



Position Title: Administration and Logistics Officer

Location: Tanzania Country Office – Dar es Salaam

Reports to: Head of Finance and Administration

Supervises: Office Support Staff (Admin assistants, office attendants, Drivers)

Grade:

Mission of the Unit

To ensure efficient, transparent, and cost-effective operations that support WWF Tanzania's conservation objectives and compliance with both organizational and statutory requirements.

Major Function

The Administration & Logistics Officer is responsible for coordinating logistics, and office administration services to ensure timely and compliant operational support for WWF Tanzania Country Office and field offices. The position ensures effective implementation of operational systems, that promote value for money, efficiency, and integrity.

Major Duties and Responsibilities

1. Logistics and Asset Management

- Coordinate office logistics including transport management, travel arrangements, and event support.
- Oversee fleet management to ensure effective use, maintenance, and tracking of WWF vehicles in compliance with WWF and Tanzanian regulations.
- Maintain and update the **Fixed Asset Register** for the Country Office and field offices.

- Support annual physical verification of assets and manage asset disposal processes following WWF policy.
- Ensure that inventory management systems are effectively maintained for all offices.
- Monitor office supplies and ensure availability for smooth operations.

2. Administrative Coordination

- Support the management of office premises, lease agreements, and maintenance of facilities and equipment.
- Supervise administrative support staff (drivers, cleaners, and office attendants) to ensure operational efficiency and service quality.
- Ensure proper documentation and filing systems for administrative records, both physical and electronic.
- Provide administrative support during external audits and reviews as required.
- Provide training and capacity-building for admin staff to enhance service delivery

3. Compliance, Systems, and Reporting

- Ensure that all operational activities comply with WWF's Finance Manual, local laws, and donor regulations.
- Maintain up-to-date knowledge of operations policies, guiding staff on compliance requirements.
- Produce monthly and quarterly operations reports, including asset updates, and cost monitoring.
- Support the Head of Finance and Administration in identifying and mitigating operational risks.
- Participate in continuous process improvement initiatives to enhance operational efficiency.

4. Stakeholder and Relationship Management

- Coordinate with Finance, HR, and Program teams to ensure effective planning and timely delivery of operational support.
- Promote teamwork, accountability, and cross-functional collaboration within the Administration unit

Profile

Required Qualifications

- Bachelor's degree in business administration, Logistics, Supply Chain Management, or related field.
- At least **5 years of experience** in operations and preferably within an international NGO or development organization.
- Sound knowledge of contract management, and Tanzanian statutory requirements.
- excellent computer skills in MS Office applications.
- Strong communication and negotiation skills in both English and Kiswahili.

Required Skills and Competencies

- Proven coordination, organizational, and planning abilities.
- High level of integrity, accountability, and attention to detail.
- Strong interpersonal and stakeholder management skills.
- Ability to work effectively under pressure and meet deadlines.
- Commitment to WWF's core values: **Courage, Integrity, Respect, and Collaboration.**

Working Relationships

Internal: Works closely with the Finance, IT, HR, and Program teams, as well as field office staff.
External: Interacts with government agencies, auditors, and consultants as required.

Mode of Application

Interested candidates should apply through this link: [**ADMINISTRATION & LOGISTICS OFFICER**](#)

Deadline for applications: 13th February 2026, 0000 Hours, only shortlisted candidates will be contacted.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

If you encounter any challenges during the application process for this position, please write to us at hresources@wwftz.org .

Female applicants are encouraged to apply.

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Title: Project Finance Lead

Location: Tanzania Country Office – Dar es Salaam

Reports to: Head of Finance and Administration

Supervises: Senior Project Finance Officers

Grade:

Mission of the Unit

To provide strategic, compliant, and value-driven financial management that ensures the effective planning, utilization, and accountability of project resources in support of WWF Tanzania's conservation mission.

Major Function

The Project Finance Lead provides strategic and hands-on financial leadership to all WWF Tanzania donor-funded projects. The role ensures strong financial planning, project performance monitoring, donor compliance, risk management, and high-quality financial reporting, while supporting technical teams in effective budget execution.

The role leads a small team responsible for project finance oversight (but not accounting or grants management functions). This includes budget control, expenditure monitoring, burn rate analysis, donor reporting coordination, audit support, cash-flow planning, and strengthening project staff capacity in financial management.

Major Duties and Responsibilities

1. Budgeting & Financial Planning

- Lead development and consolidation of project budgets, revisions, annual plans, and forecasts.
- Ensure alignment of budgets with donor rules, WWF standards, and project workplans.

- Support cashflow planning, scenario analysis, and structured budget reviews with technical teams.
- Enforce the no-cash no-spend and prudent cash management principles across all projects.
- Upload approved project budgets into financial systems and maintain updated budget structures.

2. Financial Monitoring, Analysis & Reporting

- Conduct monthly budget vs. actual (BVA) sessions with project teams and document actions.
- Prepare monthly/quarterly financial performance dashboards for management.
- Coordinate preparation of donor financial reports (financial analysis only, not accounting).
- Generate portfolio-level spending trends, burn rates, and risk alerts for senior management.

3. Donor Compliance & Risk Management

- Ensure adherence to requirements for USAID, EU, NORAD, SIDA, WWF Network, and other donors.
- Review financial aspects of procurement, budget reallocations, and cost eligibility.
- Identify and communicate financial risks early, with recommended mitigation plans.

4. Internal Controls, Systems Strengthening & Capacity Building

- Build financial management capacity of Technical Leads and field teams.
- Support alignment of project structures and codes within WWF financial systems.
- Strengthening coordination between Finance, Procurement, Operations, and M&E

5. Audit Support & Performance Assurance

- Coordinate statutory and project audit preparations and timely provision of documentation.
- Support management in drafting responses and implementing audit recommendations.
- Track and ensure non-recurrence of past audit issues.

6. Team Leadership

- Provide leadership, coaching, and performance oversight to the Project Finance Officers
- Ensure high-quality standards in financial analysis, reporting, and compliance work.
- Set annual work plans and KPIs aligned to WWF objectives.

Profile

Required Qualifications

- Bachelor's degree in finance, Accounting, Commerce, or a related field.
- CPA-T / ACCA preferred.
- Minimum 5 years' experience in project financial management in an international NGO.
- Strong understanding of multi-donor requirements
- Advanced financial analysis and reporting skills.
- Strong problem-solving, communication, and coaching capabilities.
- Excellent Excel skills and proficiency with financial systems.
- Strong communication and negotiation skills in both English and Kiswahili.

Required Skills and Competencies

- Proven coordination, organizational, and planning abilities.
- High level of integrity, accountability, and attention to detail.
- Strong interpersonal and stakeholder management skills.
- Ability to work effectively under pressure and meet deadlines.
- Commitment to WWF's core values: **Courage, Integrity, Respect, and Collaboration.**

Working Relationships

Internal:

- Head of Finance & Administration
- Project Managers and Technical Teams
- Procurement, Operations, M&E, and Senior Finance Team
- Senior Management Team (as needed).

External:

- Donor representatives (on compliance and reporting matters)
- External and internal auditors
- Partners during project-level audits or financial reviews

Mode of Application

Interested candidates should apply through this link: [**PROJECT FINANCE LEAD**](#)

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Position Title: Planning, Monitoring, Evaluation and Learning Officer

Reports to: Head of PMEL

Location: Iringa

1. Background to HROP Project

1.1 Introduction

Over the past three decades, Tanzania has witnessed a substantial decline in its climate, which has profoundly impacted the well-being of its population. This situation has affected various aspects of their health, living conditions, and overall status. To address this challenge, WWF TCO has been actively implementing various interventions that prioritize both community and biodiversity resilience. In response to the escalating impacts of climate change on food security, economic stability, and gender equality in the Southern Agricultural Growth Corridor of Tanzania (SAGCOT), CARE Canada and CARE Tanzania, in collaboration with WWF Tanzania and four local partners, including SAGCOT Centre Ltd (SCL), Tanzania Gender Networking Programme (TGNP), Shahidi Wa Maji (SwM), and Conservation Farming Unit Tanzania (CFU), are implementing an integrated and holistic climate resilience project titled "Her Resilience, Our Planet" (HROP).

WWF Tanzania is a member of a consortium that is co-implementing a six-year project titled "Her Resilience, Our Planet" (HROP). The HROP project spans from September 2024 to March 2030 and is strategically aligned with WWF's 2030 roadmap, global goals, Tanzania country strategic plan, and CARE International's broader mission to combat poverty and social injustice. Notably, the project emphasizes empowering marginalized women and youth. HROP focuses on promoting gender-responsive, climate-smart agriculture and biodiversity-protective food systems, while simultaneously strengthening women's leadership and participation in climate and nature-informed decision-making processes.

The HROP project is implemented in five districts in Tanzania's Southern Highlands: Iringa, Kilolo, Mufindi, and Wanging'ombe (within the Ihemi Cluster), and Mbarali District (within the Mbarali Cluster). The project's target districts are situated within the Great Ruaha River (GRR) sub-basin, a crucial component of the Rufiji Basin and a vital lifeline for over six million individuals. The GRR originates from the Kipengere Mountains and

traverses the Iringa and Mbeya regions, eventually emptying into the Mtera and Kidatu hydropower reservoirs. This contributes over 50% of Tanzania's installed hydropower capacity. The GRR sub-basin supports a diverse array of livelihoods, encompassing smallholder farming, irrigated rice cultivation, pastoralism, fishing, household water usage, and wildlife conservation.

The project's goal is to enhance climate resilience of food insecure communities especially women and youth relying on the Great Ruaha River (GRR) ecosystems in the southern agriculture growth corridor of Tanzania (SAGCOT). The project will directly benefit 175,282 individuals, with an indirect reach of 408,992. The project's implementation strategy is grounded in a rights-based.

and feminist approach, ensuring meaningful participation and accountability at all levels. Collaboration with local and national stakeholders, including government ministries, private sector actors, and community organizations, is central to achieving the intended outcomes.

WWF Tanzania under the PMEL department is looking for a qualified candidate for a position of Planning, Monitoring, Evaluation and Learning (PMEL) for the HROP project to provide strategic leadership to drive results and impact of the project, via the development of a robust M&E framework that help to deliver on project strategic priorities in an effective, efficient, and accountable manner.

Major Functions

The Officer for Planning, Monitoring, Evaluation and Learning (PMEL) will be responsible for designing, managing, and implementing PMEL activities for CO grants and projects/programs. The role will carry out the design of PMEL frameworks for the project, ensuring their alignment with the office strategy, in line with WWF's Network's Standards of Conservation Project and Programme Management (PPMS) and ensuring compliance with the WWF International Country Office Strategy and Impact Monitoring policy.

Major Duties and Responsibilities

1. Planning

- Provide technical guidance to the Her Resilience our Planet (HRoP) in the development of strategic and project/programme levels Theory of Change, logical frameworks and PMEL frameworks according to PPMS standards and ensure that these are well documented.
- Provide technical advice and facilitate the process of developing clear and measurable goals, outcomes and indicators for grants, projects, while ensuring alignment with the landscape programme and Country strategy.

- Utilises the WWF International PMEL solution for project and programme design, in compliance with WWF International standards.

2. Monitoring, Evaluation and Reporting

- Handle the collection, review and analysis of quality data to inform progress and adaptive management for the project.
- Maintain the integrity of PMEL databases and documentation for the programme.
- Implement WWF International PMEL solution for data management and reporting, in compliance with WWF International standards.
- Works closely with program managers, and the Programme PMEL to ensure project indicators are monitored and reported in accordance with the project and landscape programme PMEL framework.
- Ensure key project PMEL activities are carried out in a timely manner e.g., baselines, mid-term review or evaluation, final evaluation, reporting, dissemination etc.
- Guides the review of information and data collected to ensure it is of quality, accurate and timely to inform decisions for the project.
- Lead the internal project reporting efforts in the project as well as their consolidation and or synthesis. e.g., technical reports, impact reports, donor reports and other information from projects.
- Work in close collaboration with the ESSF Advisor and Landscape program PMEL Officer to integrate the ESSF framework and monitoring needs inside the annual monitoring plan of the office.

3. Learning and Adaptive Management

- Design and implement lessons learned, and performance review workshops for project learning and adaptive management.
- Promote and facilitate dissemination of project results, knowledge sharing and collaboration for continuous learning in the program and the country office.
- Ensure integration of recommendations into project for improvement.
- Feed project learning into programmatic and organizational learning processes.
- Support evidence-based decision-making by translating data into actionable insights.
- Design learning tools, and document

4. Capacity Development

- Provide routine training and capacity-building support to project staff, partners, and stakeholders on M&E methodologies and best practices
- This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated by staff. Other tasks may be assigned as necessary according

to program and organizational needs. This role will require travel as needed (approx. 20% of the time).

Profile

Required Qualifications

- Bachelor's degree in natural resource management, environment, conservation management, bioregional planning, social sciences, development studies, Statistics, Monitoring and Evaluation or in relevant fields.
- 2 years of practical experience in PMEL methodologies, project cycle management, Quality Assurance, Financial Management, Data analysis and report writing.
- Experience in Monitoring and Evaluation and experience with Result-based management. Familiarity with PPMS or Open Standards would be considered an advantage.
- Proven knowledge of data analytics and utilising monitoring and evaluation data for impact reporting.
- Experience in field data collection, analysis synthesis and preparation of strategic information for decision-makers.
- Experience in using data collection tools, e.g., Kobo, ODK, Survey123, etc
- Experience with data analysis and visualization tools. E.g., R, PowerBI, Tableau, Excel etc.
- Proven knowledge and experience of the not-for-profit sector, preferably of environmental non-government organizations, governance and regulatory compliance.
- Great command of written and spoken English and the local language.

Working Relationships

External

Donors – Ensure that PMEL for all projects meet donor requirements as well as WWF International standards.

Partners – Make sure that projects implementing partners meet WWF and donor PMEL standards and requirements.

Internal

Project Managers – Inform about PMEL requirements and systems to ensure compliance with WWF PMEL standards.

Landscape programme PMEL and CO PMEL team- ensure project PMEL alignment and contribution to the programme and country office strategy

Regional and International PMEL Coordinators – Make sure that WWF PMEL protocol is consistent with WWF regional and global standards.

Mode of Application

Interested candidates should apply through this link: [**MONITORING AND EVALUATION OFFICER**](#)

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