



UNITED REPUBLIC OF TANZANIA
VICE PRESIDENT'S OFFICE



Job Vacancy Announcement

Job Announcement: Building Climate Resilience in Kigoma Region

The Vice President's Office, in collaboration with the United Nations Environment Programme (UNEP), the United Nations High Commissioner for Refugees (UNHCR), the Kigoma Regional Secretariat, the National Environmental Management Council (NEMC), and the Tanzania Forest Services (TFS), is launching the "Building Climate Resilience in Kigoma Region" project. This project is funded by the Green Climate Fund (GCF) through UNEP and aims to address the impacts of climate change in Kigoma.

The project, set to run from 2024 to 2028, will be implemented in the districts of Kasulu, Kibondo, and Kakonko in the Kigoma Region. The objective is to enhance community resilience to the effects of climate change through sustainable land management, conservation of natural resources, and climate-smart agricultural practices.

In line with this initiative, the Office of the Vice President invites qualified Tanzanians to apply for various positions within the project. These positions are available on a fixed-term basis for the project's five-year duration.

Available Positions:

1. Monitoring and Evaluation Officer

Project: Building resilience in the landscapes of Kigoma, Tanzania (GCF FP218)

Post title: M&E Officer. National, full-time position.

Duration: 1-year contract with possibility of renewal up to 5 years.

Duty station: Kigoma.

a) Objectives of the position:

Responsible for the implementation of the project M&E Plan, monitoring and reporting on the project's activities in the field and production of project learning and communication outputs in coordination with relevant government agencies and implementing partners.

The M&E Officer will report directly to the Project Manager and will work in close collaboration with all the project implementing partners. In addition, the M&E officer will operate under the technical supervision of the M&E Expert and the Chief Technical Advisor.

b) Duties and Responsibilities:

Monitoring and Evaluation:

- Collaborate with Baseline consultants to establish the M&E framework/system for reporting project logic framework indicators.
- Support the refinement and elaboration of data collection tools and means of verification.
- Provide training on M&E Plan requirements and monitoring tools to implementing partners, district coordinators and village focal points.
- Liaise with project stakeholders to collect implementation data on project activities.
- Conduct field visits to collect data, track progress against the workplan, and monitor the implementation of EbA activities.
- Conduct annual result verification missions to measure indicators and evaluate project progress towards targets.
- Collect, and analyze disaggregated data regularly to report performance on project indicators and for mid-term and terminal evaluations.
- Work closely with the Gender and Safeguards specialist to integrate the monitoring of the environmental and social safeguards action plan, gender action plan and the grievance redress mechanism into the overall M&E systems and project reports.

Reporting:

- Prepare reporting formats and data collection forms for use by implementing partners, district and village focal points.
- Report project performance to the PMU and PSC, contributing information to project reports on a monthly, quarterly, and annual basis.
- Coordinate the monthly progress tracking of project activities, compiling and submitting tracking reports to the PMU, executing entities and UNEP Task Manager.
- Establish clear reporting requirements and templates for implementing partners, consultants, and contractors.
- Review the quality of reports produced by partners and consultants, providing guidance and support to ensure high-quality and timely reporting.
- To collaborate with the PMU to Consolidate reports from the co-executing entity UNHCR and implementing entities to prepare Annual Performance Reports and Half-yearly Progress Reports, as well as ad-hoc reports, presentations, and briefings.

Knowledge Management and Communication:

- Produce project lessons learned and represent the Project Management Unit in learning events.
- Lead communication activities and develop knowledge products and promotional materials for a landscape-level integrated ecosystem-based approach to climate change adaptation.

- Conduct interviews, collect photos, and write stories, particularly human-interest stories on positive project impacts.
- Manage the dissemination of knowledge products developed by the project.
- Track and measure behavioral change resulting from communication products and intervention.
- Assist the PMU in co-hosting workshops, forums, and consultations within ongoing policy and planning processes to showcase project results and implications for the legal, policy, and planning frameworks of the country.
- In collaboration with PMU and the communication Units from VPO and Kigoma RS to ensure project stakeholders, including the private sector, are aware of project objectives, activities, and outputs, consistent with the project Stakeholder Engagement Plan.
- Ensure compliance with intellectual property and visibility regulations as per the Project Cooperation Agreement.

c) Qualifications:

Education

- A bachelor's or master's degree in a relevant field such as Monitoring and Evaluation, Project Management, Environmental Science, Forestry, Development Studies, or a related discipline.
- Successful completion of both degree and non-degree training programs in data analysis and spatial analysis is an added advantage.

Experience

- At least 5 years of work experience in project monitoring and evaluation, including the development of results monitoring and evaluation frameworks, SMART indicators and monitoring tools
- Experience collecting and analyzing data for donor-funded project Baseline Studies, Mid-Term Reviews and/or Terminal Evaluations is an added advantage.
- Demonstrated experience in providing training and capacity building on M&E related to donor funded projects
- Experience in climate change adaptation, disaster risk reduction and/or restoration projects is an added advantage.
- Experience using tools and software commonly used in M&E, such as statistical analysis software and database management systems.
- Proficiency in MS Excel, Ms Word and Ms Internet.

Languages

- Proficiency in English written and spoken
- Fluency in Kiswahili is required.

Skills

- Quantitative and qualitative data analysis
- Excellent communication, facilitation and inter-personal skills
- Creativity and analytical
- Conscientiousness and accuracy in reporting
- Excellent presentation skills

- Excellent writing skills in English and Swahili

d) Remuneration

Salary will be paid according to the project procedure, regulations and salary structure.

2. Safeguards and Gender Officer

Project: Building resilience in the landscapes of Kigoma, Tanzania (GCF FP218)

Post title: Safeguards and Gender Officer. National, full-time position.

Duration: 1 year contract with possibility of renewal up to 5 years.

Duty station: Kigoma.

a) Objectives of the position:

Responsible for the implementation of the Social & Environmental Safeguards Plan, including Stakeholder Response Mechanism and the Gender Action Plan, ensuring equitable benefit distribution/minimal adverse impacts.

The Safeguards and Gender Officer will report directly to the Project Manager and will work in close collaboration with all the project implementing partners. In addition, the Safeguards and Gender Officer will operate under the technical supervision of the PMU and the Director of Environment of VPO,

b) Duties and Responsibilities:

Gender:

- Lead the implementation of the Gender Action Plan (GAP) and mainstream gender in the implementation of all activities;
- Integrate GAP gender-enabling activities into annual work plans and budgets of the project;
- Support the development of TORs and implementation of participatory surveys, consultations, communication with beneficiary communities to ensure these are done in ways to maximize the participation and equal benefits to women, Youth, Children and Special Groups;
- Provide inputs to the development of project deliverables and knowledge products to reflect gender analysis, benefits, or options, where applicable.
- Ensure gender mainstreaming and progress against the GAP is adequately reported in Annual Performance Reports, Half-yearly Progress Reports, technical reports, good practices and lessons learned documents;
- Coordinate regular training and on-the-job support to the project implementing partners and personnel on the project's Gender Action Plan and gender mainstreaming;

Environmental and Social Management System (ESMS):

- Responsible for the implementation and management of the project ESMS, ensure the executing entities, implementing partners, project personnel and consultants adhere to the approved Environmental and Social Management System (ESMS) for the project.
- In collaboration with the ESS expert, identify new potential social and environmental risks that may arise and propose updates to the Environmental and Social Management System (ESMS) to mitigate new emerging risks as required.
- Carry out ESS screening at specific sites and identify site-specific mitigation measures in line with the approved Environmental and Social Management System (ESMS).
- In collaboration with the ESS expert, develop the ESS Monitoring Plan to monitor the implementation of the Social & Environmental Safeguards Plan mitigation measures.
- Coordinate field missions and collect data from project stakeholders as per the ESS Monitoring Plan to monitor that the identified mitigation measures are implemented in a timely manner and take corrective measures as needed.
- Ensure that the conflict mitigation measures provided in the Conflict Sensitivity Analysis are implemented by project personnel and implementing partners and take corrective measures as needed.
- Analyze feedback and grievance cases of the GRM to adaptatively manage the Social & Environmental Safeguards Plan and the Conflict Sensitivity Analysis avoidance, minimization and mitigation measures.
- Coordinate regular training and on-the-job support to the project implementing partners and personnel on social and environmental safeguards and the implementation of the approved Environmental and Social Management System (ESMS).
- In collaboration with procurement Officer ensure that terms of references and contracts of vendors and service providers reflect provisions of the Environmental and Social Action Plan as well as relevant provisions such as on labor and working conditions and continue to liaise and monitor their work during implementation;
- Ensure that environmental and social risk mitigation measures are included in annual workplans, budgets, and procurement plans;
- Provide semi-annual reports on the project environmental and social safeguards and inputs to the Annual Performance Reports and other technical reports;
- Contribute to address Government, UNEP and GCF queries on environmental and social safeguards

Grievance Redress Mechanism (GRM)

- Responsible for the implementation and monitoring of the GRM of the project.
- Ensure effective communication of the GRM through different means and raise awareness among the project stakeholders, project beneficiary and non-beneficiary in target villages on the GRM and the different mechanisms available to report feedback and complaints.
- Monitor to ensure the approved GRM is operational in all sites and at different Tier Levels of grievance redress.

- Keep records of all the complaints and redress cases including number and type of complaints, process followed for the redress and final outputs.
- Monitor the performance of the GRM and recommend necessary adjustments as necessary to improve efficiency and effectiveness.
- Report grievance cases and their management in the project performance reports.

Sexual Exploitation Abuse and Harassment (SEAH)

- Deliver awareness raising within the local community and labour force on preventing sexual exploitation and abuse and avenues to report such cases if they arise;
- Coordinate trainings for project stakeholders and personnel, including contractors, on their responsibilities to prevent sexual harassment and sexual exploitation and abuse, and making clear the consequences for non-compliance, ahead of any project work;
- Ensure the project grievance mechanism has a different and sensitive approach to gender-based violence-related cases.
- Ensure that all cases of gender-based violence / sexual exploitation and abuse and that these cases are referred to the appropriate service providers, such as medical and psychological support, emergency accommodation, and any other necessary services as per the referral pathways identified.

c) Qualifications:

Education:

Bachelor's or Master's Degree in Gender Studies, Environmental Science, Social Sciences, Development Studies, or a related field.

Experience:

- At least 5 years of relevant experience in gender mainstreaming and environmental and social safeguards (ESS) in project activities.
- Proven track record in leading the implementation of Gender Action Plans (GAP), gender mainstreaming and/or gender-sensitive monitoring and evaluation in donor-funded projects.
- Proven track record in managing environmental and social risks in donor-funded projects.
- In-depth knowledge of gender issues, mainstreaming strategies, and environmental and social safeguards principles.
- Experience implementing Grievance Redress Mechanisms (GRM) is desirable.
- Experience in the prevention of Sexual Exploitation Abuse and Harassment (SEAH) is desirable.

Languages

- Proficiency in English written and spoken
- Fluency in Kiswahili is required.

Skills:

- Professional integrity

- Strong analytical skills to identify and address emerging social and environmental risks.
- Training and facilitation skills
- Gender-sensitive communication skills
- Teamwork

d) Remuneration

Salary will be paid according to the project procedure, regulations and salary structure.

3. Land Use Planning (LUP), Climate-Smart Agriculture (CSA) & livelihood expert

Duration: Full-time, 1-year contract renewable up to 5 years

Duty station: Kigoma

a) Objectives of the position:

The Land use planning, CSA & livelihood expert consultant will provide technical oversight and implementation support to District Councils for the delivery of Outputs 1 and 3. He/she will be responsible for ensuring the provision of quality inputs and adherence to Climate-Smart Agriculture guidance, linkages with value chains and integration of agriculture and livelihood interventions in the project's landscape approach for ecosystem-based adaptation.

b) Duties and responsibilities:

- Provide strategic guidance and technical support to the Vice President's Office (VPO) of the United Republic of Tanzania, Village Councils and implementing partners for the delivery of Outputs 1 and 3 of the project, ensuring the interventions contribute to build climate resilience with a landscape and ecosystem-based approach.
- Coordinate with stakeholders the effective delivery of Output 1 and 3 activities, ensuring alignment with project objectives, beneficiary selection criteria and guidelines.
- *Activity 1.1 Support climate-resilient village land use planning*
- *Activity 3.1. Promote modern technologies and management practices to strengthen the capacity of farmers, district officials and agricultural extension workers in climate-resilient agriculture.*
- *Sub-activity 3.2.3. Conduct training and awareness raising for 400 members of Water User Associations and farmers on water management and efficient water use through the FFS.*
- *Sub-activity 3.2.4. Support the establishment of and strengthen existing Water Users Associations (WUAs) through organizing and conducting 20 meetings/trainings.*
- *Activity 3.3. Promote climate-resilient livelihood diversification to strengthen food security and nutrition, provide alternative income as a safety net, and to sustain the implementation of climate-resilient agricultural and forest management practices.*

- Coordinate to deliver expert guidance on Climate-Smart Agriculture practices.
- Establish linkages with relevant value chains for agricultural products.
- Integrate agriculture and livelihood interventions within the project landscape and the ecosystem-based adaptation approach.
- Engage with local communities and stakeholders for insights and collaboration.
- Conduct capacity-building sessions for District Council staff and partners.
- Prepare comprehensive reports on implementation progress and challenges.
- Coordinate with other experts and consultants for project synergy.

c) Qualifications and experience:

Education

- Master's degree in Agricultural Sciences, Forestry, Environmental Studies, or related field.

Experience

- Minimum of 5 years in Climate-Smart Agriculture and livelihood interventions.
- Proven track record in providing technical oversight to agricultural projects.
- Knowledge of Climate-Smart Agriculture practices and principles.
- Understanding of value chains in the agricultural sector in Tanzania.
- Experience in land use planning processes with District Councils and Village Councils in Tanzania is an added advantage.
- Experience with Green Climate Fund, Global Environment Facility, Adaptation Fund or similar donor-funded projects is an added advantage.

Languages

- Proficiency in English written and spoken
- Fluency in Kiswahili is required.

Skills

- Works collaboratively
- Establishes and maintains productive partnerships with clients by gaining their trust and respect.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to detect and escalate project risk and propose effective mitigation
- Effective communication skills
- Good reporting skills.
- Moderation, facilitation and capacity building skills are essential;

d) Remuneration

Salary will be paid according to the project procedure, regulations and salary structure.

4. Social & Environment Safeguards expert

Duration: Part-time consultant, 30 days/year, 5 year duration

Duty station: Home-based with travel to Kigoma

a) Objectives of the position:

The part-time international Social & Environment Safeguards expert consultant will be engaged to support PMU in the development and implementation of the project Social & Environment Management System to safeguard the projects against any unforeseen environmental or social harm.

The expert will work part-time, focusing on strategic guidance, technical support, and collaboration with the national gender and safeguards officer, PMU and implementing partners to ensure the project's compliance with environmental and social safeguards. The specific allocation of working hours and schedule will be mutually agreed upon.

b) Duties and responsibilities:

- Provide guidance and support to the national Gender and Safeguards Officer and the Project Manager in overseeing the implementation and management of the project's ESMS.
- Develop an ESS Monitoring Plan for tracking emerging risks and compliance with the Environmental and Social Management System (ESMS) by all project stakeholders;
- Coordinate the development of management plans, guidelines, designs, and other project outputs to ensure environmental and social safeguards and mitigation measures are embedded as appropriate;
- Carry out consultations to design and operationalize a project-specific Grievance Redress Mechanism (GRM) with a sensitive approach to GBV cases and including local redress mechanisms at different levels, United Republic of Tanzania (URT), UNEP Stakeholder Response Mechanism and the GCF Independent Redress Mechanism.
- Coordinate development of project guidance, awareness materials and tools to comply with the ESMS provisions regarding the prevention of SEAH, including the identification of referral pathways.
- Coordinate the development of project-level guidelines and contractual requirements related to sexual exploitation and abuse, including investigation and disciplinary procedures;
- Conduct annual project visits to Kigoma in collaboration with the PMU, Gender and Safeguards Officers to;
 - Oversee adherence to the approved ESMS and applicable Tanzanian, UNEP and GCF policies by executing entities, implementing partners, project personnel, and consultants.
 - Screen project activities to identify new potential social and environmental risks
 - Monitor the implementation of the safeguards and conflict risk avoidance, minimization and mitigation measures.
 - Provide training on environmental and social safeguards to project personnel, implementing partners and stakeholders.
 - Monitor the correct implementation of the GRM

- Monitor the implementation of the SEAH prevention measures.
- Report findings of annual safeguards missions and propose adjustments to the ESMS as needed based on the continuous risk screening, ESMS monitoring results and grievances recorded.
- Carry out agreed revisions of the ESMS.
- Review the semi-annual reports on the project environmental and social safeguards prepared by the national Gender and Safeguards Officer and provide inputs to the Annual Performance Reports and other technical reports;
- Contribute to address Government, UNEP and GCF queries on environmental and social safeguards
- Provide information and updates on environmental and social safeguards in Government, UNEP monitoring missions, and mid-term and terminal evaluations.

c) Qualifications and experience:

Education

- Master's degree in environmental science, social sciences or related fields.

Experience

- Minimum of 5 years of relevant professional experience in environmental and social safeguards, with a focus on gender aspects.
- Proven experience in providing guidance and support for the implementation and management of Environmental and Social Management Systems (ESMS) in development projects, preferably in international contexts.
- In-depth knowledge of international environmental and social safeguards standards, policies, and guidelines.
- Expertise in developing and implementing ESS Monitoring Plans to track emerging risks and ensure compliance with ESMS.
- Proven ability to deliver training on environmental and social safeguards to diverse stakeholders.
- Experience with Green Climate Fund, Global Environment Facility, Adaptation Fund or similar donor-funded projects desirable.

Languages

- Proficiency in English written and spoken
- Knowledge of Swahili is desirable.

Skills

- Works collaboratively
- Establishes and maintains productive partnerships with clients by gaining their trust and respect.
- Encourages dialogue to prevent and resolve conflicts.
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Ability to detect and escalate project risk and propose effective mitigation
- Effective communication skills
- Moderation, facilitation and capacity building skills are essential;

d) Remuneration

Salary will be paid according to the project procedure, regulations and salary structure.

How to Apply:

Qualified Tanzanian citizens who meet the required qualifications are encouraged to apply for the listed positions. All application letters must be type-written. Please, submit your application, including a cover letter, detailed CV, and copies of relevant original certificates, (no provisional results), to the following email: **barua@vpo.go.tz**. Make sure to indicate the position you are applying for in the subject line. **For the government employees, approval from their employer is mandatory.**

Applications must be submitted by **26st May, 2025**. Only shortlisted candidates will be contacted for interviews.

Join us in building a more resilient and sustainable Kigoma Region. Together, we can address the challenges of climate change and ensure a brighter future for our communities.

All application should be addressed to;

Permanent Secretary,
Vice President's Office,
Government City,
Mtumba Area,
Vice President Street,
P. O. Box 2502,
40406 Dodoma
Telephone: +255 026 2329006
Fax: +255 026 2329007
Email: barua@vpo.go.tz