



OPEN POSITION

Senior Project Coordinator

LEAD CLIMATE ADAPTATION AND MITIGATION PROJECTS

WORK WITH US FOR CLIMATE RESILIENT COMMUNITIES IN TANZANIA



APPLY NOW

WITH RELEVANT CV, MOTIVATION LETTER AND CERTIFICATES TILL 5 JULY TO:

admin@cantz.or.tz

Senior Project Coordinator

OPEN POSTION

LEAD CLIMATE ADAPTATION AND MITIGATION PROJECTS

CLIMATE CHANGE IS IMPACTING OUR LIFE

WORK WITH US FOR CLIMATE RESILIENT COMMUNITIES IN TANZANIA

JOB DISCRIPTION

CANTZ is looking for a **full time responsible Senior Project Coordinator (SPC)** to administer and organize our projects-ranging from simple activities to more complex plans.

You will lead climate adaptation and mitigation projects with a strong focus on nature-based solutions. The projects combine realizing innovative local adaptation solution based on participatory approaches, on-ground actions with policy and advocacy work.

JOB RESPONSIBILITIES

Coordinate. Collaborate. Co-Deliver.

You will work closely with our Head of Programs to **prepare and implement** comprehensive action plans, including resources, timeframes and budgets for projects. You will perform various **coordinating** tasks, like research and risk management, along with administrative duties, like maintaining project documentation. In addition, you will be organizing reporting, plan meetings and provide updates to project stakeholders. Specific duties include

- **Coordinate** project management activities, resources, equipment and information
- **Collaborate** Break projects into doable actions and set timeframes
- **Co-Deliver** with project team and partners to identify and define requirements, scope and objectives
- **Plan** and assign tasks to internal teams and assist with schedule management
- **Monitor** project progress and handle any issues that arise
- Help **prepare research** tools and **undertaking need-ed researches**
- **Analyse** risks and opportunities
- **Support** project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants and stakeholders
- Work with the Head of Programms to eliminate blockers
- Use tools to monitor working hours, plans and expenditures
- Ensure all planned project activities are timely implemented and objectives are met
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

ORGANIZATION SUMMARY

We, the Climate Action Network Tanzania (CAN TZ) is a **think and do tank**, not for profit, non-governmental organization operating since 2011. CANTZ dreams about ensuring and realising socio-economically powerful and climate resilient communities.

SENIOR PROJECT COORDINATOR

EDUCATION. REQUIREMENTS. SKILLS.

At least with Master Degree in either Forestry, Natural Resource Management or Renewable Energy or any relevant field for climate adaptation and mitigation.

Organize. Operate. Overview.

- Proven work **experience as a Senior Project Coordinator** or similar role;
- **3-5 years' experience in project management**, from conception to implementation;
- Strong ability to **prepare and interpret data, schedules and action plans**;
- Solid organizational skills, including multitasking and time-management;
- **Experience to conduct research** and produce quality reports;
- Strong **teamwork** skills;
- Familiarity with **risk management and quality assurance control**;
- Clear understanding of CSOs priorities on low carbon development, renewable energies, conservation and resilient building policies;
- Ability to interpret Tanzanian NDC and climate policies into community context;
- Ability to coordinate and work with both local and central government;
- Well organized and able to plan ahead while ensuring deadlines are met;
- Strong facilitation skills and able to build consensus;
- Able to maintain self-motivation, work independently/ minimum supervision;
- Ability to work in a diverse, self-motivated and international team.
- **Experience with nature-based solutions, reforestation and/or participatory approaches** are beneficial.
- **Experience with advocacy and policy work** on local or national level are beneficial.
- **Open to learn new skills** and to challenge cross-cutting issues as gender and climate change



APPLICATION

Join our team

Please send your **motivation letter, certificates and relevant CV** to admin@cantz.or.tz,

the subject line should be : *Senior Project Coordinator-Mitigation and Adaptation*

CAN TZ is an **equal opportunity** employer. We strive to make positions accessible to all regardless of gender, ethnicity, age, disability, religion, marital or parental status, etc. We encourage application from women, minorities, disabled and all other qualified applicants.

The **deadline for all applications is 5th July** and **job will start immediately**. Kindly note that we will not attend telephone inquiries on this position and only candidates chosen for interviews will be contacted.