



**for a living planet®**

## JOB DESCRIPTION

### WWF Tanzania Country Office (WWF TCO)

<b>Job title:</b>	<b>Project Executant</b>
<b>Project:</b>	Strengthening Marine Protected Area Management in Rufiji, Mafia, Kilwa Districts, Tanzania (BAF Project)
<b>Supervisor:</b>	WWF Seascape Programme Coordinator
<b>Duty Station:</b>	Mafia Island District
<b>Date:</b>	01 <sup>st</sup> November 2021

#### 1. SCOPE OF THE PROJECT

The Rufiji-Mafia-Kilwa (RUMAKI) Seascape is an internationally important biodiversity hotspot which also supports the livelihoods of many natural resource-dependent communities, resulting in a critical biodiversity area facing multiple threats and challenges. **In response WWF Tanzania, WWF Germany and Wetlands International with funding from the Blue Action Fund (BAF) are implementing a joint project alongside key partners in order to improve management effectiveness in the marine protected areas (MPAs), community-managed areas and associated buffer zones within the seascape in order to secure ecological resilience and productivity to support local community livelihoods.** The project contributes to the overarching goal of conserving the long-term ecological integrity, resilience and biological productivity of the RUMAKI seascape through innovative approaches that are socially and culturally appropriate and environmentally sustainable.

#### 2. MAIN FUNCTION

The *Project Executant Livelihood, Food Security and Enterprise Development*, serves as WWF's senior representative in Mafia Island in respect to WWF's Seascape Programmes. He/ she provides management oversight by coordinating and supervising the planning, operations, administration and implementation of Blue Action Fund (BAF) and programme project activities in accordance with relevant project documents, proposals and annual workplans of the projects and ensuring timely implementation in a cost-efficient and effective manner. He/she is the primary point of liaison with senior District staff; oversees management of Mafia WWF field office, assets and personnel in respective district; and provides technical support and mentoring staff below him/her.

The *Project Executant Livelihood, Food Security and Enterprise Development* will assist the seascape programme to provide guidance on options relating to available coastal resource ecosystems good and services such as fisheries, mangroves, marine transportation, shells, sea weed, coral reefs, seagrasses, salt mining, tourist attraction from Endangered, Threatened and Protected species (ETP) and other economic base including agriculture, livestock, marketing and trading activities for enhancing sustainable production and income generation while improving household food security.

### **3. SPECIFIC DUTIES**

#### ***Administrative***

- a) ensuring effective collaboration with partner institutions, especially Mafia district authorities, specific government department/sector, Mafia Island Marine Park (MIMP) and relevant village councils, as well as other NGOs, CSOs, researchers and private sector investors;
- b) ensuring office quarterly budgets are accounted for efficiently and scrupulously;
- c) supervising and ensuring effective and cost-efficient use of WWF assets, office facilities and transport resources;
- d) ensuring project and programme objectives and workplans are translated into action and are diligently followed within in respective districts in question;
- e) supporting the management of WWF project and programme personnel working on Livelihood, Food Security and Enterprise Development in terms of planning, time-management, technical approach, partner engagement and administration of WWF human resources policies;
- f) providing oversight of administrative, operational and technical facilitation of project and programme activities in the said districts;
- g) with other partners as appropriate; facilitating conflict resolution between stakeholders within the district where it is affecting progress towards WWF project and programme objectives;
- h) other work-related responsibilities as may be assigned by Seascope Programme Coordinator and his seniors

#### ***Technical***

- a) Ensure existing livelihood option and practices provide sustainable development by taking into account the future climate change scenarios such as increasing variability on resources, rainfall patterns and others;
- b) Undertake livelihood needs assessment for proper intervention and adaptation measures that can be introduced/replicated in the seascope area;
- c) Ensure capacity building/training on group formation/organization, microfinancing, business and entrepreneurship skills, food security and livelihood development are considered;
- d) Lead in developing business models and tools on Nature based Solution (NbS) and Ecosystem- based Adaptation for sustainable development of coastal livelihoods;
- e) Identify, from the global, regional and national good practices, livelihood adaptation measures that can be introduced in the seascope area;
- f) Take lead in assessing the livelihood and food security status in coastal seascope villages and districts;
- g) Identify government agencies, NGOs, community-based organizations, and women's associations or groups whose work focuses on gender and the specific area of intervention in the seascope area;
- h) Assess and identify potential gender-differentiated impacts and collect sex-disaggregated data that could be used to monitor potential gender impacts and
- i) Undertake gender analysis and develop a plan of action that identifies opportunities and entry points for mainstreaming gender in the programme projects. The plan of action for gender mainstreaming should mirror the individual project's log frame and include the development of gender specific project components, gender responsive targets and indicators and time line.

### **4. QUALIFICATIONS AND EXPERIENCES REQUIRED**

- a) Bachelor / Master's degree on Natural resource management, agriculture development, Community development, development studies and related fields. MSc candidates and technical expertise in marine & coastal resources will have an advantage;

- b) Seven years relevant professional experience in natural resources management, fisheries, agriculture and livelihood development project with at least two years in a project leadership position including personnel & budget management;
- c) Understanding of, and sensitivity towards, the culture, gender, religion, race, age and livelihoods context of rural coastal communities in Tanzania;
- d) A proven ability to work effectively without direct supervision, working in a team and willing to travel regularly and to stay for periods in remote coastal areas and to travel at short notice;
- e) Excellent communication and interpersonal skills and good oral and verbal communication skills in both Kiswahili and English, with an ability to develop strong relations with Government, local NGO, CSO, private sectors and community partners;
- f) Focuses on result and responds positively to feedback;
- g) Consistently approaches work with energy and a positive, constructive attitude;
- h) Remains calm, in control and good humoured even under pressure;
- i) Demonstrates openness to change and ability to manage complexities;
- j) Good inter-personal and teamwork skills, networking aptitude and ability to work in multicultural environment
- k) Strong knowledge and understanding of national institutional contexts
- l) Very good command in English & excellent writing skills and the ability to prepare clear, concise reports
- m) Proven experience in conducting assessment and analysis of fisheries, agriculture and livelihood related options/activities

## **5. SUPERVISORY RESPONSIBILITIES**

- a) Line manager to Microfinance and Enterprise officer
- b) Line Manager to Mafia Accountant
- c) Operational and administrative supervision of the Man & Biosphere Reserve and Fisheries Officer
- d) Operational and administrative supervision of the administrative assistant (Mafia Island)

## **6. WORKING RELATIONSHIPS**

- a) Internal (WWF): Will liaise closely with all seascape staff teams and relevant staff at the WWF Tanzania Country Office (TCO);
- b) External: Regular interaction with District Commissioner, District Executive Director (DED), MIMP Warden in-charge and other senior district staff within District/Municipal Councils working closely with other relevant district functional officers, Local and International NGOs, village councils, and target coastal communities in the seascape area.

**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.**