

TERMS OF REFERENCE

Position: Programme Officer - Tanzania

Duty Station: Dar es Salaam, Tanzania, with regular travel to the field

Reporting to: Country Programme Coordinator (administrative); Regional Programme Manager (technical)

Supervises: None

Works Closely With: Eastern Africa and Tanzania Programme Teams, Finance, GIS & MERL, Partnerships and Fundraising and Communications, Operations, consultants and partner organisations.

1.0 Background

Wetlands International is the leading global not-for-profit organisation dedicated to safeguarding and restoring wetlands that are essential for biodiversity conservation, climate resilience, water security and sustainable livelihoods. Wetlands International Eastern Africa implements programmes across the region that promote the conservation, restoration and sustainable management of wetlands as natural infrastructure for climate resilience, biodiversity conservation, water security and sustainable livelihoods.

Wetlands International Tanzania is implementing an expanding portfolio of programmes focused on integrated river basin management, wetland restoration, mangrove conservation, biodiversity conservation, climate resilience and policy integration. The Tanzania programme includes work across priority river basin, wetland and coastal landscapes, including the Rufiji Delta/river basin and Ruvuma Basin.

Wetlands International Tanzania is seeking a Programme Officer to support effective planning, coordination and implementation of country programmes and projects. The position will support project teams and partners to deliver activities on time and to the required quality standards, maintain programme documentation and reporting, contribute to stakeholder engagement and support learning and programme development.

2.0 Job Purpose:

The Programme Officer will play a central role in planning, coordination and implementation of assigned projects and programme activities in Tanzania. The position will work closely with the Country Programme Coordinator, project team, partners and colleagues ensuring timely delivery of activities, effective stakeholder coordination, sound project

documentation, monitoring of progress and with approved workplan, budgets and donor compliance.

3.0 Work Relationship:

3.1 Internal Context

- Country Programme Coordinator – Tanzania, Regional Programme Manager, Regional and Tanzania Programme Teams, GIS/MEL, Partnerships and Fundraising, Communications, Finance and Operations
- Wetlands International Global Office programme teams

3.2 External Context

- Government institutions, implementing partners, research and academic institutions, NGOs, development partners and technical specialists/consultants supporting project implementation.

4.0 Key Responsibilities & Detailed Deliverables

1. Programme and Project Implementation

Provide technical guidance for the inception and implementation of Wetlands International Tanzania programmes by:

- Support implementation of assigned country projects in line with approved plans, budgets and results frameworks and donor requirements
- Coordinate project activities, meetings, field missions and partners engagements
- Follow up on implementation actions and flag delays, challenges and emerging risks
- Supervising ecological, socio-economic and institutional baseline studies undertaken by project consultants/technical specialists
- Providing technical oversight for restoration planning and participatory landscape planning in collaboration with relevant specialists
- Reviewing and quality assuring technical outputs produced by consultants and implementation partners
- Undertaking periodic field missions to provide implementation support and quality assurance and follow up with partners and local stakeholders
- Maintain organized project documentation, records and filing systems

2 Landscape and Programme Support

Contribute to strengthening WIEA's landscape-based approach in Tanzania by:

- Supporting integrated planning and basin planning across priority landscapes, particularly the Ruvuma Basin and Rufiji Delta
- Supporting activities related to ecosystem conservation, restoration, climate resilience, water security, biodiversity conservation and sustainable livelihoods

- Provide programme inputs to landscape strategies, restoration plans and other planning processes as required
- Support identification and development of opportunities relevant to the Tanzania programme

2. Project Monitoring, Reporting and Learning

Working closely with MEL/GIS colleagues, ensure that evidence and learning inform programs by:

- Tracking progress of activities, outputs and milestones against approved plans
- Support preparation of quarterly, annual and donor progress reports and project deliverables while ensuring consistency with donor requirements and organisational standards
- Supporting monitoring, adaptive management and learning across assigned projects
- Documentation of lessons learned case studies and implementation experiences
- Contribute to technical briefs, knowledge products and other communications materials
- Supporting programme reviews, reflection and coordination meetings and maintain action trackers

3. Stakeholder Engagement and Partnerships

Support in strengthening WIEA's strategic relationships and influence in Tanzania by:

- Maintaining effective relationships with government institutions, basin authorities, project partners, local stakeholders and implementation partners
- Supporting organisation of stakeholder consultations, technical meetings and multistakeholder processes
- Participating in relevant technical working groups, coordination platforms and policy forums as delegated
- Strengthening relationships with research institutions, development partners, NGOs and private sector organisations
- Maintaining up to date stakeholder and partner information relevant to assigned projects

5. Resource Mobilisation and Programme Development

In collaboration with the Regional Partnerships and Fundraising function, contribute to the growth and sustainability of the Tanzania programme by:

- Supporting identification and tracking of funding opportunities aligned with WI Tanzania priorities
- Contributing information and technical content to concept notes, proposals, investment cases and funding applications
- Support preparation of programme information, project profiles and other materials used for donor and partner engagement

6 Programme Risk and Financial Management

Working with Finance and programme management colleagues:

- Supporting monitoring of project expenditure against approved project budgets and work plans
- Flag budget and implementation variances to the CPC, RPM relevant Finance colleagues
- Monitor project delivery risks and maintain up-to-date project risk registers and follow up on agreed mitigation actions
- Ensure assigned activities are implemented in accordance with approved procedures, donor requirements and WIEA policies

5.0 Expected Deliverables & Key Performance Indicators

Performance will be assessed against:

- Assigned project activities and milestones delivered within agreed timelines and budgets
- Updated work plans, implementation trackers and action trackers
- Timely and accurate programme and donor reporting inputs
- Complete and well-organised project documentation and records
- Effective coordination with project partners and stakeholders
- Regular monitoring of implementation progress, risks and budget utilisation
- Documented lessons learned and contributions to programme learning
- Effective contribution to programme development and funding opportunities

6.0 Qualification, Experience & Skills

6.1 Education & Professional Qualifications

- A master's degree in environmental science, Natural Resource Management, Biodiversity Conservation, Water Resources Management, Ecology or a related discipline.

6.2 Relevant Experience

- At least 5 years of professional experience programme/ project implementation, environmental conservation, natural resources management, landscape management or related fields
- Demonstrated experience in implementing donor-funded environmental or natural resource management programmes or community development programmes
- Demonstrated experience in one or more of the following: integrated landscape management, wetlands conservation, transboundary resources management, river basin management, ecosystem restoration, biodiversity conservation, marine/coastal conservation or climate resilience
- Proven experience supporting multi-stakeholder programmes involving government, community partners, NGOs, research institutions and/ development partners

- Demonstrated experience working with international or multilateral donor-funded programmes, preferably GEF or similar environmental initiatives
- Experience working in Tanzania and/or the wider Eastern Africa region.
- Demonstrated experience working with International NGOs

6.3 Essential Competencies

6.3.1 Technical Competencies

- Excellent and proven programme management and project cycle management skills
- Good understanding of wetland, ecosystem and/or natural resource management
- Experience in ecosystem restoration and conservation planning
- Good stakeholder engagement, coordination and facilitation skills
- Ability to translate technical evidence into practical programme interventions
- Good financial literacy and ability to monitor implementation against budgets
- Good monitoring, learning and adaptive management skills
- Proven experience in proposal and concept development
- Good writing, documentation and analytical skills
- Ability to work independently and as part of a multidisciplinary team
- Excellent written and spoken Kiswahili and English

6.3.2 Behavioral Competencies

- Highly organised and detail-oriented
- Results-driven and proactive
- Strong interpersonal and coordination skills
- Ability to manage multiple priorities simultaneously
- Collaborative and adaptable
- Demonstrated integrity and professionalism
- Ability to work effectively in diverse and multidisciplinary environments.

6.4 Organizational Core competencies

- Professionalism
- Accountability for results
- Integrity and leadership
- Teamwork
- Relationship building
- Effective Communication
- Organization and self-control

6.5 Ethical Considerations

The Programme Officer shall:

- Adhere to Wetlands International's Code of Conduct, safeguarding policies and other relevant organization policies
- Maintain confidentiality of programme and organizational information
- Comply with the laws and regulations of the United Republic of Tanzania
- Demonstrate professionalism, integrity and respect in all interactions with colleagues, partners and communities

6.5 Working Conditions

- Office-based with regular field missions
- Willingness to travel extensively within Tanzania

How to Apply

Interested and qualified candidates who meet the requirements for any of the above positions are invited to submit their application.

- Please send a comprehensive CV, Cover letter detailing your experience and suitability for the role and indicate your GROSS salary (In TZS) expectation to hreastafrica@wetlands-eafrica.org. Please indicate "Programme Officer-Tanzania" as the subject line of your email.
- **Application Deadline: [31st August 2026]**
- Only shortlisted candidates will be contacted.