



Job Title	Program Manager
Location	Dar es salaam, Tanzania
Reporting	Executive Director
Type of Position	Fixed
Grade and Salary	Grade E and Salary AFO 7
Contract Type	Permanent Employee 2 years Contract
Background.	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 NGO/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.
Job Summary	The Program Manager (PM) 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.
Key Responsibilities:	<ul style="list-style-type: none"> • Ensure effective project management and implementation for all projects in-country. • Regularly monitor and review project activities to ensure quality, contractual compliance and timely reporting. • Together with the Finance officer, ensure responsibility for project expenditure, financial accountability and planning requirements, and provide a high level of support to these activities. • Overall monitoring on grants/programs for both external/donor requirements and AFO internal policies and requirements. • Provide ongoing monitoring of the status of programs and complete regular check-ins on grant requirements. • Guide design and development of new component programs • Lead coordination for grant identification, grant matrix population and proposal writing, monitor the timeline, status of proposal and communicate to the relevant parties as appropriate. • Review final draft for coherence and manage submission to the donor. • Ensure appropriate measurement of financial, programmatic,

	<p>and impact performance against stated milestones and goals</p> <ul style="list-style-type: none"> • Organizing programs and activities in accordance with the mission and goals of the organization. • Developing new programs to support the strategic direction of the organization. • Developing a budget and operating plan for the program. • Developing an evaluation method to assess program strengths and identify areas for improvement. <p>Representation</p> <p>Professionally and effectively represent the organization with diverse partners.</p> <ul style="list-style-type: none"> • Writing program funding proposals to guarantee uninterrupted delivery of services. • Managing a team with a diverse array of talents and responsibilities. • Ensuring goals are met in areas including customer satisfaction, safety, quality, and team member performance. • Implementing and managing changes and interventions to ensure project goals are achieved. • Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services. • Producing accurate and timely reporting of program status throughout its plan. • Analyzing program risks. • Working on strategy with the team. • Supervise, researchers, project leads, project officers.
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<p>Additional responsibilities</p>	<p>Programmatic funding: Maintain and build upon the existing funding base to support the organization’s development and program priorities.</p> <ul style="list-style-type: none"> • Fundraising efforts would include working with governments, individuals, tour operators, corporations and grant writing. • Identify new institutional funders, create pitch presentations, write grants, and close new sources of funding for the program. <p>Program Management and Evaluation: Actively manage program budget, internal coordination processes, team meetings, etc.</p> <ul style="list-style-type: none"> • Duties and Responsibilities • Oversee the work of field teams and provide guidance and support to staff during implementation • Monitor and document progress toward programmatic goals • Manage the program budget and ensure that all expenditures are within limits • Review and write narrative reports on the program's activities and progress • Support procurement processes and review of deliverables from consultancies • Represent the organization to external stakeholders, including government agencies, donors, and other NGOs • Maintain close communication with the donor and represent AFO at official events when required
<p>Experience & Qualifications:</p>	<ul style="list-style-type: none"> • Minimum 5 years of Project Management Experience including tracking budgets, timelines and milestones • Bachelor’s degree required; an advanced degree in a related field or PMP certification is preferred • Minimum 10 years in conservation (preferably in marine conservation) working in increasingly responsible roles • Experience working effectively with internationally-based highly diverse teams • Ability to work independently • Proficient in report writing and Proposal Development • Experience of working in Tanzania
<p>Skills & Capabilities:</p>	<ul style="list-style-type: none"> • Fluent in English and Swahili • Excellent verbal and written communication skills • Business development or fundraising experience • Experience in grant writing and fundraising • Experience managing USAID/EU-funded projects • Diving certification and experience in coral reef monitoring

	<ul style="list-style-type: none"> • Experience with Environmental and Social Management System (ESMS) and community engagement • Experience with GIS and other data analysis software
<p>Personal qualities</p> <ul style="list-style-type: none"> • Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work. • Commitment to own continuing personal and professional development. • Commitment to the vision, mission and values of AFO. 	
<p>Other requirements</p> <ul style="list-style-type: none"> • Able to work out of hours during any emergency or critical incident. • Willingness to travel up to 25% of the time. 	
<p>Application process: All applications should be submitted through this https://docs.google.com/forms/d/1Qh5CUIStg1tT1riHWSuMKb-f4BBwgnvxfdLRYSAzF8/edit?ts=65fd6a1a. AFO is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.</p> <p>Deadline for applications is: Tuesday 5th April, 2024 at 2300 Hours</p>	



Job Title	Gender Equality, Social inclusion & Youth Facilitation Intern
Location	Kilwa
Reporting	Seascape Coordinator
Type of Position	Internship
Duration	6 Months
Background.	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 NGO/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.
Position Overview	The Gender Equality and Social Inclusion (GESI) and Youth Facilitation Intern will play a crucial role in supporting the integration of GESI principles and positive youth development approaches across various programs and initiatives undertaken by Aqua-Farms Organization. This internship offers a valuable opportunity for individuals passionate about advancing gender equality, social inclusion, and youth empowerment to gain practical experience within a dynamic organization committed to positive social impact.

Key Responsibilities:	<p>1. Supporting GESI Integration:</p> <ul style="list-style-type: none">● Assist in research on gender equality and social inclusion issues relevant to the organization's programs and areas of operation.● Contribute to the development of strategies and action plans to mainstream GESI principles into program design and implementation.● Help organize and facilitate workshops, trainings, and community engagement sessions on GESI topics. <p>2. Youth Facilitation:</p> <ul style="list-style-type: none">● Support the design and implementation of youth focused programs and initiatives.● Assist in conducting assessments and research to identify youth related issues and develop appropriate interventions.● Help organize and facilitate youth workshops, trainings, and activities aimed at promoting positive youth development. <p>3. Capacity Building:</p> <ul style="list-style-type: none">● Contribute to the development of educational materials and resources on GESI and youth empowerment.● Assist in the delivery of training sessions or workshops on GESI and youth related topics for staff, partners, and community members.
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Experience & Qualifications:	<ul style="list-style-type: none"> ● Currently enrolled in or recently graduated from a relevant undergraduate or graduate program (e.g., gender studies, social sciences, youth development, etc.). ● Passion for and understanding of gender equality, social inclusion, and youth empowerment issues. ● Strong communication and interpersonal skills, with the ability to work effectively with diverse groups. ● Proactive and able to work independently, as well as collaboratively within a team. ● Cultural sensitivity and awareness. ● Proficiency in Microsoft Office suite and other relevant software applications. ● Written and spoken fluency in Kiswahili and English preferred.
Benefits	<ul style="list-style-type: none"> ● Opportunity to gain practical experience in the fields of gender equality, social inclusion, and youth development within a reputable organization. ● Exposure to a diverse range of projects and initiatives aimed at creating positive social impact. ● Mentorship and guidance from experienced professionals committed to supporting your learning and development. ● Potential for networking and career advancement opportunities within the organization or broader sector.
Personal qualities <ul style="list-style-type: none"> ● Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work. ● Commitment to own continuing personal and professional development. ● Commitment to the vision, mission and values of AFO. 	
NB; Aqua-Farms Organization is an equal opportunity employer and encourages applications from individuals of all backgrounds, regardless of gender, race, ethnicity, age, disability, sexual orientation, or religion. We are committed to fostering an inclusive and supportive working environment where all employees are valued and empowered to succeed.	
Application process: All applications should be submitted through this https://forms.gle/5cbufh9W6RedfpKm8	
Deadline for applications is: Sunday 6 th May, 2024 at 2300 Hours	



Position Title	Monitoring, Evaluation and Learning Intern
Location	Dar Es Salaam
Reporting	
Type of Position	Internship
Duration	6 Months
Background.	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.
Position Overview	This position will play a vital role in supporting our ocean conservation projects and livelihood empowerment programs through effective monitoring, evaluation and learning initiatives. The primary focus with this position will be on enhancing knowledge management processes and maintaining data dashboards to facilitate informed decision-making and project improvement
Key Responsibilities	<p>1. Knowledge Management:</p> <ul style="list-style-type: none"> ● Assist in development and implementing knowledge management strategies to capture, organize and disseminate project-related information effectively. ● Collaborate with project teams to identify knowledge gaps and disseminate project- related information effectively. ● Contribute to the creation and maintenance of knowledge repositories, ensuring accessibility and usability for relevant stakeholders ● Support the documentation of best practices, lessons learned and success stories to inform future projects and initiatives. ● Facilitate knowledge sharing sessions and workshops to foster a culture of learning within organization. <p>2. Data Dashboard Management and Updates:</p> <ul style="list-style-type: none"> ● Work closely with programme team to maintain and update data dashboards for various conservation and empowerment projects. ● Assist in collecting, cleaning and organizing data from multiple sources to ensure accuracy and reliability. ● Develop visualizations and reports to communicate key performance indicators, trends and insights to stakeholders. ● Regularly review and refine dashboard designs based on user feedback and evolving project requirements. ● Provide technical support and training to staff members on accessing and interpreting dashboard data effectively.

<p>Experience & Qualifications:</p>	<ul style="list-style-type: none"> ● Currently a graduate such as Environmental Science, Conservation Biology, Data Science, Actuarial Scientist and Statistician or related field. ● Strong analytical skills and attention to details, with the ability to manipulate and interpret complex data sets. ● Proficiency in data visualization tools such as Tableau, power BI or Google data studio. ● Familiarity with knowledge management principles and methodologies is desirable. ● Excellent communication and interpersonal skills with the ability to collaborate effectively across multidisciplinary teams. ● Self-motivated and proactive attitude towards learning and professional development. ● Passion for environmental conservation and community empowerment initiatives.
<p>Benefits</p>	<ul style="list-style-type: none"> ● Hands-on experience in sustainable development projects. ● Opportunity to network with industry professionals and stakeholders. ● Mentorship and guidance from experienced project Managers. ● Potential for professional development and growth within the organization.
<p>Compensation Compensation will be provided in accordance with applicable labor laws and regulations and may include stipends, academic credit or other benefits as per organization policies.</p>	
<p>Application Instructions; To apply; please submit a resume, cover letter, and any relevant portfolio or work samples demonstrating your skills and experiences in knowledge management and data dashboard management.</p>	
<p>Application process: All applications should be submitted through this https://forms.gle/yqmSx7ptLmKxEGEz7. Aqua-farms Organization is an equal opportunity employer and welcomes applications from individuals of all backgrounds.</p> <p>Deadline for applications is: Sunday 6th May, 2024 at 2300 Hours</p>	