paced environment that encourages growth and leadership.