



## **1. JOB TITLE: Driver**

Expires **22 Dec 2023**

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

### **Overall purpose of the role:**

The objectives of this position is to perform the driving of DRC vehicles and ensure the safety of staff, looking after the vehicle assign to you and ensuring that DRC driving rules and regulations as well as those of the United Republic of Tanzania are strictly adhered to.

### **Main Responsibilities:**

- To perform all regular driving vehicles duties for DRC Tanzania
- To ensure that you are familiar with safety procedures relating to vehicle and travel, and that all procedures and guidelines are followed.
- To take responsibility for safety of passengers, and to ensure both driver and passengers fasten seatbelts at all times.
- To ensure that vehicles are properly maintained and fueled at all times
- To carry out daily checks (water, oil, battery, tires, windscreen wipers, etc.) and clean the vehicles to which you are driving
- To accurately record all journeys made in the log sheets of the vehicle.
- To ensure that all traffic regulations in Tanzania and speed limits are observed at all times.
- To adhere to all security guidelines of DRC
- Responsible for all equipment's and tools on board on the vehicle and account for.
- Responsible of goods loaded in the vehicle and deliver them to the recipient in good conditions.
- To ensure that the vehicle is securely locked at all times when not in use
- To perform related duties as and when required by DRC

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## About you

*In this position, you are expected to demonstrate DRC's five core competencies:*

- *Striving for excellence:* You focus on reaching results while ensuring an efficient process.
- *Collaborating:* You involve relevant parties and encourage feedback.
- *Taking the lead:* You take ownership and initiative while aiming for innovation.
- *Communicating:* You listen and speak effectively and honestly.
- *Demonstrating integrity:* You act in line with our vision and values.

## Exeperiece and technical competencies

- Minimum 2 years working experience especially within the rough road context
- A valid driving license which covers all light vehicle
- Responsible attitude and a mature understanding of the nature of the work
- Experience of driving four-wheel drive vehicles
- Ability to work as part of a team
- Verbal and written in English

## Education: (include certificates, licenses etc.)

- Secondary education level is required
- Driving college certificates **Languages:**
  - Fluency in English
  - Fluency in Kiswahili

## Information

Employment category: Grade J

Reporting to: Supply Chain Team Leader

Technical Line Manager: Supply Chain Manager

Direct report:N/A

Unit/department: Support

Location: : Kibondo /Nyarugusu

## Key stakeholders: (internal and external)

- Donors
- Danish Refugee Council staff members
- Beneficiaries

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## **2. JOB TITLE: Supply Chain Team Leader- Logistic**

Expires: **22 Dec 2023**

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### **Overall purpose of the role:**

Day to Day Management of team and providing coordinated and strategic inputs for supply chain functions (Warehousing, Logistics, Fleet, Office and Asset Management) to ensure the smooth running of support functions to meet the program needs in line with the DRC Operations Handbook, donor and government rules and regulations.

### **Geographic scope:** Tanzania-Kigoma Region

This role has a focus on Tanzania and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country activities.

### **Main Responsibilities:**

#### **General Management**

- The SC TL oversees the day-to-day management of a team of 30 staff composed of Fleet, Warehouse, maintenance, IT, guards and cleaners, based in the DRC offices as well as based in Nduta and Nyuragusu refugee camps
- Ensuring all staff have clear work plans, work efficiently, are clear on required tasks and report back on their work frequently
- Conduct monthly meetings with all relevant support services staff either in person or online.
- Ensure support services staff communicate clearly, pro-actively with relevant stakeholders including suppliers and colleagues
- Conduct ongoing staff performance appraisals leading to annual appraisals using DRC's systems, development of team capacity building plans and individual development plans as appropriate.  
Build the capacity of team, developing and implementing guidance, on the job training and supervision,
- Working in a structured manner, planning, filing, communication, being pro-active and responsive, ensuring supply chain staff see themselves as an internal service provider to the overall operations

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- Ensure observance of the DRC Code of Conduct within the team and suppliers, ensuring that staff in the department fully understand what corruption is and are trained at least once a year on the detail of the Code of Conduct and anti-corruption measures
- Develop and support a team spirit and ensuring smooth team working between support and program teams.

### **Logistics - FLEET**

- Manage Team to ensure effective vehicle assignment, ensuring fuel and passenger efficiency, prioritization of movements
- Monitor and train drivers to ensure compliance with DRC SOPs. □ Monitor Fuel supply for vehicles and reporting
- Manage Drivers Rosters to ensure that they get a day off to rest
- Oversee Vehicle service monitoring
- Bi-monthly meetings with all drivers
- Monitor the contract of rental cars and request the renewal of contract if necessary.
- Serve as main gatekeeper of donor compliance for all portfolios, providing operational guidance to program teams based on donors' rules and regulations.
- Correctly use DRC Dynamics functionalities in area of concern Plan and follow up with UNHCR for the fuel supply, repair and replacement of vehicles
- Monitor and track all the vehicle movement when they are in the field and when travelling to other locations such as; Kigoma and Mwanza etc.
- Monitoring insurance of all DRC vehicles and renew upon expiry
- Ensuring proper archiving of all log sheets and fuel supply documents for reference.
- Liaise with Program Support to ensure joined up logistics for all travel by air.
- Provide monthly comprehensive country reports on fleet management (costs) to SMT and UNHCR.

### **Assets management**

- Ensure compliance and implementation of Operation Handbook volume on Assets and Equipment Management (including all updated policies on DRC intranet) across all field offices
- Asset register tracking. This is to ensure that all equipment issue to DRC Tanzania staff is recorded in the master asset register and updated with all the information.
- Provide monthly comprehensive country reports on inventory/assets to SMT
- Ensuring asset tagging and updating of details in DRC Dynamics
- Conducting biannual physical inventory of asset and equipment
- Ensuring timely sharing of asset reports as per DRC and Donor requirements □ Manage the disposal of obsolete asset as per DRC and Donor SOP.

### **Warehouse Management**

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Ensuring full compliance on inventory management

- Ensuring adherence to safety and security standards across all warehouse premises □  
Conducting physical inventory checks, monthly or regular checks.
- Manage Warehouse and stocks Management team
- Provide monthly comprehensive country report on warehouse inventory to SMT (list and stock value in hand)
- Provide guidance in disposal methods for unused or expired commodities (broken, expired etc.)

### **Site supervision and security management**

- Supervise repair and maintenance of office building, furniture, and equipment, office generator and fuel.
- Managing guards, cleaners, and contracts with 3rd parties where applicable.  
Supervise guard and cleaner rosters, training.
- Conducting a monthly review of the compound safety arrangements, including checking quantities medical, fire suppression equipment, and hibernation stocks.
- Conduct refresher training on relevant SOPs with office staff including Guards
- Responsible of inventory and equipment in DRC premises (Main office, international staff houses and RC guest house)
- Daily, weekly and monthly supply of water and power of DRC premises.
- Daily and weekly accommodation status checkups with cleaners
- Responsible of a basic supply for DRC office, accommodation and guest house and request for re-order or replenishment
- To monitor the guards and ensure that they come to work and get a day off. And also, that they have the necessary tools to perform such; torch light, whilst, raincoat, gumboot, ledger book for movement recording, etc

### **Planning and strategy**

- Participate in BFU meetings and manage relevant budgets/forecasts for relevant functions e.g. maintenance, fuel, driver travel.
- Ensure that annual planning for supply chain is done including the setting and meeting of targets ensuring these targets are closely aligned with programmatic needs
- Ensure that resource mobilization is realistic and meets the needs of support functions, using the operations budget to input into proposals

### **Representation**

- Build and maintain strong relations with external stakeholder where this relates to Support Services. This includes with suppliers, relevant governmental bodies, UNHCR and its logistics partner
- Deputize for SCM where necessary

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## About you

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## Essential Experience

- At least 5 years' experience in Supply Chain functions in a Humanitarian context
- At least 3 years' experience with people management/ team leader or supervisor role
- Knowledge of project cycle management
- Knowledge of supply chain management especially logistics and Asset management
- Knowledge of budget cycle and monitoring processes
- Knowledge of key donor policies and compliance procedures, like UNHCR, Danida
- Experience working with DRC Dynamics or a similar ERP system
- Full professional proficiency in English and Kiswahili
- Excellent communication skills – both oral and written
- Competency profile

## Compliance and Detail-oriented

- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others Education
- University degree in international relations, project management, business administration,

## Education:

- Bachelor's degree in relevant sector and field experience equivalent professional qualification

## Languages:

- Fluency in English
- Fluency in Kiswahili

## Information

Employment category: Grade G3

Reporting to: Supply Chain Manager

Technical Line Manager: Head of support Tanzania & Burundi

Direct report:N/A

Unit/department: Support

Location: : Makere/Nyarugusu

**Key stakeholders: (internal and external)**

- SCM, Area Manager and Head of Support Services
- Supply chain staff, Programme Staff
- Donors,
- Suppliers
- Local authorities

To Apply, [\*\*CLICK HERE\*\*](#)