



Job Description

Title:	Assistant Nature Reserve Manager
Version Date:	6 th June 2019
Project:	Magombera Nature Reserve
Deadline:	24 th June 2019 (midday)

Introduction

Magombera Nature Reserve is a newly designated protected area, located in the Kilombero Valley, Morogoro Region. It is currently managed by the Tanzania Forest Conservation Group in partnership with Reforest Africa, Tanzania Forest Services Agency, Rainforest Trust (USA), Flamingo Land Ltd. (UK) and the University of York (UK). The aim of the 3 year project is to develop and implement a management plan for the new reserve, that will better protect the forest through participatory approaches to improve forest health, village livelihoods, and local infrastructure for forest restoration, tourism and other revenue generation. **Above all, we are seeking a well-organised and friendly person who would work well with our field team and local NGO, government, village and tourism partners.** The position will be based in Kilombero District under funding from the Rainforest Trust.

Objectives / main job function

The Assistant will assist the Magombera Nature Reserve Manager with co-ordination of all aspects of the Magombera Nature Reserve management and reporting to the Project Director.

Responsibilities

The Assistant is responsible for assisting the implementation of all objectives and activities under the following partnership agreement with the Rainforest Trust:

19-TZ-01 Developing the Magombera Nature Forest Reserve to benefit people and biodiversity

The work will include:

- Assist in management of eleven staff plus other casual labourers working in the Magombera Forest and nearby villages, including facilitation of environmental education, forest management, sustainability planning and gathering data to measure conservation success.
- Assist in the maintenance of project office and vehicles, and update project databases, financial accounts and make brief monthly progress reports.
- Assist in the maintenance of good working relationships with project partners including landowners, village committees, researchers, district government, NGOs and donors.
- Assist with all required reporting and financial accounting.
- Occasional assistance guiding tourists and other visitors around the Nature Reserve.
- Any other tasks as required by the Nature Reserve Manager or Project Director.

Monitoring and evaluation

- Data collection in accordance with the project's monitoring and evaluation strategy.

Data management

- The Assistant shall keep neat and well-organised files in relation to project reports, work plans, correspondence and other documents.
- The Assistant will forward all requests for data from organisations or individuals outside of TFCG to the Project Manager.
- The Assistant 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 Assistant will act in a professional and courteous manner and will maintain a positive image of the Project, TFCG, Reforest Africa and the Rainforest Trust.
- The Assistant will consult with the Project Manager with regard to any communication with the media.

Planning and budgeting

- The Assistant will participate in the preparation of work plans and budgets.
- The Assistant 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 Assistant 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 Assistant shall report to the Nature Reserve Manager and will also be guided by the Project Director.
- The Assistant shall provide detailed and accurate reports on any project expenditure for which s/he is responsible in accordance with TFCG, Reforest Africa and Rainforest Trust Financial and Technical Reporting Guidelines.

Conflict resolution

- Should any conflict arise in the implementation of the project, the Assistant will participate in a conflict resolution process as agreed with the project team.
- The Assistant 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.

Location

- The Assistant will be based at the Reforest Africa head office in Mang'ula, Kilombero District, Morogoro Region.

Timescale

- Application deadline: Monday 24th June
- Interviews: To be held on Friday 28th June (Mang'ula) or Tuesday 2nd July (Dar es Salaam). Please state your preferred interview location. A Skype or telephone interview may also be arranged in exceptional circumstances.
- Position duration: 33 months, July 2019 to March 2022 (initially for a probationary period of six months).

Qualifications

- The Assistant will have an advanced diploma (or strong secondary school qualifications) in a relevant subject, e.g. socio-ecology, natural resources, resource economics, forestry, conservation, wildlife management, ecology.

Salary

- Up to 496,371 Tanzanian shillings per month, inclusive of all statutory payments.

Minimum competence / experience (Selection Criteria)

- Diploma or secondary qualifications as indicated above.
- At least 6 months of direct experience with forest management, including local community engagement.
- Experience in budgeting, accounting, time-management and driving in Tanzania.
- The applicant must be enthusiastic, an excellent communicator, and able to work well with people.
- The applicant must also be physically fit with prior experience of fieldwork in remote locations.
- Knowledge of Microsoft Excel and Word (and knowledge of GIS software desirable).
- A Tanzanian National fluent in English and Swahili with proven verbal and written skills in both languages.
- Demonstrated willingness to undertake arduous work without supervision, and to do so with initiative, integrity, honesty and commitment.
- A proven personal commitment to environmental conservation and/or tourism.

Application and Further Information

- Applications by e-mail to tfcg@tfcg.or.tz.
- Please supply a cv (including telephone number), diploma or certificate module grades, covering letter (including a direct response to each of the Selection Criteria), and telephone, postal and e-mail contacts for two referees, including at least one relevant to forest management.
- More information on the project and Magombera Nature Reserve can be found at www.reforestafrica.com, www.tfcg.org, and on Facebook (@Magombera, @UdzungwaForestProject) and Twitter (@ReforestAfr, @UdzungwaFP).