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JOB DESCRIPTION

Position Title: Office Attendant.

Reports to: Head of Operations

Location: Dar es salaam

Supervises: None

Effective Date:

I. Scope of Work

Under the supervision of the Operations Manager, the Office attendant will take responsibilities of the general cleanness and some administration functions of Tanzania Country Office (TCO). S/he will be responsible for ensuring the office is kept clean internally and all the surrounding areas of WWF Tanzania. She will also be in charge of reporting all repairs and services needed to office buildings and WWF assets. She will also liaise with the Senior Procurement Officer to ensure effective coordination of administration and procurement standards and implementation of WWF policies and procedures across TCO programs Offices.

II. Main Duties and Responsibilities

- Clean and supply designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning etc.)
- Notify management of occurring deficiencies or needs for repairs and making adjustments and minor repairs
- Coordinates and prepares for meetings and special events by assisting with reservation of conference rooms, and arranging for refreshment and necessary equipment.
- Maintain cleanliness and order in Office premises.
- Ensure the Offices, reception room, and boardrooms are kept neat.
- Support staff in moving documents around the office.
- Photocopying/Binding Office documents as and when requested.
- Preparing tea and sourcing lunch for staff.
- Maintain a kitchen inventory eg. Initiating purchase requests for kitchen and cleaning requirements plus toiletries.

- Serves customers by backing-up receptionist: answering questions: forwarding messages: confirming customer orders: keeping customers informed of order status. Etc.
- Any other duties as may be assigned by the supervisor.

III. Profile

Required Qualifications

- Ordinary level certificate of Education (‘O’ Level Certificate)
- Excellent interpersonal relationships
- Job related experience and 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 multicultural environment
- Ability to work well with limited supervision
- Willingness and ability to work beyond normal working hours
- Willingness to do cleaning sanity work and office errands
- Adherence to WWF’s values, which are: Optimistic, Engaging, Determined and Knowledgeable.

Applications

Interested candidates should apply through the link: [Office Attendant Vacancy](#).

Deadline for applications: 29th January 2025

Only shortlisted candidates will be contacted.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

If you encounter any challenges during application process for this position, please write to us at hresources@wwftz.org

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JOB DESCRIPTION

| | |
|------------------------|---------------------|
| Position Title: | Procurement Officer |
| Reports to: | Operations Manager |
| Duty Station: | Dar Es salaam |
| Supervises: | None |

I. Scope of Work

Under the supervision of Senior Procurement Officer and Operations Manager, the Procurement officer will take responsibility of the Procurement and Logistical management functions of HQ and Landscape 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 TCO 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 supplier 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 Operations Manager 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.
- In liaison with the Operations Manager, the procurement officer will assist on administrative matters like visa and work permit processing.
- 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;
- Adherence to WWF's values, which are: Optimistic, Engaging, Determined and Knowledgeable.

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.

Applications

Interested candidates should apply through the link: [Procurement Officer Vacancy](#).

Deadline for applications: 29th January 2025

Only shortlisted candidates will be contacted.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

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JOB DESCRIPTION

- Position:** Project Executant – Pachyderm Project
- Reports to:** Ruvuma Landscape Program Coordinator
- Supervises:** None
- Location:** WWF Masasi office (Ruvuma)
- Grade:** TBD

Background

WWF Tanzania is excited to present an ambitious, impactful and critical conservation initiative on "Securing the African Elephant and Black Rhino in Tanzania," targeting principally the period from FY25 to FY27, and at the same time supporting the delivery of the FY26-30 Tanzania Country Strategic Plan. This project focuses on addressing the critical challenges facing pachyderm species through an integrated approach. The project aims to safeguard and enhance the populations of the African elephant (*Loxodonta africana*) and the African black rhino (*Diceros bicornis*) by supporting critical interventions in priority locations in northern and southern Tanzania in three important landscapes namely the Ruvuma and Southern Kenya-Northern Tanzania (SOKNOT) transboundary landscapes with Mozambique and Kenya and the Water Towers landscape (WTL). At the national level the project will support sectoral policy interventions that have implications on elephant and rhino conservation and management in Tanzania and the neighboring countries through advocacy on human-elephant co-existence, lobbying for integrated landscape management planning to reduce Human Elephant Conflicts and improve connectivity between populations, technical advice, training, to combat Illegal Wildlife Trade to positively influence key policies, legislation or plans that impact elephant and rhino conservation. At a regional level, creating an enabling policy environment and joint monitoring will be crucial. Also notable is human disturbances causing elephant group displacements such as the local overpopulation in the Mkomazi ecosystem that is attributed to the immigration of elephants from Tsavo West National

Park caused by infrastructural development, and aggregation of elephant groups in community areas in the Ruvuma due to recent poaching pressure in Nyerere-Selous core areas. With these species facing severe threats and their populations having dramatically declined over decades, our 2030 goal is to secure a viable future for these species by addressing the critical threats they face and implementing long-term, sustainable conservation strategies to ensure their recovery and survival by tackling poaching, human-elephant conflict, habitat loss and promoting habitat connectivity and effective management.

Major Functions

This field-based position is responsible for the implementation and coordination of project activities on "Securing the African Elephant and Black Rhino in selected priority areas in Tanzania. Elephants and rhinos are among WWF's flagship species for conservation and management. The Project Executants (PE) will assist in designing and conducting regular wildlife surveys, camera trapping, surveillance using drones, spotlight surveys, and monitoring wildlife behaviors within the designated Ranger Outpost in the Ruvuma, Water Towers, and SOKNOT landscapes. The Project Executant will implement both the elephant and rhino components of the Pachyderms project as defined in the project documents (PD) and also implement some of the field-based species work, including working with project partners in the collection of data/information pertaining to Pachyderms and other species and contribute to achievement of the National elephant, and rhino conservation and management strategies as well as the National Strategy to Combat Poaching and Illegal Wildlife Trade. The overall goal is to ensure known threats and emerging ones to these species are addressed, and enhance the conservation of their habitats contributing to sustainable conservation of the other species that share the habitats.

Roles and responsibilities

The duties of the incumbent will cover but not be limited to the following key areas:

1. Prepare annual project work plans and budgets to ensure effective implementation of the project to meet desired outcomes
2. Work closely with a project counterpart in the SOKNOT/Water towers for collective and integrated delivery of the project in the three selected landscapes.
3. Build partnerships with different stakeholders working on wildlife conservation and similar wildlife projects within WWF for impactful wildlife conservation at scale.
4. Represent WWF and contribute to national, regional, and global wildlife policy dialogues platforms and ensure WWF visibility

5. Collect data and recommend management or projects to improve wildlife species (elephant and rhino) habitat management;
6. Implement quality assurance/quality control plans to ensure the rhino and elephant data collected and products prepared meet WWF standards and regulations;
7. Develop and store information pertinent to the protection or restoration of rhinos and elephants within the Ruvuma, Water Towers and SOKNOT Landscapes;
8. Contribute to the establishment and management of the rhino and elephant database
9. Train VGS in ecological monitoring data collection using SMART and MOMs among other needed skills for their effective conservation and management of wildlife;
10. Periodically prepare timely and high quality project technical semi annual and annual progress reports as required ;
11. Actively participate in resource mobilization and unlocking funding for sustainable wildlife conservation in priority landscapes;
12. In collaboration with the M&E and Communication/Outreach Officers jointly participate to prepare technical briefing papers, status updates for the wildlife species Programme including awareness creation; and,
13. Undertake any other assignments as may be directed by relevant authorities in WWF TCO from time to time

Required qualifications

1. A minimum of a Bachelor degree in Wildlife Conservation and Management, Wildlife Ecology, or related disciplines including Environmental Science, Range Management, and Natural Resources Management. A masters degree is an added advantage.
 2. At least three years of experience in management of Protected Areas in the country (Game Reserves, National Parks or Ngorongoro Conservation Area);
 3. Strong analytical skills including analysis of both quantitative and qualitative data;
 4. Excellent organizational and time management skills required to meet deadlines;
 5. Ability to work independently and as part of a team;
 6. Strong knowledge in Computer programs; Microsoft word, excel, powerpoint and statistical packages:
 7. Willing to stay in the remote areas within and outside the Region;
 8. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- and

9. An understanding of the requirements, needs and priorities of private and institutional donors.

Working Relationships

Internal: Interacts and works closely and on a regular basis with the Ruvuma Landscape National Coordinator as the Line Manager, other Project Executants, both at WWF Masasi Office and other WWF Priority landscapes.

External: Interacts as required with Nyerere National Park, Selous Game Reserve Rangers and Wardens, Mkomazi National Park, TAWA, TANAPA, Ngorongoro Conservation Area Authority (NCAA), FZS, CWMAC and other stakeholders.

Applications

Interested candidates should apply through the link: [Project Executant Vacancy-Pachyderm Project](#).

Deadline for applications: 29th January 2025

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Job Description

Job Title: Project Executant for IKI FLR Hub

Project title: The Forest Landscape Restoration (FLR) Implementation Hub: Delivering the Bonn Challenge. Responsive and needs-driven support and financing for the implementation of carbon-intensive forest landscape restoration strategies to deliver national climate and development targets

Reporting Line: WWF Tanzania Forest Programme Coordinator

Workstation/Location: Tanga (Korogwe, Mkinga districts), Dodoma (Mpwapwa and Chamwino districts)

International Executing Agency: WWF German

Implementing partners: IUCN – Tanzania and WRI

Background

Over the past decade, the Bonn Challenge and regional initiatives like AFR100 in Africa and Initiative 20x20 in Latin America have mobilized political support to restore 350 Mha of degraded and deforested lands by 2030. This restoration will sequester up to 1.7 Gt of CO₂ equivalent annually and generate US\$ 170 billion in net benefits from environmental benefits like watershed protection, improved crop yields, derived forest products, and biodiversity conservation. These benefits will contribute to sustainable development for local communities by generating green jobs and supporting resilient livelihoods. Marginalized and vulnerable groups will be empowered through participation in planning and land management, improved ecosystem services, and enhanced income opportunities. Several restoration initiatives are underway, but progress on implementation and monitoring has been slow due to barriers. More support is needed for local communities that play a central role in restoration's success and sustainability. The Hub will initially focus on six countries: Brazil, Colombia, Madagascar, Peru, Tanzania, and Uganda. These countries were chosen for their experience with FLR and favourable conditions, which the Hub aims to leverage to accelerate and upscale FLR. Within each country, the consortium collaborated with local actors to select priority landscapes as the project's focus regions. The IKI Forest and Landscape Restoration Hub (IKI FLR Hub) was designed to address the need for a demand-responsive implementation hub to strengthen enabling environments for FLR coordination and governance. It will develop a pipeline of FLR projects, facilitate connections with investors and funders, and support FLR monitoring integration at various levels. Coordinated knowledge management, capacity building, advocacy, and mobilization of additional funding will support the restoration of 200,000 hectares of degraded forest landscapes and the sequestration of 500,000 tonnes of CO₂ equivalent. Beyond the six target countries, the project will catalyze sustainable livelihoods, climate change mitigation and adaptation, and biodiversity conservation.

The Forest Land Restoration (FLR) initiative aims to reverse forest degradation and deforestation while securing sustainable livelihoods. However, coordination and funding are insufficient, with policies not harmonized across sectors. An estimate suggests EUR 6.8 billion of private investment can accelerate implementation if barriers are addressed. Capacity gaps exist at the community level, with land tenure insecurity and the exclusion of diverse stakeholders hindering FLR. The priority landscapes are the Northern Zone (focusing on Korogwe and Kilindi districts) and the Central Zone (focusing on Chamwino and Mpwapwa districts). The Northern Zone is a transboundary migration corridor and an essential source of income from ecotourism. The Central Zone encompasses vital water resources but faces threats from settlement encroachment, agriculture, increased grazing pressure, and illegal timber harvesting.

The hub has identified four key barriers that are hindering the success of FLR, which must be addressed. These barriers have led to the formulation of the hub's output, which are crucial first steps in facilitating FLR interventions. Specifically, the hub will establish a demand-responsive FLR Implementation Hub to support, facilitate, and coordinate the necessary activities to attain these results (Output I). Additionally, the hub will strengthen enabling environments for FLR within each target country by facilitating the coherence of relevant legislation and policies, enhancing multi-sectoral coordination, providing focused capacity building to public agencies and local farmers, and connecting FLR projects with appropriate public funding mechanisms (Output II).

Furthermore, the hub will assess and approach types of investment and funding, such as impact investors, philanthropic funders, corporate social responsibility funds, and grants, based on the project types in the pipeline, including their size, sector, risk profile, and financing needs as well as the direct beneficiaries receiving direct support through these investments, such as capacity building, employment, and funds, will result in improved livelihoods in the long term (Output III). Moreover, the hub will also intend to create a robust monitoring system. The system that operates at the national, regional, or local levels, with a central platform that integrates the generated data and information. Integrated monitoring platforms and systems will be established and strengthened by assessing existing systems, supporting the development of integrated landscape and national-level monitoring platforms, and training implementors who use these platforms and frameworks to report on progress (Output IV).

Major Functions:

Under the overall supervision of the Forest Programme Coordinator, the Project Executant will coordinate IKI FLR hub implementing partners and government focal points. The Project Executant will provide support in developing, implementing, and enhancing action plans, securing political endorsement, and improving access to funding through a multi-stakeholder engagement process. Additionally, the Project Executant will facilitate connections to investment and funding opportunities and monitor and report the biophysical and social impacts of FLR improvements by strengthening the integration of existing or new platforms at national and landscape levels in each country.

Among other duties, the incumbent will be required to facilitate the assessment and approach types of investment and funding, such as impact investors, philanthropic funders, corporate social responsibility funds, and grants, based on the project types in the pipeline, including their size, sector, risk profile, and financing needs. The Project Executant will also consider the direct beneficiaries receiving direct support through these investments, such as capacity building, employment, and funds, which will ultimately result in improved livelihoods in the long term.

Roles and responsibilities

The duties of the incumbent will cover but not be limited to the following key areas:

- Assume overall responsibility for facilitating the timely and high-quality delivery of national and landscape assessments of restoration potential, including any directly related analytical work. This will be achieved in close collaboration with government and IKI FLR Hub implementing partners.
- Prepare, organise and implement monthly check in calls with all partners and together with the WWF German IKI FLR hub counterpart and ITSU. Report on implementation and future plans.
- Provide quality assurance in terms of the strategic direction, intended outputs and deliverables, and skills profile with assessing forest landscape restoration opportunities at landscape levels.
- Collaborate with IKI FLR hub implementing partners, national and landscape partners, as well as government national FLR team, ensuring the FLR hub outcomes are integrated into national forest landscape restoration strategy, AFR100 and Bonn Challenge commitments.

- Coordinate with IKI FLR hub implementing partners and national FLR team on assessment of enabling policies and institutions, approaches for unlocking investment opportunities and approaches for monitoring of FLR interventions as well early adoption and delivery of results and impacts, and technical assistance, knowledge generation and analytical work
- Provide specific technical assistance to IKI FLR hub's partners and stakeholders to ensure the achievement of targets, results and deliverables on time and with high quality,
- Promote exchange of technical information among project partners and stakeholders,
- Be proactive in seeking and delivering innovative solutions and technical information to project partners and stakeholders.
- Engage with national and international private sector and organizations to leverage the results and deliverables of the hub.
- In collaboration with the Forest Programme Coordinator and other IKI FLR implementing partners, develop and support the capture and sharing of project related knowledge to ensure the timely and quality delivery of knowledge products for specific audiences and other project outputs.
- Ensure effective information flow between all stakeholders at national and landscape level.
- Coordinate with the country WWF communications officer and support the implementing partners and national FLR teams in developing regular communication material, stories for their offices, WWF Germany and ITSU

Project management and implementation

- Develop detailed work plans, budgets and schedules for successful hub's implementation.
- Ensure that project activities are on-time, on-budget, and on-track for contributing to the achievement of the hubs' objectives and contractual obligations with IUCN objectives.
- Coordinate and monitor the administration of project budgets and work plans as approved by ITSU, internal procedures and policies, and donor requirements.
- Prepare technical reports and supporting documentation for WWF and ITSU funding agreements.
- Prepare financial reports and supporting documentation for WWF and ITSU funding agreements.
- Support regular update and discussion of monitoring plans with all implementing partners and support their implementation
- Support and oversee the implementation of the agreed ESSF activities with all projects implementing partners

Required Qualifications.

- Master's Degree in a relevant discipline (Forest Management, Forest Landscape Restoration, Environmental Management, Land Use, Natural Resource Management or other relevant academic fields);
- At least 6 years of relevant professional work experience relevant to restoration and private sector engagement.
- Proven track record in coordinating multi partner projects and teamwork.
- Knowledge of global and regional Forest Landscape Restoration Agreements, Commitments, Protocols and Initiatives
- Proven record on fundraising for forest landscape restoration and conservation projects and knowledge on different sources of funds
- Ability to work effectively within a large decentralized stakeholders of different interests and background and to mobilize it towards common goals;
- Organizational experience, including a proven ability to work on a variety of tasks simultaneously, and to perform well under pressure;
- Fluent spoken and written Kiswahili and English language;

- Excellent interpersonal and networking skills, especially within team members and multi-stakeholder contexts;
- Effective communicator to a wide range of audiences and through a variety of mediums.
- Adherence to WWF's values, which are: Courage, Respect, Integrity, and Collaboration

Working relationship

i. Internal

- Support the Forest Landscape Restoration activities within TCO by researching and synthesizing information on particular themes and issues relevant to the work of the hub.
- Supervise additional staff, consultants and interns.
- Support WWF TCO in delivering FLR projects, notably the implementation of the AFR 100 initiative commitments made by Government on FLR.
- Carry out additional tasks as may be requested.
- Work closely together with all two implementing partners (IUCN and WRI) as well as WWF German IKI FLR Hub lead
- Represent WWF TCO on forest issues at strategic, policy and technical meetings, seminars and other events and processes.

ii. External

- Work closely together with the government hub focal person at MNRT (TFS) and VPO
- Build strong relations at landscape and national level with all hub's focal person and relevant stakeholders from various CSO's, NGO's, government, corporates and private sector, community and other.

Applications

Interested candidates should apply through the link: [Project Executant Vacancy](#).

Deadline for applications: 29th January 2025

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