



## Job Description

**Title:** Assistant Environmental Education Officer

**Date:** July 2020

**Project:** Eco-Schools in Africa Programme – Tanzania Component

### 1. Introduction

The Tanzania Forest Conservation Group is a National NGO with a certificate of Compliance from the Ministry of Community development, Gender and Children No. 1760. TFCG receives funds from multiple donors for the implementation of activities that contribute to achieving the organization's mission. The mission of the Tanzania Forest Conservation Group is, '*To reduce poverty in rural communities and to conserve the biodiversity of globally important forests in Tanzania for the benefit of the present and future generations.*'

The position described in this job description is for the Assistant Environmental Education Officer of the Eco-schools in Africa Programme – Tanzania. The position is financed by DANIDA through the Danish Outdoor Council.

The overall programme objective of the Eco-School is: to promote active citizenship and improved livelihoods through Education for Sustainable Development.

The programme has three immediate objectives:

1. Duty bearers and stakeholders have capacities and resources for the provision of quality education for active citizenship and sustainable development
2. Established Eco-Schools have been showcased and scaled up as catalysts for active citizenship and sustainable development.
3. Civil society advocate for quality education and Education for Sustainable Development (ESD)

### 2. Job specific responsibilities

The responsibilities of the Assistant Environmental Education Officer will include but not be limited to the following:

#### Activity Implementation

Implementation of specific programme activities in accordance with the work plan and budget submitted by TFCG to DOC with a specific focus on Component 1 of the project. This is the Capacity building Component. The Assistant Environmental Education Officer will assist in building the capacity of primary and secondary school teachers and local government staff to deliver quality education for sustainable development.

#### Monitoring and Evaluation

- To assist in monitoring and documenting the programme's activities using the indicators outlined in work plan
- To participate in the evaluation of the programmes' progress by documenting lessons learnt
- To participate in any external evaluation of the programme

#### Reporting and Maintaining Programme records

- The Assistant Environmental Education Officer will prepare reports for all activities that s/he has organized.
- The Assistant Environmental Education Officer shall provide detailed and accurate reports on any programme expenditure for which s/he is responsible in accordance with TFCG financial guidelines.

- The Assistant Environmental Education Officer shall contribute to the preparation of quarterly, and annual implementation reports.

#### Planning and Budgeting

The Assistant Environmental Education Officer will assist the Environmental Education Officer in the preparation of annual and quarterly programme work plans and budgets in accordance with the budget agreed with the Danish Outdoor Council.

#### Communication

At all times the Assistant Environmental Education Officer will act in a professional and courteous manner and will maintain a positive image of the programme, TFCG and the Danish Outdoor Council.

#### Conflict resolution

Should any conflict arise in the implementation of the programme, the Assistant Environmental Education Officer will participate in a conflict resolution process as agreed with the programme team.

#### Other

Other relevant activities as requested by the Environment Education Officer or TFCG Executive Director.

### **3. Reporting Line and Line management:**

The Assistant Environmental Education Officer shall report to the TFCG Environmental Education Officer.

### **4. Validity of job description**

The current job description's validity is for four years unless revised. The job description may be updated / reviewed in consultation with the Officer during the lifespan of the project. The Job description is part and parcel of the employment contract between the Officer and TFCG.

The position is for 48 months subject to fulfillment of the responsibilities outlined in this document and in the TFCG Human Resource Manual and receipt of funds by TFCG from the Danish Outdoor Council.

### **4. Location**

The Assistant Environmental Education Officer will be based in Morogoro

### **5. Qualifications, experience and skills**

#### **Qualifications**

- BSc. in a related discipline such as Forestry, Education, Biological sciences, Environmental sciences or B.Ed.
- Formal training on a rights-based approach to education is preferred.

#### **Experience**

The candidate must have:

- At least 3 years relevant practical experience in the field of education for sustainable development including work with schools, rural communities and local authorities.

Experience in the following areas is preferred:

- producing awareness raising material and arranging public events
- working with the media
- working with NGOs
- web-site design and management

#### **Skills**

- Fluent written and spoken English and Swahili
- Strong writing skills
- Competent with computers including word processing and spreadsheet programmes
- Strong communication and team work skills essential

The candidate must be highly motivated; able to work independently and committed to building their professional skills.