

**EMPLOYMENT OPPORTUNITIES****1.0 BACKGROUND**

The Eastern Arc Mountains Conservation Endowment Fund (EAMCEF) is a Trust Fund that was established as a mechanism to provide sustainable financing for effective conservation of biological resources in the Eastern Arc Mountains of Tanzania. The Eastern Arc Mountains Conservation Endowment Fund was initially conceived as a joint initiative of the Government of the United Republic of Tanzania, the 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 priority areas of the Eastern Arc Mountains. The Eastern Arc Mountains ecosystem forms a major portion of the Eastern Afrotropical Region which is recognized globally as one of the 34 biodiversity hotspots characterized by high concentrations of endemic species now under serious threat. 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 organization with its day-to-day operations being run by the Endowment Fund Secretariat. The Fund's Executive Director is the Head of the Secretariat with the main administrative offices located in Morogoro Municipality.

The Eastern Arc Mountains forests are under considerable pressure due to various human activities as a result of increased population. Threats leading to biodiversity loss include expansion of human settlements, shifting cultivation, forest fires, extraction of wood for commercial and domestic uses, gold mining, dry season grazing, extraction of non-wood forest products including honey, fruits, medicines, natural ropes, resins, mushrooms and game hunting. Effective control of the drivers of deforestation and forest degradation now ongoing in the Eastern Arc Mountains can only be assured through the EAMCEF's unequivocal commitment to taking exceptional care of the Eastern Arc Mountains ecosystem and all stakeholders impacting positively/negatively on its biological resources.

Whereas requirements for financial resources necessary for effective conservation of the Eastern Arc Mountains are quite enormous, the financial position of EAMCEF is currently very modest. Thus, EAMCEF needs to mobilize more resources from all possible sources so as to increase its capital base as well as enhance its capacity to finance its operations and programme activities. In order for the resource mobilization efforts to be plausibly effective, aggressive fundraising, promotion and marketing, engagement and visibility activities will need to concurrently be undertaken. Mobilization of sufficient resources and effective conservation efforts to secure and save the unique natural heritage can only be possible if the now vacant positions will be filled by suitably qualified and competent professional staff as detailed below.

2.0 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 Languages.
- The EAMCEF Head Office in Morogoro Municipality will be the duty station for each of the positions.
- All the positions are equally available for both female and male Tanzanian applicants; female candidates are strongly encouraged to apply.

- Excellent knowledge and proven ability in working with computers and a variety of computer programmes especially Microsoft Office applications (e.g. MS-Word, Excel, Access, Power Point, E-Mails, Internet, etc.) and establishment and management of databases.
- 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.
- Mature, 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.
- Working experience in relevant fields of more than three years with reputable projects/programmes/ organizations.
- Each appointed Candidate will report and be answerable to the Executive Director.
- Only one (1) position is available for each of the vacant posts.

2.2 Terms and Conditions of Employment

A Contract of two years will be issued to each of the successful applicants 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.

3.0 POSITIONS, RESPONSIBILITIES AND PERSONAL ATTRIBUTES

3.1 PROGRAMME OFFICER – PLANNING, COORDINATION AND INFORMATION MANAGEMENT (PO – PCIM)

3.1.1 Duties and Responsibilities

The successful Programme Officer – Planning, Coordination and Information Management (PO – PCIM) will be in-charge of and play a leading role in all programme planning, grants management, implementation, coordination, supervision, information management and communication activities of EAMCEF. His/her principal duties and responsibilities will include and not be limited to the following:

- Raise awareness to local communities and other stakeholders on the linkages between conservation and socio-economic development.
- Raise awareness to local communities, local governments and other relevant partners on the EAMCEF and the benefits available through the EAMCEF intervention programmes.
- Inform NGOs, research institutions and other stakeholders about the opportunities available for funding conservation, climate change, research and community - based development and livelihood activities.
- Develop and maintain an always updated central forum for cataloguing status of activities receiving funding, information generated from programme interventions as well as activities planned and implemented through other conservation partners in the Eastern Arc Mountains.
- Make sure that all relevant information about the Fund’s performance and accomplishments is always available for use by all relevant stakeholders including the government and other development partners.
- Assist in timely planning, budgeting and progress reporting for all programme activities.
- Handle publicity, education and extension activities and help to plan, design, produce and disseminate relevant publicity and extension materials from time to time.
- Developing and implementing effective communication, public relations and information dissemination strategy for awareness creation and attracting more support from various sources.
- Helping and effectively participating in developing, updating and operationalizing the EAMCEF Strategic Plan, Engagement Plan, Resource Mobilization and Communication Strategies and assist in various visibility, engagement and communication activities as appropriate.
- Help to improve the planning, information management, communication and organizational capacity of EAMCEF and effectively assist in the creation of conditions necessary for effective programme delivery.

- Setting up an always up to date information management centre and effectively supervising and monitoring its management and operations.
- Provide necessary back-up support to field activities and effectively assist, support and supervise the Field Projects Officers, Planning and Communication Assistant and Monitoring and Evaluation Assistant.
- Assist, provide back-up support and appropriately gap-fill in the functions of the Marketing and Engagement Officer as it may be required from time to time.
- Effectively collaborating and working closely with the Marketing and Engagement Officer in planning and executing all activities and functions related to marketing, promotion, profile raising, engagement, visibility and communication as appropriate.
- Drafting contracting mechanisms and monitoring outputs delivery by contracted partners.
- Facilitate, coordinate, supervise and follow up implementation of field activities financed by the Fund.
- Assist in enhancing and maintaining an always updated website and highly active social media platforms for the Fund.
- Playing a central role in establishing relevant partnerships and maintaining existing partnerships with relevant stakeholders as appropriate.
- Assist in identifying, appraising, preparing proposals and managing the granting process for funding by the Endowment Fund.
- Assist in the improvement, operationalization and updating of the Solicitation and Grants Management Guidelines as well as the Guidelines for Local Advisory Committees.
- Assist in developing and executing relevant training and out-reach programmes in order to build the capacity of stakeholders.
- Assist in developing and operationalizing a Training Policy for EAMCEF Trustees, Secretariat Staff, key partners and other relevant stakeholders.
- Assist in information collection, storage and dissemination including proper handling and management of IT equipment, software and operating systems.
- Assist in setting up a Monitoring, Evaluation and Learning mechanism and follow up closely its operationalization.
- Assist in developing, updating and operationalization of the Programme contents of the Strategic Plan, Situation Analysis Report, Investment Management Policy, Business Planning, Education and Awareness Creation documents for EAMCEF.
- Assist and advise the Executive Director in matters pertaining to management, technical and professional issues and aspects as appropriate.
- Doing any other relevant activity or assignment as it may be directed by the Executive Director from time to time.

3.1.2 Personal Attributes

- Possession of both Undergraduate and Postgraduate qualifications from recognized and reputable higher learning institutions in the fields of natural resources management, forestry, biodiversity conservation, environmental management, climate change, planning, community development, other biological sciences or relevant social sciences.
- Formal training in planning, coordination, communication, networking, training, capacity building and monitoring, evaluation & learning will be desirable.
- Formal training and practical experience in project planning and results based management will be a strong merit.
- Good interpersonal skills and strong background in conservation and community development work.
- Good writing, presentation and communication skills.
- Good working knowledge and skills in handling and dealing with ICT (Information, Communication and Technology) issues and aspects.
- Experience in donor funded project management and working procedures will be desirable.
- Experience in networking and dealing with partners will be an added advantage.
- Working experience in conservation, community development or climate change aspects in the Eastern Arc Mountains or elsewhere will be a pre-requisite.

3.2 MARKETING AND ENGAGEMENT OFFICER (MEO)

3.2.1 Duties and Responsibilities

The successful Marketing and Engagement Officer (MEO) cum Resource Mobilization Officer (RMO) will be in-charge of and play a leading role in all resource mobilization, fundraising, marketing, promotion, engagement and visibility activities of EAMCEF. Her/His principal duties and responsibilities will include and not be limited to the following:

- Effectively playing the role of a Marketing and Engagement Officer & Resource Mobilization Officer.
- Developing and implementing effective promotion, engagement, public relations and marketing strategies for awareness creation and attracting more support from all possible sources.
- Assisting to increase the 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) and other powerful forums and effective platforms.
- On an ongoing basis, review and provide professional advise for improvement of the EAMCEF website so developed and managed as a tool for marketing and resource mobilization purposes.
- Actively assist in collection, processing, storage and dissemination of useful information about the EAMCEF and its endeavours as well as the Eastern Arc Mountains in general.
- Effectively assisting, supporting, backstopping and working closely with the Programme Officer (Planning, Coordination and Information Management), Field Projects Officers and the Monitoring and Evaluation Assistant in planning and undertaking all activities and functions related to monitoring, evaluation, accountability, learning and reporting as appropriate.
- Help to build and maintain the necessary confidence and trust by donors and inculcate into them a culture of giving more to EAMCEF again and again.
- Effectively collaborating and working closely with the Programme Officer (Planning, Coordination and Information Management) and the Planning and Communication Assistant in planning and executing all activities and functions related to planning, communication, visibility and engagement aspects as appropriate.
- Assist, provide back-up support and appropriately gap-fill in the functions of the Programme Officer (Planning, Coordination and Information Management) as it may be required from time to time.
- Assist in timely planning, budgeting and progress reporting for all programme activities.
- Effectively developing, updating and operationalizing the Strategic Plan, Resource Mobilization Strategy, Business Plan, Engagement Plan and Promotion and Marketing Strategy documents of the EAMCEF.
- Assisting in improving the fundraising, resource mobilization and organizational capacity of EAMCEF and effectively assisting in the creation of conditions necessary for philanthropy.
- Participating in marketing, fundraising and resource mobilization activities for the EAMCEF targetting potential supporters and other EAMs stakeholders.
- Make effective research on existing and potential future donors (donor mapping), design and facilitate the implementation of appropriate approach mechanisms.
- Set-up and effectively operationalize plausible fundraising strategies to raise the required funds from traditional and new and untapped sources.
- Effectively writing fundraising proposals that are plausible and appealing to a variety of donors and pursuing the strategy as one of the principal means of soliciting funds from potential sources.
- Raise and attract funding for EAMCEF in actual amounts commensurate to EAMCEF targets of increasing its endowment and meeting its operational and programmatic obligations.
- Assist and advise the Executive Director in matters pertaining to management, technical and professional aspects and issues as appropriate.
- Doing any other relevant activity or assignment as it may be directed by the Executive Director from time to time.

3.2.2 Personal Attributes

- Possession of both Undergraduate and Postgraduate qualifications from recognized and reputable higher learning institutions in the fields of marketing, economic development and planning, business administration, economics, natural resource management or other relevant fields.

- Formal training in fundraising and resource mobilization, promotion and marketing, engagement and visibility aspects is essential.
- Good interpersonal skills, practical experience and strong background in resource mobilization, fundraising, advocacy, lobbying, networking, marketing, promotion, engagement and visibility endeavours and aspects.
- Strong background in donor research/mapping and successful track record in attracting and raising funds is necessary.
- Excellent expertise and demonstrable capability in searching for opportunities and developing fundable project proposals is a pre-requisite.
- Familiarity with the Eastern Arc Mountains and background in environmental conservation and natural resource management, strategic and business planning is desirable.
- Demonstrated belief and experience in exploring new opportunities, establishing and maintaining partnerships and keeping track on unfolding social, economic and political events.

3.3 ACCOUNTS AND ADMINISTRATIVE ASSISTANT (AA)

3.3.1 Duties and Responsibilities

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 and not be 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.
- Playing the role of a transport officer and effectively assisting in the management, maintenance, servicing, use and control of vehicles and their movements as required and appropriate.
- Summarizing vehicle log books and preparing monthly, quarterly, semi-annually and annually 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.
- Ensuring office buildings and the compound are clean and 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.

- Preparing monthly statutory returns e.g. PAYE and other statutory contributions in a timely and accurate manner and ensuring all the filing is appropriately done.
- Assisting in audit planning and preparation for auditing and timely resolution of audit issues.
- Doing any other activity and function as may be instructed by the Executive Director and other Senior Staff from time to time.

3.3.2 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.
- Excellent knowledge, practical experience and competency in Information and Communication Technology (ICT) applications and familiarity with a variety of accounting programmes, packages and softwares.
- Excellent 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 information and files.
- Possession of necessary skills and relevant experience in administration and personnel management, bookkeeping and attention to minor details

4.0 MODE OF APPLICATION

Well qualified and interested professionals should lodge their well written applications to the undersigned not later than 15th October, 2022. Application letters with detailed CVs, copies of relevant certificates, testimonials and names of three easily contactable referees should be timely made. Only shortlisted applicants will be called for one or more interviews within two months from the application deadline.

Applications should be addressed to:

**The Executive Director,
Eastern Arc Mountains Conservation Endowment Fund (EAMCEF),
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Kingalu Road,
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