

THE UNITED REPUBLIC OF TANZANIA  
VICE PRESIDENT'S OFFICE



## JOB VACANCY ANNOUNCEMENT

### Job Announcement: Building Climate Resilience in 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 2024 to 2028, 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. Project Manager

**Project: Building resilience in the landscapes of Kigoma, Tanzania (GCF FP218) Post Title: Project Manager (PM). National, full-time position.**

**Duration: 1 year contract with the possibility of renewal up to 5 years. Date**

**Required: December, 2024**

**Duty station: Kigoma.**

##### a) Objectives of the position:

The Project Manager (PM) will be a full-time member of the Project Management Unit (PMU) and will serve as the overall head of the PMU managing the PMU personnel. The PM will be supported by long and short-term consultants, technical staff and all other PMU staff.

The PM will assume overall responsibility for day-to-day project implementation and management to meet the project objectives and targets in alignment with the applicable policies and regulations. The PM will provide operational accountability for the project, liaise with all the project stakeholders and report to the Project Steering Committee.

The PM should exercise strategic leadership, taking a proactive approach in identifying potential problems and obstacles to project implementation. The PM should also be dynamic and manage the project adaptively, incorporating lessons learned into the project and modify project implementation to reflect information received from monitoring and evaluation and participation processes.

##### b) Duties and responsibilities:

###### (i) Project Management

- Manage day-to-day project implementation, monitor progress and ensure the delivery of outputs and outcomes according to the Funding Proposal and its Annexes as well as the provisions of the Project Cooperation Agreement (PCA).
- Ensure proper project planning, sequencing of activities, scheduling of procurement activities and tracking of actions to ensure timeliness of project implementation as per the approved Funding Proposal Implementation Schedule.
- Manage cooperation agreements with implementing partners and ensure timely progress reporting.
- Prepare Annual workplans, Annual Performance Reports, Half-yearly Progress Reports, monthly activity updates and biannual reports to the PSC on project progress, performance towards objectives and recommendations.
- Provide guidance for the timely preparation of detailed Annual Work Plans and budgets for approval by PSC.
- Report project progress and emerging risks or challenges to the VPO Division of Environment Director, UNEP Task Manager and the PSC.

###### (ii) Personnel Management:

- Oversee and manage Project Management Unit (PMU) personnel.
- Ensure compliance with job terms, prepare monthly work plans, and evaluate performance.
- Assist in the identification, selection, and recruitment of consultants and experts.
- Provide guidance to team members and consultants in the implementation of their tasks.
- Work jointly with the Chief Technical Advisor to write ToRs for procurements and recruitments.
- Supervise the work of technical project staff and consultants in close collaboration with the PMU staff and conduct regular visits to project sites.

###### (iii) Financial Management and Budgeting:

- Provide oversight over financial management for compliance with national policies and obligations under the PCA and FAA, and ensure timeliness of cash advance requests to the Ministry of Finance and UNEP;
- Monitor budget changes and request budget revisions periodically as necessary (e.g. on an annual basis) ensuring that UNEP financial management guidelines are followed

###### (iv) Technical Assistance and Quality Assurance:

- Offer technical assistance to PMU staff and implementing partners, addressing challenges in project implementation.
- Ensure that reports generated by PMU personnel and implementing partners are comprehensive, of good quality, and submitted promptly.
- Monitor the performance and deliverables of consultants, contractors, and service providers as required and ensure that outputs are in accordance with terms of references and of high quality.

###### (v) Stakeholder Engagement, Coordination and Communication:

- Serve as a liaison with the co-executing entity (UNHCR), the project implementing partners and UNEP.
- Ensure effective participation of all stakeholders and that stakeholder voices are heard and incorporated into project development as per the project Stakeholder Engagement Plan.
- Ensure coordination, communication, and lessons learned across project stakeholders.
- Facilitate project visits of government stakeholders and/or project partners.
- Establish linkages and networks with relevant ongoing activities of government and non-government agencies.
- Maintain project visibility in local, national, and regional forums, adhering to project visibility guidelines.

###### (vi) Output and Strategic Delivery:

- Take overall responsibility for the delivery of project outputs directly implemented by the VPO, coordinating the tasks of the Project Management Unit personnel, implementing partners, and/or consultants. The specific activities include:
  - Activity 1.1 Support climate-resilient village land use planning
  - Activity 2.1. Implement Community-Based Forest Management (CBFM) for resilient ecosystems.
  - Activity 2.2. Implement 12,000 hectares of agroforestry and village land afforestation to increase resilience of land use

- Activity 3.1. Promote modern technologies and management practices to strengthen the capacity of farmers, district officials and agricultural extension workers in climate-resilient agriculture.
- 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 3.2.4. Support the establishment of and strengthen existing Water Users Associations (WUAs) through organizing and conducting 20 meetings/trainings.
- Activity 3.3. Promote climate-resilient livelihood diversification to strengthen food security and nutrition, provide alternative income as a safety net, and to sustain the implementation of climate-resilient agricultural and forest management practices.
- Activity 4.1. Generate evidence of the economic benefits of ecosystem-based adaptation to host and refugee populations, for use by policymakers and planners
- Activity 4.2. Develop communication products to disseminate project results
- Activity 4.3 Draft revisions to key plans and policies and support their integration into national and district government planning processes to promote up-scaling of the EbA model

##### 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 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.

**d) Reporting:** Reports to the Vice President Office (VPO) Division of Environment Director, with a technical reporting line to the UNEP Project Task Manager.

##### e) Qualifications:

###### (i) Education

- Master's degree in environmental management or environmental science, ecology, natural resource management, conservation, environmental geography, landscape planning, international cooperation programme management or related fields. PhD will be an advantage.

###### (ii) Experience

- At least 7 years of experience managing donor-funded projects (bilateral or multilateral funding);
- At least 5 years of work experience in climate change adaptation, ecosystem-based adaptation, natural resources management, conservation, sustainable land management or similar projects in Tanzania or the region;
- Proven supervisory experience, leading teams and overseeing consultants and implementing partners
- Experience engaging and coordinating multiple stakeholders and relevant institutions, especially in Tanzania.
- Good background and understanding of climate change adaptation key policies and strategies and the environment, social, and economic context in Tanzania.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint),
- Great communication skills, ability to moderate meetings and give presentations.
- Experience with the Green Climate Fund, Global Environment Facility, and Adaptation Fund is desirable.

###### (iii) Languages

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

###### (iv) Skills

- Leadership
- Problem-solving
- Communication and coordination
- Results-orientation
- Risk management
- Operations and implementation
- Reporting
- Team player
- Positive outlook and good interpersonal skills

##### (f) Remuneration.

Salary will be paid according to the project procedures.

##### 2. Finance and Accounting Officer

**Project: Building resilience in the landscapes of Kigoma, Tanzania (GCF FP218) Post title: Finance and Accounting Officer. National, full-time position.**

**Duration: 1 year contract with the possibility of renewal up to 5 years. Date**

**Required: December, 2024**

**Duty station: Kigoma.**

##### a) Objectives of the position:

The Financial and Accounting Officer will be responsible for supporting the Project Management Unit (PMU) with all aspects of financial management and monitoring of project funds with a view to ensuring a transparent and efficient financial management system for the project, ensuring compliance with the applicable policies and procedures.

The Financial and Accounting Officer (FAO) will report directly to the Project Manager and will work in close collaboration with all the project implementing partners.

##### b) Duties and responsibilities:

###### (i) Budget Development and Control:

- Develop the project's annual budgets and project budget revisions, as necessary, in accordance with UNEP and GCF finance regulations.
- Control expenditures to ensure efficient management of project resources, aligning with approved budget allocations.
- Track that budget reallocations do not exceed 10% across project outputs.
- Monitor Project Management Costs to ensure compliance with GCF Policies.

###### (ii) Financial Documentation and Reporting:

- Prepare accurate and detailed financial documents, including expenditure reports, cash



- advance requests, co-finance reports, audited financial statements, and other necessary reports.
- Record and account for foreign exchange in expenditure reports.
- Manage project income in adherence to the Project Cooperation Agreement, facilitating the return of funds balance and income to UNEP.
- Produce periodic financial statements and fund reconciliations required by VPO, UNEP and the GCF.
- Prepare, stamp, produce, and secure approval of periodic financial statements (monthly, quarterly, six-monthly, or annual, depending on the case).
- Prepare financial reports for the project's Financial Monitoring Reports.
- Prepare, stamp, produce, and secure approval of bank reconciliations and fund reconciliations of the Project Account.
- Prepare the information and documents needed for audits and financial oversight.
- Follow through on auditors' recommendations.
- Implement and track recommendations from external audits and UNEP monitoring missions.

**(iii) Record-keeping and Management:**

- Ensure proper recording and filing of financial documents such as vouchers, payments, and invoices.
- Utilize appropriate accounting software to manage project finances.
- Manage payments, transactions, and other financial activities.
- Maintain a sound, transparent, and efficient financial and accounting budget system.
- Process accounting transactions, ensuring all records and bank accounts are up-to-date using a computerized system.
- Ensure proper posting of transactions performed by the Project Management Unit (PMU).
- Identify and propose proper posting of different types of transactions.
- Maintain well-organized accounting ledgers and papers.
- Establish and maintain suitable systems of internal control, including approval and authorization controls, bank reconciliation statements, fixed assets management, inventories management, and distribution. Oversee and ensure proper use of the manual of procedures.

**(iv) Cash Management:**

- Obtain and report bank statements periodically.
- Conduct financial supervision of implementing partners and service providers.
- Update the Project Manager on cash reserves for timely requests.
- Liaise with the Ministry of Finance on financial management, approvals, advances, and reporting.
- Prepare a consolidated annual financial report on transactions performed by the project.
- Prepare an annual special report on the project account performance.
- Obtain and verify documentary evidence of project expenses and prepare for their settlement.
- Prepare and monitor applications for cash advance requests to be sent to UNEP.
- Prepare a quarterly cash budget for the project.

**(v) Capacity building**

- Provide training and supervise the Savings Association Management Offices involved in project implementation
- Provide support to the project implementing partners and supervise financial reporting.

**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 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.

**d) Reporting:** Reports to the Project Manager

**e) Qualifications:**

**(i) Education**

- An Accountancy certificate (ACCA, AAT level III) or a Bachelor's Degree in accounting from a recognized institution.

**(ii) Experience**

- At least 5 years of work experience in financial management and accounting;
- Demonstrated experience in implementing financial controls;
- Demonstrated experience in financial management of projects with bilateral or multilateral funding;
- Certification in financial management and accounting software;
- Proficiency in MS Excel
- Experience with the Green Climate Fund, Global Environment Facility and/or Adaptation Fund is desirable.

**(iii) Languages**

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

**(iv) Skills**

- Professional integrity
- Problem-solving
- Conscientious record-keeping and attention to detail
- Good team player with great communication skills.

**(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 up to 5 years. Date**

**Required: December, 2024**

**Duty station: Kigoma.**

**a) 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.

**b) Duties and responsibilities:**

**(i) Procurement Planning:**

- Preparation and coordination of procurement plans and procedures for:
  - selection of contractors to perform works;
  - selection of consultants; and
  - selection of suppliers for goods.
- Updating the procurement plan at least on a semi-annual basis;
- Maintain proper records of all procurement documentation, and develop a procurement monitoring

and reporting system;

- In cases of procurement actions requiring UNEP's "no objection", coordinate the dispatch of procurement documents to UNEP, and monitor response time on issuing "no objections" at different levels of the procurement process and follow-up accordingly;
- Monitor and ensure timely responses to procurement questions raised by UNEP. Follow-up with the short-listed consultants within 10 days of RFP dispatch to ensure their participation in the procurement exercise;
- Follow up procurement progress and advice the Project Manager on how to address the delayed activities;
- Ensure timely receipt of the Goods and consultant's monthly status reports. Track and monitor the ordering process, and ensure that the requests and deliveries are within the contract terms and conditions; and
- 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.

**(ii) Selection of consultants:**

- Draft the express of interest and assist in advertising them in the appropriate media;
- Lead the preparation of the Requests for Quotations (RFQs) and the Requests for Proposals (RFPs);
- Assist the evaluation committee in the processing the evaluation of proposals;
- Assist the team in the negotiations of the contract and draft the minutes;
- Draft the contracts, and proposed agenda;
- Follow up to obtain on time the necessary clearance from UNEP as per the Procurement plan, evaluation reports of technical proposals and negotiated contracts;
- In consultation with the line departments and technical officers, coordinate the preparation of Terms of Reference and Specifications for the Procurement activities.

**(iii) Procurement of Goods and Works:**

- Lead the preparation of the bid documents;
- Assist in advertising the invitation to bid in the appropriate media (appropriate procurement system);
- Assist the contract committee during the bid opening session so as to avoid critical decisions that will affect the process;
- Assist the evaluation committee in the processing of evaluation of bid proposals;
- Assist the contract committee during the contract award decision so as to ensure UNEP rules are followed appropriately and draft the minutes;
- Draft the contracts, and proposed agenda;
- Follow up to obtain on time the necessary clearance from UNEP for bid document, evaluation report and contract award decision;
- Ensure proper recording and filing of financial documents such as vouchers, payments, and invoices.

**(iv) Advisory Services on Procurement Matters:**

- Ensure compliance with all procedures for Procurement according to the UN Procurement, including those procurements undertaken by Implementing Partners, as per the thresholds defined in the Procurement Plan.
- Advise the Project Manager on all incoming and outgoing letters or documents so as to ensure appropriate decision is taken; and,
- Regarding the management of all Contracts implementation (for Contractors, suppliers, and Consultants), assist the team in the resolution of contractual problems (settle disputes, if any, under contracts with contractors, consulting firms, and suppliers, in accordance with the contractual provisions).

**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 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.

**d) Reporting:** Reports to the Project Manager

**e) Qualifications:**

**(i) 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;
- Demonstrated experience in leading Request for Proposals (RFPs) for goods and services above 100,000 USD.
- Demonstrated experience in procurement management of projects with bilateral or multilateral funding;
- Experience with UN Procurement Procedures would be of particular advantage.
- 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.
- Proficiency in MS Excel

**(ii) Languages**

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

**(iii) Skills**

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

**(f) Remuneration.**

Salary will be paid according to the project procedures.

**4. How to Apply:**

Qualified Tanzanian citizens 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](mailto:barua@vpo.go.tz). Make sure to indicate the position you are applying for in the subject line.

Applications must be submitted by **01<sup>st</sup> December 2024**. Only shortlisted candidates will be contacted for interviews.

**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.**

For further inquiries, please contact:

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