JOB VACANCY

BEHAVIOUR CHANGE PROJECT MANAGER – TRAFFIC

CONTRACT LENGTH: 12 MONTHS (with good potential for extension)

WWF (World Wide Fund for Nature) Tanzania - an international conservation organization in alliance with TRAFFIC - the international wildlife trade monitoring network - is seeking a Project Manager to implement a behavioural change project.

1. BACKGROUND: TRAFFIC, the wildlife trade monitoring network, works to ensure that trade in wild animals and plants is not a threat to the conservation of nature. One of TRAFFIC’s remits under the recently awarded USAID CONNECT project is a demand reduction programme targeting consumers of illegal wildlife products in East Africa, specifically Uganda, Kenya and Tanzania. Core to the development of the demand reduction programme is also the design and implementation of research, which will inform both the overall strategy but also key messaging to the priority target audiences.

2. OVERALL RESPONSIBILITIES: The Behaviour Change Project Manager will be responsible for the following:
   - Recruit and oversee a Research Consultant, who will be tasked with the design and implementation of the phase 2 research project, based on the recommendations stemming from the phase 1 research results;
   - In consultation with TRAFFIC’s Behavioural Change Coordinator, the Research Consultant, and the Director of East Africa, confirm the identify priorities for phase 2 research studies;
   - Disseminate the findings and recommendations of the phase 2 research to project partners and stakeholder groups, including law enforcement agencies and business interests;
   - Using the combined findings of the research studies (phase 1 & 2), and in collaboration with the BC Coordinator, and CONNECT partners, develop and design behaviour change strategies and appropriate and effective messaging, targeting priority audiences and priority wildlife products;
   - Working with third party creative/media agencies and TRAFFIC’s communications team, manage the creative and media planning, production and placement processes;
   - Oversee monitoring and evaluation activities to assess the impact of the communications campaigns;
   - Prepare quarterly progress 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;
   - The Project Manager will be responsible for ensuring that project work is integrated into TRAFFIC’s wider portfolio of work on behavioural change and shared with the broader Social and Behaviour Change Community of Practice members.
   - Create and maintain a comprehensive electronic filing system and data base for the behaviour change 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,
   - Prepare contracts with third party suppliers and arrange for timely payment of supplier invoices.

3. SKILLS, KNOWLEDGE AND ABILITIES:
   - Must be eligible to live and work in Tanzania, and to travel within the region (eg., Uganda, Kenya)
   - Educated to Masters degree level in the behavioural sciences, communications, social science or other relevant fields
   - Must be completely fluent in written and oral English
   - Have at least five years of experience in developing and implementing research led communications and behaviour change strategies, across a variety of audiences and media/vehicles and in a cross-cultural context.
   - Have a minimum of five years relevant experience of working in a project management capacity, covering administration, budgeting, financial reporting and contracting
   - Demonstrated experience of preparing donor/project reports
   - Experience of working in conservation or international development, and working with bilateral agencies (USAID, DFID) an advantage
   - Computer literate (Microsoft Office) with strong spread sheet skills; Microsoft Project or Adobe InDesign an advantage
   - 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
   - Must be able to travel throughout the region which may require frequent periods of up to one week away from home

The Terms of Reference, can be obtained through the web address: http://wwf.panda.org/who_we_are/jobs/ 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 A/Manager, via email to: hresources@wwftz.org by midnight Tanzania time, 9 February 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.