

District Technical Advisor (DTA)

Overall responsibility:

Under the leadership of the Project Manager and Co-Manager, the DTA has a key role in assisting project implementation through the District Facilitation Team and/or any NRM Implementation Partner in the assigned districts. This in close collaboration with the District Focal Point (DFP) for project planning, implementation and reporting at district level in close collaboration with the District administrative structure.

Main duties and responsibilities:

- The DTA is an associate member of the PIU and is under the BTC Resident Representative (Represented by the PROJECT Co-manager). The DTA is, together with the District Executive Officer (DED), of the allocated districts, responsible for the planning, coordination, implementation and monitoring of the project activities according to the agreed work plan, budget and modalities.
- The DTA provides advice and guidance to all DFT members and service providers involved in the execution of project activities in accordance with District policies, plans and procedures, the Execution Agreement, approved work plans and allocated funds.
- Ensure relevant issues for quality management including governance, gender and CEPA are mainstreamed in all district project plans and reported accordingly.
- DTA will receive advice and directions from PIU on technical, financial and administrative matters as agreed by PIU.
- Take the lead in developing and implementing a project monitoring and evaluation plan.
- Together with the DFP, the DTA ensure that annual and semi-annual operational and financial reports, are prepared and submitted in time to the PIU
- Coordinate with local NRM implementation partners (ie NGOs and private sector) and supervise locally Execution Agreements.
- Establish and maintain good working relationships with project participants, counterpart agencies, donors and other relevant organizations and government agencies in the districts, trading lessons learnt, toolkits, etc.
- Share information about the project with other organizations and agencies as needed. Liaises and coordinates project activities with other relevant technical assistance projects.
- Together with the DFP identify the need for specialist studies, propose consultancy terms of reference for submission to PIU and supervise fieldwork and report preparation.
- Reports quarterly to the Project management.

Other Duties:

- Guide the DFT and verify that the District project work plans and budgets conform with the given criteria, budget ceilings and JLPC directives and are in line with DDPs.
- Be responsible for the correct use and accounting of the expenditures paid from the Belgian contributions to the individual accounts and jointly with the DFP to the districts accounts.
- Participate in and contribute to bi-annual stakeholder meetings at landscape, district and regional level, guiding project planning, budgeting and reporting session conform with AFM Manual and PIM.
- Co-sign, when required, the project expenditure with the concerned district.

Qualifications and experience:

- A graduate in a Natural Resources Management related discipline.
- A minimum of 5 years professional experience, preferably in CBNRM projects.
- A minimum of 3 years professional experience in NGO or microfinance organizations or other economic development organizations is preferred.
- Knowledge of DPs- GoT project and LGA procedures would be a distinct advantage.
- Excellent oral and written communication skills in Kiswahili and English.
- Knowledge of MS Windows, Word, Excel, PowerPoint and accounting.
- Willing and able to be based permanently in the district, travel extensively with extended stays in remote and rural locations.
- familiar with O&OD, LUP and 6 steps to CBNRM.
- Able to adapt to circumstances and communicate well with the rural communities.

Duration and Duty Station:

54 months located in the set aside office within an LGA in one of 3 locations serving at least 2 districts: Kibondo/Kakonko, Kasulu/Buhugwe and Uzinza/Ujiji/Kigoma.