



Job Description

Title: Project Coordinator (Environmental Education)
Date: September 2021
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 conserve and restore 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 Programme Coordinator Environmental Education, of the Eco-schools Programme in 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. Eco-schools programmes have been showcased and scaled up as catalysts for active citizenship and sustainable development
3. Engage with Civil Society Organizations (CSOs) to advocate for quality education and education for sustainable development (ESD).

The Programme includes 3 components:

Component 1: Capacity building of local partners and stakeholders

Component 2: Eco-schools as platforms for action-based learning and empowerment of communities

Component 3: Advocacy of Education

2. Job specific responsibilities

The responsibilities of the Programme Coordinator (Environmental Education) will include but not limited to the following:

Coordinate and Implement Programme activities in accordance with the work plan and budget submitted by TFCG to Danish Outdoor Council (DOC)

Monitoring and Evaluation

- To monitor and document the programme's activities using the indicators outlined in the logical frame work
- 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 Programme Coordinator (Environmental Education) will prepare reports for all activities that s/he has organized.
- The Programme Coordinator (Environmental Education) shall provide detailed and accurate reports on any programme expenditure for which s/he is responsible in accordance with TFCG financial guidelines.
- The Programme Coordinator (Environmental Education) shall prepare project quarterly implementation reports.

Planning and Budgeting

The Programme Coordinator (Environmental Education) will assist the Environmental Education Officer in the preparation of annual and quarterly programme work plans and budgets in accordance with the budget and logical framework agreed with the Danish Outdoor Council.

Communication

At all times the Programme Coordinator (Environmental Education) 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 Project Coordinator (Environmental Education) will participate in a conflict resolution process as agreed with the programme team.

Other

Other relevant activities as requested by the TFCG Executive Director.

3. Reporting Line and Line management:

The Project Coordinator (Environmental Education) shall report to the TFCG Executive Director

Validity of job description

The current job description's validity is for 14 months from October 2021 to December 2023 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 14 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 Project Coordinator (Environmental Education) will be based in Morogoro

4. Qualifications, experience and skills

Qualifications

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

Experience

The candidate must have:

- Masters' degree in a related discipline such as Forestry, Biological sciences, Environmental Education, Environmental sciences or Education
- At least 5 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.