



Job Description

Title: Capacity Building Officer - TTCS
Version Date: 9th February 2018
Project: Transforming Tanzania's Charcoal Sector
Reference number for SDC ProDoc: SDC/14/01 BL 3.1.15

Introduction

The position described in this job description is for the Capacity Building Officer for the 'Transforming Tanzania's Charcoal Sector' project.

The TTCS project is being implemented by the Tanzania Forest Conservation Group in partnership with the Tanzanian Community Forest Conservation Network (MJUMITA) and the Tanzania Traditional Energy Development Organisation. The project's goal is: 'A pro-poor and climate resilient transformation of the economics and governance of charcoal and other forest product value chains'. The project is financed by the Swiss Agency for Development and Cooperation. The project was launched in March 2012. Phase 2 of the project started on 1st November 2015. This job description applies to the period 1st March 2017 – 31st October 2019. The geographical focus for Outcome 1 of the project is Kilosa, Morogoro and Mvomero Districts in Morogoro Region.

Objectives / main job function

The Project Officer is responsible for ensuring that the 'Sustainable Charcoal Project' achieves:

Output 2.3 Government capacity increased to provide technical support and governance oversight for sustainable, enterprise-oriented community based forest management (including sustainable charcoal production) and to promote scaling up and mainstreaming of the approach incentivised by increased LGA revenues from CBFM.

Responsibilities / Output Links

The Project Officer is responsible for the implementation of field-based activities leading to the successful achievement of activities under:

Output 2.3 Government capacity increased to provide technical support and governance oversight for sustainable, enterprise-oriented community based forest management (including sustainable charcoal production) and to promote scaling up and mainstreaming of the approach incentivised by increased LGA revenues from CBFM.

The Project Officer will also undertake and / or support other TTCS and TFCG activities in accordance with the TTCS work plan and / or the instructions of the TTCS Project Manager or TFCG Executive Director.

Monitoring and evaluation

Data collection in accordance with the project's monitoring and evaluation strategy.

Data management

The Project Officer shall keep neat and well-organised files in relation to project reports, work plans, correspondence and other documents.

The Project Officer will forward all requests for data from organisations or individuals outside of TFCG to the Project Manager.

The Project Officer is responsible for ensuring that s/he has up to date virus protection on his / her computer and that s/he scans all external drives connected to his / her computer.

Communication

At all times the Project Officer will act in a professional and courteous manner and will maintain a positive image of the Project, TFCG and MJUMITA.

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

Capacity building

The Project Officer is responsible for building the capacity of Community members in relation to outputs 1.2 and 1.3. The Project Officer will also assist in building the capacity of local government staff to support value addition interventions in order to enhance the sustainability of the initiative.

Planning and budgeting

The Project Officer will participate in the preparation of work plans and budgets.

The Project Officer will work closely with other members of the project team in order to plan and implement field activities in such a way as to avoid inconveniencing community members and maximising the impact of project activities.

The Project Officer will apply adaptive management skills in the implementation of the project's work plans and budgets in order to support the project in achieving its overall goal.

Reporting and maintaining project records

The Project Officer shall report to the Project Manager.

The Project Officer shall provide detailed and accurate reports on any project expenditure for which s/he is responsible in accordance with TFCG Financial Guidelines.

Conflict resolution

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

The Project 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.

Timescale

The position is full time from 1st March 2017 – 30th November 2019 subject to fulfilment of the responsibilities outlined in this document and in the TFCG Human Resources Manual and receipt of funds by TFCG from SDC for the project.

Location

The Project Officer will be based in Dar es Salaam or Morogoro. tbc

Qualifications

The Project Officer will have:

MSc or higher degree in a subject related to natural resources management

Minimum competence / experience

- Excellent communication, facilitation, delegation, coordination and listening skills.
- At least 5 years experience in working in the natural resources sector with particular experience on capacity building.
- A proven personal commitment to environmental conservation.
- Literate in computer software applications including Word and Excel.
- S/he will be a Tanzanian National with excellent written and spoken English and Swahili.