



COMMUNITY WILDLIFE MANAGEMENT AREAS CONSORTIUM (CWMAC) VACANCIES ANNOUNCEMENT

Community Wildlife Management Areas Consortium (CWMAC) also known as Authorized Associations Consortium (AAC) is an apex body for all Authorized Associations (AAs) that manage Wildlife Management Areas (WMAs) in Tanzania. The organization stands as voice of all WMAs in Tanzania. CWMAC was registered as a Civil Society Organization - (CSO) which intends to provide a platform to the AAs and stakeholders to articulate their views and concerns. Through CWMAC, members of the consortium have agreed to work together and share experiences and resources for communal benefits. The CWMAC vision is to ensure: "Sustainable conservation of WMA resources for improved local communities livelihood" while its mission statement is "Advocating and supporting the AAs to ensure that AAs are capacitated and accountable for the management of WMAs, rights are granted and optimal benefits are accrued by the local people". CWMAC invites application from qualified Tanzanians to fill the following positions;

1. Accountant (1 post)

The incumbent must be the Holder of Bachelor Degree in accounting preferably with a CPA qualification. The Accountant will be responsible to undertake the following responsibilities:

- Process payment and invoices accurately and timely as per Fund's Procedure
- Ensure accuracy of subsidiary books of accounts
- Ensure prompt posting of transactions and balancing of books of accounts
- Prepare as required related vouchers for payroll financial accounting, including salary obligations, actual cost and salary disbursement to project staff
- Maintaining the integrity of the General Ledger by ensuring that budgets, descriptions and codes are up to date and that accounts are reconciled and cleared when appropriate
- Prepare project financial statements and schedules for audit purposed in accordance with the International Accounting Standards and International Financial Reporting Standards
- Maintain the actual financial records in compliance with the accounting standards and principles
- Perform account reconciliations and ensure all ledgers are closed as per Fund policy and principles laid out
- Undertake accurate and timely monthly, quarterly and year end closing
- Undertake any other assignments incidental to the project

Experience and Competencies

Analytical and meticulous with five (5) years proven efficiency and effectiveness in preparing financial reports, budgets, analyses, and forecasts in strict compliance with regulatory standards. Well-versed in non-profit

organizations accounting functions, including complex international accounting. Proactive stance in reviewing all financials for accuracy and integrity. Work well both independently and as a dedicated team player, communicating effectively across organizational levels to troubleshoot and resolve emerging issues. Technical Proficiencies in QuickBooks and Microsoft Office Suite (Excel, Word, Access, Outlook, PowerPoint). Skills in professional reading, comparing, and interpreting figures and data while adhering to Accuracy, Analysis, Attention to Detail, Compliance, Mathematical and Numerical Competence. Ability to work collaboratively is important qualification for this position. Candidates must have a good understanding of law enforcement monitoring systems.

2. Capacity Building and Advocacy Officer (1 post)

The **Capacity Building and Advocacy Officer** should have a Bachelor Degree either in Laws, Community Development, Natural Resources Management or other related fields. A Master's Degree would be an added advantage. S/he must possess outstanding experience of institutional support to Natural Resources Management organizations in Tanzania. Knowledge on Natural resources laws and policies is a must. Capacity Building and Advocacy Officer will be responsible to undertake the following roles:

- Initiate strategic engagement discussions with Authorized Associations (AAs) and Local Government Authorities (LGAs) on Institutional Capacity development interventions
- Contribute to the development of capacity development strategy and tools
- Conduct organizational capacity assessment merits for AAs using the designed assessment tools
- Develop Comprehensive Institutional Strengthening Plans for AAs
- Support AAs in drafting specific action plans to facilitate their operations
- Facilitate development of Draft of the analysis reports as per the reporting standards
- Ensure capacity development agenda is integrated within AAs plans so as to meet the capacity development goal, strategy and approaches
- Lead organizational development teams at the district level to plan, coordinate and implement various intervention aimed at AA's sustainability
- Ensure that CWMAC's interventions and LGAs are closely linked through on site mentoring and coaching and ensure that mentoring and coaching visit reports are properly shared and filed
- Conduct supportive supervision visits to AAs and LGAs to provide coaching and mentoring support with a view to improve their performance
- Provide overall strategic leadership and direction to all AAs on advocacy on gender equality and equity on Natural Resources
- Be responsible for designing advocacy programs that integrate gender integration on natural resources management and communicate the success of the interventions to all AAs
- Design mechanism that will strengthen the capacity of Gender Working Groups/Teams and provide coaching on the importance of mainstreaming Gender issues on Natural Resources Management in AAs
- Coordinate Advocacy, Policy Research & Public Awareness on gender equality and gender justice in Natural Resources Management
- Coordinate community capacity to publicly engage on Natural Resources governance and policy issues through advocating for community participation on policy and legal reforms on Natural Resources Management

- Establish strategic engagement for capacity development collaborative support with other AAs and capacity development implementing partners
- Document AAs achievements attained by including success stories on investment trends within the AAs and stories on curbing of poaching
- Draft reports related to AAs Institutional Capacity Development interventions
- Initiate dialogues within and outside AAs and conservation stakeholders to maintain effective working relationships, sustain interest, and increase cooperation on addressing key challenges facing AAs.
- Provide legal guidance and institutional support to AAs with a view of strengthening their operations in terms of contract negotiation and management, dealing with investment disputes, developing AAs' office operational documents, provide a constant mentorship to AAs and enable AAs to take part on policy and legal reforms processes.
- Other responsibilities as may be assigned

Experience and Competencies

Minimum of seven (7) years of experience with at least 3 years directly in capacity building, preferable with Natural Resources Management organizations directly working with AAs. In depth understanding of Natural Resources Management policies in Tanzania. Ability to deliver strategic insight and analysis on communications and media strategies relevant to development sector; and a solid record of managing complex and challenging partnerships with government, communities, donors and other partners. Strong training & facilitation skills relevant to adult learning. Ability to work with a multi-disciplinary team. Proven track record of producing policy briefs and advocacy materials and communication products. Experience in the usage of computers and relevant office software packages.

3. Communication Officer (1 post)

The Communication Officer will be a holder of a Bachelor Degree either in Mass Communication, Public Relations or Marketing. The incumbent will be required to undertake the following roles:

- Recommend ideas, improvements, and best practices to edit and refresh the organization's communication materials, websites and blogs (in collaboration with other technical staffs and partners)
- Conceptualize and write stories for the organization's websites and blogs and other social media in collaboration with technical staff
- Collaborate with technical staff in writing and editing marketing materials, including information related to investment and tourist attractions found within the AAs
- Undertake fact checking, writing and copy editing, and version control including printing of t-shirts, advertisement painting and other visual messages
- Assist in developing materials pertinent to AAs operations through identifying appropriate communication channels; facilitate the preparation and production of various reports, presentations, and other documents
- Manage the CWMAC's Website and social media pages, including Facebook, Twitter, Instagram, LinkedIn, and YouTube

- Helps in setting goals for the organization's social media presence; develop creative ways to meet those goals; and evaluate and measure progress
- Assist in documenting designated programme results
- Provide day-to-day management and coordination of communication activities
- Provide technical advice in communications and guide program staff to enhance their communication skills such as preparing PowerPoint presentations, developing success stories, taking good photos, etc.
- Coordinating rural outreach events
- Conduct field visits as needed to accompany media visits, interview staff and beneficiaries, write human interest stories and take photos and video
- Support monitoring and evaluation activities
- Attend relevant public events and conferences
- Manage the organization's communication and media resources and databases
- Other responsibilities as may be assigned

Experience and Competencies

Minimum of five (5) years of experience with at least two (2) years directly in communication or public relations, preferable with Natural Resources Management organizations. Excellent written and verbal communication skills with ability to address issues to diverse audiences. Knowledge of photo-journalism and digital marketing tactics such as SEO and email marketing. Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively. Experience in developing communication strategy and designing of communication materials

Language Requirements: Fluency in written and spoken English and Swahili

4. Conservation Officer (1 post)

The Conservation Officer will be a holder of Master of Science Degree in Wildlife, Environmental science or Bio- Science. The Conservation officer will be responsible to undertake the following duties:

- Support development and review of the AA Management Plan (i.e. Constitutions, RZMP, GMP, Business Plan and Strategic Plans)
- Support anti-poaching capacity building in WMA (Intelligence training, patrol systems, etc)
- Coordinate processes of obtaining investors in WMAs
- Follow-up implementation piloting phase of WMA Monitoring System and coordinating WMA Monitoring System Working Group
- Support scaling-up of the WMA Monitoring system
- Managing and updating of CWMAC Information Management System (MOMs)
- Follow-up implementation of the Investment Contracts in WMAs
- Tracking revenue collection and disbursement in all WMAs
- Support implementation of AAs business Plan and Strategic Plan

- Follow-up implementation and achievability of Targets identified in CWMAC M&E Plan
- Provide other relevant technical guidance to WMAs and stakeholders
- Write technical Reports
- Other responsibilities as may be assigned

Experience and Competencies

Seven (7) years of related experience in field and analytical methods used to monitor species in wildlife management areas is essential. Field experience in remote part of Tanzania is desirable. In addition, a track record of publishing in scientific or popular literature, and ability to work collaboratively are important qualifications for this position. Candidates must have a good understanding of relevant Legislation governing wildlife conservation in Tanzania.

Driver (1 post)

Qualifications

- Holder of Secondary School Certificate with passes in English, and who holds a class “C” driving license. The candidate should have undergone training and attained ‘trade test’ Grade III (Mechanism)
- Working experience of at least three (03) years on similar position;
- Ability to read and write both English and Kiswahili;
- Applicants must have experience of working with CSO for at least three (03) years

Application Instructions:

Interested candidates must submit the following documents: - • Application Letter • CV with three referees including previous employers • Relevant certified copies of Academic Certificates. Uncompleted applications will not be considered. Only shortlisted candidates will be contacted. Applicants are invited to submit hard copies of their application letters and resumes to:- Chief Executive Officer (CEO), Community Wildlife Management Areas Consortium (CWMAC), Mikoroshini Street, Msasani Area, House No. MSN/MKS/S87, P.O. Box 13685, Dar Es Salaam, Tanzania **or by email** through info@twma.co.tz; All applications should be submitted not later than **March 30, 2018 at 5.00 Pm**.