

LCMO Volunteer Position

LCMO is a grass root [Environmental Conservation Non– Governmental Organization](#) operating in Western Tanzania. LCMO’s mission is to promote conservation with all means and improve community livelihoods. By aiming to mitigate human wildlife conflict and enhance nature-related research LCMO aims to explore innovative pathways to develop community-based conservation initiatives with ecotourism, wildlife and cultural activities. Currently, LCMO has two main environmental programs: [Watu, Simba na Mazingira](#) and [Vijana na Mazingira](#) operating in remote villages around Katavi National Park, and other parts of western Tanzania. Other programs that are integrated with these two foci, include A Day in the Park, Greening Campaign and Student Support program.

LCMO is seeking for 2 female volunteers, one to assist in different conservation field activities in Western Tanzania specifically in Nkasi District (Rukwa Region) and in Mlele, Nsimbo and Tanganyika District (Katavi Region) and another one on office administration.

Position: Field Officer and Administration Officer

Duration: Three months (with the possibility of extension based on performance)

Location: Katavi Region

Position 1: Field Officer

Typical job responsibilities include:

- General office administration
- Preparing conservation reports, plans, publicity materials and displays fieldwork
- Educate all sectors of the local community, including local schools and villages, and raise awareness of environmental issues and nature conservation work
- Managing conservation awareness events such as talks, workshops and training programs
- Represent LCMO in professional talks, literature, displays, workshops and training
- Prepare applications to get funding and grants for project activities
- Liaise with the media to publicise organisation or ongoing LCMO conservation work
- Ensures the effective implementation of programme and project work plans;
- Other duties as assigned.

Qualifications and training required

Bachelor’s degree in an environmental or natural resources program or a related field and at least 1 years’ relevant work experience, advanced degree and/or additional field experience in conservation, management and public outreach and awareness.

Key skills for conservation officers



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- Proven leadership and team player skills;
- Strong skills in project planning, financing, management, implementation, and evaluation;
- Experience working with government and with donors / government aid agencies;
- Organized and self-motivated;
- Some understanding of geographical information systems (GIS);
- Ability to communicate scientific and technical concepts through presentations and writing to a variety of audiences;
- A level of physical fitness
- Self-reliance and self-confidence
- Independence
- English proficiency and multiple language competence, especially dominant and common local vernaculars in western Tanzania.
- Motor vehicle driving skills
- Ability to connect and cooperate with diversity community groups; both local and international
- Adaptive to remote environment, travelling and working long hours in remote areas bordering protected areas.
- Team working skills and interest
- Citizen science skills and leadership
- Interpersonal skills and ability to cope and resolve human-wildlife disputes.
- Interest, creative, innovative and passionate in working with local communities and conservation project designing and management.
- Patience and resilience in working with hard and difficult social environment.

Position 2: Administration Officer

Qualifications and training required

Bachelor's degree or Diploma in business administration and accounting, accountancy, public administration and management and related field with at least 1 years' relevant work experience, advanced degree and/or additional field experience in environment conservation and management NGOs or donor funded projects, programmes or Organizations.

Administration

Being coordinator and petty cash custodian for LCMO on HQ operational cash needs;

- *Assist in preparation of petty cash vouchers and general payment vouchers and bank transfers.*
- *Collection and inspection of documentation for individual's reconciliation/retirement of imprest and petty cash.*
- *Fill in petty cash register for official expenses needs and submit to the director for approval.*
- *Fill in petty cash register on daily bases.*
- *Perform petty cash count on weekly basis with director or programs manager.*

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Assist the director/programs manager to manage, distribute and record phone credit (airtime and bundle).

Update and scan all LCMO computers and devices weekly.

Manage supply of forms (e.g. field data forms, vehicle forms, petty cash vouchers, receipts) and distribute, or assist in the distribution, as needed.

Register equipment (new/returned/supplied/broken/lost) in the Equipment Database and assist in the care and distribution of field equipment.

Coordinate team and staff meetings: Prepare agendas, take meeting minutes and submit a draft of meeting minutes to the program manager the following workday.

Upon request from your seniors, make visits to District Council/KANAPA/TAWA HQ and other stakeholders for administrative purposes (e.g. follow-up on letters, deliver letters).

Sourcing of services and goods from Mpanda and Sumbawanga, providing relevant proof of due diligence.

HR and Staff Coordination

In coordination with the Programs Manager, track days of duty /leave/off /sick /compassion /paternity/ maternity for each LCMO staff in the LCMO staff tracking database.

In coordination with Programs Manager, respond to requests by the field staff for leave, off and other requests, in a timely manner (same day when possible, or early the following workday)

Assist in archiving and safe-keeping of properly signed personnel files.

As needed, assist Programs Manager and/or other LCMO Staff in end-of-month field staff visit and data collection.

Assist in field staff coordination as needed (e.g. communication support during field activities, coordinating meeting /pick-up points, delivery and retrieval of field supplies)

Support other field activities assisting LCMO and other Staff, including but not limited to; training field staff, stakeholder engagement activities.

Support LCMO team

Operate the LCMO phone in absence of responsible field officers during rest periods and yearly leave, and as possible during any other absence.

Assist upon request to train Lion Conservation Ambassadors in basic computer skills for data-entry and data archiving.

Responsible for ensuring that weekly updates and resolutions are entered onto the white board.

Behavioural Competencies

Role Specific



Landscape and Conservation Mentors Organization
(Shirika la Wanasafi wa Uthibadhi na Mandhari ya Nchi)

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Written communication: expressing information in appropriately structured documents or reports with clear writing, proficient in the Swahili and English language and grammar with an adequate vocabulary.

Work systematically: structuring one's work in an orderly and transparent manner; carrying it out with an eye for detail and accuracy.

Planning and organising: Setting goals and priorities, indicating the required actions, time and resources to achieve those goals.

Organisational

Respect: holding respect for, and behaving respectfully towards, all LCMO colleagues and all our partners, collaborators and people that LCMO engage with.

Integrity: maintaining high ethical standards both personally and professionally: being incorruptible. Maintaining a separation between personal politics and work conducted on behalf of LCMO at all times.

Inclusiveness: encourage inclusion through team-work and collaboration with all LCMO colleagues and through sharing and collaboration with all our partners.

Flexibility: adaptable to emergent situations, receptive to new ideas and methods, and able to change behavioural style and/or views to attain a set goal.

Initiative: recognising and/or creating opportunities and acting on them to influence events. Adopts a proactive attitude with self-starting behaviour (rather than passively accepting) and a willingness to make decisions independently.

Creativity: conceiving original and innovative ideas, with the courage to adopt "outside-the-box" views.

Problem analysis: recognising important information and establishing connections between various data to identify problems; and tracing potential causes for problems. Being unsatisfied with incomplete information and prioritising its completion.

Team work: cooperating and working effectively in order to achieve a shared goal – even when the task involved does not directly serve one's own interests. Demonstrating respect for colleagues and stakeholders at all times.

Skills

Required

Languages: fluent in Swahili and Sukuma (written and spoken), conversational English (written and spoken).

Organisational: ability to make progress on and complete tasks in the absence of direct management oversight, ability to meet deadlines, manage multiple tasks and be productive.

Communication: strong written and verbal skills, proactive in voicing ideas – your opinion matters!

Computer skills: proficient in the use of Microsoft Word, Excel, Access, PowerPoint, Outlook, and in email communication.



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Submit a cover letter, resume, and contact information for at least two professional references by July 1, 2022 at latest. Interviews will be scheduled in the first week of July, 2022. Successful candidates will be shortlisted and emailed back for interview. Submit Application Package as a single pdf file to: conservation@lcmo.or.tz . No phone calls please.