



Job Description

Title: Technical Advisor

Date: May 2017

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.

Overall objective

To contribute to TFCG's mission and vision by providing timely and appropriate advice and support to the TFCG Executive Director and other TFCG staff in relation to the governance, sustainability and technical approach of the organisation.

Job Summary

The Technical Advisor shall work closely with the TFCG Executive Director to guide TFCG towards the fulfilment of its mission and strategy.

Objectives

- To provide technical support to the TFCG Executive Director and project teams in project planning, implementation, monitoring and communication that contributes effectively and efficiently to achieving TFCG's mission and vision.
- To enhance the sustainability of the organisation through fund raising, networking, strategy development and capacity building.
- To support the Executive Director in ensuring that the organisation is well-governed and complies with national laws and with agreements with donors and partners.

Reporting

Reporting to and accountable to the TFCG Executive Director.

Funding

The position will be funded by multiple donors.

The Technical Advisor is responsible for raising funds for her / his salary.

Major Duties and Responsibilities

The major responsibilities of the TA are as follows:

Strategy

The TA will advise the Executive Director on TFCG's strategy and approach.

Capacity building

The TA will build the capacity of relevant TFCG personnel in the following areas:

- Project implementation
- Planning, monitoring, evaluation and reporting
- Advocacy and communication

Compliance

The TA will support the Executive Director in ensuring that the organisation and its projects comply with:

- national laws
- relevant grant agreements
- project targets, implementation plans and budgets
- project reporting requirements.

Monitoring and evaluation

The TA will lead on institutional monitoring and evaluation; and will provide oversight on project monitoring and evaluation, thereby ensuring that TFCG's impact is well-documented.

Institutional governance

The TA will support the Executive Director in ensuring that the organisation is well-governed with relevant and updated policies and procedures.

Fund raising

The TA will secure funds for TFCG projects and to cover institutional costs.

Location

The TA is based at the TFCG Head Office in Dar es Salaam with regular travel to project sites.

Qualifications

At least an MSc in Natural Resources Management or related subject.

Formal training on monitoring and institutional governance is an advantage.

Experience

At least 15 years of practical experience in contributing to natural resources management initiatives, including at least 5 years in a senior management position. This should include experience in capacity building, fund raising, project management, financial management, donor engagement and institutional development.

Prior experience of working with environmental non-governmental organisations is an advantage.

Prior experience of working on projects involving: climate change adaptation and / or mitigation, sustainable forest management including forest-based enterprises such as eco-tourism, sustainable timber and charcoal production, and integrated water resources management is an advantage.

Skills

Communication – candidates should demonstrate excellent communication skills including preparation of technical papers, policy reviews and awareness raising materials, as well as skills related to working with the media including social media. Candidates should be able to communicate complex concepts clearly and concisely to a non-expert audience.

Strategy – candidates should demonstrate skills in thinking strategically and in supporting the development and implementation of strategic plans.

Fund raising – candidates should demonstrate prior success in raising substantial funds from major international donors.

Nationality

Candidates should be Tanzanian nationals.

Languages

Fluent written and spoken English and Swahili

Contract length

2 years depending on funding and performance with a possibility to renew