



## Executive Director

### Roles and Responsibilities

1. Administration and Organization
  - Manage communication, meetings and other interfaces with the members and member committees
  - Administer transparent membership fees and contributions
  - Develop guidelines, policies and administrative rules for the organization
  - Recruit or hire staff in particular for research functions if required
2. Members
  - Recruit members across the forestry sector
  - Liaise with other industry bodies (smallholder organizations, NGO's, etc...) and explore ways in which these organizations can become members of AF
  - Develop membership structures for different member categories
  - Explore possibilities to grow the organization from a Tanzanian into an East African organization (Uganda and Rwanda in particular)
3. Financial
  - Develop and implement budgets
  - Maintain accounts (statutory and management accounts)
  - Prepare and apply for external funding
4. Database / Statistics
  - Develop and maintain a database with industry statistics
5. Advocacy, Promotion and Communication
  - Liaise with members to understand key barriers to sustainable forestry in Tanzania / East Africa
  - Prepare policy papers to be shared with stakeholders
  - Arrange and administer meetings and interface with government, state institutions and other stakeholders and promote and gain support for the Purpose and to address and remove barriers
  - Represent the forest industry at public seminars and workshops inside and outside Tanzania
  - Develop public as well as member based promotional material, newsletters and information
6. Research
  - Perform through recruitment if necessary research to develop supporting facts
  - Coordinate and where appropriate direct research activities in close cooperation with external expertise and members

### Educational Qualifications

- Higher education (Bachelor or Master) in forestry, relevant other technical and / or business education

### Experience Requirements

- Tanzanian Citizen
- Familiar with political and state agencies and environment preferably the forestry related agencies
- Structures with ability to organize and administer; ability to synthesise arguments and summarize; and ability to exert a respected posture, to effectively present and articulate arguments in smaller as well as larger settings

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