



Terms of Reference

Position: Assistant Project Manager

Contract duration: 1 year renewable

Project duration: 36 months

Starting date: October 2023

Duty Station: Wete, Pemba Island, Zanzibar Archipelago, Tanzania

Supervisors: Project Manager (PM)

Liaison to/in collaboration with: , WASH coordinator, Biodiversity Conservation Programme Director

Working hours per week: 45

Working days per week and time schedule per day: from Monday to Friday. Saturday if necessary.

General duties: The Assistant Project Manager will assist all management aspects of the Pemba Urban Resilience through Ecosystem-based approaches (PURE) project.

General Background

Oikos East Africa, a not-for-profit conservation organisation registered in Tanzania and Zanzibar, is hiring an experienced assistant project manager to lead the project PURE - Pemba Urban Resilience through Ecosystem-based approaches.

The project is funded by the European Union.

The project overall objective is to make the main urban areas of North Pemba safe, inclusive, resilient and sustainable; its specific objective is to enhance urban resilience and delivery of accessible public services including water, sanitation, and waste management for urban communities in Wete and Micheweni districts.

The project focuses on improving the living conditions and resilience of the urban residents of the Region of Pemba North, targeting the urban wards of Wete District (population 35,000 as of 2022 census) and the 24,000 residents (2022) of the urban wards of Micheweni, Konde, Tumbe Mashariki, Tumbe Magharibi in Micheweni, which is the least developed district in the Zanzibar archipelago.

The project expected outputs are:

01. Improved capacities and facilities for the provision of water and sanitation services in Wete and Micheweni districts

02. Improved capacities and facilities for urban waste management in Wete and Micheweni districts

03. Improved capacities of Wete and Micheweni government authorities for urban integrated management

04. Improved access to green and public spaces in Wete and Micheweni urban areas

05. Increased capacities and facilities for economic development and community-based interventions in Wete and Micheweni districts

Responsibilities of the assistant project manager:

- Support the PM to coordinate and manage the implementation of the project in compliance with the European Union and Oikos procedures and protocols.
- Support the PM on programming and management of the financial resources, applying the internal procedures of OEA
- Ensure that all expenditure comply with the EU Rules and Regulations
- Manage the petty cash to ensure that deliverables are met and payments to contractors and personnel are received on time.
- Support the PM in communicating with project beneficiaries and stakeholders about project activities, timelines, events etc.



- Support the coordination and supervision of the construction of sanitation infrastructures and urban public green spaces
- Support the data collection to feed the indicators of the project logical framework
- Support the development of project workplans and supervise project execution and timelines.
- Support the coordination and supervision of field teams
- Liaise with and manage where appropriate external suppliers/subcontractors.
- Comply with procurement procedures and supervise the preparation of contracts and internal supporting documents.
- Support the preparation of activity reports
- Ensure program compliance with internal policies and external requirements.
- Be available in conducting any other duty as directed by the supervisors if and when circumstances arise.

Reporting:

- Support the preparation of monthly, bi-annual and annual reports
- Support the preparation of the final report
- Review weekly field reports received from the field team

Experience

- At least 5-year professional experience in assisting the management of rural and/or urban development projects is required.
- Experience in the delivery of projects that specifically relate to Water and Sanitation, urban development, waste management is an asset.
- Excellent command of written and spoken English and Kiswahili is required and will be tested during the selection process.
- Excellent command of Word, Excel, PowerPoint is required and will be tested during the selection process.
- Previous experience in the management of EU funded projects is an added value.

Application

To apply, interested candidates should send their Curriculum Vitae, including the details of 3 people for professional references, and a letter of motivation (maximum 1 page) to:

administration@oikosea.org

Deadline for submission: 15/09/2023

Please indicate in the subject line: PURE _ ASSISTANT PROJECT MANAGER

Only shortlisted candidates will be contacted.