PROGRAM MANAGER JOB DESCRIPTION

Job Title: Programs Manager

Location: Mpimbwe, Katavi Tanzania.

Department: Management

Reporting: Executive Director

Organization Overview:

WASIMA is a Tanzania mainland grassroots Environmental Non-Governmental and Non-profit Organization registered under the Tanzania Non-governmental Organization Act, 2002 with registration number ooNGO/R1/00254 since March 2016. WASIMA envisions becoming the leading model in promoting nature conservation and livelihood improvement through sustainable natural resources management practices in Tanzania. With a mission to promote nature conservation and improve community livelihoods through environment conservation, conservation education, community-based conservation initiatives, ecotourism, economic development, and cultural activities. WASIMA is currently implementing its five-year strategic plan with the support of local and international collaborators and donors to promote and address human-wildlife conflicts and human habitat degradation in southwestern Tanzania. WASIMA's main office is located at Usevya village, in Mpimbwe, Mlele District, in the Katavi region.

Position Summary:

At WASIMA the Program Manager (PM) forms the senior leadership and management team. The PM leads the programs team in the implementation of the organization Strategy whose vision is to have *"a healthy landscape for people and wildlife where humans, lions, and other wildlife co-exist."* The WASIMA PM manages, designs, and oversees the community-led programs and projects to promote lion and other wildlife conservation, in remote villages around protected areas within the complex Katavi-Rukwa-Mahale-Ugalla-Kigosi ecosystem in Katavi, Rukwa, and Tabora regions. The PM also serves as a leader and mentor to the WASIMA team and provides management support to the Executive Director (ED).

Key Responsibilities:

1. Program Planning and Delivery:
    a. Specific responsibilities
        - Play a leading role in contributing to the development and improvement of WASIMA's strategy and work in the field.
        - Plan the delivery of all programs and activities through developing organizational work plans, which are by the mission, goals, and strategy of the organization.
        - Supervise Program Coordinators and provide management support by providing direction, input, and feedback to ensure effective and efficient program delivery.
        - Work with Program Coordinators to develop innovative approaches to support WASIMA's work in achieving its strategic goals.
        - Supervise motor vehicles maintenance to ensure they are in good condition.
        - Ensure that program activities operate within the policies and procedures of the organization, and all relevant legislation and professional standards.
        - Supervise, coordinate, and oversee the implementation of volunteers and internship programs.
        - Lead the coordination of staff, consultants, and partners where relevant in delivering program activities.
        - Identify and evaluate the risks associated with program activities and take appropriate action to control the risk.
    b. Donor Management and Reporting:
        - In collaboration with the management team, drive the development, strengthening, and maintenance of partner and donor relations.
        - Work with WASIMA's communications team and Program Coordinators (PCs) to develop donor Organization and project reports.
        - Work with the Executive Director and Fundraising team in the organization's fundraising
    c. Leadership and Human Resources:
        - Ensure implementation of WASIMA's Organization systems, policies, procedures, and practices.

- To advise and assist the ED in recruiting, interviewing, and selecting well-qualified program staff and external human resources to support programmatic delivery when required.
- Collaborate with the ED and relevant PCs and Managers in the planning, organization, operation, and evaluation of staff (Performance Management System) for each program.
- Ensure Program Coordinators are managing their respective programs, building teams, and providing management support, advice, and coaching as required.

d. **Monitoring & Evaluation:**
   - Develop an overarching programmatic monitoring and evaluation framework to assess the progress and impact of WASIMA's programs.
   - Monitor and report program activities regularly.
   - Develop quarterly and semi-annual program reports.
   - Conduct an annual evaluation according to the program evaluation framework.

e. Regulate Organization finance and other resources management
   - Programs and projects budgeting and organizational finances
   - Work with the Finance and Administration Managers and ED to develop proposals and program and overhead budgets.
   - Together with Finance and Administration Managers, monitor and approve all budgeted variable program expenditures to ensure that programs operate within approved budgets.

2. **Reporting:**

The PM will report at all times to the ED:

- Monthly **updates** (approximately 30th of each month) and quarterly **reports** on program progress and the activities of the Project Manager. This is a challenging Organization position. At all times the PM should identify and notify the ED of any problems arising along with any suggested solutions as well as all programs or operations successes. These reports should be used as an opportunity to do so.
- A summary of quarterly financial accounts of each program expenditure should be included with each quarterly report. This can be prepared in support of the Finance Team.
- A detailed final annual report, content to be developed in conjunction with the ED.

- Manage maintenance and reporting on the status of the website and social media; LinkedIn, Instagram, YouTube, Facebook, and Twitter accounts as appropriate.
- Maintaining program documentation in easily accessible hard computer files.
- Updating and reporting to government stakeholders Local and international stakeholders.

3. **General Responsibilities:**

In addition to 1 and 2-section tasks, the PM oversees the following responsibilities.

- Upkeep, maintenance, and safekeeping of the WASIMA office stations and all their contents.
- Upkeep, maintenance, and safekeeping of the WASIMA vehicles.
- Represents the project and the Organization on behalf of the ED wherever necessary and therefore conducts himself appropriately at all times.
- To work closely with WASIMA's stakeholders at all times as appropriate.
- To train additional Organization personnel to help achieve organization and program aims in discussion with the ED.
- To perform any other reasonable duties as assigned by the ED.
- To collaborate and assist the ED and other visiting researchers and collaborators as appropriate but not to the neglect of the PM's primary duties.
- To abide by all relevant laws and regulations of Tanzanian law and act at all times in a socially acceptable fashion.

Educational Background:

Bachelor/Master's degree in Wildlife Management or Wildlife conservation or Natural resource management or any equivalent academic degree or field of nature conservation with field experience in project or program management and coordination.

Other qualifications:

- At least 3 years experience working in natural resource program management and or CSO leadership.
- Experience and competence in team leadership and management and in mobilizing rural and diverse communities.
- Excellent verbal and written communication skills
- Experience in managing donor-funded projects in the last 5 years
- Respect for communities, other organizations and stakeholders
- Ability to work effectively in a multi-disciplinary team, and multi-task capabilities.
- Basic computer applications and GIS and internet technology skills (Excel,
- Ability to collaborate with others, exchange information and assist colleagues.
- Knowledge of safe operations in remote areas and use of basic field equipment
- Driving license: preferably 4WD and adaptive to frequent travels.
- At least basic skills in GIS, data collection and Management, and descriptive data analyses.
- Basic bookkeeping and budgetary skills.
- Experience in managing and coordinating local and international collaborations and partnerships.

Additional Attributes

- **Creativity**: Ability to develop creative and engaging communication strategies.
- **Attention to Detail**: High level of accuracy in content creation and editing.
- **Adaptability**: Ability to adapt to changing environments and technologies.
- **Ethical Judgment and Integrity**: Strong sense of ethics and integrity in communication practices

---

How to Apply:

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to conservation@wasima.or.tz by August 10 2024 Please include "Program Manager" in the subject line.

Equal Opportunity Employer:

WASIMA is an equal-opportunity employer and encourages applications from all qualified individuals, including women, minorities, individuals with disabilities, and other underrepresented groups.