



## Data Clerk

Department	<b>Tanzania</b>
Workplace	<b>Kibondo/Nyarugusu</b>
Contract Type	<b>National contract</b>
Posted	<b>20 Dec 2023</b>
Expires	<b>27 Dec 2023</b>

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

The CPIMS+ Data Entry Specialist will play a crucial role in the accurate and timely entry of data into the Child Protection Information Management System Plus (CPIMS+) under Child Protection. This individual will be responsible for maintaining data integrity, conducting quality checks, and supporting the overall efficiency of the CPIMS+ database. The role requires attention to detail, strong organizational skills, and the ability to work collaboratively with other team members

### **Main Responsibilities:**

#### **Data entry:**

- Accurately enter and update information in the CPIMS+ database.
- Ensure that data entry is conducted in a timely manner to meet project deadlines.
- Collaborate with relevant teams to obtain necessary information for data entry.
- Quality assurance:
- Conduct regular quality checks on entered data to identify and correct errors.
- Collaborate with the CPIMS+ team to address any issues related to data accuracy or completeness.

#### **Documentation:**

- Maintain detailed and accurate documentation of data entry processes.
- Create and update procedural documentation for data entry tasks.
- Collaboration:
- Work closely with other Child Protection Case Management team members to ensure seamless coordination of data entry activities.

- Provide support to colleagues in understanding CPIMS+ data entry requirements.

### **Training:**

- Assist in training new team members on CPIMS+ data entry protocols and procedures.
- Stay informed about updates and changes to CPIMS+ data entry requirements.
- Reporting:
- Generate case reports as needed, utilizing CPIMS+ data for analysis.
- Assist in preparing data for internal and external reporting purposes as directed by the CPIMS+ administrator.

### **Required knowledge/ working experience/ Education**

- Bachelor's Degree in a relevant field or equivalent work experience.
- Previous experience with electronic or mobile data collection software like KOBO Toolbox/Open Data Kit (ODK).
- Full proficiency in Microsoft office, including word and excel, as well as demonstrated experience in advanced data analysis or capacity to learn appropriate software.
- Proven experience in data entry or a similar role.
- Familiarity with Child Protection Information Management Systems, particularly CPIMS+ or CPIMS Primero.
- Strong attention to detail and accuracy in data entry.
- Excellent organizational and time management skills.
- Ability to work collaboratively in a team environment.

### **Preferred Skills:**

- Have a university degree in international relations, social science, law, development or a relevant field.
- Good personal organizational skills, including time management, teamwork, ability to meet deadlines and work under pressure with minimal supervision
- Experience working in child protection or related fields.
- Knowledge of data protection and confidentiality principles.
- Knowledge of database use and management.
- Strong communication skills, both written and verbal.
- Ability to adapt to changes and learn new technologies quickly.

### **Languages:**

- Fluency in English
- Fluency in Kiswahili

### **Information**

Employment category: Temporary

Reporting to: Child Protection Team Leader

Technical Line Manager: Protection Coordinator

Direct report:N/A

Unit/department: Protection

Location: : Kibondo /Kasulu

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

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)
- Beneficiaries in host communities
- Staff

**Providing equal opportunities.** We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

**Promoting high standards:** DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

**Application and CV**

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

## **Protection Assistant – GBV (Prevention & Advocacy)**

Department	<b>Tanzania</b>
Workplace	<b>Kibondo/Kasulu</b>
Contract Type	<b>National contract</b>
Posted	<b>22 Dec 2023</b>
Expires	<b>05 Jan 2024</b>

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

The GBV Prevention & Advocacy Assistant is responsible to work closely with the GBV Prevention & Advocacy Officer for the implementation of prevention and risk reduction activities, including risk identification, and efforts that mobilize the community and camp leadership in risk reduction and preventive strategies against GBV. This includes targeted awareness raising, outreach, and training on GBV issues affecting women, men, boys, and girls in the assigned refugee camp/village and partners to reduce risks/prevent GBV, and also raising awareness on GBV Prevention & legal services provided in the camp. She/he will work closely with other GBV team members, DRC sectors, and implementing partners

### **Main Responsibilities:**

#### **Program Responsibilities**

- Participate/support in risk reduction activity and the identification of risks to women, men, boys, and girls in assigned refugee camps and host communities, by carrying out regular GBV safety audits situational analysis, and consultations with women, men, boys and girls and identify trends and changes in the context important for consideration in risk reduction activities.
- Work with GBV Prevention & Advocacy Officer to conduct, monitor, and report on the Engage Men in Accountable Practices (EMAP) activity.
- In collaboration with GBV Prevention & Advocacy Officer, GBV Prevention & Advocacy Assistant will conduct community mobilization and make the follow-up to address longer-term risks for women, men, boys, and girls, the inclusion of community consultation, feedback, and participatory approaches.
- Support GBV Prevention & Advocacy Officer to promote timely referral in awareness sessions, information dissemination for women, men, boys& girls in the community, promoting accessibility for GBV services.
- Participate in the preparatory meeting of key International events such as the Commemoration of 16 Days of Activism Against Gender-Based Violence and International Women's Day.
- Prepare and share a minute of the various meeting that he/she will participate in and share with GBV Prevention & Advocacy Officer for her/his action.
- Work with GBV Prevention & Advocacy Officer to conduct/organize and facilitate training and workshops on gender and GBV-related issues for implementing partners, MHA, DRC staff, UNHCR, women's groups, refugee community leaders, religious leaders, youth groups, NGO workers and any other identified groups
- Work closely with the GBV Prevention & Advocacy Officer for the development of GBV Program budgets/proposals in collaboration with the GBV Team Leader.

- Collaborate with GBV Prevention & Advocacy to conduct risk monitoring of GBV to inform risk reduction activities.
- Conduct awareness on Men's accountability in ending Violence Against Women and Girls..
- Work closely with GBV Prevention & Advocacy Officer to prepare work plans and reports (weekly/monthly) on the activities and submit them timely to GBV Team Leader.
- Ensure full cooperation with other GBV Prevention and Advocacy assistants and act on their behalf during their absence.
- Identify and ensure the availability of resources needed for the implementation of GBV Prevention & Advocacy activities and share to GBV Prevention & Advocacy Officer on time.
- Perform any other activities assigned by the GBV Team Leader.

### **Data collection and reporting**

- Support and work closely with GBV Information Management officer and M&E on program data collection.
- In collaboration with the M&E department, participate in GBV rapid assessment and/or other GBV program related-assessment, and contribute to the GBV overall intervention strategy based on feedback received from women, men, boys, and girls throughout community mobilization and engagement.
- Use of GBV Prevention M&E tools sufficiently and systematically.

### **Program management**

- Build the knowledge and skills of Prevention/outreach incentive social workers and community-based groups to be able to advocate, respond and prevent GBV.
- Engaging with community activists and EMAP graduates to obtain the network and working relationship
- Communicate any incentive staff issue to the supervisor on time. Any recruitment of the new incentive staff must obtain supervisor approval.

### **Common Duties**

- Attend and participate in training identified and organized by your supervisor.
- Follow any new procedures and guidelines designated in circulars from Country Director.
- Assist where necessary in undertaking activities that aim to prevent the occurrence of sexual abuse and exploitation of refugees by DRC and other humanitarian workers.
- Represent DRC at interagency meetings as assigned.
- Assist in control and proper usage of stationery and other items relating to work.
- Perform other duties as may be assigned by your supervisor

### **Logistics Duties**

- Take care of equipment and supplies for the job
- Ensure working equipment are in good condition.
- Assist with the development of budgets/proposals in collaboration with other senior staff.
- Reports immediately any security incidence/issue detected in the DRC premises.

### **Required knowledge and working experience**

- Minimum of 1-2 years of experience in protection, preferably with experience in the field of humanitarian responses in refugee protection, working for an international organization, UN agency, relevant ministry, or local authority.
- Commitment to learning and implementing organizational policies and procedures and demonstrated organizational skills and ability to work in complex and difficult circumstances.
- Excellent skills in Microsoft Office like Ms. Word, Excel, and PowerPoint.
- Experience in implementing Gender Based Violence, Case management, referral-related activities, and awareness is desirable
- Field experience in an emergency context is highly desirable
- High level of personal initiative, analytical skills, and proactive problem-solving.
- Cultural sensitivity, commitment, and understanding of the values of DRC. Good communication skills.

**Education:**

- Bachelor’s degree in social studies and other relevant fields in a well-recognized college or university (preferred)

**Languages:**

- Fluency in English
- Fluency in Kiswahili

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

- DRC program staff (protection and others)
- Refugees and donors
- Local Government and host Community representatives.
- Referral partners

**Information**

Employment category: Band I

Reporting to: GBV Team Leader

Technical Line Manager: Protection Coordinator

Direct report:N/A

Unit/department: Protection

Location: : Kibondo /Kasulu

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

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)

- Beneficiaries in host communities
- Staff

**All DRC roles require the post-holder to master DRC's 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.

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## **Protection Assistant - GBV Empowerment**

Department	<b>Tanzania</b>
Workplace	<b>Kibondo/Kasulu</b>
Contract Type	<b>National contract</b>
Posted	<b>22 Dec 2023</b>
Expires	<b>05 Jan 2024</b>

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 Protection officer will be responsible for provision of basic clinical expertise in community-based rehabilitation services to PSNs with serious medical condition and home bound/bed ridden PSN's. This involves regular conduction of home-based care services and palliative care potential basic medical intervention and psychological support. Use a wide variety of physical clinical skills with support from CBR team and other multidisciplinary team within the operation. Under the supervision of the Integrated Protection Team Leader and in collaboration with other integrated social workers and in consultation with the medical partners' staff s/he will make intervention plans with appropriate interventions in home-based care services.

### **Main Responsibilities:**

- Conduct thorough assessments of PSN's patients' physical, emotional, and spiritual needs in home-based care services.
- Develop individualized care plans in collaboration with the interdisciplinary team to address PSNs patients' unique requirements.
- Administer medications as prescribed, ensuring proper dosage and adherence to medication schedules at home.
- Educate PSNs patients and their families on medication management and potential side effects.
- Working together with an Interdisciplinary Palliative Care team, consisting of a Medical Officer in charge /Physician, Social Worker from health partners, and DRC's CBR team.
- Providing comprehensive pain and symptom management to PSNs home bound, and person with serious medical condition.
- Assisting with clarifying goals of care and providing support to staff/ PSNs and families.
- Coordinate with community structures and services partners to enhance the overall support system for PSNs patients at home.
- Manage all daily palliative care clinical records functions including establishing and implementing basic clinical integrated interventions and records policies at DRC.
- Take part in providing education, development, and training to CBR incentive staff involved in the care of palliative service.



- To ensure quality standards are maintained and constantly re-evaluated, to provide the highest standards of care that reflect DRC's organization policies.
- Liaise and develop effective relationships with external health care professionals and other agencies ensuring PSNs receive care and support in the camp settings.
- Attend and participate in health and nutrition working group meetings, case conference and other coordination forum.
- Coordinate Quality Assurance and Performance Improvement activities for Palliative Care program to PSNs
- Maintenance of PSNs individual files for Palliative Care team and case management.
- The Palliative Care Nurse contributes to excellence in patient care, research, teaching, and provides leadership in the organization.
- Ensure DRC's accountability commitments are mainstreamed into all protection activities.

### **Data collection and reporting**

- With support from Information management officer track indicators, maintain, update and analyze data on activity and indicator
- With support from Integrated Protection Team leader, prepare and submit timely and quality weekly, monthly, quality and other donor reports as per the donor requirements. Accountable to meet reporting deadline.
- Support and working closely with PSN Information Management officer and M&E on program data collection, track indicators, maintain, update and analyze data on GBV prevention activity and indicator.
- Prepare and update the homebound list and risks assessments.

### **Program management**

- With support and the supervision of Integrated Team Leader budget protection officer will do planning; accountable for developing and maintaining work plans, spending and procurement plans, tracking expenditures and ensure all activities is well organized and spending is allocated according to DRC and donor compliance and regulations.
- Build the knowledge and skills of PSN outreach incentive social workers and community-based groups to be able to assess, document and report for the implementation.
- Communicate any incentive staffs' issue to supervisor in a timely manner. Any recruitment of the new incentive staff must obtain Integrated protection Team leader' approval.

### **Experience and technical competencies: (include years of experience)**

- Experience of 2 years minimum of administrative experience
- Registered Nurse (RN) with a valid license.
- Certification in Palliative Care Nursing is highly desirable or Previous experience in palliative care, home-based care, or hospice care is preferred.
- Familiarity with palliative care, end of life care, or hospice desired
- Must be willing to travel to the various practice locations
- Able to work in challenging environment and meeting deadline.
- Flexible, team player and independent

- Strong planning, organizational and problem-solving skills with the ability to work both independently and within a team.
- Integrity, strong work ethic, and ability to consistently meet deadlines under pressure.
- Strong interpersonal skills and commitment to learning and implementing organizational policies and procedures.
- Full proficiency in Microsoft Office, including Word and Excel.

**Education:**

- Registered Nurse (RN, BSN) with diploma or degree in nursing is preferred.
- Proficiency in computer and software programs.

**Languages:**

- Excellent proficiency in written and spoken English and Swahili

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

- DRC Protection staff, refugees and donors
- Local Government (refugee camp) and host Community representatives.
- Community groups.
- Other NGOs and relief actors.
- MoHA, police, immigration

**Information**

Employment category: Band H

Reporting to: Integrated Team Leader

Technical Line Manager: Protection Coordinator

Direct report :N/A

Unit/department: Protection

Location: : Kibondo and Kasulu

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

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)
- Beneficiaries in host communities
- Staff

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# Protection Assistant – GBV Psychosocial Support

Department	<b>Tanzania</b>
Workplace	<b>Kigoma/kibondo</b>
Contract Type	<b>National contract</b>
Posted	<b>21 Dec 2023</b>
Expires	<b>05 Jan 2024</b>

## Overall purpose of the role:

The GBV PSS (Case Management) Assistant is responsible to work closely with the GBV PSS (Case Management) Officer for the implementation of PSS/ Case Management activities, including providing counseling for all survivors, providing emotional support group sessions to women, men, boys, and girls at risk of or survivors of gender-based violence in compliance with best-practice and DRC's guidelines. ensure strict adherence to confidentiality for all case-related information; protect the identities of survivors in the design and implementation of all activities; Prepare work plans and reports (weekly/monthly) on the activities and submit them timely to Protection Team Leader [community-based].

## Main Responsibilities:

- Provide case management services through high-quality and confidential interventions in line with minimum standards for service provision and DRC's case management SOPs.
- Work closely with PSS (Case Management) Officer to provide counseling for all survivors referred to case management service.
- In collaboration with PSS (Case Management) Officer, PSS (Case Management) Assistant will conduct case management in safe spaces identified in collaboration with survivors.
- Provide emotional support group sessions to women, men, boys, and girls at risk of or survivors of gender-based violence in compliance with best-practice and DRC guidelines.
- Support in delivering basic GBV training to community-based structures, including sessions on the GBV core concepts and guiding principles and the safe identification and referral of GBV cases.
- Raise gaps in GBV response services and suggest possible solutions and referral protocols to the GBV Team Leader.
- Conduct regular quality implementation of PSS (Case Management) activities, and monitor the implemented activities to ensure the established targets are met.
- Engage with the community and community representatives to understand needs and gaps in Gender-based violence programming;
- Incorporate a survivor-centered approach in all GBV case management activities;
- Ensure strict adherence to confidentiality for all case-related information; protect the identities of survivors in the design and implementation of all activities;
- Work closely with community workers to ensure awareness of services in the community, facilitate referrals into and out of the community center, and support survivors on GBV protection-related needs;
- Ensure updated filing and documentation of Gender-based violence cases in line with DRC tools.

- Alert GBV Officers, GBV coordinator, and the Protection Manager of any gaps in process, tools, or staff capacities to meet the needs of beneficiaries or ensure confidentiality and survivor-centered care;
- Prepare work plans and reports (weekly/monthly) on the activities and submit them timely to Protection Team Leader [community-based]
- Ensure full cooperation with other protection assistants and act on their behalf during their absence
- Any other activities assigned by the GBV Team Leader.

### **Required knowledge and working experience**

- Minimum of 1-2 years of experience in protection, preferably with an international humanitarian organization.
- Demonstrated organizational skills and ability to work in complex and difficult circumstances.
- Experience in Case Management, referral-related activities, and awareness is desirable
- Field experience in an emergency context is highly desirable
- High level of personal initiative, analytical skills, and proactive problem-solving.
- Demonstrated people's management skills. Strong interpersonal skills and ability to develop and maintain working relationships across the organization.
- Be a team player
- Cultural sensitivity, commitment, and understanding of the values of DRC. Good communication skills.
- Commitment to learning and implementing organizational policies and procedures
- Proven ability to prioritize tasks and meet deadlines
- A sensitive approach to the external representation

### **Education:**

- Diploma in Social studies and other relevant fields in a well-recognized college or university (preferred)

### **Languages:**

- Good proficiency in written and spoken English, and Swahili. Kirundi is an added advantage

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

- DRC program staff (protection and others)
- Refugees and donors
- Local Government and host Community representatives.
- Referral partners

### **Information**

Employment category: Band I

Reporting to: GBV Team Leader

Technical Line Manager: Protection Coordinator

Direct report:N/A

Unit/department: Protection

Location: : Kibondo

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

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)
- Beneficiaries in host communities
- Staff

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- 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.
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## **Protection Assistant – Legal Assistant (Interpreter)**

Department	<b>Tanzania</b>
Workplace	<b>Kibondo</b>
Contract Type	<b>National contract</b>
Posted	<b>21 Dec 2023</b>
Expires	<b>05 Jan 2024</b>

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

The Protection assistant (legal interpreter) will be responsible for interpretation to PwS during court sessions, legal coaching and work with legal officer and legal assistants in linking PwS to legal help desk.

### **Main Responsibilities:**

- Maintaining confidentiality in accordance with legal standards for confidentiality, including not discussing details of cases outside of court proceedings.
- Maintaining effective working relationships with UNHCR, MoHA, magistrates, court clerks, legal officers, legal assistants, legal incentives and other partners.
- Translating and interpreting all spoken or written communications and gestures during court proceedings to ensure accurate interpretation of all parties to the case.
- In collaboration with legal assistants, linking PwS to legal help desk for awareness about legal issues in general.
- In collaboration with legal officer conduct prison, police, and immigration visitation.
- Any other tasks required by his/her supervisors in regard to legal aid services to refugees.
- Directing PwS to legal help desk when in need of legal representation and legal advice.
- Attend relevant training forums relevant to the job.
- Assist with any other related activities as deemed necessary by the supervisor.

### **Data collection and reporting**

- With support from Information management officer track indicators, maintain, update and analyses data on activity and indicator.
- With support from Legal Team leader, prepare and submit timely and quality weekly, monthly, quality and other donor reports as per the donor requirements. Accountable to meet reporting deadline.
- Support and working closely with Legal Information Management officer and M&E on program data collection, track indicators, maintain, update and analyses data on legal activities.

### **Program management**

- With support and the supervision of Legal Team Leader budget legal assistant will do planning; accountable for developing and maintaining work plans, spending and procurement plans, tracking expenditures and ensure all activities is well organized and spending is allocated according to DRC and donor compliance and regulations.

- Communicate any incentive staffs' issue to supervisor in a timely manner. Any recruitment of the new incentive staff must obtain Integrated protection Team leader' approval.

**Experience and technical competencies: (include years of experience)**

- Must be conversant with Kirundi language.
- Additional legal trainings will be an added advantage.
- Basic understanding of human rights law and international refugee law.
- Basic understanding of sign language will be added advantage.
- Familiarity with judicial system across Tanzania.
- Good computer literacy.
- Good understanding of the law and practice of the Tanzanian courts.
- High level of personal initiative, analytical skills and pro-active problem solving.
- Cultural sensitivity, and commitment and understanding of the values of DRC. Good communication skills

**Education:**

- Degree/diploma in law.

**Languages:**

- Good proficiency in written and spoken English, and Swahili. Kirundi is an added advantage

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

- other DRC departments and managers in particular protection, camp management, GFD, supply chain
- UNHCR, in particular Protection UNIT
- MoHA
- other INGOs
- Refugee representatives
- Police

**Information**

Employment category: Band I

Reporting to: Legal Team Leader

Technical Line Manager: Protection Coordinator

Direct report:N/A

Unit/department: Protection

Location: : Kibondo



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

- Donor, coordination bodies
- Partners
- Government Bodies (Central and Local)
- Beneficiaries in host communities
- Staff

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