



**PROJECT MANAGER**



<b>Job Title:</b>	<b>Project Manager</b>
Supervisor:	Chief Technical Advisor and Head of Marine Programme
Duty station:	Tanga, Tanzania with occasional visits to Unguja, Zanzibar.
Country:	Tanzania
Start date:	June 2024

**I. MWAMBAO**

Mwambao Coastal Community Network was established in 2010 to help communities in Tanzania’s coastal areas develop strong and effective local resource management systems that support livelihoods and sustain marine ecosystems. Mwambao employs a human-rights based approach and works to empower local communities and enable them to learn from each other through a community-based network spanning different coastal areas and communities. The network structure fosters learning as well as collective action on shared interests such as influencing policy.

Mwambao has emerged as a leading actor in facilitating community-based marine management in Zanzibar as well as in north-eastern Tanzania working with a number of key international partners whose relationships need confident and sensitive mentoring. The team has expanded significantly in recent years in terms of funding, geographical spread, and diversity of approaches. Mwambao currently has 63 full-time staff and established offices in Tanga, Pangani, Pemba Island and Unguja Island Zanzibar. Mwambao is currently engaged in a 4-year Blue Action Fund project that aims to build the marine co-management capacity of MCHOMAPUNDA CFMA as part of a wider project in the Pemba Channel. The work proposed here is designed to supplement and complement that project and in particular focus on the restoration of coral reef and mangrove habitats as well as focused livelihood restoration activities that are designed around access to eco-credit and value-addition for marine-based products.

Mwambao is seeking an experienced Project Manager to oversee delivery of a 5 years project entitled ‘Biodiversity Offsetting and Livelihood Restoration for communities of the MCHOMAPUNDA Community Fisheries Management Area’ with majority funding by the East African Crude Oil Pipeline Project in the Chongoleani peninsula which encompasses 5 Beach Management Units (BMU) that together form the Collaborative Fisheries Management Area (CFMA) known as MCHOMAPUNDA.

**II. Overview of the role**

Overall, the project aims to address biodiversity offsetting and livelihood needs while promoting sustainable practices and resilience in the targeted communities. The EACOP project will cover



MWAMBAO COASTAL  
COMMUNITY NETWORK  
TANZANIA

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Conservation Zanzibar

communities located within the area of influence of the EACOP project (AOI) on and off shore from mainland Tanzania's Tanga region coast. The project goals are Livelihood Development, Increased Climate Change Resilience, and Ecosystem Reinstatement through increased capacity for sustainable community-led marine co-management in five communities within the MCHOMAPUNDA CFMA, Tanga by 2027. Additionally, the proposal aligns with the Scope of Work issued by EACOP on April 17, 2023, which aims for Improved Governance within the MCHOMAPUNDA CFMA., Resource and Capacity Improvement, Coastal Ecosystem Restoration (coral and mangrove) and Livelihood Restoration for the CFMA communities impacted by the EACOP Project, including those in Putini, Chongoleani, and Ndaoya.

The Project Manager will oversee all activities planning and survey needs in the MCHOMAPUNDA Collaborative Fisheries Management Area (CFMA). The Project manager may be invited to attend meetings of the Senior Management Team of Mwambao. The Project manager will play a lead role in working closely with the senior programme team planning, budgeting, monitoring and implementing the agreed activities, delivering adequate professional supervision in all activities. He/she will work closely with other team members especially the Chief Technical Advisor, the Scientific Restoration Advisor and Heads of Programmes and MEL. She/he will work closely with the Tanga MEL Officer, Mangrove Officer and MKUBA Officers in Tanga.

The role will involve working closely with key project partners and other contractors to ensure delivery of the grant on time and on budget in full compliance with Mwambao, EACOP guidelines, within the terms of the Project Agreement, and in accordance with the relevant EACOP policies and procedures including the H3SE Management Plan.

This is a 5 years position managed through separate 1-year contracts and with an initial 3-month probation period.

### **III. Key Relationships**

Reporting to: Chief Technical advisor, and Scientific Restoration Advisor

Key relationships within Mwambao-MCCC: Chief Technical Advisor, Environmental and Social Management System (ESMS) Officer, Head of Monitoring Evaluation and Learning (MEL), Mwambao Tanga Co-management Fisheries Officer, Tanga Programme Coordinator

Key relationships within EACOP team Tanga : EACOP Biodiversity coordinator, ESMS officer EACOP

### **IV. Roles and Responsibilities**

The key roles and responsibilities are as outlined below:



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## **Project and team Management**

- Collaborate closely with the Head of Programme Coastal Livelihoods (Mwambao), Head of Marine Programmes, Chief Technical Advisor, Scientific Restoration Advisor and the Grant Manager for the EACOP Project to develop quarterly activity plans and funding advance requests
- Collaborate with Program Coordinators in Tanga to ensure the smooth implementation of EACOP activities ;
- Help to ensure strong cooperation with central government Regional and Districts administrations ;
- Supervise the core Tanga based Mwambao team dedicated to EACOP project consisting of mangrove and reef restoration field officers and nursery maintenance staff (2), eco-credit officer (MKUBA programme liaison), value-chain support and co-management field officer, finance officer and MEL Coordinator for EACOP
- Act as primary Field project contact point within Mwambao for the delivery of the EACOP project but in full communication and liaison with CTA and SRA
- Liaise with other members of the Mwambao Team, specifically over implementation of activities and reporting in the Tanga and Unguja offices
- Track project progress against the agreed quarterly and annual work plans and flag delays or issues with the Head of Operations, Head of Programme Coastal Livelihoods and Marine Programmes.
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- Field travel in order to support reporting and oversight of project implementation in the targeted BMUs of Mchomapunda CFMA.
- Lead collaboration with other partners programs in order to identify and create synergies in the program implementation and avoid conflict and duplication of interventions , especially with Blue Action Fund and Mkuba programmes.

## **Grant Management**

- Support monthly and quarterly donor reporting including gathering information from field coordinators, scientific and technical advisors, restoration team reviewing and querying inputs.
- Lead donor technical report writing, coordinating the inputs of Mwambao staff ensuring accurate and timely technical, operational and institutional reporting as per EACOP and other donor requirements
- Keep regular accounting procedures as prescribed by Mwambao Finance Manual for all advances received, keeping close communication with Mwambao Finance Manager.
- Weekly budget tracking and expenses ; including strong organizational (receipts, bills, quotes) and reporting skills (personal, equipment, consumables, functioning)



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## **Financial Management**

- In collaboration with Finance and administration team work to support the management of project finances with specific attention to tracking and forecasting expenditure to ensure project delivery is on budget and satisfies donor compliance requirements
- Support the analysis of project financial performance, including postings and spend, working closely with the Finance & Admin Manager for Mwambao
- Support regular budget forecasting and re-budget throughout the year in collaboration with project team as required
- Ensure full compliance with Mwambao EACOP position statements, protocols, policies and procedures, ensuring work is done to high quality and within fund budgets
- Ensure any non-compliance (e.g. grievance) is addressed or raised through appropriate policies and procedures with the support of Admin team, facilitate procurement of material and equipment to effect EACOP project implementation.

## **Communications**

- Bring to the attention of the Communications Officer (Mwambao) and Chief Technical Advisor, newsworthy items arising within the project and, as agreed, work with the Communications officer to develop materials as required (e.g., web pages, articles, reports) to support Mwambao's work
- As required, represent Mwambao at appropriate external meetings and fora, including consultations, meetings and briefings.
- Contribute to the production of quarterly work-plans and budgets, in line with annual project budgets and anticipated outcomes

## **V. Person specification**

### **Essential:**

### **Skills**

- Supervision
- Project and process management
- Negotiation skills
- Budget development and tracking and good understanding of how it corresponds to project or programme delivery.
- Mentoring and coaching
- Critical thinking
- Strong organizational and analytical skills
- Proficient with spreadsheet software and project management software
- Excellent written and oral communication skills, including report writing
- Advanced Microsoft Office skills, including Powerpoint and Excel
- Ability to work with partners and consultants



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- Excellent time management and organizational skills
- English fluency (oral and written) ; knowledge of Kiswahili is required

### **Knowledge & experience**

- Experience of grant management - legal compliance and the responsible management of donor funds
- Financial management and budgeting skills
- Experience work planning and managing projects with an annual operating budget of >\$200,000
- Experience of project management - delivering complex statutory grants, involving diverse actors, and requiring delivery and monitoring of multiple streams of work
- Technical and scientific report writing skills, including introduction, methodology, results, and conclusions

### **Behavioral qualities**

- Excellent interpersonal skills, specifically ability to communicate and collaborate effectively with partner organizations and donors
- Rigorous and diligent approach to work

### **Work and travel:**

- Entitlement to live and work in Tanzania

### **Desirable:**

- At least 5 years' experience of project managing conservation and/or livelihood development projects
- Understanding of marine conservation challenges and approaches
- A degree in a related field or related qualifications or MBA in project management, business administration, or related field
- Experience or knowledge of MEL tools and processes

### **Other**

- Experience in the coastal WIO region is an advantage
- Support a culture of excellent communication, sharing of knowledge, lessons learnt and best practice and collaboration between project staff, wider Mwambao team members, supporting partners and other stakeholders as appropriate

### **How to Apply**

**To apply for this position, please upload a cover letter (max. 2 pages) and CV and complete this [application form](#) by 1nd May 2024.**



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The cover letter should include why you are interested in this position with MWAMBAO and emphasize how your skills and experience match those required for the job and name two persons who can be contacted for a reference.

Only candidates who meet the requirements for this position will be contacted for an interview.  
**The successful candidate must be available to start work by June 2024.**

More information about MWAMBAO/MCCC can be found at: <http://www.mwambao.or.tz>

## **Our Mwambao Values**

Employees of Mwambao are expected to subscribe to Mwambao values:

- Being a Change pioneer:
  - Provide new and constructive outlooks and solutions
  - Mwambao leads in pioneering creative new approaches and interventions.
- Promoting Community stewardship of the environment
  - Bottom-up approach
  - Community-based planning and implementation
  - Responsible caretaker of the environment.
- Upholding the values of Accountability and Responsibility:
  - Responsible for carrying out what you commit to, to the best of your ability
  - Demonstrate accountability and integrity in funds management while encouraging accountability in others.
- Promoting Fairness and Equity in all our work:
  - Declare any conflict of interest
  - Transparency and shared decision making
  - Observe the rule of law
  - Observe ethics
  - Promote Equality and respect
  - Equal treatment at all levels, all gender, all ages. Fair decision-making - Fair recognition and respect of commitments at all levels.