

**TERMS OF REFERENCE FOR
PROJECT MANAGER - PROSECUTORS FORUM ON WILDLIFE AND RELATED CRIMES**

Job Title: Project Manager – Prosecutors’ Forum On Wildlife and Related Crimes

Unit: WWF Tanzania Country Office/TRAFFIC East Africa

Location: Dar es Salaam or Arusha, Tanzania

Reporting to: TRAFFIC EA Director

Expected start date: mid to late February 2020

Type of contract: Fixed-term (12 months) – with potential for extension

Closing date: 12 January 2020

WWF (World Wide Fund for Nature) Tanzania, the international conservation organization in alliance with TRAFFIC, the international wildlife trade monitoring network, is seeking a Project Manager to oversee the set up and running of a regional forum and Secretariat for wildlife prosecutors in East Africa.

Background on TRAFFIC

TRAFFIC is a leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development. TRAFFIC has over 130 staff working on five continents towards reducing illegal and unsustainable trade of wild species. TRAFFIC’s engagement in East Africa is managed through its offices in Arusha and Dar es Salaam, hosted by WWF Tanzania Country Office.

JOB DESCRIPTION

Background to role

One of TRAFFIC’s key activities under the recently awarded USAID-funded CONNECT project with IUCN and WWF, is the establishment of a permanent Forum and Secretariat for wildlife crime prosecutors in East Africa. The concept of the Forum was discussed and agreed upon at the East Africa Wildlife Prosecutors Coalition workshop held in August 2018 in Kigali, Rwanda. The purpose of the newly created entity will be to strengthen efforts of prosecutors to address wildlife crime and improve regional and international collaboration and information sharing on transnational wildlife crime activities and networks.

The role of the Project Manager will be to manage the implementation and administration of the Forum and related activities, with a focus on delivering activities according to the project workplan, budget and M&E framework.

A large part of the role will be dedicated to organising a series of workshops which will comprise a mix of training, plenary and thematic working group sessions on subject areas such as anti-corruption, wildlife forensics, harmonization of wildlife laws, money laundering and cooperation in combatting transnational crime.

The Wildlife Prosecution Forum Manager will liaise on a regular basis with staff from IUCN ESARO (the CONNECT project manager) on reporting, financial and communications issues.

Specific Responsibilities and duties

- Working closely with Legal Officer of TRAFFIC East Africa and the Chair of the East Africa Association of Prosecutors, and liaising with the offices of national prosecutions in Kenya, Tanzania, and Uganda, organise and facilitate yearly workshops, targeting members of the prosecution and judiciary services from each country. The event management activities will include:
 - Identifying suitable venues and booking space
 - Issuing delegate information packs and instructions
 - Managing all aspects of hospitality and logistics (travel) for delegates
 - Sourcing and contracting of trainers who are experts in their respective fields
 - Recruiting translators and rapporteurs for each workshop
 - Compiling and circulating the proceedings from each workshop
 - Advertising the workshops through the professional associations in each country
- In collaboration with TRAFFIC Legal Officer, collect and analyse data secured from the Prosecutors' offices on court decisions related to wildlife crimes across East Africa, and upload to WILDLEX, an IUCN hosted database.
- Contract and manage a website designer to create a Wildlife Prosecution Forum webpage (to be located on the EAAP website). Provide content and update on a regular basis.
- Provide support to the Chair of the EAAP and to TRAFFIC's East Africa Judicial and Prosecution Programme as required.
- Prepare contracts with third party suppliers and consultants; supervise their work to ensure deliverables are met according to agreed quality standards and arrange for timely payment of supplier invoices.
- Manage and account for financial expenditures in the implementation of project activities
- Create and maintain a comprehensive electronic filing system for the project
- Prepare quarterly progress project reports (narrative) and work with TRAFFIC East Africa's finance staff to ensure the timely preparation of financial information/spends for quarterly and end of project donor reporting.
- Oversee monitoring and evaluation activities related to the project.
- Respond to donor requests for ad-hoc information and attend meetings as required to support the project with partners, Government agencies or to attend regional workshops, and;
- Other relevant support as required by the Director of East Africa office.

REQUIREMENTS

- Must be eligible to live and work in Tanzania, and to travel within East Africa region (e.g. Uganda, Kenya);
- Hold a Bachelors Degree in Law and a Post Graduate Diploma in Legal Practice;
- Have a minimum of three years professional experience in legal practise;
- A minimum of five years relevant experience of working in a project management capacity; covering administration, budgeting, financial reporting and contracting;
- Experience in event management a definite advantage;

- Must be fluent in written and oral English;
- Computer literate (Microsoft Office) with strong spread sheet skills;
- Excellent communication and interpersonal skills with strong organisational ability;
- A good team player, used to meeting tight deadlines and working under pressure; and also willing to work on own initiative;
- Have an interest in wildlife conservation; and
- Be willing to travel in the region which may require occasional periods of up to one week away from home

APPLICATIONS

Applications must include a cover letter, along with a complete CV with full contact details of three referees and should be addressed to the Human Resources Manager of WWF TCO, via email to: **hresources@wwftz.org** by **midnight Tanzania time, 12 January 2020.**

We thank all applicants for their interest in this position but only shortlisted candidates will be contacted. The interviews will take place over Skype and/or in person in Dar es Salaam or Arusha, Tanzania.