

UNITED REPUBLIC OF TANZANIA  
VICE PRESIDENT'S OFFICE



**Job Vacancy Announcement**

**Job Announcement: Building Climate Resilience in Kigoma Region District  
Project Coordinator: Three posts (3) (Kasulu, Kibondo and Kakonko)**

The Vice President's Office, in collaboration with the United Nations Environment Programme (UNEP), the United Nations High Commissioner for Refugees (UNHCR), the Kigoma Regional Secretariat, the National Environmental Management Council (NEMC), and the Tanzania Forest Services (TFS), is launching the "Building Climate Resilience in Kigoma Region" project. This project is funded by the Green Climate Fund (GCF) through UNEP and aims to address the impacts of climate change in Kigoma.

The project, set to run from 2024 to 2028, will be implemented in the districts of Kasulu, Kibondo, and Kakonko in the Kigoma Region. The objective is to enhance community resilience to the effects of climate change through sustainable land management, conservation of natural resources, and climate-smart agricultural practices.

In line with this initiative, the Office of the Vice President invites qualified Tanzanians to apply for various positions within the project. These positions are available on a fixed-term basis for the project's five-year duration.

**Available Position:**

**1. District Project Coordinator: Three post (3) (Kasulu, Kibondo and Kakonko)**

**Project: Building resilience in the landscapes of Kigoma, Tanzania (GCF FP218)**

**Post title: District Project Coordinators (Kasulu, Kibondo and Kakonko)**

**Duration: 1 year contract with possibility of renewal up to 5 years.**

**Duty station: Kigoma**

**a) Objective of the Position**

To serve as a District Project Coordinator (DPC) for the GCF project F218 "Building climate resilience in the landscapes of Kigoma region" providing coordination roles as a coordinator in the district as well as being a bridge among the Project Manager and other Project Implementing partners which are PO-RALG; MoHA; Tanzania Forestry Services Agency (TFS); National Environment Management Council (NEMC); NGOs; Host Community (HC) as well as the Refugees Community (RC).

**b) Duties and Responsibility**

The District Project Coordinator (DPC) will report direct to the Project Manager on daily bases. Specifically, the DPC will undertake the following activities:

- Coordinate the implementation of the project components relevant to their administrative area as per the cooperation agreement between the District and VPO;
- The DPC shall receive funds, tools, equipment and properties from the Project Management Unit (PMU) as per the cooperation agreement between the District and VPO **STRICTLY** to be used to facilitate the project implementation process and not otherwise;
- Oversee implementation of the project at district administrative level and the compliance with the provisions of the cooperation agreement between the District and VPO related to personnel, procurement, financial management, monitoring, reporting, social and environmental safeguards, gender and grievance redress mechanisms.
- Support partner NGOs, CBOs, and Farmers to organize awareness, community mobilization, training workshop, and advocacy for project implementation, in close collaboration with Project Management Unit (PMU);
- Monitor the implementation of the project and maintain records as per the project monitoring plan, gender action plan and environmental and social management plan;
- Prepare budgets for implementing of activities under the project and submit to the PMU for approval;
- Undertake retirement of all utilized funds and submit to the PMU;
- Prepare and submit to the PMU quarterly project progress and financial reports;
- In collaboration with other Implementing Entities and the respective sector District Officers, facilitate community participation and the implementation of agroforestry, afforestation, community-based forest management, climate smart agriculture, water resources and alternative resilient livelihood activities at Project Administrative level (establishing tree nurseries, small saving and credit schemes, and support for activities with potential to add value to existing agricultural production e.g. improved storage, processing and marketing);
- To sensitize community to participate in a process of preparation of land use plans; and to participate during preparation, thereafter implement the land use plan at district administrative level to support ecosystem restoration and management, climate resilience practices and improved livelihoods;
- To facilitate execution of the project as per the agreed work plan and budget;
- To sensitize and encourage community to follow up radio, mobile and TV awareness program broadcasted for implementation of the project;
- To organize and facilitate monitoring visits of the PMU and representatives from the project partners, executing entities, government agencies, UNEP and Green Climate Fund to the District;and
- To facilitate result verification and evaluation missions and other consultancy missions to the District.

### **c) Deliverables**

The main deliverables which a DPC will be required to deliver are quarterly Financial and Progress reports, as well as contributions to the annual progress report and other reports and documents as requested by the Project Manager and other directly related to the project.

### **d) Qualification requirements**

- An applicant to this position must possess a Bachelor Degree in Forestry, Agriculture, Wildlife Management, Environmental Management, Beekeeping,

- Community Development, Natural Resources Management and other related fields from a reputable University. Masters and Degree are an added advantage;
- An applicant should demonstrated experience in working with the community; team work; organizational skills; capacity building as well as report writing.
  - An applicant should be fluent in both writing and speaking English and Kiswahili. Local area language will be an added advantage.
  - An applicant should have an experience in using computer in the following applications. MS word, Excel, Internet.
  - An applicant should be experienced in program/project management systems;
  - An applicant should have minimum experience of five years (5yrs) in project management funded by UN Agencies;
  - Proven experience in leading multi-disciplinary teams and coordinating large-scale environmental or forestry projects;
  - Experience in gender mainstreaming and environmental and social safeguards desirable.
  - Excellent communication and stakeholder engagement skills to coordinate with government Institutions, NGOs, and local communities as well as International Institutions.

**e) Remuneration**

Salary will be paid according to the project procedure, regulations and salary structure.

**How to Apply:**

Qualified Tanzanian citizens who meet the required qualifications are encouraged to apply for the listed positions. Application letters must be type written. Please submit your application, including a cover letter, detailed CV appendaged with three referees, and copies of relevant certificates including transcripts (no provisional Results) and professional if any, Description of methodology for delivery of specific task and activities to the following email: **barua@vpo.go.tz**. Make sure to indicate the position you are applying for in the subject line. **For the government employees, approval from their employer is mandatory.**

Applications must be submitted by **26<sup>st</sup> May, 2025**. Only shortlisted candidates will be contacted for interviews.

***Join us in building a more resilient and sustainable Kigoma Region. Together, we can address the challenges of climate change and ensure a brighter future for our communities.***

All application should be addressed to;

**Permanent Secretary,**

Vice President's Office,

Government City,

Mtumba Area,

Vice President Street,

P. O. Box 2502,

**40406 Dodoma**

Telephone: +255 026 2329006

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