



## Job Description

**Title:** Agricultural Officer

**Date:** May 2017

**Project:** Water, forests and livelihoods: integrated water, forest and land resources management and climate change resilience in the Udzungwa Mountains

### 1. Introduction

The mission of the Tanzania Forest Conservation Group (TFCG) is, *'to conserve and restore the biodiversity of globally important forests in Tanzania for the benefit of the present and future generations.'* TFCG is a National NGO (NGO Registration No. 1760). TFCG receives funds from multiple donors for the implementation of activities that contribute to achieving the organisation's mission.

The position described in this job description is for the Agricultural Officer of the project: *'Water, forests and livelihoods: integrated water, forest and land resources management and climate change resilience in the Udzungwa Mountains.'* The position is financed by US AID through the Water Resources Integration Development Initiative (WARIDI).

The **overall aim** of the project is: *to enhance water and food security and climate change resilience through the sustainable management of forest and water ecosystem services in the Udzungwa Mountains.*

The **objective** of the project is: *to support the establishment of participatory and integrated water resource management in the Mngeta sub-catchment of the Kilombero Valley and adjacent forests in ways that promote climate change resilience amongst adjacent communities and foster equitable partnerships between communities, government and the private sector.*

The project has three **intermediate results**:

**IR 1.** *Improved catchment forest and water resources management for the Mngeta sub-catchment and Uzungwa Scarp Nature Reserve.*

**IR 2.** *Increased awareness and adoption of sustainable land and natural resource management practices that improve livelihoods and promote resilience to climate change.*

**IR 3.** *One payment for water environmental services scheme has been established involving communities and KPL.*

The duration of the Grant Agreement for the project is 36 months from May 2017 – April 2020. The project is financed by US AID through the Water Resources Integration Development Initiative (WARIDI) with co-funding from other sources including the IUCN SUSTAIN programme.

### 2. Job specific responsibilities

#### Overall responsibilities

The Agricultural Officer is responsible for contributing to the following Project Outcome Targets:

- Threats reduced for Uzungwa Scarp Nature Reserve (USNR) and Mngeta Valley forests;
- Increased Climate Change resilience in 17 villages around USNR and in the Mngeta Corridor.

The Agricultural Officer is responsible for achieving the following result-level targets:

- At least 550 farmers (at least 50% women) from 17 villages are trained on climate-smart, small-scale agriculture including agroforestry, zero-burning value addition strategies.
- At least 30 % of households in 17 villages are using fuel-efficient stoves.
- 340 people (238 women) trained on efficient fuel construction and use.
- VSLAs serving at least 1020 people (at least 510 women) have been established and are helping communities to adopt more climate change resilient livelihoods.

#### Activity Implementation

The Agricultural Officer is responsible for implementing the following activities / work packages:

*2.1 Build the capacity of small-scale farmers in 17 villages in the Mngeta Valley and around USNR to adopt climate-smart, small-scale agriculture including agroforestry and establish value addition strategies for agricultural products.*

*2.2 Promote widespread adoption of fuel-efficient stoves through training and development of by-laws.*

*2.4 Promote the establishment of village saving and loans associations in 17 villages*

The Agricultural Officer will contribute to the implementation of:

*1.2 Build the capacity of communities to implement village Land Use Plans, community based forest management and riverbank strategies including demarcation of 50 metre buffer zones; and support to farmers needing to relocate fields away from the main tributaries.*

The Agricultural Officer will ensure that project activities are implemented in an effective, efficient and sustainable way and in such a way as to achieve the project's overall aim, objective and intermediate results.

The Agricultural Officer will also contribute to the implementation of the project's monitoring, evaluation and communication plan under the guidance of the Project Manager.

The Agricultural Officer will implement activities in compliance with relevant US AID regulations.

#### Reporting

The Agricultural Officer will contribute timely, accurate and detailed information to the Project Manager for the preparation of quarterly, annual, and final reports in the format prescribed by WARIDI.

The Agricultural Officer will prepare activity reports for all activities that s/he has organized.

The Agricultural Officer will contribute monitoring data in accordance with the project's monitoring and evaluation plan.

#### Planning and Budgeting

The Agricultural Officer will contribute to the preparation of annual and quarterly project work plans and budgets. S/he will be responsible for preparing the detailed budgets and plans for those Activities / Work Packages for which s/he is responsible. The Agricultural Officer will consult with the local government staff in the preparation of the project work plans.

The Agricultural Officer will implement project activities in accordance with the project's quarterly project work plans, targets and budgets.

The Agricultural Officer will apply adaptive management skills in the implementation of the Project Document with a focus on achieving its overall aim and objective.

#### Financial management and contract compliance

The Agricultural Officer will ensure that all project funds, assets and other equipment, for which s/he is responsible, are managed in compliance with the project's grant agreements and TFCG regulations.

#### Communication

At all times the Agricultural Officer will act in a professional and courteous manner and will maintain a positive image of the programme, TFCG, WARIDI, KPL and IUCN-SUSTAIN.

The Project Officer will consult with the Project Manager with regard to any communication with the media.

### Conflict resolution

Should any conflict arise in the implementation of the project, the Agricultural Officer will participate in a conflict resolution process as agreed with the project team.

The Agricultural Officer will help to foster a culture of mutual respect and transparency within the project team and with the communities that the project seeks to serve. The Agricultural Officer will ensure that any complaints or concerns raised by participating communities are fully and respectfully addressed.

### Other

Other relevant activities as requested by the Project Manager and TFCG Executive Director.

The Agricultural Officer will operate in compliance with all TFCG regulations and procedures.

### **3. Reporting Line and Line management:**

The Agricultural Officer shall report to the Project Manager.

### **4. Validity of job description**

This job description is valid for three years unless revised. The job description may be updated / reviewed in consultation with the Officer during the lifespan of the project. The Job description is part and parcel of the employment contract between the Officer and TFCG.

The position is for 35 months subject to fulfillment of the responsibilities outlined in this document and in the TFCG Human Resource Manual and receipt of funds by TFCG from WARIDI.

### **5. Location**

The Agricultural Officer will be based in Iringa Town with frequent travel to project villages.

### **6. Qualifications, experience and skills**

#### **Minimum Qualifications**

- BSc in Agriculture.
- Formal training on climate smart agriculture, value chain development, making markets work for the poor, agroforestry, gender and / or micro-finance is an advantage.

#### **Experience**

The candidate must have:

- At least 5 years of relevant practical experience in promoting improved agricultural practices amongst small-scale farmers including market-oriented initiatives.
- Experience in establishing and supporting rural micro-finance initiatives.
- Experience with project monitoring, evaluation and reporting.

Experience in the following areas is preferred:

- Enhancing climate change resilience in rural communities
- Climate-smart, small-scale agriculture and / or conservation agriculture
- Agroforestry
- Experience with village saving and loan associations
- Forest restoration
- Working with NGOs

#### **Skills**

- Fluent written and spoken English and Swahili
- Excellent written and spoken communication skills

The candidate must be highly motivated; able to work independently in remote rural areas; committed to promoting gender equality and environmental sustainability. Candidates should be Tanzanian nationals. Both women and men are encouraged to apply.