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**JOB DESCRIPTION**

**Position: Field Assistant to support Administration of Field Operations of Wildlife Management Areas.**

**Honeyguide Foundation**

The Honeyguide Foundation is a non-profit, non-governmental organization that supports communities and environmental conservation in Tanzania, making use of tourism as a sustainable source of income. The Foundation’s focus areas are the following:

* Strengthening natural resource protection, including wildlife, habitat, farms, and livestock
* Building the effectiveness of community-based natural resource management
* Enhancing the governance, management and performance of local institutions
* Improving livelihoods through facilitating corporate social responsibility and social enterprise

In the past five years, Honeyguide has become the premiere non-governmental organization in northern Tanzania that supports multiple WMAs and other community conservation areas to better manage and receive benefits from their natural resources. One of the areas of assistance are the daily anti-poaching operations and in general the field operations of a WMA. Running an anti-poaching operation with a number of village game scouts operating 24 hours a day in the field requires a well-trained anti-poaching team as well as the management above this team that will enable them to do their job effectively. Honeyguide will be developing a toolkit and the various administrative procedures that will enable WMA management to effectively manage their village game scout, from assisting with their payroll, daily operational procedures, sick leave, court cases attendance, data collection and storage, dealing with government on wildlife issues, the law and a number of other administrative and management procedures to support the anti-poaching operations on the ground.

**Position description**

The field Assistants will be stationed in selected WMAs to support the trial and implementation of a best practices toolkit and operations manual; the field assistance will be responsible for assisting, monitoring and providing feedback of the implementation of these toolkits and operations manuals. The field assistants will be working together with a consultant who will be developing the toolkits together with field assistance as well as the operations manual, the field assistants will be required to support WMAs with the introduction of these tools and assist the consultant, the WMAs and various other team members with the implementation of these various tools and operations manual as well as to provide feedback to the team on any challenges or critical issues.

Can you find please Honeyguide will employ 2 field assistance who will be stationed for the most part in WMAs, but also will be moving back and forth to Arusha for a period of 7 months. During this period, the assistance will support the consultant to conduct a desktop survey and field visits to selected Anti-poaching operational units to understand the best practices; meet with at least 2 WMA management teams to understand their gaps and requirements, the learnings from this meeting will provide the framework for the Anti-poaching management toolkits and to develop the best practice booklet and the suite of accompanying tools and documents that will provide for the toolkit, these will include excel spreadsheets and template word documents that can be used by WMA’s for their Anti-poaching operations. This exercise will include the collection of stakeholder inputs and ideas into the overall toolkit and operations manual.

**Key Duties:**

1. To support the desktop survey anti-poaching operational units to understand the best practices for Anti-poaching practices operating in Tanzania though consultations with different organizations.
2. To support the development and help run a training program with at least 2 WMA’s on information management.
3. To help identify and develop the framework and content list for a suite of tools and documents that will provide the initial component of the toolkit, these will include excel spreadsheets and template word documents that can be used by WMA’s for their Anti-poaching operations.
4. To help develop and to support the implementation with at least one WMA the best practice booklet and the suite of accompanying tools and documents that will provide for the toolkit, and to provide feedback on the success or challenges of any of these toolkits or operations manual. This will require a field assistant to work with the necessary WMA staff and to support these persons with the operations manual and toolkit.
5. To regularly report back to the consultant and to honeyguide regarding the various stages of the project, progress reports from the field as well as suggestions or comments on any of the project outcomes.
6. To support the development of a final report on all activities conducted in the field and by the project overall.

**Qualifications and Required Skills:**

* Candidate must have a diploma in wildlife management from a recognized university, college or training institute.
* Candidate must be fluent in both professional written and spoken Swahili and English.
* Candidate must be willing to travel and spend time in the field.
* Candidates must have a clean record of any previous engagement or activities and must provide references.
* Candidate must be adaptable and maintain a positive attitude; she or he must be comfortable working in a flexible work environment and coordinating among several partner entities.
* The candidate understands wildlife management and wildlife law in Tanzania
* Ideally, the candidate has had some experienced background in the protected areas as of Tanzania.
* Candidates must be committed to community involvement in wildlife protection.
* Candidates from either the Randilen WMA partner villages and Enduimet WMA partner villages will be given priority.

**Reports to:**Executive Director

**Salary & Benefits:**The field assistants will be employed on a 7-month time contract, remuneration is subject to qualifications and experience.

**To Apply:**Interested candidates should send their CV, with at least 2 references, and a cover letter outlining their interest in applying for the post to: **job@honeyguide.org** with **WMA field Assistants Application** in the subject line. Applications must be received before the, 15th September, 2016.

HGF is open to receiving applications immediately and intends to make the position available.