



## Job Description

**Title:** Project Manager

**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 Project Manager 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

#### Project Leadership

The Project Manager is responsible for ensuring that the Project achieves its Aim, Objective and Intermediate Results as outlined in the project document. The Project Manager will guide and support the members of the project team towards achieving the Project's aim, objective and intermediate results.

The Project Manager will provide leadership in the implementation of all intermediate results and will ensure compliance with the WARIDI and SUSTAIN Grant Agreements, applicable US AID regulations, and TFCG regulations and procedures.

The Project Manager shall be the Project's Gender Champion and shall promote the implementation of TFCG's Gender Policy.

#### Activity Implementation

The Project Manager is responsible for providing oversight and leadership with regard to the implementation of activities under Intermediate Results 1, 2 and 3 including those financed with co-funding.

The Project Manager 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 Project Manager has specific responsibility for planning, monitoring, evaluation and communication of the project. This responsibility applies to all of the project's activities including those financed by WARIDI and through co-funding.

The Project Manager will develop and implement the project's monitoring, evaluation and communication plan with technical support from the TFCG Technical Advisor. Some data collection activities will be implemented by other team members.

The Project Manager is responsible for ensuring that members of the project team are keeping to their agreed work plans and that project activities are implemented in an efficient and cost-effective manner.

### Reporting

The Project Manager will ensure compliance with the project's reporting requirements including preparing and submitting to the TFCG Executive Director and TFCG Technical Advisor, draft quarterly, annual, and final reports in the format prescribed by WARIDI.

The Project Manager will prepare activity reports for all activities that s/he has organized.

The Project Manager will prepare monitoring reports in accordance with the project's monitoring and evaluation plan.

The Project Manager will ensure that all team members are preparing timely, detailed and accurate activity reports and will submit final versions of activity reports from all team members to the TFCG Executive Director and TFCG Technical Advisor.

### Planning and Budgeting

The Project Manager will provide leadership and support to members of the project team in the preparation of annual and quarterly project work plans and budgets. S/he will be responsible for the collation of the overall annual and quarterly project work plans and budgets and their submission to the TFCG Technical Advisor for review prior to submitting to the TFCG Executive Director for approval. The Project Manager is responsible for sharing the approved quarterly and annual work plans and budgets with all members of the project team.

The Project Manager will support, guide and monitor members of the project team in the implementation of the quarterly project work plans and budgets.

The Project Manager will apply adaptive management skills in the implementation of the Project Document in order to guide the project towards the achievement of its overall aim.

### Financial management and contract compliance

The Project Manager will work with the TFCG Finance Department to ensure that expenditure is aligned with the annual budgets and work plans approved by WARIDI and that resources including project funds, assets and other equipment are managed in compliance with the project's grant agreements and TFCG regulations and procedures.

### Communication

The Project Manager will ensure smooth communication within the project team; with WARIDI, KPL, AWF and the IUCN SUSTAIN initiative; and between the project and other stakeholders including representatives from Central and Local government, other civil society organisations and the private sector.

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

#### Conflict resolution

The Project Manager will be responsible for identifying and helping to resolve problems and conflicts that arise in relation to the project. In the event that s/he is unable to resolve a problem or conflict s/he will promptly raise the issue with the TFCG Executive Director.

The Project Manager 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 Project Manager will ensure that any complaints or concerns raised by participating communities are fully and respectfully addressed.

#### Personnel management

The Project Manager is responsible for managing the following members of the project team: the PFM Officer, the Agricultural Officer, the two Field Assistants and the Driver.

#### Other

Other relevant activities as requested by the TFCG Executive Director.

The Project Manager will operate in compliance with all TFCG regulations and procedures.

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

The Project Manager shall report to the TFCG Executive Director.

### **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 Project Manager will be based in Iringa Town with frequent travel to project villages.

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

#### **Minimum Qualifications**

- MSc in a related discipline such as Forestry or Natural Resources Management.
- Formal training on participatory forest management, project monitoring and evaluation, and / or payments for ecosystem services is an advantage.

#### **Experience**

The candidate must have:

- At least 10 years of relevant practical experience in the fields of participatory natural resources management, community development and project monitoring and evaluation.
- At least three years of experience in a leadership position.
- Financial management and contract compliance experience.

Experience in the following areas is preferred:

- Enhancing climate change resilience in rural communities
- Climate-smart and / or conservation agriculture
- Payments for ecosystem services
- Agroforestry
- Forest restoration
- Working with NGOs

**Skills**

- Fluent written and spoken English and Swahili
- Excellent written and spoken communication skills
- Leadership skills
- Data management and analysis

The candidate must be highly motivated; able to work independently; and committed to building their professional skills. Candidates should be Tanzanian nationals. Both women and men are encouraged to apply.