



1. Economic Recovery – Intern

Department:	Tanzania
Workplace:	Kibondo/Kasulu
Contract Type:	National contract
Posted:	22 Mar 2024
Expires:	04 Apr 2024

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:

Under the management and supervision of the Economic Recovery Officer and in close collaboration with WFP, UNHCR, Local Government authorities and camp-based government coordination bodies will be responsible for supporting the implementation of Livelihoods and Environment activities in the host community and in the refugee camps. The Economic Recovery intern is therefore expected to be flexible to work in different locations throughout the programme.

Tasks and responsibilities of the position

- Participate in ensuring targets are met under DRC’s agreement with donors, to be accountable to the stated goals of the program.

- Support in provision of training and technical support to program participants/beneficiaries with a specific focus on Environment, Agriculture, Technical and Vocational Skills Development, Livelihoods among others.
- Support in distributions of items and proper documentation of implemented activities as guided by line supervisor.
- Ensure proper documentation of different program activities through field visits, data collection and simple analysis regarding the activities implemented from daily implementation, needs assessments, trainings, distribution of items, progress of activities among others.
- Contribute in monitoring, evaluation, and learning arrangements for the programme.
- Work with established community-based structures in the community and be solutions-oriented in terms of challenges arising from individual activities and the program as a whole.
- Provide inputs for new sustainable initiatives/proposals and fundraising relating to development and humanitarian assistance.
- Contribute to documentation of lessons learned and ensure that are reflected in program planning and decision making.
- Ensure implementation of activities is compliant with the Core Humanitarian Standards (CHS) and the DRC's Code of Conduct (CoC).
- Provide timely and quality inputs for project narrative and analytical reports in accordance with DRC/stakeholders requirements.
- Provide technical inputs in the areas of expertise relevant to ongoing interventions as guided by line supervisor.
- Foster and maintain excellent working relationships with key development and humanitarian actors – local and international, including government authorities and non-state actors, private sectors.
- Liaise closely with other DRC sectors such as; Protection, and Camp management to ensure productive coordination and smooth implementation of the program activities.

Requirements

- Fresh graduates or maximum of 2 years of relevant work experience.
- Ordinary/Advanced Diploma or Bachelor degree among the following fields;
 1. Agronomy
 2. Horticulture
 3. Agriculture, Irrigation and Water resources Engineering
 4. Environmental science and management
 5. Sewing Design, Fashion, Textile and Clothing Technology
 6. General agriculture
 7. Agriculture extension
 8. Welding and metal fabrication
 9. Adult education and Community development
 10. Business administration and Entrepreneurships among other closely related fields

Additional relevant professional certifications in the mentioned fields will be a plus.

- Passionate and innovative to develop own career in mentioned areas by working in relevant projects and beneficiaries at field level.

- Willingness to support implementation of programs and develop career in Environmental conservation, Agriculture, Technical and Vocational Skills Development and Livelihoods.
- Willingness to work with refugees and or Host communities.
- Computer literacy (Microsoft Word and Excel).
- Ability to communicate in English and Swahili. The ability to communicate in Kiha and/or Kirundi/French is added advantage.
- Excellent interpersonal and problem-solving skills, creativity, and flexibility.
- Comfortable in a multi-cultural environment, flexible and able to handle pressure well and engage with community members openly, and maintain confidentiality and respect.

Name of the Position: - Economic Recovery Intern

Reports to: - Economic Recovery Officer

Supervise: - Incentive staffs and/or Village Agents.

Duty Station: Host Community, Nduta, Nyarugusu Refugee Camps.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

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

2. Driver

Department:	Tanzania
Workplace:	Kibondo
Contract Type:	National contract
Posted:	27 Mar 2024
Expires:	10 Apr 2024

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.

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

Representation

- Build and maintain strong relations with external stakeholder where this relates to Supply Chain. This includes with suppliers, relevant governmental bodies, UNHCR and its logistics partner.

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.

Qualifications and Experience

- 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

- Secondary education level is required
- Driving college certificates

Key stakeholders:

- Donors
- Danish Refugee Council staff members
- Beneficiaries

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others
- Understands humanitarian issues in Tanzania, and the region
- Willing to travel to project sites in Tanzania

Position Information

Employment category: Grade J

Reporting to: Supply Chain Team Leader

Technical line manager: Supply Chain Manager

Direct reports: N/A

Unit/department: Support Services

Location: Kasulu/Nyarugusu

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

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

3. Supply Chain Assistant (Warehouse Management)

Department:	Tanzania
Workplace:	Kasulu/Nyarugusu
Contract Type:	National contract
Posted:	27 Mar 2024
Expires:	10 Apr 2024

Supply Chain Assistant (Warehouse Management)

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:

Day to Day Warehouse Management. To ensure smooth running of supply chain function to meet the program needs in line with the DRC Operations Handbook, donor and government rules and regulations.

Main Responsibilities:

- Ensuring full compliance on warehouse/inventory management
- Receiving, safe keeping and dispatching goods as per DRC warehouse management policy
- Ensuring adherence to safety and security standards across all warehouse premises
- Conducting physical inventory checks, monthly or regular checks as per DRC and Donor's guidelines.
- Manage Warehouse and general storage of warehouse facilities and consignments.
- Provide weekly warehouse stock reports and share with Supply Chain Team Leader - Logistics
- Provide timely information on items that needs to be disposed of, this includes unused or expired commodities (broken, expired etc.)
- Conducting delivery follow up and coordination with other warehouse colleagues on delivery of various goods and services to different locations.
- Making prior communication and arrangement on items that need to be shipped from one location to another
- Follow up on securing camp entrance permits for Nduta and Nyarugusu Refugee camps. This involves coordination with Government Authority, DRC sector leads and other supply chain colleagues for timely camp entrance permits.
- Providing timely incident reports related to warehouse facilities or consignment stored in the warehouse in case of any discrepancies observed.
- Providing information to Supply Chain staff responsible for asset management in case any new asset or equipment is purchased and need to be received, stored or upon dispatching.

- Securing all warehouse documentations in a proper way as per DRC filling SOP.

Representation

- Build and maintain strong relations with external stakeholder where this relates to Supply Chain. This includes with suppliers, relevant governmental bodies, UNHCR and its logistics partner.

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.

Qualifications and Experience

At least 3 years' experience in Supply Chain functions in a Humanitarian context

Knowledge of supply chain management especially logistics

Knowledge of key donor policies and compliance procedures, like UNHCR, DANIDA etc

Experience working with DRC Dynamics or a similar ERP system

Full professional proficiency in English and Kiswahili

Excellent communication skills – both oral and written

Education

- Bachelor's degree or Diploma in relevant sector and field experience.
- Certificate in Humanitarian Logistics and Supply Chain Management.

Key stakeholders:

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

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others
- Understands humanitarian issues in Tanzania, and the region
- Willing to travel to project sites in Tanzania.

Position Information

Employment category: Grade I

Reporting to: Supply Chain Team Leader

Technical line manager: Supply Chain Manager

Direct reports: N/A

Unit/department: Support Services

Location: Kasulu/Nyarugusu

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

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

4. Consortium Finance Coordinator

Department: **Tanzania**
Workplace: **Kibondo**
Contract Type: **National contract**
Posted: **28 Mar 2024**

Expires:

15 Apr 2024

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:

DRC is preparing for a multi-year humanitarian project which will be implemented through a Consortium of (I)NGOs in the Kigoma region of Tanzania. DRC is looking for a Finance Coordinator Consortium (open to Tanzanian nationals only) who will be responsible for the overall financial management of the Consortium budget, the day-to-day routine financial duties, review of budget/budget modifications and is the lead finance focal point for the Project Management Unit and acts as Technical Finance focal point for all Consortium partners Finance focal points.

Main Responsibilities:

- Working with the Consortium Partnership Coordinator, lead on assessing partner finance capacity and the development and delivery of finance capacity strengthening initiatives.
- Along with financial capacity strengthening initiatives to provide technical assistance to Consortium members as necessary to achieve and maintain high standards of compliance.
- Ensure the proper systems (process and tools) for monitoring the compliance for the Consortium and members are set up during the planning, implementation and close-out stage of the project.
- Monitor the financial aspects of Consortium and Implementing Partners in line with donor requirements and partnerships' agreed policies and procedures with support from the Country Finance Managers.
- Ensure timely disbursement of funding to Consortium members/implementing partner according to instalment plans.
- Ensure accurate and timely recording and posting of monthly Consortium members/implementing partner expenses are done in DYN.
- Follow up with partner/Consortium members for reimbursement of any unspent funds.
- Ensure consortium partner's compliance with relevant country statutory and other financial obligations such as taxes and statutory returns.
- Ensure all consortium required documentation for financial audits is in place.
- Ensure that financial, logistics and HR management systems and records from all the Consortium and members are complete, adequate in order to identify and protect the assets and interest of the partnerships.
- Undertake regular compliance visits to assess the compliance of financial, HR and logistics systems of Consortium and Implementing Partners and put forward recommendations for improvements where appropriate with support from Support Services Departments.
- Overseeing financial progress against agreed targets of the project, including monitoring of finance capacity strengthening initiatives targets among Consortium and Implementing Partners.

- Ensure that Consortium and members finance reports are thoroughly reviewed in coordination with the level of risk assessed and in accordance with DRC and the donor financial guidelines.
- Check the maintenance of a good filing system for all financial and accounting deliverables to ensure ease of access during internal/external audit.
- Oversight of financial and administrative management of the programme overall (including liaison at Regional level, Country level and Consortium and Implementing Partners) ensuring compliance with DRC and the donor rules and regulations.
- Organizing and leading monthly BFU/TDL reviews meeting and monitor actual spending and advise Programme and Finance teams at Country Office level and Consortium and Implementing Partners Finance team on financial issues (overspends, underspends, compliance issues, clearing of outstanding advances etc.).
- Preparing budget modifications where needed in collaboration with Programme and Finance teams and Consortium and Implementing Partners relevant focal points.
- Minimizing financial risks by ensuring that partnership (implementing and consortium) members' financial policies and procedures are strictly adhered to through predefined effective internal control systems.
- Ensure completeness, accuracy and validity of information regarding the payment documents before payments are done, including salary and share cost allocation.
- Ensuring the implementation of recommendations raised through internal and external audits, compliance audits, financial strengthening initiatives etc.
- Coordination with consortium members and/or with NGO Liaison bodies to obtain relevant local tax laws/requirements and ensure all partners comply. This includes obtaining tax exemptions (i.e. Value Added Tax [VAT]) letters on a yearly basis where needed.
- Providing financial management support for the close-out process and external audit process.

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.

Qualifications and Experience

- Minimum 5 years of practical experience in financial management
- Proven experience in managing large budgets.
- Competence in providing technical guidance and training.
- Proven experience in working with national partners, local/government authorities.
- Working experience with relevant donors (e.g. UNHCR, ECHO, WFP, FCDO or BPRM guidelines)

Education

- Master's degree in finance/accounting or business administration.

Key stakeholders:

- Representants of the consortium members
- Area Manager
- HOP
- Economic Recovery and Protection Managers
- Grants Manager
- Donors

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others
- Understands humanitarian issues in Tanzania, and the region
- Willing to travel to project sites in Tanzania

Position Information

Employment category: Grade G

Reporting to: Grants Management Coordinator

Technical line manager: Head of Support Services

Provides Technical Supervision to: N/A

Direct reports: N/A

Unit/department: Support Services

Location: Kibondo, Kigoma - Tanzania

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

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

5. Consortium Partnership Coordinator

Department:	Tanzania
Workplace:	Kibondo
Contract Type:	National contract
Posted:	28 Mar 2024
Expires:	15 Apr 2024

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 Consortium Partnership Coordinator will have an appropriate balance of leadership, managerial, technical, and interpersonal skills and experience. She/He shall have a deep understanding of the overall goals and objectives of the consortium(s) projects and will be able to articulate the strategic vision. S/he is responsible for close coordination and collaboration with the consortium partners and donors in order to provide overall grant management, and general technical direction to the entire programmes, ensuring an integrated vision among technical components and partners and a focus on achieving high quality programming and results. S/he will ensure progress toward targets and timely implementation; identify issues and risks related to programme implementation. In response to monitoring and evaluation information, s/he will work with the partners to adjusting programme interventions as and when appropriate in order to enhance results. S/he will also prepare annual work plans, progress reports, and technical deliverables related to achievement of programme results.

Main Responsibilities:

Programme management:

- Provide overall strategic and operational leadership to the consortium (s);
- Develop and implement the strategic and operational plans, workplans and joint SOPs;
- Provide oversight and support to consortium partners on implementation, coordinating with them closely to ensure the timely and quality delivery of activities and outputs as per the proposal and log frame;
- Monitor and update work plan and keep partners accountable to programme commitments;
- Review actual financial performance against the budget, and investigate variances on a regular basis;
- Ensure quality and timely internal and external reporting;

- Facilitate and improve sharing and learning between partners and support capacity building of local partners.
- Coordinate and support the endline and midline Evaluation for the programme;
- Lead and coordinate the development of complimentary concepts notes and/or full proposals, from conception to submission.

Coordination and Representation:

- Prepare Steering Committee meetings and ensure that clear agendas are set and meeting minutes produced and circulated in line with the Steering Committee TOR;
- Coordinate and attend the technical Steering Committees ensuring they are presented with key decisions and information on which to make their decision;
- Represent the Consortium in coordination mechanisms with partners;
- Ensure proper coordination and project representation to the donor and other local and international stakeholders, including MoHA;
- Ensure that key information on the project is available to senior members of the consortium and decisions are taken to support the effectiveness of the consortium;
- Maintain excellent relationships with all consortium partners and working groups;
- Share operational and technical lessons learnt with wider humanitarian sector within Tanzania and internationally to enable the sharing of best practices;
- Bring in new partners to the programme as relevant and as possible with the aim of expanding the programme footprint.

Compliance and Risk management:

- Ensure donor compliance and harmonized approaches between consortium members;
- Ensure the timely delivery of agreed outputs of the Consortium and ensuring quality programme; implementation in line with the agreed strategy;
- Periodically review overall project budget and alert concerned partner of any identified risk of over or under spending;
- Ensure all Consortium procedures (M&E, SoPs, policies etc.) are followed by consortium partners;
- Provide timely reporting to the Steering Committee on any risks, challenges or delays and in coordination with the Steering Committee, ensure major risks and obstacles to delivery are tackled and actions taken with agreement of consortium partners;
- Through the Steering Committee, ensure major risks and obstacles to delivery are escalated and actions taken with agreement of consortium partners.

Technical support and overview:

- Oversee high quality delivery of Consortium objectives;
- Regularly review project work plan to ensure the Consortium meets its strategic objectives;
- Supervise the implementation of the MEAL strategy;
- Ensure that the consortium advocacy strategy is followed and promote the use of Consortium-generated knowledge and learning;
- Conduct internal planning and progress review meetings and ensure regular progress monitoring is taking place at different levels in coordination with other members;

- Oversee knowledge sharing between partners, and ensure that monitoring and evaluation results are understood and used to improve programme implementation;
- Provide strategic leadership on external communications in line with Steering Committee guidance.

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.

Qualifications and Experience

- Minimum 5 years of practical experience in sector area (protection, EcRec, WASH, education) working for an INGO or UN agency.
- Significant experience in project management/coordination
- Documented skills in project planning and design, drafting, calculation and technical writing.
- Excellent skill in MS Word, Excel, and PowerPoint
- Experience in project development.
- Experience working with (inter)national partners, local/government authorities, and UN organisations

Education

- Master's degree humanitarian assistance, political science, international development, economics or another relevant field.

Key stakeholders:

- Representants of the consortium members
- Area Manager
- HOP
- Economic Recovery and Protection Managers
- Grants Manager
- Donors

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)

Competency profile

- Compliance and Detail-oriented
- Strong team player

- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others
- Understands humanitarian issues in Tanzania, and the region
- Willing to travel to project sites in Tanzania

Position Information

Employment category: Grade G

Reporting to: Grants Manager

Technical line manager: Head of Programme/Area Manager

Provides Technical Supervision to: DRC Programme Staff/Consortium Partners

Direct reports: N/A

Unit/department: Support Services

Location: Kibondo, Kigoma - Tanzania

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

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