



NORWEGIAN
REFUGEE COUNCIL

1. Logistics Team Leader Tanzania Nyarugusu _ Open to Tanzania Nationals Only

Kasulu, Tanzania, United Republic of and 1 more

JOB DESCRIPTION

Position:	Logistics Team Leader
Reports to:	Area Manager
Supervision of:	Logistics Assistants, Drivers, Warehouse Assistants
Duty station:	Nyarugusu
Travel:	10%
Project number:	TZFM2401

Duration and type of contract: Up to December 2024; Renewable subject to funding availability. The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organization, which assists refugees and other populations affected by displacements worldwide. NRC was registered as an I-NGO with the NGO Board in Tanzania in 2016 . NRC has since then been providing service to the refugees living in the Camps in the Kigoma region. NRC in a tripartite with the Government of Tanzania provides WASH, Shelter and infrastructure development to the refugees and host communities as the main implementing partner for UNHCR in those sectors. NRC also provide services in Education, Information, Counselling and Legal Assistance (ICLA) mainly in areas of supporting the government to provide birth certificates and other legal documents

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

RESPONSIBILITIES

The purpose of the Logistics Team Leader is overall day to day implementation of the Logistics responsibilities and overall Logistics contact person for NRC operations in the Area Office of Kibondo. Line manages and supervises all other NRC Logistics personnel in Kibondo and camps and reporting to the Area Manager.

Generic responsibilities

1. Ensure adherence with NRC policies, tools, handbooks and guidelines

2. Implement delegated logistics support function portfolio according to plan of action
3. Supervise and prepare and disseminate warehouse status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the logistics support function
6. Manage the Logistics support function portfolio according to plan of action
7. Line Manage a team of staff who will be dedicated to the role
8. Regularly identifying deadstock and advise management on the measures to be taken to reduce deadstock.
9. Ensure compliance with donor rules & regulations.
10. Ensure compliance with PPRA and other regulatory requirements.

Specific responsibilities

- Effectively lead the logistics team and carry out all Logistics functions at Kibondo including they refugee camps
- Provide overall management of all the warehouses for NRC in Kibondo, Makere and all field locations in liaison with the procurement and project teams
- Ensure that Warehouse related transactions are processed in a timely manner and projects materials are properly marked and segregated in storage to avoid confusion.
- Ensure proper layouts of all the storage areas and the safety and security of the materials in stock by limiting access to only those who need to have it for official purposes such as collection of materials or those who are working in stores.
- Conduct inspections and snap checks to ensure that all storage systems are operating well.
- Ensure all store keepers keep proper records at all times such as GRNs, Stock/Bin Cards, Waybills and fuel records where applicable
- Train and capacity build Logistics staff especially those working in stores, Fleet, Assets and effectively provide supervision and guidance to the Logistics Assistants and casuals working within logistics on various occasions.
- Prepare mandatory reports with all details in respect of Warehouse, Assets and Fleet for dissemination to the Area Office by the 5th of Every month for inclusion in country Reports to be submitted to the Region
- Oversee the management of fleet, fuel and related activities and support the Fleet Assistant in reports and coordination
- Oversee the management of NRC Assets
- Can be called upon to support either side of the geographical locations of NRC programs
- Ensure to receive weekly status of warehouse material usage and advise where necessary.
- Ensure service and maintenance for vehicles is timely done and in accordance with manufacturer's guidelines.
- Enhance compliance during material delivery by suppliers and establish good documentation model on the same.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- All projects with materials in stores
- UNHCR

Scale and scope of position

Staff: 4 Logistics/Warehouse Technical Assistants; 8 Drivers

Stakeholders: UNHCR, other INGOs, local NGOs, civil society, governmental bodies)

Information: Sharing of relevant Logistics Reports with the relevant users.

Legal or compliance: Compliance to all NRC Code of Conduct and Terms of Employment.

QUALIFICATIONS

Competencies

1. Professional competencies

- Previous experience working in complex and volatile contexts
- Bachelor's degree in Logistics and Procurement Supply, Business Administration or any related field.
- At least 4 years of experience that can be demonstrated to apply to the duties listed in the job description
- Documented results related to the position's responsibilities
- Knowledge of English and Swahili essential

Context/ Specific skills, knowledge and experience:

- Tanzania business practise
- Import/Export procedures
- Local Regulations

2. Behavioural competencies (max 6)

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Performance Management System
- The NRC Competency Framework

Additional Information

'Qualified female candidates are encouraged to apply'.

JOB INFO

- Job Identification; 14594
- Job Category: Logistics

- Posting Date: 04/17/2024, 04:30 PM
- Apply Before; 05/01/2024, 04:30 PM
- Degree Level: Bachelor's Degree
- Job Schedule: Full time
- Locations Kasulu

To Apply, [CLICK HERE](#)

2. ICLA Project Coordinator Tanzania Kibondo _ Open to Tanzania Nationals Only.

Kibondo, Tanzania, United Republic of and 1 more

JOB DESCRIPTION

Position:	ICLA Project Coordinator
Reports to:	Area Manager
Supervision of:	ICLA Project Officer, ICLA Project Assistant
Duty station:	Kibondo, Tanzania
Travel:	50% within the Project Implementation Areas
Project number:	TZFM 2401

Duration and type of contract: – Up to 31st December 2024, with a possibility of extension, subject to availability of funding

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organization, which assists refugees and other populations affected by displacements worldwide. NRC was registered as an I-NGO with the NGO Board in Tanzania in 2016. NRC has since then been providing service to the refugees living in the Camps in the Kigoma region. NRC in a tripartite with the Government of Tanzania provides WASH, Shelter and infrastructure development to the refugees and host communities as the main implementing partner for UNHCR in those sectors. NRC also provide services in Education, Information, Counselling and Legal Assistance (ICLA) mainly in areas of supporting the government to provide birth certificates and other legal documents

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RESPONSIBILITIES

The purpose of the Information, Counselling and Legal Assistance (ICLA) Project Coordinator position is to manage the implementation of the delegated ICLA project portfolio in Kibondo, Tanzania, support the scale up of ICLA programmes in country, establish and strengthen integration opportunities for ICLA within our Core Competencies (CC) in Tanzania Country Office and strategic stakeholder engagement. The ICLA Project Coordinator will be responsible for managing ICLA grants, coordinating activities in Kibondo in line with the identifying programming options and documenting programming challenges and opportunities. The Project Coordinator will be responsible for the day-to-day management of the project in line with NRC's Project Cycle Management (PCM) handbook and ICLA tools. The Project Coordinator will ensure that regular context analysis of the social-political developments affecting the refugee-hosting environment in the Tanzania and regionally and production of relevant research products to influence best practices and ICLA's programming. The Project Coordinator will be responsible for engaging in camp coordination, protection and other relevant working groups and with relevant stakeholders including United Nations Refugee Agency (UNHCR), protection and other implementing and operational partners of UNHCR and the Government of Tanzania's Ministry of Home Affairs, Department of Refugee Services, other international and local institutions and community structures. The Project Coordinator will be responsible for overseeing ICLA staff and internal coordination with other CCs for options for integrated programming. In line with the progressive localization agenda, the ICLA coordinator will be responsible for onboarding, management and coordination of partners for co-implementation of projects. NRC's ICLA programming has a strong focus on quality and ensuring that programming is delivered in a safe and inclusive manner with a particular focus on ensuring meaningful access, accountability, participation, safety and avoidance of harm in line with Safe and Inclusive Programming (SIP) policies and guidelines.

Responsibilities

1. Line management of ICLA project field staff; Adherence to NRC policies, guidance and procedures;
2. Contribute to CC strategy development, project proposals and provide input on needs and gaps;
3. Ensuring visibility of project outcomes/activities to internal and external audiences;
4. Manage and implement delegated portfolio of ICLA projects (activities, budget monitoring, and project documentation) as delegated from APM in line with proposals, strategies and donor requirements, and ensure high technical quality;
5. Provide regular progress reports to Area Manager;
6. Promote and share ideas for improvement and necessary changes in the activities;
7. Ensure that projects target communities in most in need of protection, explore and assess new and effective ways to offer legal protection support;
8. Ensure capacity building of project staff and transfer of skills;
9. Liaise and collaborate with relevant local authorities and other key stakeholders; and
10. Promote the rights of refugees/returnees in line with national and international frameworks.

Specific responsibilities

1. Oversee the quality and successful implementation of interventions ICLA activities in Kibondo, Tanzania, in line with NRC ICLA assessment;
2. Contribute to the Country Strategy;
3. Adapt global and regional ICLA project tools for the delivering programmes in the context;
4. Support the training and induction of new ICLA staff and regular review of project activities to ensure quality implementation.
5. Ensure that appropriate Monitoring and Evaluation (M&E) systems are put in place to monitor, evaluate and learn from NRC project implementation.

6. Represent NRC at relevant inter-agency forums and with local authorities and support training and capacity building of partners on ICLA thematic areas
7. Support the identification of options for ICLA programming in Kibondo, Tanzania both as standalone and integrated programming with other CCs
8. Contribute to the development of donor proposals and reports;
9. Contribute to the development of a revised ICLA CC strategy for Tanzania;
10. Support the development of quality programme initiatives, identifying key areas for further follow up, devising strategies and supporting implementation to improve and monitor quality in NRC's ICLA approaches;
11. Conduct ICLA specific technical assessments and research, present recommendations and adapt programme implementation to needs and context;
12. Actively participate in relevant coordination forums including camp level protection, child protection, sexual and gender-based violence, shelter and livelihood working groups and county coordination forums; and
13. Any other tasks assigned by your line-manager

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Project planning: ICLA Specialist, other CC Specialists for integration, APM and Area Manager (AM)
- Area operations: Support Coordinators (field office coordinators) and AM
- Staff capacity building: CC Specialists, HR Development Officer
- Implementation and Evaluation: AM, CC Specialists and M&E Officer/focal persons

Scale and scope of position

Staff:	1 Project Officer, 1 Project Assistants
Stakeholders:	Target Communities, Government of Tanzania, UN agencies, International, National and Local Organisations.
Budgets:	TZFM 2401
Information:	GORS, Agresso
Legal or compliance:	Donor and procurement compliance, Terms of Employment, Code of Conduct

QUALIFICATIONS

Competencies

- Minimum of 2 years of experience managing protection projects in recovery and/or development sectors
- Documented technical competences related to the position's responsibilities
- Experience in proposal and report writing and excellent computer skills
- Good communication skills
- Project implementation and supervisory skills
- Ability to resolve individual and group conflicts
- Ability to work with minimum supervision and deliver on deadlines
- Possess high cultural awareness and sensitivity
- Fluency in English language both written and verbal

Context related skills, knowledge and experience

- University degree in law, political science, social science or other relevant discipline. Diploma with experience will be considered.
- Minimum 3 years humanitarian experience with refugees at field level with an NGO or other international organization. Previous experience in north-western camps highly desirable
- Experience with start-up of new Programmes and in PCM and M&E
- Experience with high-level stakeholder coordination and engagement

Behavioural competencies

- Handling insecure environments
- Managing resources to optimize results
- Empowering and building trust
- Managing performance and development
- Planning and delivering results

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

Additional Information

“Qualified female candidates are encouraged to apply”

JOB INFO

- Job Identification 14590
- Job Category Coordination
- Posting Date 04/17/2024, 02:39 PM
- Apply Before 05/01/2024, 02:38 PM
- Degree Level Bachelor's Degree
- Job Schedule Full time
- Locations Kibondo

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

3. ICLA Technical Assistant Tanzania Kibondo _ Open to Tanzania Nationals Only.

Kibondo, Tanzania, United Republic of and 1 more

JOB DESCRIPTION

Position: ICLA Technical Assistant

Reports to: ICLA Project Coordinator
Supervision of: N/A
Duty station: Kibondo, Tanzania
Travel: 20% within the Project Implementation Areas
Project number: TZFM 2401

Duration and type of contract: – Up to 31st December 2024, with a possibility of extension, subject to availability of funding

The Norwegian Refugee Council (NRC) is an independent, humanitarian, non-profit, non-governmental organization, which assists refugees and other populations affected by displacements worldwide. NRC was registered as an I-NGO with the NGO Board in Tanzania in 2016 . NRC has since then been providing service to the refugees living in the Camps in the Kigoma region. NRC in a tripartite with the Government of Tanzania provides WASH, Shelter and infrastructure development to the refugees and host communities as the main implementing partner for UNHCR in those sectors. NRC also provide services in Education, Information, Counselling and Legal Assistance (ICLA) mainly in areas of supporting the government to provide birth certificates and other legal documents

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RESPONSIBILITIES

Generic responsibilities

- Adhere to NRC policies, tools, handbooks, and guidelines.
- Ensure that project activities are implemented in accordance with project agreements.
- Prepare and develop weekly, monthly and other status reports as required by management.
- Ensure proper filing of documents and keeping of records.
- Assess, promote, and document ideas for technical improvement and further program development options.
- Ensure that projects target beneficiaries most in need are identified and explore and assess new and better ways to assist.
- Promote the rights of refugees/returnees in line with advocacy strategy.

Specific responsibilities

- Adherence to NRC Standard Operating Procedures (SOPs) and guidelines in relation to provision of information, counseling, legal assistance and referral activities
- Provision of information, counselling and legal assistance services in camp and surrounding host community
- Completing relevant M&E procedures for the documentation of ICLA beneficiaries
- Supporting the regular updating of IEC materials for dissemination
- Conducting group information sessions and other outreach activities
- Preparation of client intake and case management forms for counseling and legal assistance services and ensure confidentiality of client data.
- Supporting the provision of internal referrals from other ICLA/NRC core competencies and conducting external referrals to other service providers

- Support the conducting of capacity building and training activities for communities, government officials and NGOs on ICLA thematic areas.
- Supervise relevant NRC community staff supporting project activities.
- Participate in ICLA continuous assessments, mapping and investigation and supervise data collection during ICLA surveys and assessments.
- Support and facilitate the ICLA participants to get necessary civil documentation which include but not limited to Birth, Marriage and Death Certificates.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- M&E Officers/Focal Points
- Support Officers and Assistants (HR/Admin, Finance and Logistics)
- Project Officers and Assistants in other NRC core competencies
- UNHCR, INGOs, local NGOs, civil society and government bodies

Scale and scope of position

Staff:	10 refugee community/incentive staff
Stakeholders:	UNHCR, INGOs, local NGOs, civil society, governmental bodies
Budgets:	N/A
Information:	Daily, weekly, monthly, mid-term and end-term reports
Legal or compliance:	Terms of Employment, Code of Conduct

QUALIFICATIONS

Competencies

Competencies are important for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories: _

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

Generic professional competencies:

- Experience from working as a Project Assistant in a humanitarian/recovery context.
- Previous experience of working in complex contexts.
- Documented results related to the position's responsibilities.
- Strong communication skills
- Interpersonal skills and ability to work with minimal supervision.
- Proven skills in report writing.
- Advanced computer skills; Word, Excel, Power point
- Knowledge of English

Context/ Specific skills, knowledge, and experience:

- Bachelor's degree in law, political science, social science or other relevant discipline. Minimum 2 years humanitarian experience with refugees at field level with an NGO or other international organization
- Good understanding of the north-western camps/Kibondo district at advantage
- Experience in reporting, client management, case studies and research.

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicating with impact and respect

Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

The Job Description

Individual performance management system.

The NRC Competency Framework

Additional Information

'Qualified female candidates are encouraged to apply'.

JOB INFO

- Job Identification 14595
- Job Category Assistant
- Posting Date 04/17/2024, 03:48 PM
- Apply Before 05/01/2024, 03:47 PM
- Degree Level Bachelor's Degree
- Job Schedule Full time
- Locations Kibondo

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