

## VOLUNTEERING OPPORTUNITY

### **Volunteering Station: CAN Tanzania Zanzibar Office**

CAN Tanzania is a national non-governmental and non-profit think-and-do tank organization in both Tanzania Mainland and Zanzibar with over 12<sup>+</sup> years of experience, CAN Tanzania works to inform, mobilize, advocate, and empower the community to collectively take smarter actions toward a climate-resilient and sustainable ecosystem that is thriving now and into the future.

CAN Tanzania is looking for a passionate individual (Volunteer) to join our team in Zanzibar and support our impactful projects. As a volunteer, you will gain valuable experience in project management while contributing to positive change in Climate Action.

#### **Responsibilities:**

- Assist in developing project work plans, track progress, and identify areas for improvement.
- Help in the implementation of the project activities with effective liaising with organization partners and stakeholders from local to national levels.
- Help in project reporting to donors and partners and contribute to project communication strategies.
- Support digital and communication officers in undertaking project and organization publicity within and beyond project areas.
- Participate in proposal development and resource mobilization activities to secure funding for our projects.
- Provide support to staff members and project partners, fostering a positive and collaborative work environment.
- Work closely with the project officer to ensure timely and effective implementation of the project plans.
- Provide support for the development of ideas and projects for formal collaboration with development agencies, policy, research institutions, academia, and CSOs.
- Proactively communicate with the project officer and project coordinator about the state of the project activities, particularly when there is an issue of concern that might impair project undertakings (e.g., tasks overdue, etc.).
- Collaborate with each member of the team to improve internal and external coordination and communication to bolster the organization's efforts.

- Offer to help out whenever possible and demonstrate a willingness to learn new things in order to assist the team, the organisation, and yourself.
- Without a doubt, represent the organization and its objectives at external occurrences and in interactions with all of its stakeholders.
- Take an active role in your reading and learning to expand your expertise, stay up-to-date, and contribute to the growth of the organization.

**Essential Qualifications:**

- Bachelor's degree in the field of natural resource management, environmental sciences, aquatic and fisheries, or any other related field.
- Basic computer skills as a minimum.
- Strong communication skills (written and verbal).
- Team player with a willingness to learn.

**Application Information:**

To apply for this volunteering post, please submit a CV of not more than 4 pages and a 1-page motivation letter (in pdf) through [contact@cantz.or.tz](mailto:contact@cantz.or.tz) and cc: [venture@cantz.or.tz](mailto:venture@cantz.or.tz) by **April 10, 2024**. Only shortlisted candidates will be contacted. **No phone calls or personalized inquiries.**