



***for a living planet®***

**Position:** Driver - Positions

**Reports to:** Procurement Officer-Arusha Office/Project Officer -Mkomazi

**Duty Station:** Arusha & Mkomazi

**Supervises:** None

**Major Responsibility:**

Provide driving and maintenance services for the WWF- SOKNOT Landscape vehicles and other WWF vehicles.

**Specific Duties:**

1. Drive WWF -Programme officers, partners and Programme visitors, to field activities, meetings, and other work-related activities.
2. Ensure that office vehicles are properly maintained and serviced as required.
3. Maintain vehicle logbooks in accordance with the policies and procedures of WWF; record-keeping including details of each journey; all inputs of fuel and lubricants; and all services, repairs and maintenances.
4. Pick up and deliver documents, mails, messages, purchased goods and other office items as required.
5. Provide additional services in the office as needed when not driving. These services may include photocopying, collating, clean-up, petty maintenance and other duties as assigned.
6. Support projects in photographing
7. Any other duties as may be assigned by the supervisor or relevant WWF-TCO authority.

**Qualifications and Experience**

1. Holder of at least Ordinary Secondary School Certificate (form IV)
2. Holder of a clean driving licence and a certificate of basic Vehicle maintenance/mechanics training from a recognised institute: i.e. holders of 'Trade Test Certificate'.
3. At least 3 years driving experience, in both urban and rural remote, areas. Experience with Natural Resources Conservation Projects will be preferred.
4. Fluent in spoken and written Kiswahili, and basic functional English.
5. Must be competent in safe driving techniques with high manual knowledge combined with auto maintenance skills. The ability to follow instructions and communicate effectively is also required.
6. Experience in working with international NGOs and/or donor-funded programmes will have an added advantage.

**Working relationships:**

- a) Reporting to the Procurement Officer Arusha Office, and those in Field offices reports direct to Program Coordinators and dotted line the Operations Manager
- b) Internal (WWF): working closely with TCO Programme staff, as well as other staff of the WWF Tanzania Country Office; guests from other WWF offices around the world; and consultants hired by the TCO Programme.

## **MODE OF APPLICATION**

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Monday, 8<sup>th</sup> January 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*



## TOR for Office Attendant – Mkomazi

Position Title: Office Attendant.

Reports to: Project Officer

Location: Mkomazi

Date: February 2023

### **I. Background Information:**

Under the directives of the Project Officer provides office cleaning, gardening, heralding, collating and office assistance services to the Mkomazi Field office and ensuring cleanliness of office building, surroundings and running errands during and after office hours. The office attendant is also responsible for answering incoming calls, taking messages and others as specified below: -

### **Specific Duties:**

1. Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
2. Notify management of occurring deficiencies or needs for repairs and making adjustments and minor repairs
3. Coordinates and prepares for meetings and special events by assisting with reservation of conference rooms, and arranging for refreshment and necessary equipment.
4. Maintain cleanliness and order in Office premises.
5. Ensure the Offices, reception room, and boardrooms are kept neat.
6. Support staff in moving documents around the office.
7. Photocopying/Binding Office documents as and when requested.
8. Preparing tea and sourcing lunch for staff.
9. Maintain a kitchen inventory eg. Initiating purchase requests for kitchen and cleaning requirements plus toiletries.
10. Manages correspondence into and from the office, including regular checking of mail at the local post office, electronic mailing systems and making periodic back-ups of computer files;
11. Any other duties as may be assigned by the supervisor.

**Supervises:** None

### **Working relationships:**

1. Internal: Work with the all-SOKNOT staff and other WWF – TCO Staff.
2. External: Work and provide regular support to the visiting WWF Staff, partners, outside vendors /relevant suppliers of goods and services, institutions and individuals working with SOKNOT Landscape in Mkomazi

**Minimum Work Requirement:**

1. Academic: At least 'Ordinary Secondary Education' and/or equivalents Training Certificate(s).
2. Skills and Ability:
  - Ability to follow instructions and communicate effectively is required;
  - Must be able to work independently / or with very minimal supervision.
  - Must have a very good command in verbal and written Kiswahili; and have at least basic functional skills in English.
3. Others:
  - A resident within the Project area would be an added advantage.
  - An interest with Conservation of Environment would have an added advantage.

**MODE OF APPLICATION**

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Monday, 8<sup>th</sup> January 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*







*for a living planet®*

## **JOB DESCRIPTION**

**Position Title:** Project Officer – SOKNOT UNGANISHA

**Reports To:** SOKNOT UNGANISHA BMZ Project Manager with a dotted line to SOKNOT Focal Person

**Location:** Same Office, Tanzania

### **I. Position Summary**

Under the supervision of the BMZ manager, the Project Officer will be responsible for supporting the development and implementation of conservation activities within WWF Tanzania's Southern Kenya-Northern Tanzania (SOKNOT-UNGANISHA) landscape with a focus on the Mkomazi sub-landscape. The transboundary program seeks to restore key natural resources across the expansive landscape to bring benefits to wildlife and people. These include: critical forests, farmlands, rangeland ecosystems and wildlife corridors for more biodiversity, climate change resilience and better livelihoods. SOKNOT-UNGANISHA comprises the Mau-Mara-Serengeti, Amboseli-West Kilimanjaro and Tsavo-Mkomazi sub-landscapes with key habitats including wildlife dispersal areas and corridors connecting a network of protected areas. Ensuring improved wellbeing of local communities through improved voice and agency, equitable benefit sharing and diversified and sustainable livelihoods is critical.

### **II. Major Function:**

Works in close partnership with BMZ Manager and UNGANISHA landscape programme teams to develop and implement effective conservation initiatives in the Mkomazi sub-landscape. The Project officer will provide leadership for the BMZ Project and lead internal strategy development for SOKNOT-UNGANISHA's transboundary landscape conservation work and, manage the implementation of on-the-ground project activities. The role requires close liaison with other WWF program and projects that operate within the landscape in order to ensure integration. The role will manage human and financial resources in support of project outcomes and supervise the work carried out by the project partners, including but not limited to, human-wildlife conflict mitigation, habitat security, climate change adaptation, community livelihoods, among other areas of intervention.

### **III. Role and Responsibilities**

- Work closely with the BMZ manager, as well as other SOKNOT-UNGANISHA and WWF TCO to identify opportunities for landscape conservation within specific local government authorities around the Mkomazi ecosystem.
- Work with BMZ manager and relevant project accountants to manage the landscape conservation program budget ensuring that it is effectively planned, monitored and implemented, focusing resources appropriately to achieve optimum results.
- Represent WWF SONKNOT-UNGANISHA to local meetings within the respective districts.
- Establish, cultivate and sustain strategic partnerships with the Local Government Authorities, private and public organizations and agencies in the landscape to support WWF's landscape conservation objectives.
- Ensure there is excellent communication within the Project with other departments and teams throughout SOKNOT-UNGANISHA and externally to relevant stakeholders.

- Ensure regular and effective communication with the BMZ manager and produce regular reports and updates.
- With permission, serve as key media representative undertaking TV, radio, newspaper and other interviews on a wide range of topics related to the project.
- Follow WWF's project management systems and practices to ensure that there is effective management of personnel time and deployment of resources in support of target outcomes. This requires adherence to timely work planning, budgeting, reporting, and satisfactory Monitoring, Evaluation and Learning (MEL).
- Maintain a broad (and often detailed) understanding of BMZ's extensive project initiatives and identify and implement cross-project strategies among other projects.
- Evaluate the team effectiveness and progress towards the achievement of BMZ target outcomes, facilitate team self-evaluation and learning and ensure the ongoing measurement of outcomes and results (MEL).
- Supervise junior staff and consultants ensuring that each person has a clear understanding of their scope and responsibilities. Ensure that the team functions harmoniously and that conflicts are resolved timeously.

#### **IV. Qualifications and other Requirements**

- Masters' degree in biological, environmental science, Agro-economics, water resources or related field preferred.
- At least five years demonstrated experience in leading natural resources conservation programs and projects in a complex landscape and with detailed reporting requirements.
- Good management and leadership qualities developed from middle management level.
- Proficient in IT, Microsoft Office skills;
- High level of professionalism – the mix of dependability, initiative, diligence and ability to make sound judgments, within agreed guidelines, that will earn respect and achieve success in the landscape.
- Strong problem-solving skills, able to effectively analyse problems and provide creative workable solutions.
- Excellent organizational and team-building skills.
- Excellent communicator in both English and Swahili, both verbally and in writing. Ability to interact harmoniously and communicate effectively with people (both internally and externally) from varying educational, social and cultural backgrounds.
- Good project management skills with an ability to manage a large workload and prioritize appropriately.
- Able to work interdependently, optimizing the skills available within the team.
- Proven competency with managing budgets of a complex nature and report writing.
- Any other tasks as assigned by your seniors.

**This job description sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. The tasks and responsibilities may reasonably vary from time to time depending on the needs of the organisation.**



## MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: **hresources@wwftz.org** by **Monday, 8<sup>th</sup> January 2023** at **3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*



**WWF** *for a living planet*<sup>®</sup>

## **JOB DESCRIPTION**

<b>Position Title:</b>	Procurement Officer
<b>Reports to:</b>	SOKNOT Landscape Lead with dotted line to the Senior Procurement Officer
<b>Duty Station:</b>	Arusha
<b>Supervises:</b>	Logistics staff/drivers

### **I. Scope of Work**

Under the supervision of SOKNOT Landscape Lead and Senior Procurement Officer, the Procurement officer will take responsibility of the Procurement and Logistical management functions of SOKNOT Landscape Arusha Office. He/She will be responsible for assisting the Senior Procurement officer in execution, implementing and managing the overall procurement and related functions for WWF Tanzania. He/she will also require supporting the Operations Unit in logistical support for fleet management and documenting all correspondents for duty and Tax exemption certificates. He /she will also liaise with the Field Office to ensure effective coordination of Procurement standards and Implementation of WWF policies and procedures across all SOKNOT Projects.

### **II. Main Duties and responsibilities**

- Assist with the preparation of request for quotation, initiations to bid, requests for proposal and co-ordination of their timely dispatch by email or dispatch.
- Assist the Senior Procurement Officer in maintaining current up to date procurement documents and manuals.
- Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating department and identify available suppliers from the list of preferred suppliers for each requisitioned item.
- Routing copying and circulation of quotes, bids and proposals for evaluation
- Researching pricing obtaining quotes locally/internationally on low value items.
- In liaison with the Senior Procurement Officer assist in coordination with the selected bidder to ensure completion of all procurement process including bid security, contract award notice and that contract documents are distributed accordingly.
- Coordinate with the Requestor and make sure the right information is filled in the purchase requisition and right material details are filled.
- Provide purchased materials to the responsible receiving office and do all actions for completing the process.

- Receive the approved quotation analysis by Operations Manager and Head of Finance and create a Purchase Order.
- Maintain and manage all procurement documents for records and Audit purpose.
- In coordination with Senior Procurement Officer establishes and maintains procurement plan and ensures timely delivery of goods and services.
- Assists the Procurement officer on preparation of variety of reports, correspondence, and documents (e.g. purchase orders, quotation analysis and amendments) on procurement-related matters.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.
- Any other duties provided by the superiors/line manager.

### **III. Profile**

#### **Required Qualifications**

- At least a Bachelor's degree in Supply chain management, Procurement and logistics, Accounting or Business Administration.
- Minimum of 3 year's professional experience in procurement, supplies and logistics ideally with experience working with government and NGOs.
- Previous work experience with international organizations involved in environmental and/or community issues;
- Proven ability in supply chain management and logistics;
- Excellent written and oral communication skills,
- Fluency in English and Kiswahili Languages
- Good Computer knowledge.

#### **Required Skills and Competencies**

- Strong Planning and organizational skills
- Proven interpersonal skills, including the ability to develop and maintain strong relationships at all levels within WWF and other external stakeholder;
- Ability to work within a multicultural environment
- Dynamic, responsive disposition
- Open, adaptable, team spirit;
- Ability to work under pressure;

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**

## MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Monday, 8<sup>th</sup> January 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*



## **JOB DESCRIPTION**

**JOB TITLE:** Monitoring, Evaluation and Learning officer.

**JOB LOCATION:** Arusha

**REPORTING LINE:** Head of Monitoring, Evaluation and Learning with dotted line to the SOKNOT Landscape program coordinator- Tanzania

**FUNCTIONAL SCOPE:** SOKNOT program and projects

### **I. INTRODUCTION**

World Wide Fund for Nature (WWF) is one of the world's largest and most respected independent conservation organizations, with almost 5 million supporters and a global network active in over 100 countries. WWF's mission is to stop the degradation of the earth's natural environment and to build a future in which humans live in harmony with nature, by conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable, and promoting the reduction of pollution and unsustainable consumption.

The SOKNOT landscape is one of the biologically richest places on Tanzania; its varied natural resources support the livelihoods and well-being of millions of people in mainland Tanzania. WWF-Tanzania Country office is working to conserve the landscape biodiversity and build a secure and sustainable future for people and wildlife.

SOKNOT Landscape is one of the priority Landscape programme and big programme in WWF Tanzania that require greater support to ensure data are collected and managed to inform progress of various projects implemented in the landscape. There are number of high-profile projects implemented in the landscape that require greater attention in its implementation with a rigorous monitoring and evaluation process with well integrated and efficiency Monitoring, Evaluation and learning system to drive impact on conservation of the landscape Natural resources.

WWF Tanzania is hiring an M&E Officer to support the SOKNOT landscape programme teams to effectively design, monitor, evaluate and report on the landscapes program delivery as well as promote learning and adaptive management process for the landscape programme.

### **II. Major functions:**

Under the guidance of the Country lead of monitoring, Evaluation and Learning, the SOKNOT Landscape coordinator Tanzania and working closely with all team members, the M&EL Officer provides support to the Landscape programme team in the planning, monitoring, Learning and reporting of programme activities to ensure compliance with the WWF project and programme management standards, WWF's contractual obligations and ensure close collaboration between the Landscape program teams, partners and other relevant stakeholders in the programme and projects sites.

### **III. Major duties and responsibilities:**

#### **Setting up the system:**

- Assist in the revision of the project monitoring plan matrix, particularly in the areas of performance indicators and their measurement in alignment to WWF Tanzania strategic plan.
- Assist in the development and/or finalization of the project Work Plan and keep it updated in accordance with project activities and timeframes as relevant for the landscape program.

- Develop the overall framework, for the landscape program and projects M&E, for example mid-term project review plan, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection tools.
- Review the quality of existing data in the project's subject areas for the landscape program, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.
- Develop baseline data for all new projects in the landscape and align to the Landscape program strategy for all indicators.
- Facilitate projects designs of new projects and participate in proposal and concept development for project in the landscape
- In collaborating partners, review their existing monitoring approaches, tools and agree on any required changes, support and resources.
- Develop a plan for project team-related capacity-building on M&EL
- Organize and undertake training with collaborating partners on M&E as required.

#### **Implementation of M&EL and coordination:**

- Collect data on a regular basis to measure achievement against the performance indicators.
- Support programme teams in proper excursion of projects workplans
- Check data quality with program teams and Implementing partners.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Coordinate the monitoring of implementation of the project work plan, and ensure that project/programme monitoring plan report are timely submitted to the country office M&E Manager and relevant parties
- Support team in preparing quality project progress reporting and facilitate project mid-term review and final evaluation.
- Identify areas where technical support to project partners is required. Organize refresher training on M&E for partners as required.
- Identify lessons learned and develop case studies to capture qualitative outputs of the projects in the landscape, facilitate adaptive management and advice the landscape lead on improving project performance using M&E findings.

#### **Communication:**

- Produce reports on M&EL findings and prepare presentations based on collected data in line with TCO M&EL framework and the Data management system
- Provide the landscape program lead with the projects and programme data and regular reports for program management decision as may be required.
- Establish maintain effective relationship with programme partners (multi-sectoral, government and non-government) at local and national levels (for implementation and networking/lessons sharing
- Facilitate regular monitoring and reflection with program teams in a timely fashion in terms of implications for future action. Create such discussions to fill any information gap.
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.
- Perform other duties as may be assigned by line managers

## **IV. Qualification's requirements:**

### **Education:**

A minimum of Bachelor's Degree in Natural Sciences, Economics, Environmental Science, Monitoring and Evaluation, Programme and Project Management and or Natural Resources Management. A Masters in any of the above field is an added advantage.

**Experience:**

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities of international development projects.
- Experience in designing, implementing, and operating big program M&E systems from initiation to closeout stages.
- Experience in designing and managing beneficiary monitoring and database systems.
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and managing Evaluations
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to partners and target beneficiaries.

**Languages:**

Excellent written and spoken command of English. Good Swahili language is preferred.

**V. Competencies:**

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Good moderation, facilitation and training skills.
- Strong analytical skills including analysis of both quantitative and qualitative data
- Ability to work in a team and good interpersonal skills.
- Good computer applications skills.
- Good organisational and time management skills required to meet deadlines.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments and culture.
- Willing to travel extensively within and outside the Region.

**VI. Working Relationships:**

- i. The post holder will need to Interact on a regular basis with Country M&E manager, coordinate and collaborate particularly with the following colleagues: SOKNOT Transboundary Landscape program Coordinator, SOKNOT Tanzania landscape Program Coordinator; Relevant thematic program coordinators, WWF Tanzania M&E Team; relevant program partners and projects Implementing Partners.
- ii. The post holder will also develop working relationships with other TCO staff supporting relevant programmes, within the region and in the network and share information and data for M & E purposes

**This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.**



## MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Monday, 8<sup>th</sup> January 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*

## **JOB DESCRIPTION**

**Position Title:** Communications Officer – SOKNOT UNGANISHA

**Reports To:** Communications Manager with a dotted line to SOKNOT UNGANISHA Coordinator

**Location:** Arusha Office, Tanzania

### **I. Position Summary**

Under the supervision of the Communications manager, the Communication Officer will be responsible for supporting the development and implementation of effective communication and advocacy strategy within WWF Tanzania's Southern Kenya-Northern Tanzania (SOKNOT-UNGANISHA) landscape. The transboundary program seeks to restore key natural resources across the expansive landscape to bring benefits to wildlife and people. These include: critical forests, farmlands, rangeland ecosystems and wildlife corridors for more biodiversity, climate change resilience and better livelihoods. SOKNOT-UNGANISHA comprises the Mau-Mara-Serengeti, Amboseli-West Kilimanjaro and Tsavo-Mkomazi sub-landscapes with key habitats including wildlife dispersal areas and corridors connecting a network of protected areas. Ensuring improved wellbeing of local communities through improved voice and agency, equitable benefit sharing and diversified and sustainable livelihoods is critical.

### **II. Major Function:**

Works in close partnership with Communications Manager and UNGANISHA landscape programme teams to develop and implement effective internal and external public relations and communications strategies for the UNGANISHA/SOKNOT landscape;

### **III. Duties and Responsibilities:**

#### **1. Communication for Public Engagement and Movement Building**

- Work in close partnership with Communications Manager and UNGANISHA/SOKNOT landscape programme teams to develop and implement effective internal and external public relations and communications strategies for the UNGANISHA/SOKNOT landscape;
- Participate in the development and implementation of strategic communications and advocacy outreach programmes and campaigns to influence attitude and behaviour change;
- Develop and disseminate Information Education and Communications materials including print and electronic materials;
- Work in close partnership with the SOKNOT UNGANISHA program leader to develop and disseminate quarterly bulletins highlighting the UNGANISHA/SOKNOT landscape conservation activities and impact;
- Assists in designing and implementing crisis and media handling strategies;
- Work with communications and program teams to generate digital content;
- Support the delivery of creative, targeted and impactful communication, advocacy and engagement campaigns, activities and projects, which support the objectives of WWF Tanzania conservation impact and communications strategy;
- Collaborate with communicators across the WWF network to enhance and develop comms planning processes and to achieve greater levels of engagement, participation and conversion from our core campaigns and initiatives.

## **2. Strategic Communication for Program Support and Advocacy**

- Participates in developing and implementing strategic outreach programmes and campaigns within the UNGANISHA/SOKNOT landscape;
- Prepares talking points and speeches for UNGANISHA/SOKNOT programme teams;
- Support development of program proposals and preparation of project reports;
- Contribute to programmes' strategic plans development and review;
- Support transboundary communications initiatives and jointly funded projects within the landscape;
- Identify ways to measure the success of activities and ensure regular evaluation reports are produced and prepared for individual campaigns, programmes and projects within the landscape.

## **3. Communications for Partnerships and Fundraising**

- Network with partners to ensure participation at partner-led public events to enhance WWF Tanzania's visibility within the UNGANISHA/SOKNOT landscape;
- Participates in developing and implementing Corporate Citizenship Programs and activities;
- Assists in planning and organizing corporate events within the UNGANISHA/SOKNOT landscape;
- Support the fundraising team in developing fundraising collaterals as part of the wider resource mobilization strategy;
- Monitors, reviews and provides recommendations regarding communication and fundraising activities;
- Organise and execute partner and corporate events such as media briefs, seminars and conferences among others;
- Support communication liaison for donor visits within the UNGANISHA/SOKNOT landscape.

## **4. Internal Communication**

- Support the delivery of internal communications activities to support a range of projects, work areas and workgroups;
- Ensures prudent management and safety of communication assets and resources;
- Support the management of WWF Tanzania's website by liaising with responsible staff to generate and update web content;
- Work with the IT team in the regular development of online channels, to ensure it maximises opportunities, to support the sharing of messages and two-way engagement and interaction;
- Coordinate logistics, planning and evaluation to support a range of internal communications events in UNGANISHA/SOKNOT landscape;
- Embed and bring our brand to life for colleagues, building champions within the UNGANISHA landscape to support our external messaging and positioning;
- Responsible for supporting scheduling and creating high-quality and engaging internal communications content on a weekly basis for core channels, and to deliver this in a variety of mediums, including written, visual, audio and video;
- Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect and Collaboration.
- Undertake any other duties as may reasonably be required of you in the post.

## **I. Profile**

### **Experience, Qualifications and Knowledge**

- A minimum of Bachelor's degree in public relations or communication-related field;
- At least 3 years' experience in a fast-paced media environment;
- Respected relationships with key media; demonstrated success in pitching to local, regional and international media;

- Proven experience in identifying and proactively developing story ideas;
- Strong writing, case study story gathering and editorial skills;
- Strong content development, digital and creative skills;
- Strategic communications planning;
- Media Relations and crisis management;
- Networking and Relationship Building capability;
- Content development skills;
- Experience in driving corporate affairs and communication function in Conservation, development, policy environment or related areas;
- Excellent communications, networking, media relations, event management, brand management, writing strategy formulation and deployment skills;
- Excellent organizational, strategic thinking, negotiation, budgeting and leadership skills;
- Creative thinking and an ability to be inventive, sharing new ideas to help increase the impact of our interventions;
- Extremely organised, with attention to detail second-to-none;
- Proficient in IT, Microsoft Office skills;
- Interest in the work of WWF Tanzania and able to hit the ground running;
- Membership of a Public Relations Society or media association is an added advantage.

## II. Working Relationships

**Internal:** Interacts frequently with communications teams across the WWF Network, UNGANISHA/SOKNOT Program Coordinator, other Coordinators, Projects Officers, Consultants, researchers and all WWF staff.

**External:** Interacts frequently with WWF Regional Communications Staff and WWF Network Offices, Government ministries, departments and agencies, Civil Society Organizations, Private sector, Professional bodies, development agencies, other NGOs, INGOs and donors.

**This job description sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. The tasks and responsibilities may reasonably vary from time to time depending on the needs of the organisation.**

## MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: [https://www.wwf.or.tz/jobs\\_and\\_opportunities/jobs/](https://www.wwf.or.tz/jobs_and_opportunities/jobs/) Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: [hresources@wwftz.org](mailto:hresources@wwftz.org) by **Monday, 8<sup>th</sup> January 2023 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

*WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to [fcci@wwftz.org](mailto:fcci@wwftz.org)*