



<b>Job Title</b>	Seascope Coordinator - Kilwa Seascope
<b>Location</b>	Kilwa District
<b>Reporting</b>	Program and Fundraising Manager
<b>Type of Position</b>	Fixed
<b>Grade and Salary</b>	Grade D and Salary AFO 6
<b>Contract Type</b>	12 Months Contract
<b>Start Date</b>	<b>Immediately</b>
<b>Background.</b>	Aqua-Farms Organization (AFO) is a Non-Governmental Organization registered under the NGO Act, 2002 of the government of the United Republic of Tanzania with registration number ooNGO/0009297. Aqua-Farms Organization was established in 2016 and became registered on 6th July 2017. The organization aims to boost financial access, heighten community awareness about aquatic conservation, and vigorously advocate for community-driven economic growth.
<b>Job Summary</b>	The Program and Fundraising Manager will support the Executive Director in leading program strategy, management, and budget, programmatic fundraising, and programmatic communications for Aqua-Farms Organization. This role is both strategic and hands-on and will evolve as the few projects continue to expand. Initially, the PM will be responsible for the successful execution of program-wide projects in AFO.
<b>Key Responsibilities:</b>	<p><b>Job Description: Seascope Coordinator - Kilwa SeaScope</b></p> <p>Position Overview:  The Seascope Coordinator for Kilwa Seascope will play a pivotal role in leading and coordinating community development projects aimed at enhancing livelihoods and sustainable practices within coastal fishing communities in the Kilwa Seascope area of Tanzania. This position requires a dynamic individual with a Bachelor's degree or higher in a relevant field such as social science, economics, fisheries science, or community development, along with extensive experience in project leadership and stakeholder coordination, preferably within the coastal regions of Tanzania. Fluency in both written and spoken Kiswahili and English is essential, as well as familiarity with USAID-supported projects or similar donors.</p> <p><b>Key Responsibilities:</b></p> <p><b>1. Project Leadership:</b></p> <ol style="list-style-type: none"> <li>Lead and oversee the implementation of community development projects within the Kilwa SeaScope area, ensuring alignment with project objectives and timelines.</li> </ol>

	<ul style="list-style-type: none"> <li>b. Develop and maintain project work plans, monitoring progress and addressing any deviations or challenges proactively.</li> </ul> <p>2. Stakeholder Coordination:</p> <ul style="list-style-type: none"> <li>c. Build and maintain strong relationships with coastal fishing communities, local authorities, NGOs, and other relevant stakeholders in the Kilwa SeaScape area.</li> <li>d. Facilitate regular meetings and consultations to ensure effective communication and collaboration among stakeholders.</li> </ul> <p>3. Livelihoods Enhancement:</p> <ul style="list-style-type: none"> <li>e. Design and implement initiatives aimed at enhancing the livelihoods of coastal fishing communities in Kilwa SeaScape, including skills training, income-generating activities, and access to resources.</li> <li>f. Conduct assessments to identify opportunities and challenges for livelihood enhancement, adapting strategies accordingly.</li> </ul> <p>4. Capacity Building:</p> <ul style="list-style-type: none"> <li>g. Develop and deliver training programs to build the capacity of community members, local organizations, and relevant stakeholders in Kilwa SeaScape.</li> <li>h. Provide technical assistance and support to ensure effective implementation of project activities.</li> </ul> <p>5. Project Coordination:</p> <ul style="list-style-type: none"> <li>i. Coordinate with project partners, subcontractors, and consultants to ensure smooth implementation and integration of project components in the Kilwa SeaScape area.</li> <li>j. Monitor project expenditures and ensure compliance with donor regulations and reporting requirements.</li> </ul> <p>6. Reporting and Documentation:</p> <ul style="list-style-type: none"> <li>k. Prepare high-quality technical reports, including progress reports, annual reports, and donor reports, in accordance with established formats and deadlines.</li> <li>l. Compile and analyze data to assess project impact and effectiveness in the Kilwa SeaScape area, identifying lessons learned and best practices for future interventions.</li> </ul> <p>7. Knowledge Sharing and Communication:</p> <ul style="list-style-type: none"> <li>m. Disseminate project findings, lessons learned, and best practices within the Kilwa SeaScape area and beyond, through various channels such as workshops, conferences, and publications.</li> <li>n. Engage with the broader development community to share insights and contribute to knowledge exchange and learning.</li> </ul>
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<b>Additional responsibilities</b>	<ul style="list-style-type: none"> <li>• Project Management and Evaluation:</li> <li>• Actively manage program budget, internal coordination processes, team meetings, etc.</li> <li>• Duties and Responsibilities</li> <li>• Oversee the work of field teams and provide guidance and support to staff during implementation</li> <li>• Monitor and document progress toward programmatic goals</li> <li>• Manage the program budget and ensure that all expenditures are within limits</li> <li>• Review and write narrative reports on the program's activities and progress</li> <li>• Support procurement processes and review of deliverables from consultancies</li> <li>• Represent the organization to external stakeholders, including government agencies, donors, and other NGOs</li> <li>• Maintain close communication with the donor and represent AFO at official events when required</li> </ul>
<b>Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree or higher in social science, economics, fisheries science, community development, or related discipline.</li> <li>• At least 5 years of experience leading community development projects, preferably in coastal regions of Tanzania.</li> <li>• Demonstrated experience in stakeholder coordination, project management, and report writing.</li> <li>• Written and spoken fluency in Kiswahili and English.</li> <li>• Experience working with USAID-supported projects or similar donors is advantageous.</li> </ul>
<b>Skills &amp; Capabilities:</b>	<ul style="list-style-type: none"> <li>• Fluent in English and Swahili</li> <li>• Excellent verbal and written communication skills</li> <li>• Business development or fundraising experience</li> <li>• Experience in grant writing and fundraising</li> <li>• Experience managing USAID/EU-funded projects</li> <li>• Diving certification and experience in coral reef monitoring</li> <li>• Experience with Management Effectiveness Tracking Tool (METT) and community engagement</li> <li>• Experience with GIS and other data analysis software</li> </ul>
<b>Personal qualities</b> <ul style="list-style-type: none"> <li>• Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work.</li> <li>• Commitment to own continuing personal and professional development.</li> <li>• Commitment to the vision, mission, and values of AFO.</li> </ul>	
<b>Other requirements</b> <ul style="list-style-type: none"> <li>• Able to work out of hours during any emergency or critical incident.</li> <li>• Willingness to travel up to 25% of the time.</li> </ul>	

**Application process:** All applications should be submitted through [this link](#) (*Click here*). AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**The deadline for applications is:** Wednesday 20th Nov, 2024 at 2300 Hours

**NOTE:**

Applications for this post will be reviewed on a rolling basis due to the urgent need to fill this position. Interested candidates are encouraged to apply as soon as possible, as the role may be filled before the deadline.