

JOB DESCRIPTION

Job Title: Project Officer

Project: Her Resilience, Our Planet (HROP)

Work Station: Iringa, Tanzania

Reports to: Programme Manager

Travel: Frequent travels, specifically to remote field locations in Tanzania

Term: Two years, extension subject to performance and availability of funding.

1. Background

Shahidi wa Maji (SwM) is a Tanzanian non-profit organization dedicated to promoting sustainable, inclusive, and climate-resilient water resources management and WASH services. We work through systems strengthening, community empowerment, evidence-based advocacy, and accountability to improve water security and equity across Tanzania.

Shahidi wa Maji and its partners, CARE Tanzania, WWF, SAGCOT Centre Ltd, TGNP and CFU-Tanzania are implementing the *Her Resilience, Our Planet (HROP) project*, focusing on strengthening gender-responsive, climate-smart agriculture and biodiversity-friendly food systems in the Southern Agricultural Corridor of Tanzania (SAGCOT). The overall goal of the HROP project is to empower women and youth to access resources, participate in decision-making, and adopt sustainable practices, thereby enhancing resilience and promoting inclusive green growth in the targeted communities and ecosystems.

2. Job Summary and Purpose

The project officer's role is to provide Shahidi wa Maji (SwM) with operational support to the overall project implementation. The post-holder will be responsible for the successful planning, implementation, coordination, monitoring and capturing learning to best inform Shahidi wa Maji's programming and reprogramming, resource mobilisation and decision-making processes, as well as ensuring quality outputs of project activities are achieved in a timely manner and demonstrate value for money. The role will require competence to independently develop and implement work plans in accordance with SwM's water security governance, social accountability programming and project design frameworks. The project officer will be based in Iringa to work closely with partners and regularly visit project areas. Additionally, the incumbent will work closely with Programme Manager and the wider team to bring about a coordinated process for effective and efficient delivery of planned results and impact at the community and all other levels of project intervention.

Achieving the project's goals, SwM is looking for a dynamic and energetic person with exceptional skills and experience in water resources management/Governance and knowledgeable of the policy and institutional frameworks of Tanzania's water Governance with demonstrable excellent work on environmental management for shared water security. This is an exciting opportunity to work on water and development to drive real change and

position water security at the core of Tanzania's sustainable development under the vision 2050.

3. Duties and responsibilities

The objective of this role is to effectively manage the execution of robust HROP's plans that the plans are effectively monitored; generating lessons on shared WRM/governance to inform the project's performance frameworks, SwM's programming and resource mobilization processes, project partners' learning, and other sector processes and practices. Specific responsibilities include:

3.1 Planning and coordination:

- (i) Coordinate periodic planning and ensure all plans are up to date, aligning with the project's performance framework
- (ii) Ensure an effective and smooth working with partners and other stakeholders, including local Government authorities and agencies, NGOs, and communities, to facilitate project implementation.
- (iii) Coordinate project activities, ensuring tasks are completed according to the project schedule.
- (iv) Organise and schedule project meetings, including preparing agendas, taking minutes, and distributing action items.
- (v) Liaise with project team members, stakeholders, and vendors to facilitate project activities and act as a link between Shahidi wa Maji and other project partners in the course of execution of the project.

3.2 Delivery and management:

- (i) Coordinate and ensure effective delivery of the HROP project studies and assessments to adequately inform appropriate actions and decision-making.
- (ii) Facilitate or support capacity strengthening for community structures, water user associations, change agents, and partners
- (iii) Provide technical backstopping in areas such as WRM, gender mainstreaming, climate resilience, and accountability.
- (iv) Lead the design and execution of work plans and budgets for the Project.
- (v) Ensure delivery of programme outputs and outcomes in line with the project's performance frameworks and SwM's strategy.
- (vi) Facilitate community-level engagements and ensure adequate and appropriate inclusion of disadvantaged groups, especially women and youth.
- (vii) Provide technical support to partners, LGAs and communities in mainstreaming sustainable gender sensitive water resources management practices in their plans and budgets.

3.3 Monitoring, Evaluation and Learning (MEL):

- (i) Coordinate the development and execution of the project's MEL frameworks, tools, and plans in alignment with the HROP's and SwM performance management frameworks.
- (ii) Guided by the MEL plan, collect and analyse gender desegregated monitoring data on systemic, practice and material improvements resulting from the project's contribution and/or attribution.
- (iii) Organize internal review and reflection sessions and document key lessons, success stories, and innovations necessary for informing progression and improvements of the project and SwM's stakeholders' engagement and resource mobilization processes.
- (iv) Represent SwM in external and with partners' reflection and learning sessions.
- (v) Timely development and submission of quality monthly, quarterly, bi-annual and annual progress report that are assessed against related performance indicators, action plans, and budgets.
- (vi) Tracking monthly budget and expenditure reports and ensure implementation is on plan and on budget.

3.4 Risk Management and Problem Solving:

- (i) Progressive and timely track and identify potential risks on project activities implementation, and mapping and communicating appropriate management actions/solutions
- (ii) Ensure the project risk management plan is in place and updated regularly, acknowledging the context changes

4. Person Specification

The successful applicant will be able to demonstrate commitment to SwM values and working modality that exhibits the organizational behaviours.

4.1 Experience and qualifications

Essential	Desired
<ul style="list-style-type: none"> (i) Minimum of a bachelor's degree in Water Resources management (WRM), Environmental science, Natural resources Assessment (ii) Training and adequate experience in project cycle management (iii) Training and experience in M&E skills (iv) Minimum of 3 years proven work experience in project management on water and other development projects in Tanzania 	<ul style="list-style-type: none"> (i) Demonstrated experience in managing community-based action research and support on issues of water, climate resilience interventions. (ii) Demonstrated experience on integrated sector planning and programme management processes. (iii) Demonstrated interpersonal skills, including the ability to collaborate effectively in networks and

<ul style="list-style-type: none"> (v) Demonstrated knowledge of and working experience in water sector; specifically, water resources management issues and solutions (vi) Significant experience in inclusive community-based water management approaches/ methodologies. (vii) Relevant skills and experience in project planning, implementing, monitoring and evaluation (viii) Skills and experience in using gender analysis approaches and tools, specifically on water security governance and related disciplines. (ix) Demonstrated experience in nature-based solutions for sustainable water resources management (x) Excellent written and verbal communications skills in English and Swahili, including producing analytical and reflective reports, and other documents. 	<p>communities and diverse disciplinary partners and other key stakeholders.</p>
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4.2 Other Skills and attributes:

- (i) A flexible and resourceful attitude with the ability to manage and prioritize an unpredictable workload. High integrity with commitment to SwM's vision and values
- (ii) Dynamic, creative, and passionate about delivering positive impact and sector change.
- (iii) Familiar with current concepts and approaches within accountability and advocacy and /or water resource management, climate resilience and WASH.
- (iv) Good networking, facilitation and co-ordination skills. Commitment to addressing issues of Equity & Inclusion and pro-poor approaches.
- (v) Excellent computer knowledge of packages e.g. Excel, MS Word and Access, SPSS and MS Projects.

MODE OF APPLICATION;

Interested applicants should send their CV and cover letter to Director-SwM, before 16 July 2025 ,11:59 pm. email: info@shahidiwamaji.org, copy to abeldugange@shahidiwamaji.org, outlining how their skills and experience match with the requirements detailed in the job description.

Only shortlisted applicants will be contacted for an interview the earliest possible.