



JOB ADVERTISEMENT

Position: Program Officer
Deadline: 27th July 2018
Duty station: Dar es Salaam

About CAN Tanzania

Climate Action Network Tanzania (CAN Tanzania) is a Non-Governmental Organization, which works to promote and ensure socioeconomically powerful, and climate resilient community that takes actions to mitigate and respond to climate change impacts whilst using natural resources wisely. Our works target to embrace Low Carbon Development, poverty reduction through enhanced community livelihood activities and hence climate resilient-economic growth among citizens. We also strives to localize relevant international agenda and agreements into local context. In collaboration with our partners, the accumulated projects achievements, learnings and barriers are always shared during the international fora.

Purpose of the position:

The Programme Officer is responsible for ensuring the smooth running of the programme at CAN Tanzania office. Under the leadership of the senior management team, the Program Officer assists in developing, managing and evaluating a portfolio of grants and initiatives. The Program Officer undertakes daily activities of the programmes through the entire application process from concept development through presentation of proposals and achieving programme results. The Program Officer is one of the primary liaisons with community and other internal stakeholders, and as such, the position is very responsible and play a great role on increasing visibilities of the organization. The Program Officer is expected to develop and maintain a variety of relationships in the community, and with like-minded partners and stakeholders, has a knowledge base of current trends, activities, impacts and changes within the community at-large.

Duties and Responsibilities

The Programme Officer is responsible for the overall health of the programmes portfolio of CAN Tanzania. This includes the following tasks:

- Coordinate the identification, and building relationships with, community, local government, local research institutions, members and other stakeholders;
- Help to develop ideas and projects for formal joint collaboration with development agencies, policy, research institutions and Civil Society Organisations.
- Help to speed up identification and tracking emerging opportunities through the organisation's fundraising strategy;
- Contribute to the design and development of fundable project proposals;

- Help to coordinate the overall programme portfolio to ensure the delivery of activities and key performance indicators are met (including reporting, managing and mitigating project underperformance) and aligned with CAN Tanzania's strategy;
- Help on managing and coordinating scheduled project reporting to meet donor reporting requirements and timing;
- Work collaboratively with all team members to strengthen the organisation's work through greater internal coordination and communication.
- Undertake Research and contribute to publications
- Update and maintain CAN Tanzania's website;
- Contribute to the regular sharing of relevant information among stakeholders, government institutions, local and international partners.
- Proactively engage with own reading and learning to develop knowledge, stay up to date and contribute to the development of the organisation.
- Proactively volunteer and show an eagerness to take on initiative and responsibilities to strengthen the organisation, the team and own development.
- Other tasks as assigned by senior.

Required qualification and experience

- Master's degree in environmental sciences, climate change, natural resource management, rural development studies and the related fields.
- A minimum of four years of professional experience in relevant areas and position.
- Experience with developing and implementing strategies, including tracking work plans and project outcomes.
- Strong analytical skills, including familiarity with fund raising, program design and budgeting.
- Excellent written and verbal communication skills.
- The highest professional and ethical standards.
- Experience in project management
- Proven experience in writing successful proposals submitted to donors and investors
- Ability to work with different partners, stakeholders and mostly under pressure
- Well-developed behavior to meet deadlines
- Ability to effectively work as a team member as well as a high performing individual contributor;
- Experience with data collection, management, analysis, and technical report production

Terms of Contract

This is a full time twelve months contract position with high possibility to be renewed subject to delivery, commitment and creativity.

Application process

Interested candidates should send their CVs and a cover letter explaining why they would be suitable for the role to admin@cantz.or.tz and CC director@cantz.or.tz Only shortlisted shall be contacted.