



EASTERN ARC MOUNTAINS CONSERVATION ENDOWMENT FUND

(EAMCEF)

MFUKO WA HIFADHI YA MILIMA YA TAO LA MASHARIKI

EMPLOYMENT OPPORTUNITIES

1. BACKGROUND

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide sustainable financing for biodiversity conservation in the Eastern Arc Mountains of Tanzania. The Eastern Arc Mountains Conservation Endowment Fund was originally conceived as a joint initiative of the Government of the United Republic of Tanzania, the Inaugural Board of Trustees, the World Bank and the Global Environment Facility (GEF). The Fund aims at providing long-term and reliable funding support to conservation activities related to the promotion of biological diversity, improvement of ecological functions and sustainable use of natural resources in the priority areas of the Eastern Arc Mountains. Major mountain blocks of the Eastern Arc spread over fifteen districts in five regions of Tanzania namely, Tanga (East and West Usambara and Nguu Mountains), Kilimanjaro (South and North Pare Mountains), Morogoro (Udzungwa, Ukaguru, Nguru, Rubeho, Malundwe, Mahenge and Uluguru Mountains), Iringa (Udzungwa Mountains) and Dodoma (Rubeho Mountains). Governed by a Board of Trustees, the Fund was officially registered in Tanzania in June 2001 under the Trustees' Incorporation Act (Cap. 318 R.E 2002) and it operates as a not-for-profit Conservation Finance Trust. Its day-to-day operations are run by the Endowment Fund Secretariat (EFS). The Fund's Executive Director is the Head of the Secretariat with the main administrative offices located in Morogoro Municipality.

The Endowment Fund Secretariat is committed to taking exceptional care of the environment of the Eastern Arc Mountains and all stakeholders impacting positively/negatively on its biological resources. This will be possible only if the now vacant positions will be filled by right candidates.

2. GENERAL PROVISIONS

The following requirements will apply to all the posts now available in the Endowment Fund Secretariat

2.1. General Conditions

- ❖ Proven ability in writing and speaking both English and Kiswahili.
- ❖ The EAMCEF Head Office in Morogoro Municipality will be the duty station for each of the positions.
- ❖ All positions are available for both female and male Tanzanian applicants; female candidates are strongly encouraged to apply.
- ❖ Proven ability in working with a variety of computer programmes especially Microsoft Office applications (MS-Word, Excel, Access, Power Point, E-Mails, Internet, Database Management, etc.)
- ❖ Ability to work under pressure and for extended hours including working on week – ends and holidays as it may be required from time to time.
- ❖ Young, energetic, hardworking, versatile and self-motivated.
- ❖ Obedient, honest, trustful, fast learner, smart and socially active.
- ❖ Demonstrated ability to work independently or under minimum supervision, effectively supervise and lead others.

2.2. Terms and Conditions of Employment

A contract of two years will be issued to the successful applicant upon satisfactory performance during the probationary period of the first three months. Depending on the ability to perform the assigned duties, the contract may be renewed at the end of the second year. An attractive remuneration package will be offered to the selected candidate commensurate with professional qualifications and working experience.

3. POSITIONS, RESPONSIBILITIES AND PERSONAL ATTRIBUTES

3.1. PLANNING AND COMMUNICATION ASSISTANT (PCA) – One (1) Position

3.1.1. DUTIES AND RESPONSIBILITIES

Reporting and answerable to the Executive Director, the successful Planning and Communication Assistant (PCA) will be a principal player in all activities and functions related to planning, information and communication management, marketing and outreach aspects of the EAMCEF.

The principal duties and responsibilities of the PCA will include but be not limited to the following:

- ❖ Act as principal and immediate assistant to the Programme Officer – Planning and Communication (POPC) and appropriately assist, back – stop and gap – fill in his/her functions as needed.
- ❖ Assist in raising awareness to local communities and other stakeholders on the linkages between conservation and socio-economic development.
- ❖ Assist in raising awareness to local communities, local governments and other relevant partners on the Endowment Fund and the benefits available through the Fund programmes.
- ❖ Assist in timely planning, budgeting and progress reporting for all programme activities.
- ❖ Assist in handling of publicity, education and extension activities.
- ❖ Assist, provide back-up support and appropriately gap-fill in the functions of Field Project Officers as it may be required from time to time.
- ❖ Facilitate, supervise and follow up implementation of field activities financed by the Fund.
- ❖ Assist in identifying, preparing, appraising and reviewing proposals for funding by the Endowment Fund.
- ❖ Assist in developing and facilitating relevant training and out-reach programmes in order to build the capacity of EAMCEF and stakeholders.
- ❖ Assist in information collection, processing, storage and dissemination including proper handling and management of IT equipment, software and operating systems.
- ❖ Assist in developing, updating and operationalization of the Programme contents of the Strategic documents of the EAMCEF.
- ❖ Participate in marketing, fundraising and resource mobilization activities for the EAMCEF targeting potential supporters and other EAMs stakeholders.
- ❖ On an ongoing basis, review, enhance and manage an always updated, appealing and effective website of the EAMCEF.
- ❖ Make effective research on existing and potential future donors (donor mapping), design and facilitate the implementation of appropriate approach mechanisms.
- ❖ Assist to increase visibility of the EAMCEF accomplishments and the EAMCEF in general through production and communication activities fit for social media (Website, Twitter, You-Tube, Facebook, Instagram, etc).
- ❖ Assist in preparation and production of Video Documentaries for EAMCEF success stories.
- ❖ Assist to prepare EAMCEF's Information Briefs on what EAMCEF is doing, reflect recent achievements, ongoing and pipeline projects, and how partners can engage and participate.
- ❖ Facilitate the establishment and use of electronic mail communications for the EAMCEF and the EFS Staff;

- ❖ Carry out survey and propose areas of using IT as an instrument to improve service delivery;
- ❖ Review and assist in planning, budgeting and execution of implementing partners and advice accordingly;
- ❖ Facilitate and coordinate the development and operation of an Integrated Communication and Information Management System and Information and Communication Technology (ICT) Policy;
- ❖ Undertake regular communications audit and stakeholder analysis to assess communication needs;
- ❖ Ensure that the media and civil society receive regular briefings on EAMCEF progress and initiatives;
- ❖ Receive feedback from stakeholders on planning and communication issues and prepare the appropriate communication responses;
- ❖ Coordinate and facilitate the carrying out of EAMCEF Information sessions and awareness raising campaigns;
- ❖ Assist and facilitate the process to improve the Search Engine Optimization (SEO) for EAMCEF in the most popular search engines, e.g. google, etc for Tanzania, Eastern Arc Mountains, biodiversity conservation, climate change, poverty alleviation, community development, environment, biodiversity and climate change research, etc.
- ❖ Assist in the preparation and operationalization of a robust communication management strategy and policy, design criteria and powerful communications tools.
- ❖ Assist in the preparation and operationalization of a computerized programme for field data collection, coding, processing, storage and dissemination/reporting.
- ❖ Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment and software;
- ❖ Investigate computer user problems, identify their source, determine possible solutions, test and implement solutions.
- ❖ Install, configure and maintain personal computers, workstations, file servers, network cabling and other related equipment, devices and systems.
- ❖ Doing any other activity as may be instructed by the Executive Director and other Senior Staff from time to time.

3.1.2. PERSONAL ATTRIBUTES

- ❖ Advanced Diploma or a Bachelor's Degree or equivalent in Information and Communication Management, Marketing, Project Planning and Management or related field from recognized and reputable higher learning institutions.
- ❖ Formal training and excellent skills and knowledge in Information and Communication Technology (ICT).
- ❖ At least one (1) year of practical experience in marketing/outreach activities from similar institutions/programmes/projects.
- ❖ Good interpersonal skills, ability to work in a team and capacity to establish and manage partnerships.
- ❖ Strong background in conservation, socio-economic development, planning and engaging.
- ❖ Good writing, presentation and communication skills.

3.2. ACCOUNTS AND ADMINISTRATIVE ASSISTANT (AA) – One (1) Position

3.2.1. DUTIES AND RESPONSIBILITIES

Reporting and answerable to the Executive Director, the successful Accounts and Administrative Assistant (AA) will be a principal player in all matters, aspects, activities and functions pertaining to accounts and financial management, operations and administration in the Endowment Fund Secretariat (EFS). The principal duties and responsibilities of the selected Accounts and Administrative Assistant (AA) will include but be not limited to the following;

- ❖ Act as principal and immediate assistant to the Finance and Administration Officer and appropriately assist, back – stop and gap – fill in his/her functions as needed.
- ❖ Data entry and analysis for a variety of issues and subjects.
- ❖ Preparation of financial transaction documents, e.g. payment vouchers, requisitions, purchase orders, payrolls, etc.
- ❖ Originating and initiating the payment process for various transactions as needed.
- ❖ Undertaking the preparation and writing of cheques, posting in cash books, payment registers, ledgers, etc.
- ❖ Assisting in verification of financial expenditure reports submitted by Project grants recipients/implementers.
- ❖ Assisting in the preparation of reports and documentation required for internal and external auditing as appropriate.
- ❖ Assisting in the preparation of periodical reports as appropriate on weekly, monthly, quarterly, semi-annually and annually basis, e.g. cash book summaries, financial transaction reports, bank reconciliations, grants disbursement reports, investment portfolio reports, etc
- ❖ Following up on creditors, debtors and suppliers/service providers as needed.
- ❖ Making cheque and cash payments for staff, customers and partners as appropriate.
- ❖ Playing the role of a cashier and doing banking and bank transactions as required.
- ❖ Logging in, inventorying and updating stores and fixed assets registers.
- ❖ Assisting in the management, maintenance, servicing, use and control of vehicles and their movements as required.
- ❖ Summarizing vehicle log books and preparing monthly vehicle reports.
- ❖ Back-stopping and assisting in stores management including store keeping, proper receiving and issuing of goods and stores.
- ❖ Undertaking purchases of minor items and participating in the procurement functions as needed.
- ❖ Be responsible for maintenance and operation of the Head Office Petty Cash Imprest
- ❖ Assisting in various administrative and management issues and aspects as appropriate.
- ❖ To ensure office buildings are maintained in good order and condition at all times.
- ❖ Ensuring that all payment requisitions are complete with all the necessary supporting documentation such as pro-forma invoices/bids, local purchase orders, selection minutes, delivery notes, tax invoices, etc. before making payments.
- ❖ Ensuring that all payments are properly coded and cancelled by PAID stamp.
- ❖ Recording and posting of approved financial transactions into the accounting system.
- ❖ Making and processing advance payments including travel advances, sub-contractors/grantees advances, etc.
- ❖ Prepare monthly statutory returns e.g. PAYE and other statutory contributions in a timely and accurate manner and ensuring all the filing is appropriately done.
- ❖ Assist in audit planning and preparation for auditing and timely resolution of audit issues.
- ❖ Doing any other activity as may be instructed by the Executive Director and other Senior Staff from time to time.

3.2.2. PERSONAL ATTRIBUTES

- ❖ Advanced Diploma or First Degree in Accountancy, Commerce, Finance, Accounting and Finance, or its equivalent from a recognized and reputable higher learning institution.
- ❖ Knowledge and competency in Information and Communication Technology (ICT) applications, and familiarity with a variety of accounting softwares.
- ❖ Knowledge and experience in accounts payables, receivables, cash, bank transactions and maintaining the general ledger.
- ❖ Ability to maintain a high level of accuracy in preparing financial and accounting information.
- ❖ Ability to maintain confidentiality concerning financial and employees/vendors files.
- ❖ Excellent interpersonal skills, bookkeeping skills, attention to details

3.3 MONITORING AND EVALUATION ASSISTANT (MEA)

3.3.1 DUTIES AND RESPONSIBILITIES

Reporting and answerable to the Executive Director, the successful Monitoring and Evaluation Assistant (MEA) will be the principal in-charge of all matters, aspects, activities and functions pertaining to programme monitoring and evaluation (M&E) in the Endowment Fund Secretariat (EFS). The principal duties and responsibilities of the selected Monitoring and Evaluation Assistant (MEA) will include but be not limited to the following;

- ❖ Act as principal and immediate assistant to the Programme Officer – Planning and Communication (POPC) and appropriately assist, back – stop and gap – fill in his/her functions as may be required from time to time.
- ❖ Assist and coordinate the development of a comprehensive overall monitoring and evaluation framework, toolkits including performance indicators, baselines, targets, milestones and benchmarks for each aspects of the EAMCEF.
- ❖ Assist to develop and implement a systematic approach to integrate programme defined inputs, indicators and results (Outputs, Outcomes and Impacts).
- ❖ Assist in the coordination of project evaluations and in capturing best practices emerging from the intervention strategies.
- ❖ Ensure that the M&E framework is robust and in-line with good practice and provides a strong and objective basis for performance measurement and management;
- ❖ Assist to compile and coordinate preparation of quarterly, semi-annually and annually programme performance reports;
- ❖ Assist and facilitate M&E capacity building within the programme beneficiaries and stakeholders;
- ❖ Assist and facilitate the training of both BOT and EFS Members in Results Based Management (RBM) both in theory and on-the-job;
- ❖ Review and assist to build a robust results framework with all outcome level indicators linked to conservation and updated templates for the whole programme cycle of the EAMCEF;
- ❖ Assist in improving the quality of reporting especially for outcome and impact levels;
- ❖ Assist in building a modern digital information management system allowing real-time portfolio analysis and releasing human resources to technical monitoring.
- ❖ Assist in the monitoring and evaluation and associate their contributions into the achievement of the overall results.
- ❖ Assist in making sure that exercises and findings from the monitoring and evaluation positively inform the development of new intervention strategies.
- ❖ In collaboration with other programme and field staff, coordinate and capture good practices emerging from the programme activities.
- ❖ Assist to develop a comprehensive reporting framework with provisions for rigorous impact assessment;
- ❖ Prepare requisite periodical performance reports and produce analytical progress reports to guide the making of management decisions;
- ❖ Assist to put in place systems and mechanisms for collecting data to monitor the development of defined indicators under the comprehensive reporting framework.
- ❖ Assist to develop and implement a standardized Management Information System accessible to the Senior Management Team Members and other relevant parties.
- ❖ Assist and coordinate monitoring, evaluation and reporting of the programme performance;
- ❖ Assist to design and develop an M&E database for the programme that is integrated with the Monitoring and Evaluation Framework;
- ❖ Provide technical support and coordinate M&E activities across the entire programme cycle;
- ❖ Ensure monitoring and reporting requirements are understood by implementers and key stakeholders;
- ❖ Assist in timely planning, budgeting and progress reporting for all programme activities.

- ❖ Assist, provide back-up support and appropriately gap-fill in the functions of Field Project Officers as it may be required from time to time.
- ❖ Assist in setting up a Monitoring and Evaluation system and follow up closely its operationalization.
- ❖ Build capacity of field staff and partners to set a functional groundwork for efficient data collection, entry, compilation, processing and timely reporting at site level, district level and programme level.
- ❖ Contribute to development and implementation of the organization's M&E framework including indicator mapping.
- ❖ Facilitate utilization of reports at site level and district level for programme planning, management and evaluation.
- ❖ Lead the preparation of M&E based quarterly feedback reports from the grantees and field partners.
- ❖ Maintain proper records on implementation of the programme which will provide basis for decision making and feedback to stakeholders.
- ❖ Assist in the preparation and operationalization of a computerized programme for field data collection, coding, processing, storage and dissemination/reporting.
- ❖ Carry out any other responsibilities as assigned by the Executive Director, immediate supervisor and other Senior Staff.

3.3.2 PERSONAL ATTRIBUTES

- ❖ Advanced Diploma or First Degree in either Project Planning and Management, Statistics, Planning and Management, Natural Resources Assessment, Economic Planning or Development Studies;
- ❖ Formal training in Results Based Management (RBM) and/or Monitoring and Evaluation (M&E) will be one of the necessary conditions for selection.
- ❖ At least 1-year solid experience in M&E with a reputable Organization/Programme/Project;
- ❖ Ability to present information in logical and convincing manner;
- ❖ Computer literacy especially competence in MS Excel and Statistical packages and database management.
- ❖ Experience in strategic planning with good background of reporting and showing results with donors, sponsors, government entities and other key stakeholders.
- ❖ Proven knowledge, skills and experience in Results Based Management (RBM).

4. MODE OF APPLICATION

Interested candidates should lodge their applications to the undersigned not later than 05th November, 2018. Separate application letters with detailed CVs, copies of relevant academic and birth certificates, one recent passport size photograph and contact details of three referees for each of the posts should be made. Only shortlisted applicants will be called for one or more interviews within one month from the application deadline.

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