



Tanzania Forest
Conservation Group
Shirika la Kuhifadhi
Misitu ya Asili Tanzania

Job Description

Position: Technical Advisor

Project: Sustainable Charcoal Project

Donor: Swiss Development Cooperation

Updated: 16th April 2012

1) Introduction

The position described in this job description is for the Technical Advisor of the 'Sustainable Charcoal Project'. The Tanzania Forest Conservation Group in partnership with the Tanzanian Community Forest Conservation Network (MJUMITA) is planning to implement a project with the goal that: 'Commercially viable value chains are established for legal, sustainably sourced charcoal'. The project is financed by the Swiss Agency for Development Cooperation as part of a broader programme 'Transforming Tanzania's Charcoal Sector'. The project will be evaluated after two years with the possibility of an additional four years. For the first two years, the geographical focus for the project is Kilosa District in Morogoro Region and Mpwapwa District in Dodoma Region.

2) Objectives

The Technical Advisor is responsible for supporting the Project Manager to successfully achieve the outcome and outputs of the Sustainable Charcoal Project. The Technical Advisor will also provide support and mentoring to other members of the project team including the Project Officer and Advocacy Officer. The Technical Advisor will have specific responsibility for ensuring that the following outputs are achieved:

1.4 Sales and marketing strategy developed and implemented for sustainably sourced charcoal.

1.5 National charcoal certification scheme designed and piloted.

1.6 Guidelines and training package developed for inclusion of charcoal production in PFM and REDD frameworks.

The Technical Advisor shall also provide technical input with regard to the design of the sustainable charcoal production process under outputs 1.1 and 1.2.

3) Responsibilities

The responsibilities of the Technical Advisor will include but not be limited to the following:

Implementation of project activities

- Implement activities under Outputs 1.4, 1.5 and 1.6 of the project in accordance with work plans developed with the Project Manager.
- Support the Project Manager in the implementation of activities linked to other outputs.

Monitoring and evaluation

- Provide technical input in the design and implementation of the project monitoring, evaluation and communication strategy.

Data management

- The Technical Advisor shall keep neat and well-organised files in relation to project reports, work plans, correspondence and other documents.
- The Technical Advisor will forward all requests for data from organisations or individuals outside of TFCG to the Project Manager.
- The Technical Advisor is responsible for ensuring that s/he has up to date virus protection on his / her computer and that s/he scans all external drives connected to his / her computer.

Communication

- At all times the Technical Advisor will act in a professional and courteous manner and will maintain a positive image of the Project, TFCG and MJUMITA.
- The Technical Advisor will consult with the Project Manager with regard to any communication with the media.

- The Technical Advisor will support smooth communication with other institutions involved in the implementation of the project including EMPA, CDE and SUA as well as local and central government.

Capacity building

- The Technical Advisor is responsible for building the capacity of Project Team members in relation to various issues including marketing of sustainable charcoal making; best practices on sustainable charcoal production; and certification schemes.

Planning and budgeting

- The Technical Advisor will participate in the preparation of work plans and budgets.
- The Technical Advisor will work closely with other members of the project team in order to plan and implement field activities in such a way as to avoid inconveniencing community members and maximising the impact of project activities.
- The Technical Advisor will apply adaptive management skills in the implementation of the project's work plans and budgets in order to support the project in achieving its overall goal.

Reporting and maintaining project records

- The Technical Advisor shall report to the Project Manager.
- The Technical Advisor shall provide detailed and accurate reports on any project expenditure for which s/he is responsible in accordance with TFCG Financial Guidelines.

Conflict resolution

- Should any conflict arise in the implementation of the project, the Technical Advisor will participate in a conflict resolution process as agreed with the project team.
- The Technical Advisor will help to foster a culture of mutual respect and transparency within the project team and with the communities that the project seeks to serve.

5) Timescale

The position is for 24 months subject to fulfilment of the responsibilities outlined in this document and in the TFCG Human Resources Manual; receipt of funds by TFCG from SDC for the project; and the issue of a work permit by the Department of Immigration in the event that the Technical Advisor is not a Tanzanian national. The position may be extended for a further 48 months if the 2 year evaluation concludes accordingly.

6) Location

Either Dar es Salaam, Kilosa or Morogoro. Subject to discussion as part of recruitment process.

7) Qualifications, experience and skills

The Technical Advisor will have:

- MSc or higher degree in a relevant subject.
- Prior experience of working in a related field in East Africa.
- Excellent communication, facilitation, delegation, capacity building and listening skills.
- At least 5 years experience in working in a related field this could be sustainable forest management, community development and certification. Preference will be given to candidates with a combination of experience on business, community development and participatory forest management.
- Preference will be given to candidates with some knowledge of Swahili.
- A proven personal commitment to environmental conservation.
- Literate in computer software applications including Word and Excel.
- Candidates of all nationalities may apply.