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JOB DESCRIPTION

Position Title:	Programme Executant – WASH and IWRM
Reports to:	WWF TCO - Freshwater Programme Lead/Chief of Party
Supervises:	Technical and Supporting Staff
Duty Station:	Bunda, Tanzania
Start Date:	Immediate

1. General requirement and major functions

The Programme Executant will coordinate the delivery of Mara River Catchment Conservation (MRC) Project (USAID funded Project) and Mara Wetland Conservation Project (WetCoP); among other work/Projects to come in the Serengeti - Mara sub-landscape of the Southern Kenya – Northern Tanzania (SOKNOT) Landscape. The incumbent shall carry out her/his duties in the manner that embraces and encourages convergence of experiences and resources from key partners including but not limited to: Relevant Ministries, Regional and Local Government Authorities (RALGAs), Lake Victoria Basin Commission (LVBC), Lake Victoria Basin Water Board (LVBWB), Rural Water and Sanitation Authority (RUWASA) and other hierarchy of water and natural resources management, private sector (mining, fishing etc.), other NGOs, Education institutions - Schools and Colleges and whole stakeholders including vulnerable and poor communities; without forgetting the special needs of nature. The position requires a dynamic and experienced freshwater professional to work with these key partners to meet the need of people, wildlife and environmental flows of the rivers, particularly Mara River. The Programme Executant will provide technical expertise on rural water supply, connecting it with water resource conservation so that RUWASAs, WUAs and CBWSOs are able to plan and implement together conservation work and sustainable water supply schemes.

2. Technical Duties and Responsibilities

A. Program Design and implementation:

- Coordinate the development and implementation of the MRC Conservation Project in line with the project documents.
- Facilitate linkages and resource synergies between the MRC Conservation Project, Mara Wetlands Conservation Project (WetCOP) and other projects to realise the greater impacts in project areas and ensure that those projects build and benefits from each other,
- Assist in designing simple tools (to be used by Water basin Authority) to allow water uses are within a sustainable limit and guided by water allocation plan (WAP).
- Assist in designing and where appropriate, the implementation of training and capacity building initiatives for officials and beneficiaries in the respective partner institutions and communities
- Facilitate documentation of lessons and best practices from the Project interventions that would be shared with partners and also for supporting and influencing development of appropriate policies and mechanisms that would ensure long term sustainability of the project results.
- Ensure that Project operations under WWF-TCO are aligned and contribute to the WWF Global Freshwater Practices Strategy (through Blue of Heart of Africa Initiatives) and Africa Regional Office (ROA) Strategy.

- Advise and collaborate with TCO Freshwater Programme Coordinator to ensure that national freshwater interests are addressed accordingly in priority landscapes (SOKNOT, Water Tower, Ruvuma Landscapes and RUMAKI Seascape).
- Support the project planning processes and coordinate respective fundraising activities in collaboration with the TCO – FWL and BHoA Initiative Lead.
- Supervise all the projects activities to ensure effective management including timely development of annual work-plans, budgets, technical reports and effective partnerships.
- Facilitate respective projects evaluations and ensure implementation of agreed recommendations.
- Participating in the project related meetings, dialogues and discussions in the country and within the WWF-Network and work with TCO FWL/Chief of Part to advice the Conservation Manager and Country Director accordingly on the Project issues of interest as appropriate.
- Maintain a good image of the organization to ensure that WWF remains among the most respected in the sub-landscape, the country and outside the Country.
- Provide pro-active and constructive support to related global programmatic work including WWF's Water Security and Water Stewardship programmes, and work on climate adaptation and Nature based Solution (NbS).

B. Program Communication and Sharing

- Work with Monitoring, Evaluation and Learning (MEL) cum Monitoring Officer, and other colleagues to develop an effective approach to monitor, evaluate, learn and communicate results that supports programmatic objectives and promotes WWF as a leader in the field.
- Ensure lessons, stories and experiences are documented as appropriate and exchanged/Communicated within colleagues in WWF, and externally communities as well as around the world.
- Support fundraising efforts for implementation of the components of the WWF Tanzania Conservation Strategy.
- Ensures the program is in compliance with donor policies and regulations. Be responsible for overseeing contractual agreements with program participants.

C. Financial management:

- With support from accountant and Finance Officer, develop Program budgets for approval by Management in consultation with relevant donors and monitors expenditures against budgets.
- Ensures establishment of financial management systems for the program is adequately meet financial management needs and donor regulations and policies;
- Monitors accounting, administrative and operational procedures, standards and policies for the Program, including sub-grants;
- In collaboration with relevant program staff, prepares and submits monthly, quarterly, semi- annual and annual technical and financial reports and other specific reports according to schedules and work plan to Freshwater Coordinator/Donors in accordance with procedures established by WWF.

D. Human resources: In collaboration with Human Resources Manager, the Coordinator shall propose the personnel requirements of the Program and participates in the recruitment, selection and hiring of personnel. Conducts performance evaluation in compliance with WWF's policies and personnel management systems

E. Material needs: Determines the material needs of the Program; develops/updates procurement plans with relevant staff for approval by management. Ensures proper maintenance of the Program equipment inventory

- F. **Monitoring and evaluation:** In collaboration with WWF staff, develops and oversees the monitoring and evaluation system for the program. Monitors program implementation and identify and plan for evaluation needs. Develops knowledge management mechanism and oversees its implementation.
- G. **Program Relations:** Develops key programme relations with local, national, regional stakeholders across the Africa Region Office (both government and non- government partners); and Maintain good relations among all program partners as well as other important stakeholders, especially Water Basins and Ministry of Water & Irrigation
- H. **Risk management:** Follow the WWF Environmental and Social Safeguard Framework (ESSF). Develop and implement a Risk Register (Frequency review and approval) and ensure that mitigation actions are implemented as required.
- I. **Communications:** Develop and implement a communication action plan, ensuring the program meets its objectives and generates required support from key stakeholders.
- J. **Program development:** Establishing and nurture excellent relationships with present partners and donors and initiates new program concepts and partnerships to grow the program in compliance with WWF Tanzania's Conservation strategic plan and resource mobilization strategy; takes the lead in project proposal formulations and design.

3. Required Qualification and Experience

- i) A Bachelor's degree in Water Resources, Hydrology, environmental management or related field. A master's degree in the relevant field will be an added advantage.
- i) Minimum of **5 years** of working experience in conservation work in relation to water resources management and rural water supply schemes.
- ii) Previous experience working with water utilities on planning, infrastructure design and development of water supply systems,
- iii) Previous experience working with communities to design, install, maintain, and finance community-based water supply schemes.
- iv) Experience in carrying out 'Environmental Flows' and the use of participatory methodologies on maintaining the agreed water allocation.
- v) Facilitation skills including engagement of local communities and other stakeholders to participate in the delivery of project plans. Experience of engaging with 'hard to reach' members of society is desirable.
- vi) Ability to build good relationships and work collaboratively with diverse stakeholders in a respectful, participatory manner.
- vii) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- viii) A proven ability to work effectively without direct supervision, working in a team and willing to travel regularly and to stay for periods and to travel at short notice.
- ix) 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 NGOs, CSO, private sectors and community partners.

4. Desired Skills and Qualification

- i) Very good command in English & excellent writing skills and the ability to prepare clear, concise reports.
- ii) Ability to work with others in a team including consultants
- iii) Familiarity with the working area; water allocation modeling and work experience with NGOs are added advantage
- iv) Good analytical skills and Computer literacy
- v) Successful experience implementing strategic program goals.
- vi) Experience in writing project progress technical reports
- vii) Willingness to participate in field activities and travel to remote areas within the region
- viii) Focuses on result and responds positively to feedback.

- ix) Consistently approaches work with energy and a positive, constructive attitude.
- x) Remains calm, in control and good humored even under pressure.
- xi) Demonstrates openness to change and ability to manage complexities.
- xii) Identifies and aligns with the core values of the WWF organization: Courage, Integrity, Respect & Collaboration

5. Working relationships:

- a. **Internal:** Interacts frequently with landscapes leads, thematic leads, Coordinators/ Managers, Projects Officers, Consultants, researchers and All WWF-Tanzania staff.
- b. **External:** Interacts frequently with communities, government departments and other agencies, conservation officials in the country, development agencies, CSOs, NGOs, INGOs and donors and other staff within WWF Network.

MODE OF APPLICATION

Interested applicants may get the detailed Terms of Reference (ToR) through the following websites: https://www.wwf.or.tz/jobs_and_opportunities/jobs/ Applications must include a complete Cover Letter & CV with full contact details of three referees and should be addressed to the People & Culture Manager, via email to: hresources@wwftz.org by **Monday, 15th August 2022 at 3:30 pm**. Only shortlisted candidates will be contacted for the interview.

WWF has a principle of zero tolerance for fraud and corruption, if you encounter such an incident, then report by sending an email to fcci@wwftz.org

