



UNITED REPUBLIC OF TANZANIA
VICE PRESIDENT'S OFFICE



Re- Advertisement Job Vacancy: Building Climate Resilience in the 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 2025 to 2029, 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. Climate-Smart Agriculture (CSA) & livelihood expert

Duration: 1-year contract renewable up to March 2029 based on performance

Start Date Required: 1ST October 2026

Duty station: Kigoma

a. Objectives of the position:

The CSA & livelihood expert consultant will lead the timely and quality delivery of output 3 project activities on CSA and alternative livelihoods.

b. Duties and responsibilities:

- Provide strategic guidance and technical support to the Vice President's Office (VPO) of the United Republic of Tanzania, Project District Coordinators, District Officers, Village Councils and implementing partners for the delivery

of Output 3 CSA and livelihood activities, ensuring the interventions contribute to build climate resilience with a landscape and ecosystem-based approach. :

- Specifically, lead the planning, timely delivery and monitoring of the following project activities:
 - Sub-activity 3.1.1. Build capacity of 60 farmers per Farmer Field School (FFS) on climate-resilient agricultural practises, including use of traditional knowledge, through trainings co-designed in collaboration with the farmers, district officials and extension services.
 - Sub-activity 3.1.2. Provide kits for climate-resilient agriculture including seeds, tools and equipment necessary for implementing climate-resilient agricultural practices
 - Sub-activity 3.2.2. Establish water pumping and irrigation through micro-solar and treadle pumps (in coordination with water expert consultant)
 - 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 3.3.1. Promote beekeeping to incentivise forest conservation in the forests surrounding the camps and villages by providing equipment and training
 - Sub-activity 3.3.2. Promote mushroom cultivation for marginalised groups with training and mushroom growing facilities by providing equipment and training
- Deliver training and expert guidance on Climate-Smart Agriculture practices.
- Deliver training and expert guidance on beekeeping and mushroom production and value chain in coordination with officers and implementing partners.
- Deliver training on efficient water use and irrigation
- Oversee delivery of inputs through SAMOs
- Closely work with District officers, partners and communities, facilitating knowledge transfer and capacity building.
- Monitor CSA and livelihood activities, collect data and prepare comprehensive reports on implementation progress, challenges and lessons learned.
- c. **Compliance requirements:**
 - Refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNEP as well as the Government.
 - Ensure compliance with the Anti-Fraud and Anti-Corruption Framework of the Government, United Nations Secretariat, as well as the Green Climate Fund Policy on Prohibited Practices
 - Ensure compliance with the Government, UN and GCF policies on sexual exploitation, abuse, and harassment at all times;
 - Implement project activities in compliance with the Project Cooperation Agreement (PCA) and its annexes.

- Implement project activities in compliance with the relevant safeguard requirements set out in the Government of Tanzania (URT), UNEP Environmental, Social and Economic Sustainability Framework (hereinafter referred to “ESES Framework”), and in the Green Climate Fund’s Environmental and Social Safeguards.

d. Reporting lines:

Reports to the Project Manager

e. Qualifications and experience:

(i) Education

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

(ii) Experience

- Minimum of 5 years experience as a Climate-Smart Agriculture and livelihood officer in donor-funded projects (mandatory).
- Proven track record in providing training, agricultural input and on-site support to farmers to implement Climate-Smart Agriculture practices and principles (mandatory)
- Proven track record in designing, implementing and monitoring alternative livelihoods and/or climate resilient value chain support activities (mandatory).
- Experience in beekeeping or mushroom production (desirable)
- Knowledge of agriculture and livelihood practices in the Kigoma region (desirable)
- Experience in land use planning process in Tanzania (desirable).
- Experience in adaptation/climate resilience projects of the Green Climate Fund, Global Environment Facility, Adaptation Fund or similar donor-funded projects (desirable)

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

f. Remuneration

Salary will be paid according to the project procedures.

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 March 2029 based on performance

Date Required: 1ST October 2026

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 Project Manager and the Director of Environment of VPO.

b. Duties and Responsibilities:

(i) 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;

(ii) Environmental and Social Management Plan (ESMP):

- Responsible for the implementation and management of the project ESMP, ensure the executing entities, implementing partners, project personnel, district officers, contractors and consultants adhere to the approved Environmental and Social Management Plan (ESMP) for the project.

- 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.
- Responsible for the timely implementation of the Social & Environmental Safeguards Monitoring Plan in the ESMP.
- Coordinate and lead field missions and collect data as per the ESS Monitoring Plan to monitor that the identified mitigation measures are implemented in a timely and adequate manner by project stakeholders, personnel, contractors and consultants and take corrective measures as needed.
- Ensure that the conflict mitigation measures provided in the Conflict Sensitivity Analysis and the ESMP 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 ESMP 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 ESMP 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
- Provide information and updates on environmental and social safeguards in UNEP monitoring missions, and mid-term and terminal evaluations;

(iii) 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.

(iv) 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. Compliance requirements:

- Refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNEP.
- Ensure compliance with the Anti-Fraud and Anti-Corruption Framework of the Government and United Nations Secretariat, as well as the Green Climate Fund Policy on Prohibited Practices
- Ensure compliance with the Government and GCF policies on sexual exploitation, abuse, and harassment at all times;
- Implement project activities in compliance with the Project Cooperation Agreement (PCA) and its annexes.
- Implement project activities in compliance with the relevant safeguard requirements set out in the Government, UNEP Environmental, Social and Economic Sustainability Framework (hereinafter referred to “ESES Framework”), and in the Green Climate Fund’s Environmental and Social Safeguards.

d. Reporting:

Reports to the Project Manager

e. Qualifications:

(i) Education:

Bachelor’s (mandatory) or Master’s Degree (desirable) in Environmental Science, Social Sciences, Development Studies, or a related field.

(ii) Experience:

- At least 5 years of relevant experience directly managing environmental and social safeguards (ESS) in environment and/or development donor-funded projects (mandatory).

- First hand experience in applying international Environmental and Social Safeguards (ESS) frameworks, particularly those of the Green Climate Fund (GCF), World Bank Environmental and Social Framework (ESF), International Finance Corporation (IFC) Performance Standards, and other multilateral development partners (desirable)
- .Proven track record in leading the implementation of Gender Action Plans (GAP), gender mainstreaming and gender-sensitive monitoring and evaluation in donor-funded projects (mandatory)
- Experience implementing Grievance Redress Mechanisms (GRM) (desirable).
- Experience in the prevention of Sexual Exploitation Abuse and Harassment (SEAH) (desirable).

(iii) Languages

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

(iv) Skills:

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

f. Remuneration

Salary will be paid according to the project procedures.

3. Procurement Officer

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

Post title: Procurement Officer. National, full-time position.

Duration: 1 year contract with possibility of renewal March 2029 based on performance

Date Required: 1st October 2026

Duty station: Kigoma.

Objectives of the position:

The Procurement officer will be expected to deliver the project Procurement Plan in a timely and efficient manner, ensuring full compliance with the UN Procurement Procedures and the Project Cooperation Agreement requirements.

The Procurement Officer will report directly to the Project Manager and will work in close collaboration with all the project implementing partners. In addition, the Procurement officer will collaborate with the Financial and Accounting Officer to ensure overall integration of procurement plans and financial reports.

3.1 Duties and responsibilities:

Procurement plan and asset management:

- Manage the project procurement plan ensuring timely delivery of the required goods, works and services for project implementation
- Monitor the implementation of the procurement plan and provide regular updates on the status of procurements to the Project Manager
- Maintain proper records of all procurements, contracts and project assets documentation
- Keep the assets inventory and ensure the project assets are well maintained and used for their intended purpose.
- Prepare annual non-expendable assets reports.
- Coordinate preparation of post-procurement reviews by UNEP and participate in UNEP supervision missions.
- Ensure compliance with all procedures for Procurement according to the UN Procurement Manual, including those procurements undertaken by Implementing Partners, as per the thresholds defined in the Procurement Plan.

Procurement of Goods, Works and Services:

- In consultation with the line departments and technical officers, coordinate the preparation of Terms of Reference and Specifications for the Procurement activities.
- Carry out market analysis of vendors as required
- Ensure the appropriate procurement method is selected as per the Procurement Plan, in alignment with Tanzanian Government regulations and UN Procurement Manual.
- Lead the preparation of solicitation documents in coordination with the Project Manager and project personnel ;
- Advertise invitation to bid in the appropriate media to ensure (appropriate procurement system);
- Lead bid opening session, prepare technical evaluation committee marking grids and documents and obtain declaration of no conflict of interest from committee members.
- Lead the evaluation of financial offers.
- Prepare minutes of the evaluation process and contract award decision
- Consolidate solicitation documents, bid evaluation report and contract award decision and submit for no objection request to UNEP, where applicable.
- Draft the contracts ensuring relevant clauses of the Project Cooperation Agreement are adequately captured;
- Obtain no conflict of interest and SEAH due diligence declaration prior to contract signature.
- Ensure that all procurements not included in the Procurement Plan obtain prior approval from UNEP, independently of the value.

Contract management

- Monitor the delivery of goods, works and services as per contract terms and conditions
- Manage the acceptance of goods, certification of works and validation of deliverables and provide documentation required to issue payments as per the contract terms and conditions.
- Handle the timely resolution of contractual issues (settlement of disputes, penalties, extensions, etc.) in accordance with the contract terms and conditions).

3.2 Compliance requirements:

- Refrain from any conduct that would adversely reflect on the United Nations and shall not engage in any activity which is incompatible with the aims and objectives of the United Nations or the mandate of UNEP.
- Ensure compliance with the Anti-Fraud and Anti-Corruption Framework of the United Nations Secretariat, as well as the Green Climate Fund Policy on Prohibited Practices
- Ensure compliance with the UN and GCF policies on sexual exploitation, abuse, and harassment at all times;
- Implement project activities in compliance with the Project Cooperation Agreement (PCA) and its annexes.
- Implement project activities in compliance with the relevant safeguard requirements set out in the UNEP Environmental, Social and Economic Sustainability Framework (hereinafter referred to “ESES Framework”), and in the Green Climate Fund’s Environmental and Social Safeguards.

3.3 Reporting: Reports to the Project Manager

3.4 Qualifications:

Education

Bachelor’s degree or equivalent in Procurement or supply chain management or any related field from a recognized institution and registered with CPSP (T) Certified Procurement and Supplies Professional.

Experience

- At least 5 years of work experience in related work experience in Contract/Procurement Management (mandatory)
- Demonstrated experience in leading Request for Proposals (RFPs) for goods and services above 100,000 USD (mandatory)
- Demonstrated experience in procurement management of projects with bilateral or multilateral funding (mandatory)
- Experience with UN Procurement Procedures would be of particular advantage (desirable)
- Procurement certification CIPS (Chartered Institute of Procurement & Supply) or IFPSM (International Federation of Purchasing and Supply Management)

Certification or PMI (Project Management Institute) Certification or similar.
(mandatory)

- Proficiency in MS Excel (mandatory)

Languages

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

Skills

- Professional integrity
- Problem-solving
- Conscientious record keeping and attention to detail
- Task prioritization and time management

4. How to Apply:

- Qualified candidates who meet the required qualifications are encouraged to apply for the listed positions. Please submit your application, including a cover letter, detailed CV, and copies of relevant certificates, to the following email: **barua@vpo.go.tz**. Make sure to indicate the position you are applying for in the subject line.
- Applications must be submitted by **30th August 2026**. Only shortlisted candidates will be notified through the VPO website.

***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-Présidents Office
P. O. Box 2502,
40406 Dodoma
Telephone: +255 026 2329006
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Email: ps@vpo.go.tz