



## **JOB TITLE: Driver & Administrative Assistant**

Dar es Salaam, Tanzania

Chemonics seeks a Driver & Administrative Assistant for the USAID/Tanzania Heshimu Bahari (Respect the Ocean) Activity. The activity is a five-year project that aims to improve the ecological resilience and productivity of Tanzania's high marine biodiversity areas. Tanzania's coral reefs are among the world's fifty most climate-resilient reefs based on biological and oceanographic characteristics, and Tanzania's marine and coastal ecosystems support a diverse range of coral reefs, seagrasses, open-ocean pelagic habitats, and mangroves. Not only do the ecosystems support species such as dugongs, sea turtles, and sharks and rays, but they also support a variety of livelihoods such as artisan fishing, aquaculture, and marine/coastal-related tourism activities. Overfishing, poorly planned infrastructure projects, and climate change all threaten not only these ecosystems and their fauna and flora, but also livelihoods and food security. These obstacles, together with the lack of a functional marine management area (MMA) framework, underdeveloped governance systems, insufficient funding, and an unincentivized private sector, severely limit effective management and measurable impact in marine biodiversity conservation.

To help address these challenges, Heshimu Bahari aims to establish an enabling environment and science-driven framework for sustainable MMA and wild-caught fishery co-management by government, communities, and the private sector. The Activity has four integrated objectives:

1. Strengthening the enabling framework for a network of Marine Management Areas (MMAs) and Fishery Replenishment Zones (FRZs) to support biodiversity conservation, climate resilient communities, and sustainable wild-caught fisheries.
2. Community co-management of MMAs/wild-caught fisheries and climate resilience strengthened.
3. Private sector investment in MMAs and wild-caught fisheries expanded.
4. Integration of relevant science to MMA and fisheries policy and management improved.

The driver & administrative assistant (the role will encompass both sets of responsibilities) is responsible for driving Chemonics staff, consultants and partners to locations of project

meetings and activities and maintaining project vehicles in good condition. S/he will also support the project's administrative team as needed. The position is based in Dar es Salaam with local and regional travel as needed.

## **Responsibilities**

### *Driving:*

- Drive staff to meetings and appointments as assigned
- Helping with loading and unloading of office goods/materials and staff luggage as needed
- Collecting and delivering goods and documents related to project activities
- Operate the vehicle in accordance with the Chemonics International Vehicle Policy and ensure that passengers comply with this policy e.g., the wearing of seat belts
- Responsible for day-to-day maintenance of the assigned vehicle including checking oil, water, battery, brakes, tires etc.; and ensuring it remains undamaged and in working order
- Ensure the vehicle is in clean condition, both inside and outside
- Maintain the vehicle travel and maintenance log as per policy
- Manage the daily mileage record and petrol consumption
- When dealing with outside organizations, presenting Chemonics International in the best possible manner by being tidy, helpful and courteous.
- Report to the supervisor immediately any accident involving a project vehicle and assist in the investigation of and follow up to any such accident.
- Notify the supervisor of any maintenance or vehicle problems.
- Ensure the vehicle is at all times kept clean and tidy.
- Assist the project operations staff in ensuring timely car insurance renewals

### *Administrative Support:*

- Coordinate procurement needs, including liaising with vendors and collecting price quotes. Assist with arranging travel, visas, and hotel accommodations for project-related travel
- Manage online fuel reports from fuel suppliers
- Coordinate logistics for program events
- Compile, deliver and collect documentation from tax authorities and government entities, as needed
- Perform other duties as assigned by the supervisor

## **Qualifications:**

- A certification of relevant vocational training or a bachelor's degree in administration/logistics or a related field. Vocational training and Certification from a reputable driver's education program will be an added advantage
- At least two years of administration and driving experience.

- Must have a current, valid license with an excellent driving record showing no history of accidents
- Must be a skilled and experienced safe driver for highway driving
- Sound knowledge of driving rules and regulations
- Preferred working experience with an international organization or donor project, including skills in minor vehicle repair
- Good communications ability in both Kiswahili and English
- Good personal qualities with ability to function in a team environment that includes different ages, ethnicities and cultural backgrounds; demonstrated cultural sensitivity and sound understanding of the needs of vulnerable groups
- Demonstrated high level of personal integrity
- Excellent organizational, time management and interpersonal skills
- Commitment to the highest ethical and professional standards
- Ability to work after normal office hours
- Basic knowledge of first aid
- Good knowledge of the region where the project operates, including its streets, neighborhoods, airports and government offices.

**Period of Performance:** On/about January 2024, through the life of project.

### **Application Instructions:**

Applications will be reviewed on a rolling basis. The deadline to submit is **December 15, 2023**. Early applications strongly encouraged. No telephone inquiries, please. Chemonics will contact finalists.

Chemonics is an employer that does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors. Chemonics values the protection of your personal data. If you are in the European Union, please read our EU Recruiting Data Privacy Notice to learn how we process personal data. You may access the notice via the following link: <https://chemonics.com/eu-recruiting-data-privacy-notice/>.

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### **JOB TITLE: Program Coordinator**

Dar Es Salaam, Tanzania | 2023

Chemonics seeks a Program Coordinator for the USAID/Tanzania Heshimu Bahari (Respect the Ocean) Activity. The activity is a five-year project that aims to improve the ecological resilience and productivity of Tanzania's high marine biodiversity areas. Tanzania's coral

reefs are among the world's fifty most climate-resilient reefs based on biological and oceanographic characteristics, and Tanzania's marine and coastal ecosystems support a diverse range of coral reefs, seagrasses, open-ocean pelagic habitats, and mangroves. Not only do the ecosystems support species such as dugongs, sea turtles, and sharks and rays, but they also support a variety of livelihoods such as artisan fishing, aquaculture, and marine/coastal-related tourism activities. Overfishing, poorly planned infrastructure projects, and climate change all threaten not only these ecosystems and their fauna and flora, but also livelihoods and food security. These obstacles, together with the lack of a functional marine management area (MMA) framework, underdeveloped governance systems, insufficient funding, and an unincorporated private sector, severely limit effective management and measurable impact in marine biodiversity conservation.

To help address these challenges, Heshimu Bahari aims to establish an enabling environment and science-driven framework for sustainable MMA and wild-caught fishery co-management by government, communities, and the private sector. The Activity has four integrated objectives:

1. Strengthen an enabling framework for a network of MMAs and fishery replenishment zones (FRZs) for resilient biodiversity conservation, climate resilient communities, and enhanced wild-caught fisheries production.
2. Community co-management of MMAs/wild-caught fisheries and climate resilience strengthened.
3. Private sector investment in MMAs and wild-caught fisheries expanded.
4. Integration of relevant science to MMA and fisheries policy and management improved.

The program coordinator for the USAID Heshimu Bahari Activity will support the designing, planning, and implementation of all USAID Heshimu Bahari field activities in Bagamoyo, Dar es Salaam, Mafia-Kilwa, and Mtwara Seascapes. The program coordinator will collaborate closely with the government, implementing partners, and USAID Heshimu Bahari subcontractors to support all scientific activities in the Bagamoyo, Dar es Salaam, Mafia-Kilwa, and Mtwara Seascapes and offer technical guidance into policy and legal matters. Along with supporting field logistics and administrative duties, the program coordinator will travel often to Bagamoyo, Mafia-Kilwa, Mtwara, and other USAID Heshimu Bahari regions to coordinate on-the-ground activities in communities, as directed by the supervisor.

The position will be based in Dar Es Salaam, reporting to the USAID Heshimu Bahari Deputy Chief of Party.

### **Key Responsibilities**

- Oversee USAID Heshimu Bahari community-level programs in the Bagamoyo, Dar es Salaam, Mafia-Kilwa and Mtwara Seascapes including coordinating on ground activities at community level implemented by partners.
- Serve as the point of contact for all field activities while leading and managing fellows, interns and consultants working on USAID Heshimu Bahari activities in Bagamoyo, Dar es Salaam, Mafia-Kilwa and Mtwara to advance program activities and cultivate and maintain strong, positive relations with all stakeholders and ensure engagement of women and youth in the program.

- Work with the USAID Heshimu Bahari team in the development of annual workplans and budgets and coordinate the implementation of the workplans.
- Develop, facilitate and coordinate a community engagement strategy for the USAID Heshimu Bahari Activity in Bagamoyo, Dar es Salaam, Mafia-Kilwa and Mtwara Seascapes, with a particular focus on building relationships with key partners to advance USAID Heshimu Bahari's contribution to community and other stakeholders' consultation in the establishment of the FRZs
- The program coordinator will, in particular, assist in the creation of a network of MMA and FRZs to support resilient biodiversity conservation and increased production of wild-caught fisheries; enable communities and community management structures to participate in co-management of MMAs and FRZs for biodiversity conservation and productivity of wild-caught fisheries.
- Work with key stakeholders to improve the protection of endangered, threatened, and protected (ETP) habitats and species; encourage private sector investment in MMAs and wild-caught fisheries by creating an environment that is more favorable to private sector investment.
- Coordinate development of the Seascapes' Intervention strategy, support its implementation and Support baseline studies in the seascapes.
- Support and lead consultations with communities and partners to create and advance community-based strategies for better managed, productive, and healthier coastal fisheries and marine areas.
- Develop durable, accountable extension systems that support Community Fisheries Management Structures to monitor, resolve conflict, and enforce co-management.
- Assist in developing project progress and final reports, presentations, communication materials, and assessments on the USAID Heshimu Bahari.
- Contribute to national level planning efforts that increase ocean conservation outcomes, including marine spatial plans, coastal zone plans, policy reviews and strategies to advance marine conservation.
- Work closely with grantees, subcontractors and local partners to achieve four key objectives of Heshimu Bahari, i.e., effective community-based fisheries practices, establishment and management of marine protected areas, private sector engagement in marine conservation and coastal natural resources management; and resource survey initiatives to enhance data availability to be used in decision making.
- Any other duties assigned by the supervisor.

### **Qualifications:**

- BA/BS degree in marine/wildlife/Environment or related degree and minimum 6 years of experience in Protected Areas Management, governance, marine conservation, or an equivalent combination of education and experience.
- Knowledgeable in standards and methods of marine and fisheries biodiversity conservation. Demonstrated knowledge and experience working with coastal fishing communities.
- Demonstrated experience in project management and coordination.

- Familiarity in working with MMAs (i.e., government, private and community managed) including good understanding of fisheries co-management approach and its applicability.
- Familiarity with community micro-enterprises, including village community banks (VICOBA) and Saving and Credit Co-operatives (SACCOs) expected to providing alternative economic activities to the fishing community.
- Ability to interpret and analyze scientific, social, and economic data related to coastal and marine ecosystems and apply it in the implementation of the Heshimu Bahari activity.
- Experience in developing and implementing trainings and workshops.
- Experience implementing and reporting on donor funded projects, experience working on USAID funded projects preferred.
- Demonstrated experience building and maintaining productive working relationships with a wide network of Tanzanian government, civil society, and private sector stakeholders
- Willingness and ability to undertake extended periods of field travel (at least 70%) domestically.
- Excellent written, verbal, and cross-cultural communications abilities required
- Fluency in written and spoken English is required; working proficiency in written and spoken Kiswahili required

**Period of Performance:** On/About February 2024 through September 2025

**Application Instructions:**

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**JOB TITLE: Private Sector Partnership Specialist**

Dar Es Salaam, Tanzania | 2023

Chemonics seeks a Private Sector Partnership Specialist for the USAID/Tanzania Heshimu Bahari (Respect the Ocean) Activity. The activity is a five-year project that aims to improve the ecological resilience and productivity of Tanzania's high marine biodiversity areas. Tanzania's coral reefs are among the world's fifty most climate-resilient reefs based on biological and oceanographic characteristics, and Tanzania's marine and coastal ecosystems support a diverse range of coral reefs, seagrasses, open-ocean pelagic habitats, and mangroves. Not only do the ecosystems support species such as dugongs, sea turtles, and sharks and rays, but they also support a variety of livelihoods such as artisan fishing, aquaculture, and marine/coastal-related tourism activities. Overfishing, poorly planned infrastructure projects, and climate change all threaten not only these ecosystems and their fauna and flora, but also livelihoods and food security. These obstacles, together with the lack of a functional marine management area (MMA) framework, underdeveloped governance systems, insufficient funding, and an unincentivized private sector, severely limit effective management and measurable impact in marine biodiversity conservation.

1. To help address these challenges, Heshimu Bahari aims to establish an enabling environment and science-driven framework for sustainable MMA and wild-caught fishery co-management by government, communities, and the private sector. The Activity has four integrated objectives: Strengthening the enabling framework for a network of Marine Management Areas (MMAs) and Fishery Replenishment Zones (FRZs) to support biodiversity conservation, climate resilient communities, and sustainable wild-caught fisheries.
2. Community co-management of MMAs/wild-caught fisheries and climate resilience strengthened.
3. Private sector investment in MMAs and wild-caught fisheries expanded.
4. Integration of relevant science to MMA and fisheries policy and management improved.

The Private Sector Partnership Specialist will facilitate interventions that increase private sector investment and engagement in marine protected areas and fisheries management. They will work to incentivize private sector investment and assess and share investment opportunities that support communities and ecosystems. We are looking for individuals who have a passion for making a difference in the lives of people around the world.

The position will be based in Dar Es Salaam, reporting to the USAID Heshimu Bahari Private Sector Engagement (PSE) Lead.

### **Responsibilities**

- Identify and cultivate high value partnerships with private sector actors at the seascapes and elsewhere and broker deals between the Private Sector (PS) and Heshimu Bahari
- Work under the guidance of the Heshimu Bahari PSE Lead and in collaboration with target partners, review and refine the initial developed and prioritized partnership concepts and use the refined concepts as a basis for partnership negotiations with individual PS actors

- Convene partners to establish Business Development Services (BDS) needs, engage BDS providers identified through the Private Sector Seascope Analysis conducted, and establish terms of engagement to support business development provision and capacity building needs of identified value chains
- Facilitate detailed due diligence of target potential PS partners and prepare reports
- Facilitate the development and individual partnership concepts and Memorandum of Understanding or Letter of Cooperation for signature
- Conduct partnership design forums, partnership launch forums, and develop partnership implementation and work plans
- Prepare private sector partnership engagement intervention reports per established project reporting schedule
- Work in close consultation with project team to conduct monitoring, follow up, and account management database of partnerships established, mobilized or in discussion
- Coordinate with other USAID partners, local organizations, and government agencies to ensure harmonization planning/implementation of public-private partnership activities
- Support implementation of the PS intervention strategy in all seascapes in collaboration with the PSE Lead, Community Engagement Lead, and Program Coordinators
- initiate and support implementation of PS engagement and activities
- Any other duties as may be assigned by the supervisor

#### **Qualifications:**

- Bachelor's degree (or foreign equivalent) in business administration, economics, communications, and/or another relevant field required; advanced degree preferred
- At least six years of private sector engagement experience in Tanzania required; experience working with private sector actors in fisheries, tourism, and/or related sectors preferred
- Experience engaging private sector on corporate social responsibility or social development initiatives preferred
- Demonstrated experience in establishing and maintaining strong relationships private sector, government, civil society, and donor stakeholders
- Experience with USAID and/or other donor project preferred
- Demonstrated leadership, versatility, and integrity
- Fluency in written and spoken English is required; working proficiency in written and spoken Kiswahili is required.

**Period of Performance:** On/about February 2024 through February 2025 with possibility to extend based on Heshimu Bahari's need and individual's performance.

#### **Application Instructions:**

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