



Job Description

Position Title:	Project Officer
Reports to:	Manager, Programs and Research (MPR)
Position type:	8 months with possibility of extension
Application deadline	May 2, 2023
Starting Date:	May 15, 2023.
Category:	Local recruitment (Tanzanian Nationals)
Post Location:	Geita

Background

Foundation for ASM Development (FADev) is an independent non-Governmental Organization (NGO) established to catalyze multi-stakeholder dialogue, knowledge sharing and collaboration among stakeholders in the Artisanal and Small-scale Mining (ASM) sector in Tanzania. FADev is registered under the Non-Governmental Organizations Act, 2002 with registration No. 00NGO/R/0251.

Purpose

To strengthen the organizational implementation structures on the ground, FADev wishes to recruit a Project Officer who will be responsible for capacity building needs assessments and activity backstopping components of FADev Extractive Programs with partnering Artisanal and Small-scale Mining Operations (ASMOs).

Roles and responsibilities:

- Activity implementation follow-up and documenting progress.
- Conduct regular capacity building needs assessment among collaborating Artisanal and Small-Scale Organizations.
- Prepare capacity building schedules.
- Assist the Manager, Programs and Research (MPR) in the preparation of success stories for documentation and review.
- Prepare monthly reports and submit them to the Manager, Programs and Research (MPR)
- Assisting the Manager, Programs and Research (MPR) with quality control on field information.
- Accompanying consultants to partner areas.
- Conducting field visits as scheduled.
- Performing other duties as directed by the line manager.

Qualifications, Skills and Experience

- Minimum undergraduate degree in mineral processing, with at least 2 years' experience working with artisanal and small-scale gold mining.



- Good conceptual, inter-personal, communication, negotiation, and facilitation skills
- Strong interest working on program activities related to the ASM Sector
- Excellent attention to details including pro-activeness, creativity and reliability
- Ability to take responsibility, work on multiple tasks simultaneously, and work with minimum supervision
- Good communication and writing skills in both English and KiSwahili
- Computer literate with proficiency in MS Office
- At ease working in remote areas
- Must be residing in Geita

How to Apply

Qualified candidates should apply via email, attaching Cover Letter detailed CV highlighting relevant experience, current physical address, a daytime phone contact and the names of three professional referees to coordination@fadev.or.tz not later than May 2, 2023.

Foundation for ASM Development (FADev) is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of gender, race, religion, disability.