



VACANCY ANNOUNCEMENT

The Tanzania Red Cross Society is a voluntary humanitarian organization established as an independent National Society (NS) by an Act of Parliament No. 71 of December 1962 amended by Parliament of Tanzania in 2019. It is mandated to play specific voluntary humanitarian roles during disasters/emergencies, and peacetime as an auxiliary organ to the Public Authorities. Tanzania Red Cross Society was recognised and admitted to the membership of the International Federation of the Red Cross and Red Crescent Societies (IFRC) in 1963. The TRCS Headquarters office are located in Mikocheni, Dar es Salaam.

TRCS is the largest and most dependable local partner in delivering humanitarian services in Tanzania. The TRCS has an active network of members and volunteers in all regions in Tanzania Mainland and Zanzibar (Around 40% are women of more than 35,000 active volunteers.) Most importantly, because of its credibility, Tanzania Red Cross Society receives supports from a broad range of partners including the IFRC, the ICRC, the American Red Cross, the Spanish Red Cross, the Belgian Red Cross-Flanders, the French Red Cross, the Italian Red Cross, the China Red Cross and the Korean Red Cross. Other partners are UNHCR, UNICEF, WFP and UNFPA, the EU, USAID, CDC, BPRM, PACT and Pathfinder International. Tanzania Red Cross Society is looking for dynamic persons to fill the below vacancies.

JOB TITLE : DISASTER RESPONSE OFFICER (1 POST)

Reports to : Disaster Response Manager
Duty Station : Dar Es Salaam
Age Limit : Not above 45 years.

JOB SUMMARY

Disaster Response Officer will support emergency responses by assisting with the management and deployment of emergency response personnel, facilitating inter-departmental coordination, supporting program implementation, and compiling reports. Additionally, the Disaster Response Officer will monitor early warning and global emergencies.

Key Duties/Responsibilities:

- Screen the daily operations of emergency response programs to ensure appropriate response to context changes, mission, program, and beneficiary needs, donor positioning, lessons learned, and best practices;
- Facilitate compliance with internal and external regulations, all applicable laws, and contractual obligations.
- Assist in managing timely and proper reports (internal, financial, donor, special and other) and their flow including review, analysis, and compliance with deadlines;
- Coordinate communications between all TRCS departments/units including headquarters offices and the field; maintain open lines of communication with field staff ensuring that programs are properly briefed on TRCS mission, goals, and capacity;
- Collaborate with other departments to develop guidelines and materials for emergency response interventions. Develop DRT capacity statements and compile past Disaster Response Team (DRT) experiences under a systemic program theme;

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- Assist in the proposal process, which may include proposal writing, editing and proofreading, coordination, technical input, preparation for submission, submission, following through the approval process, and assisting in start-up activities;
 - Assist in preparation of emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
 - Assist to coordinate disaster response or crisis management activities such as evacuations, opening of public shelters, and implementing special needs plans and programs
 - Support the Disaster Response Manager in developing and presenting material and presentations related to TRCS's Disaster response work;
 - Contribute to the creation of a positive image and overall credibility of the organization, notably through the application of the organizations Code of Conduct, ethics with regard to internal and external actors;
 - Ensure that there is enough inventory for immediate response in case of emergency;
 - Collect, synthesize, and analyze information pertaining to humanitarian emergencies and the response efforts of TRCS, and draw upon that information to draft, edit, appropriately format, and disseminate a wide range of internal and external information products
 - Coordinate closely with field personnel to harmonize information collection and respond to information requests.
 - Facilitate requests between TRCS headquarters offices and field Disaster Response Teams;
 - Perform other duties as assigned. The duties and responsibilities listed above are representative of the nature and levels of work assigned and are not necessarily all-inclusive

Qualifications, Experience & Skills required:

- At least a Bachelor's degree preferably in disaster management, disaster response and recovery, urban planning Disaster/Crisis Management, Social Work, Community Development or an equivalent qualification in related fields from reputable academic institution/University.
- A minimum of 3 years proven experience in disaster response/relief interventions.
- Previous experience/exposure in working with Non-Governmental Organization (NGO's), Community Based Organization (CBO) is an added advantage.
- Team player with demonstrated good communication, networking and negotiation skills.
- Demonstrated proficiency in Computer applications.
- Demonstrated skills and knowledge in report/proposal writing.

MODE OF APPLICATION

If you meet the criteria given above and are interested in the vacancies, please send an application letter, updated CV and certificates combined as one PDF to **Secretary General, Tanzania Red Cross Society, P. O. Box 1133, Dar Es Salaam** by filling the following **online form (Copy the link and paste on your browser then fill the requirements and submit)** – <https://ee-eu.kobotoolbox.org/x/04OwmxbN>. Direct application through mail or hand delivery will not be accepted

When filling the form clearly mention the job position that you are applying for as it appears in this advertisement. Your application must be received by **16.00 hours of 20th February 2024**. Only short-listed candidates will be contacted.

1. Tanzania Red Cross Society is an equal opportunity employer and therefore qualified women are highly encouraged to apply.
2. TRCS has a zero tolerance to Sexual Exploitation and Abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours).
3. Tanzania Red Cross Society (TRCS) does not CHARGE A FEE at any stage of the recruitment process and selection process. TRCS also uses our official email and with extension of (@trcs.or.tz) not Gmail, Yahoo or any other email.
4. All applications are free for all candidates and no one should give any payment or compensation during the recruitment process. Should the candidate be asked for any fee, he/she must report to TRCS - HR Department through the Official Email: recruitment@trcs.or.tz.



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JOB TITLE : FIELD CIVIL ENGINEER OFFICER (1 POST)

Reports to	: Program Coordinator
Duty Station	: Kigoma Town, Kigoma Region
Age Limit	: Not above 45 years.

Key Duties/Responsibilities:

- To ensure the timely and effective implementation of the construction works under various projects implemented by the TRCS/SRC partnership in Tanzania.
- The Engineer is expected to work in close cooperation with Contractors and their engineering staff in the field, as well as with Government staff (District Engineers, RUWASA) and report and advise the TRCS Program Manager in Kigoma Town Office

Specifically, the Field Engineer will have the following responsibilities:

- Provide professional services required to oversee the design and construction of sites, working in close collaboration with the Government Engineers/RUWASA who are responsible for the projects, including but not limited to:
 - a. Revise and produce detailed drawings, sketches and designs
 - b. Review partners' plans and specifications for projects for compliance with the standard (quality, national and international standards involved)
 - c. Revise and produce (when needed) bill of quantities (BoQ) to ensure that they correlate with all the other technical documents
 - d. Produce and check mathematical calculations related to surveying, drafting and prepare engineering calculations as appropriate, as well as topographic assessment if needed
 - e. Provide detailed information and prepare calls for further technical support needed to the correct implementation of the projects

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- f. Provide guidance on the technical requirements needed for bids
 - g. Provide correct and accurate certification of works
- Manage the planning, organizing and development of all aspects of the construction follow-up works, including the monitoring, documenting, reporting and coordination, as well as supervision of contractors' work.
 - Ensure that construction activities are running as per plan, and specifications by carrying out regular field inspections, verifications, and confirmations of work in process and completed by contractors according to original work plans and other documents (contract, etc.).
 - Provide expert guidance on the construction works to diagnose and anticipate defects and specify remedial repairs, assist with cost management and analysis and have a good understanding of the workmanship.
 - Ensure that all materials and equipment related to the constructions meet the required standards and specifications, as well as the standards agreed in the contract documents (specifications, drawings, BoQ, etc.).
 - Conduct meetings with construction company at field level to discuss all aspects of the project, and report to the management.
 - Conduct meetings and engage all the Government Engineers/RUWASA to ensure that all the stages and works are implemented following their standards.
 - Regularly report (every two weeks) to Program Manager on the progress of the planned and on-going constructions, providing detailed information about the follow-up done and suggesting guidance for way forward.
 - Ensure field activities compliance with national water quality testing policy and health and safety requirements.
 - Ensure that time action is taken to address any deficiencies in quality/safety/budget standards and provide solutions for improving the quality of work.
 - Ensure an accurate and compliant certification at all the stages of the construction projects (design, implementation and interim certificates, handovers included but not limited to) involving all the parts.
 - Assist in the administration of contracts and give technical guidance on bid specifications for project improvements if needed, in collaboration with the Procurement and Logistics Unit from TRCS Headquarters.
 - Assists and guides project teams in the preparation and implementation of WASH and hygiene promotion community activities such as sensitizations, development of IEC materials, and other community engagement activities.
 - Ensure and certify that all tasks are completed to a satisfactory standard before final payment is authorized by the TRCS/SRC partnership.
 - Actively participate in the identification and writing of proposals based on the needs observed.
 - Performs miscellaneous job-related duties as assigned by the TRCS Regional Branch and the TRCS HQ.

Qualifications, Experience & Skills required:

- **Education:**
 - Bachelor's Degree from an accredited college or university with a major in civil engineering/water engineering
 - Registered as Professional Engineer
 - Possession of a registration as Graduate Engineer with ERB is considered an added advantage
- **Knowledge:**
 - Computer skills and conversant with AutoCAD/ Arch CAD/ EPANET / Hydraulic calculations / Structure calculations.
 - Strong management of Microsoft Office package (i.e. Word, Excel, Outlook)
 - Knowledge of design and implementation of building structures
 - Knowledge of solar panel installation, wiring, battery storage systems
 - Knowledge of water projects (piping and pump mechanics)
 - Knowledge of relevant safety standards and regulations
 - Good planning and organizational skills
 - Ability to maintain effective working relationships with all levels of staff partners, contractors, local actors and other stakeholders
 - Experience in working in an international environment and in liaising with a variety of partners at all levels of the hierarchy.
 - Ability to meet deadlines and work under pressure.
- **Experience:**
 - At least 3 years' experience in construction and WASH projects
 - Previous experience in supervision of construction projects
 - Previous experience in projects funded by international donors will be valued
 - Previous experience in Kigoma region or other rural areas in Tanzania will be valued
- **Languages:**
 - Oral and written fluency in English is mandatory
- **Travel and work environment required:**
 - Office-based in Kigoma Town
 - Frequent field visits to construction sites within Kigoma region (Kakonko, Uvinza, etc.). Field visits will last between one to 3 days.
- **Competencies:**
 - Values
 - Inclusion and respect for diversity:
 - Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
 - Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-today challenges.
 - Adherence to Protection from Sexual Exploitation and Abuse (PSEA) and anti-Harassment policies
 - Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

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- Core Competencies
 - Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
 - Delivering results: produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.
 - Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
 - Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.
 - Communication: encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.
 - **Desired additional properties:**
 - Previous work experience in health-related projects
 - Previous work experience with the Tanzanian Red Cross Society or other Red Cross/Red Crescent Movement actors
 - Data gathering and analysis skills
 - Have an excellent knowledge of relevant national and regional rules, regulations and guidelines regarding construction and WASH
 - Proactivity, responsibility, creativity and originality will be highly considered

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