



## JOB DESCRIPTION

**Position title:** Administrative and Operations Support

**Reports to:** Regional Finance Manager and the Regional Human Resources and Compliance Manager

**Geographic Scope:** Tanzania

**Duty Station:** Tabora, Tanzania

### About Panthera Corporation

Panthera is the only organization in the world that is devoted exclusively to the conservation of the world's 40 wild cat species and their ecosystems. Utilizing the expertise of the world's premier cat biologists, Panthera develops and implements global strategies for the most imperiled species. Representing the most comprehensive effort of its kind, Panthera partners with local and international NGOs, scientific institutions, local communities, governments around the globe, and citizens who want to help ensure a future for wild cats. Panthera Corporation consists of Panthera Corporation- USA and several foreign legal entities and foreign branch offices. For more on Panthera, visit [www.panthera.org](http://www.panthera.org).

### Overview

The Administrative and Operations Support will assist with specific day-to-day administrative duties relating to financial, human resources and operational functions of Panthera in Tanzania.

The role will liaise with our Finance and Human Resources team at the Southern and East Africa Regional Hub, ensuring documentation and processes are up-to-date and in line with Panthera policies and donor requirements.

### Responsibilities & duties

#### Financial Administration

- Manage all administrative aspects related to the local bank account.
- Populate and coordinate submission of monthly local entity reports (based on bank statements) for the Tanzania entity.
- Prepare payment requests with all necessary supporting documentation in line with internal procedures; including submitting of invoices and expense reports in Panthera's expense reporting system.

- Based on fully approved payment requests, populate a weekly payables list, and provide supporting documentation for processing and authorisation.
- Coordinate local payments and transfers, including regular disbursements to TAWA and service providers, ensuring accurate invoicing, receipts, and reconciliations.
- Perform first line auditing of employee cash advance reports and local entity bank reports to ensure internal/external auditing compliance is adhered to
- Liaise with Panthera's Regional Finance team to ensure financial transactions are properly recorded and documented, to ensure adherence to both Tanzanian legal standards and donor obligations.
- Support procurement planning and ensure compliance with Panthera's internal procurement policies and donor requirements.
- Assist the Regional Hub for the the preparation and timely submission of financial documentation for required external audits, donor, and statutory reporting.

### **Human Resource Administration & Compliance**

- Maintain well-organised general administrative and personnel records in accordance with Panthera Regional Hub's guidelines and audit requirements.
- Work closely with Regional Human Resources and Compliance Manager to ensure compliance with local labour legislation and HR auditing requirements within country.
- Coordinate with the Regional Human Resources and Compliance Manager, to assist with recruitment when required, drafting employee and consultancy/service contracts when required, on boarding, time keeping, leave management, and other in country HR related administrative tasks.
- Support the implementation of regional and country specific and regional Human Resource policies and procedures.
- Working closely with the Regional Human Resources and Compliance Manager, engage with relevant authorities and service providers in country when required, in order to ensure compliance with Tanzanian NGO regulation and other relevant in country legislation.
- Collate all entity related documentation and ensure any changes to the entity are documented accordingly.

### **Operations**

- Support operations on the ground which includes, but is not limited to procurement of fuel, rations and equipment.
- Ensure that all project equipment, including vehicles are regularly maintained and kept in good working condition.
- Where necessary, attend and assist with training events and workshops.
- Participate in regular internal project meetings.
- Engage with external stakeholders as and when required.

## **Qualifications, experience and personality traits**

- Degree or diploma in Business Administration, Public Administration, Project Management, or a related field.
- Qualification in Human Resources within country will be advantageous
- At least 3 years of experience in an administrative or operations role, ideally in the NGO sector.
- Familiarity with Tanzanian NGO regulations, HR processes, and procurement standards.
- Strong organisational skills and attention to detail.
- Proven ability to coordinate effectively with external service providers.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Valid driver's license required.
- Fluency in English and Kiswahili.

## **How to Apply**

Interested applicants may submit their most updated CV, along with a cover letter via the [Panthera Careers Page](#). The deadline for applications is **1 August 2025**. Only shortlisted applicants will be contacted.



## JOB DESCRIPTION

**Position title:** Field Scientist

**Reports to:** Regional Hub Director: Southern and East Africa

**Panthera Division:** Southern and East Africa

**Geographic Scope:** Tanzania

**Duty Station:** Tabora, Tanzania

### About Panthera Corporation

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Panthera registered in Tanzania as an international NGO in 2025. The organisation's activities focus on the western Tanzania conservation landscape, where we will be providing financial, logistical, and technical protection support to local partners, and supporting wildlife monitoring activities.

### Overview

The Field Scientist will support the planning and lead the execution of wildlife and ecological monitoring activities supported by Panthera in western Tanzania. The role will involve a combination of field-based data collection work (primarily camera trap and spoor surveys), data management, and logistical coordination. Additional responsibilities include supporting reporting, liaising with partners, and contributing to scientific outputs. This position offers opportunities for professional growth in applied ecology and conservation, including through training workshops and field-based mentorship.

The role is based in Tabora, with frequent and extended travel to Protected Areas in western Tanzania. Occasional travel to Arusha, Dar es Salaam, Morogoro, and internationally may be required.

### Responsibilities & duties

- Plan, implement, and manage camera trap surveys, spoor surveys, and other wildlife monitoring activities, in collaboration with the Tanzania Wildlife Management

Authority (TAWA) and other relevant partners. This includes survey design, logistics, equipment preparation, and inventory management.

- Manage the data collected in the field, both locally and through Panthera's Integrated Data System (IDS), as well as through SMART and African Carnivore Wildbook.
- Analyse data from camera traps and other sources (following training by senior Panthera staff).
- Prepare reports and presentations summarising survey results and analytical findings.
- Coordinate with partners and stakeholders during field activities, including by providing training to partners where appropriate.
- Support relationship-building with key stakeholders through regular communication and participation in meetings.
- Produce meeting minutes and summary reports.
- Manage and report on field expenses and cash advances.
- Assist with the upkeep of the Panthera monitoring vehicle and procurement of field equipment and materials.
- Contribute to the drafting of scientific articles and other publications.
- Assist senior Panthera staff with other tasks as needed.

### **Qualifications, experience and personality traits**

- Bachelor's degree in wildlife management, conservation biology, ecology, natural resources management, or a related field (required); postgraduate qualification (preferred).
- Demonstrated experience coordinating research or conservation field projects.
- Extensive fieldwork experience in remote Protected Areas in Tanzania, with proven logistical and planning skills.
- Practical experience using camera traps and other wildlife monitoring tools (preferred).
- Willingness and ability to work in challenging, remote environments for extended periods, with limited or no phone/internet access.
- Experience managing budgets and reporting expenditures.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Basic GIS and database management skills.
- Familiarity with R and relevant analytical packages, particularly capture-recapture and occupancy modelling (preferred).
- Strong communication and interpersonal skills.
- Experience with data collection, literature reviews, and scientific writing.
- Valid driver's license and experience operating 4WD vehicles in challenging terrain.
- Commitment to field safety and adherence to protocols.
- Tanzanian national with proficiency in both Kiswahili and English (spoken and written)

## How to Apply

Interested applicants may submit their most updated CV, along with a cover letter via the [Panthera Careers Page](#). The deadline for applications is **11 July 2025**. Only shortlisted applicants will be contacted.



## JOB DESCRIPTION

**Position title:** Data & Technology Technician

**Reports to:** Data Manager: Southern & East Africa

**Geographic Scope:** Tanzania

**Duty Station:** Tabora, Tanzania

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Panthera registered in Tanzania as an international NGO in 2025. The organisation's activities focus on the western Tanzania conservation landscape, where we will be providing financial, logistical, and technical protection support to local partners, and supporting wildlife monitoring activities.

### Overview

The Data & Technology Technician will support the Tanzania Wildlife Authority (TAWA) and other relevant partners in the implementation, management, and use of SMART (Spatial Monitoring and Reporting Tool) for law enforcement monitoring in western Tanzania. This includes providing support for data collection protocols, data quality control and cleaning, managing data flows, generating regular reports, and troubleshooting technical issues.

The role will also assist TAWA in integrating patrol, ecological, and incident data through platforms such as EarthRanger (or similar), and in the use of other relevant conservation technologies, such as satellite communicators and trackers (e.g. Garmin InReach), GPS devices, and GIS tools. The Technicians will help ensure the effective deployment and maintenance of these tools, while also building capacity and providing continued support among TAWA staff and partners in their effective use.

The position is based in Tabora, with frequent travel to TAWA offices in the region, and occasional travels to Protected Areas and potentially to Dar es Salaam, Arusha, and Morogoro. Occasional international travel, as required, may be expected. Candidates should have a background in conservation, ecology, or a related field, along with a strong interest in data management and applied technologies in conservation contexts.

## **Responsibilities & duties**

- Support TAWA and other partners in the implementation and management of SMART, including data collection, cleaning, verification, and standardisation of SMART patrol data and other relevant datasets (e.g. human-wildlife conflict, ecological monitoring).
- Maintain and update data management protocols and Standard Operating Procedures (SOPs) for SMART use, and support the testing and rollout of new SMART features or updates as required.
- Assist TAWA and partners in ensuring data quality by supporting adherence to protocols, managing data flows from field to database, and maintaining organised, well-structured data catalogues.
- Work closely with TAWA SMART focal points to ensure accurate and timely data entry from field patrols, including by attending operational planning and debrief meetings where SMART outputs are presented.
- Support TAWA in the generation of SMART reports and maps that highlight patrol effort, threat detection, and other key indicators, and in the interpretation and visualisation of SMART data to support site-level decision-making.
- Provide input for donor reporting, particularly regarding outputs related to law enforcement and conservation outcomes.
- Support TAWA and partners in the deployment, maintenance, and troubleshooting of additional conservation technologies, including EarthRanger (or similar) and control room applications, GPS units, satellite communicators, and other relevant tools, including by developing SOPs, working with TAWA to ensure compliance, and providing feedback to improve system use.
- Provide follow-up support, assistance, and mentoring for partners on all the above technologies as required, including through the provision of relevant training sessions.
- Assist in developing training materials, SOPs, and user manuals for field and office-based staff.
- Assist with procurement, budgeting, and inventory management processes for technology-related equipment, software, and data systems.
- Participate in broader Panthera activities as required, including wildlife monitoring support, workshops, and assistance with field operations.
- Maintain accurate monthly financial records and report expenditures to Panthera staff in Tanzania and internationally.

## **Qualifications, experience and personality traits**

- Bachelor's degree in wildlife management, conservation biology, ecology, natural resources management, or a related field (required); postgraduate qualification (preferred).
- Experience working with SMART, EarthRanger, or similar conservation data management systems (preferred).
- Demonstrated ability to manage, clean, analyse, and interpret large datasets.



- Experience producing summary reports, dashboards, or maps from field-collected data.
- High level of computer literacy, including strong Excel skills; familiarity with GIS software is an advantage.
- Strong interest and aptitude in technology, with willingness to learn new tools and platforms.
- Ability to train others in the use of data management tools and protocols.
- Experience operating in the field within Protected Areas, including the ability to travel and work in remote locations for extended periods.
- Excellent interpersonal and communication skills, including the demonstrated ability to work collaboratively with government partners.
- Valid driver's licence.
- Meticulous attention to detail and commitment to data accuracy and security.
- Tanzanian national proficient in both Kiswahili and English (spoken and written).

### **How to Apply**

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