

Service Description

JOB TITLE:

SOCIAL AND ENVIRONMENTAL INVESTMENT MANAGER TANZANIA

POSITION IN THE ORGANISATION

Reports to: General Manager Tanzania

Staff managed (supervised) (number): zero initially

MISSIONS / JOB DIMENSIONS

The East African Crude Oil Pipeline (EACOP) Project involves the construction and operation of a buried, cross-border pipeline to transport crude oil from the Lake Albert area in Uganda to the eastern coast of Tanzania for export to international markets.

EACOP is committed to contributing to the sustainable development of Uganda and Tanzania. Through the shared value of activities enhancing the socio-economic and environmental conditions of host communities, EACOP aims to leave a positive impact legacy. Positive social and environmental impact will be achieved through:

- shared value creation from our core activities, guided by our Sustainability Priorities
- impact mitigation and offsetting activities which exceed IFC Performance Standards requirements if possible
- discretionary social and environmental impact activities.

EACOP defines two levels of discretionary social and environmental activities as follows:

1. Social and Environmental Investment (SEI) is discretionary spending on socio-economic development and environmental conservation activities which is separate from impact mitigation, but which could have synergies with impact mitigation/alignment with EACOP activities and geography (e.g., youth economic empowerment in project-affected districts). SEI activities will amplify and complement our IFC Performance Standards compliance activities

2. Corporate Social Responsibility (CSR) is discretionary spending on sponsorships, donations, and public relations activities separate from impact mitigation, and which is not necessarily aligned to EACOP activities and geography (e.g., sponsoring a museum exhibition linked to archaeological artefacts identified in the pipeline corridor). CSR activities will focus on additional areas where our Sustainability Priorities and stakeholder expectations align.

ACTIVITIES

Scope: The role will lead, manage, and be responsible for the implementation and monitoring of SEI and CSR activities in Tanzania. The role will be the focal point for the integration of SEI/CSR activities with other EACOP activities which generate shared value for host communities, as well as the coordination of SEI/CSR activities with other EACOP internal teams.

Tasks: The primary responsibility of the SEI Manager is to lead the implementation of the EACOP Sustainability Policy and SEI/CSR Strategy. The SEI Manager should be someone who is driven by a belief that EACOP is a positive socio-economic development opportunity for its host communities. SEI Manager responsibilities include but are not limited to:

1. *Development of EACOP SEI/CSR scopes of work:*

- Pro-actively leading development of scopes of work for SEI interventions as per the approved SEI/CSR strategy; interfacing with other EACOP internal teams to ensure timely and quality development of scopes of work; presenting both draft and developed scopes of work to the SEI/CSR Steering Committee (SC).

2. *Receipt and review of SEI/CSR proposals and presentation to SC*

3. *Oversight of construction contractor SEI/CSR*

- Interfacing with the Project Director, relevant Package Manager, and Project Social Manager in order to maintain awareness of proposed construction contractor SEI/CSR interventions, and to be able to provide technical inputs as needed, supporting planning and implementation of interventions that require implementation support by construction contractors.
- Collating and reporting construction contractor SEI/CSR performance to management.

4. *SEI/CSR Steering Committee (SC)*

- Permanent member and secretary of the SC, as well as a permanent member of the relevant approvals Sub-Group; presenting proposals, plans, and scopes of work for interventions to the SC for review and approval; preparing and presenting fast-track justifications to the Approvals Sub-Group, as needed.

5. *Contracts and Procurement (C&P) processes*

- Preparing technical inputs for all aspects of the procurement process

6. *Management of SEI/CSR implementation*

- Supporting contractors/implementing partners induction; receiving and reviewing contractors/implementing partners plans; providing technical advice, monitoring contractor/implementing partner activity implementation

progress, timeliness, and quality including resolving issues and initiating appropriate corrective action, when needed. Receiving and reviewing contractors/implementing partners reports, leading coordination meetings

- Acting as the primary point of contact with government authorities on SEI/CSR matters, including attendance at, or delegated representation at, quarterly government consultation meetings
- Responding to issues arising from Community Relations team stakeholder engagements/monitoring as required.

7. Monitoring and evaluation (M&E)

- Supporting the setting up of data collection and database systems; maintaining an up-to-date database of Key Performance Indicator (KPI) results; inducting contractors/implementing partners to use prescribed M&E tools; monitoring contractors/implementing partners correct usage of the M&E system; reviewing contractors/implementing partner reports, and providing feedback;
- Submitting quarterly reports to the General Manager; conducting field verification visits as appropriate; ensuring robust and timely reporting of all SEI/CSR activities

8. Health, Safety, Security, Society, and Environment (H3SE)

- Work with H3SE department to ensure all H3SE risks associated with the SEI/CSR activities are identified

9. Internal coordination

- Work with other department managers to ensure overall alignment of SEI/CSR activities with wider EACOP core activities, impact mitigation activities, and shared value creating opportunities.

10. Communicating positive impact

- Providing timely inputs to the Communications Team in order to promote EACOP SEI/CSR activities in the public sphere.

CONTEXT AND ENVIRONMENT

S/he will report to the General Manager and is required to demonstrate exemplary behaviour with regard to compliance and H3SE rules and requirements. S/he will be based in the EACOP Dar es Salaam Office, with travel to EACOP project-affected districts as required.

ACCOUNTABILITIES

- Ensure application of the EACOP Sustainability Policy.
- Ensure delivery of SEI/CSR activities on schedule, in a quality and timely manner.
- Responsible for the SEI/CSR program to EACOP leadership.
- Ensure effective communication and coordination with all other EACOP teams

QUALIFICATIONS AND REQUIRED EXPERIENCE

Professional experience: >10 years' experience in social investment programs for investor financed projects and/or major development agency financed socio-economic development programs in Tanzania at a senior level. Experience in technical design and delivery of socio-economic development programs, oversight of contractors/partners, M&E systems design and set-up, and reporting to senior management. Experience of senior leadership positions in large scale development agency funded socio-economic development programs in Uganda/Tanzania is a distinct advantage.

Qualifications: Bachelor degree in socio-economic development, environment, agriculture/livelihoods, or other relevant equivalent qualification and additional relevant subject.

Technical competencies: Technical knowledge and experience of implementing priority SEI intervention areas, including agri-enterprise development, market linkages, non-agricultural skills for youth, access to energy, access to water, community health and safety, and community infrastructure; excellent competency in the use of MS Word and Excel, data management, and preparation of quantitative and qualitative documents and reports relating to socio-economic development programs.

Behavioural competencies: Driven by a belief that EACOP is a positive socio-economic development opportunity for its host communities. Excellent communication skills: strong team worker, proven ability to mentor, coach and manage teams. Detail oriented person: highly organised, systematic, close attention to detail, ability to meet deadlines. High computer skills, including quantitative and qualitative data management, data analysis, and reporting skills.

Fluency in English and Swahili (speaking, writing)