



JOB DESCRIPTION FOR NURSERY SUPERVISOR

Friends of Lake Tanganyika - Tanzania

Friends of Lake Tanganyika (FOLT) is a non-governmental organization established in 2012 and registered under the Tanzanian Non-Governmental Organization Act No.24, 2022, with registration No: 00NGO/008484. FOLT is headquartered in Katumbi Village in Uvinza District, Kigoma Region. FOLT's mission is to end extreme poverty, hunger and environmental degradation across the Lake Tanganyika Basin by providing local communities access to equitable use of natural resources and how to sustainably manage those resources. FOLT envisions a sound Lake Tanganyika basin where people and nature thrive together.

The Mahale Mountains Agroforestry Project

FOLT, in partnership with the Belgian NGO WeForest, is planning to implement the 5-year Mahale Mountains Agroforestry Project. The project's main goal is to reduce pressure on natural forests and improve the living conditions of smallholder farmers in Uvinza District in the Greater Mahale Ecosystem (GME) through the establishment of agroforestry systems on 2,500 smallholders hectares from 2024 to 2029.

The objectives are as follows:

Objective 1: Agroforestry Systems: To establish agroforestry systems and other tree crops with smallholder farmers to decrease pressure on natural forests by increasing farm productivity and tree cover in the landscape.

Objective 2: Livelihoods: To increase and sustain production of food, fodder and fuelwood for household consumption and potentially support the development of top agricultural value chains.

Objective 3: Environmental Education: To sensitize project communities on climate change and forest and landscape restoration to conserve natural resources such as fishing and chimpanzee habitat; as well as build interest and commitment in participating in the agroforestry project activities.

Nursery Supervisor Duties

The purpose of this role is to coordinate all nursery activities to improve resource utilization, reduce production costs and maintain quality standards.

Operational Responsibilities

- 1) Supervise nursery employees in accordance with general standards, operating procedures, ethics and organizational strategies of FOLT.
- 2) Train and mentor all nursery staff to lead them into their best level of performance.
- 3) Conduct biannual performance reviews in coordination with the Project Manager to monitor staff performance levels.
- 4) Ensure that the nursery has adequate and effective staffing, making recommendations as needed to the Project Manager.
- 5) Assist as needed in recruitment of nursery staff in collaboration with the Project Manager.

- 6) Implement, inspect and correct standard operating procedures of the nursery including seasonal and daily operational plans in accordance with instructions from the Project Manager.
- 7) Ensure quality control and make sure challenges are effectively examined, analyzed and reported in a timely manner to promote and strengthen a positive attitude towards quality production.
- 8) Set the standards to continuously improve the quality of tree seedlings.
- 9) Ensure all health and safety regulations are applied as well as keeping the nursery and demonstration site clean, tidy and free of any hazards.
- 10) Monitor the nursery and the demonstration site for pests, diseases, viruses and soil or water issues. Continually research these topics to address them in an appropriate and timely manner.
- 11) Lead the tree nursery land and seed preparation to establish the seedlings.
- 12) Assist the Project Manager in procurement of necessary nursery and demonstration inputs: seed, soil, tubes, equipment, etc.
- 13) Coordinate farmer group demonstration training with the Project Team.
- 14) Conduct all other duties as assigned by the Project Manager.

Reporting Responsibilities

- 1) Participate in weekly meetings with the Project Team to report out and to confirm workplan for the next week.
- 2) Submit a weekly report to the Project Manager by the 5th of the following month.
- 3) Track all nursery and demonstration site information in a database.

All reporting and data will include the following for the nursery site and demonstration site (provided separately for each site):

- ✓ Species/ number procured or established
 - ✓ Seedling quality
 - ✓ Seedling mortality
 - ✓ Seedling distribution
 - ✓ Pest/ disease
 - ✓ Nursery site and demonstration site yields (crops, fruit, etc.) and inputs
 - ✓ Staff training
 - ✓ Project participant training
 - ✓ Staff challenges and action taken
 - ✓ Other challenges and action taken
- 4) Keep the Nursery Inventory Spreadsheet accurate and up to date.

Required Qualifications

- A certificate or diploma in agroforestry, agriculture, forestry, natural resources management, rural development or equivalent
- A minimum of two years' relevant work experience in tree nursery management with reputable organization (s)
- Excellent communications and interpersonal skills
- Fluent in English and Swahili (speaking and writing)

- Able to re-locate and flexible in terms of work hours and living conditions
- Must be a citizen of Tanzania

Terms & Conditions

- Contract type: full-time renewable contract initially for 1 (one) year
- Start date: 1 June 2024
- Location: Kalya ward
- Hours of Work: minimum of 8 hours per day (flexibility in daily hours is essential)
- Reporting line: report directly to the Project Manager
- Package: competitive package for a small NGO, with remuneration based on experience

Application Procedure

Deadline: applications will be accepted up until the position is filled.

Submit to: FOLT Executive Secretary: folt.kazi@gmail.com

Subject line: "RE: Nursery Supervisor"

Documents:

- Cover letter detailing your interest and experience
- Curriculum Vitae (including phone/ email contact information)
- Copies of relevant certificates and diplomas
- Minimum of three professional reference, including at least one from a previous employer

Applicants failing to deliver the above documents will not be considered.

*Due to the anticipated number of applicants, **only shortlisted candidates will be contacted.***

We thank you in advance for your interest.