



1. HR Coordinator

Department:	Tanzania
Workplace:	Kibondo
Contract Type:	National contract
Posted:	20 Aug 2024
Expires:	03 Sep 2024

Kibondo, Tanzania

Danish Refugee Council (DRC) is an independent international non-governmental organization, working in 40+ countries throughout the world, and our primary mandate is to promote durable solutions for refugees and displaced populations. DRC East Africa & Great Lakes (EAGL) region provides urgent response at the onset of displacement and works with displacement-affected populations - both internally and across borders - to develop solutions to the challenges that they face.

We are currently looking for a highly qualified HR Coordinator to join the team.

About the job

The HR Coordinator is responsible for providing overall advice, coordination, and technical support to the Human Resources team in DRC Tanzania.

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

More specific responsibilities of the HR Coordinator are:

- Oversee recruitments in the country office and ensures recruitments are compliant with the recruitment policies and that staff and hiring managers are familiar with the process.

- Ensure the annual performance evaluation process is followed and all staff and managers are familiar with the process
- Drive the onboarding and induction process in the country office, for national and international staff
- Advise managers or staff on training and development opportunities
- Support people well-being initiatives
- Ensure that national staff contracts are aligned with DRC minimum standards and the local labour law.
- Ensure high quality HR data
- Implement and maintain the Global and Regional HR policies in the country Office, ensuring that the local labour law is taken into account
- Proactively pursue continuous process improvement in Human Resources related practices in order to enhance the quality and efficiency of output/delivery.

About you

To be successful in this role we expect you to have minimum 3 years of relevant experience working in HR in Humanitarian or Development NGO's.

Moreover, we also expect the following:

- Demonstrated understanding and working knowledge/experience of Human Resources Management principles, concepts & processes
- Extensive knowledge on Tanzania labour law
- Excellent skills in handling and advising on complex people management issues
- Experience in developing Human Resources strategies and policies, and driving implementation
- Strong organizational and project management skills.
- Strong interpersonal skills and ability to communicate clearly.
- Positive attitude and service oriented. High level of personal initiative and ability to work with minimum supervision.
- Awareness and sensitivity to multicultural work - development and ability to form and facilitate dialogue between a diverse group of people with diverse skills and working styles;

In this position, you are expected to demonstrate DRC' 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 uphold and promote the highest standards of ethical and professional conduct in relation to our values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment.

We offer

Contract length: 1 year, with possibility of extension

Band: G Non-management

Start date: 01. October 2024

Salary: National candidates, starting point of base salary in TZS/month 3,224,183

Salary and conditions will be in accordance with Danish Refugee Council's Terms of Employment for National staff; please refer to [drc.ngo under Vacancies](#).

Application process

All applicants must upload a cover letter and an updated CV (no longer than four pages) in English. Applications sent by email will not be considered.

Closing date for applications: 03 September 2024

For further information about the Danish Refugee Council, please consult our website [drc.ngo](#).

To Apply, [CLICK HERE](#)

2. Child Protection Community Based & Birth Registration Officer (CPCB & BRO) 2 Positions

Department:	Tanzania
Workplace:	Kasulu/Kibondo
Contract Type:	National contract
Posted:	21 Aug 2024
Expires:	03 Sep 2024

www.ajiranasi.com

The overall purpose of the role: The Protection Community Based & Birth Registration officer (CPCB & BRO) works as part of DRC's team under the direct supervision of the Protection team leader and guidance support of the Protection coordinator. The role is based in Kasulu/Kibondo and shall conduct regular field visits to the host villages near by Nyarugusu and Nduta refugee camp.

The CPCB&BRO will provide leadership oversight to CPCB social workers in Nduta/Nyarugusu camp by supporting both Burundian and Congolese newborn children, to attain birth certificates upon birth and mobilize refugee communities to play an effective role in protecting the rights of children. The officer will also establish and strengthen community-based structures and support their activities which monitor, prevent and respond to child protection concerns. He will also work in collaboration with other sectors including case management, PSS and other agencies operating in the camp.

Employment Category: National contract

Reporting to: Child Protection Team Leader

Unit/department: Child Protection

Location: Kibondo and Kasulu

Authorization level: N/A

Responsibilities and tasks

- Support the nomination /forming of community-based child protection structures, including child protection committees (CPCs), child clubs and foster support groups and ensure they are functional as per agreed TORs.
- Actively contribute to the capacity building of child protection structure through targeted training and collaboration with humanitarian partners (eg on community mobilization, PRA techniques, identifying and responding to child protection issues)
- Adhere to child protection policy and reporting procedures
- Liaise with zone leaders and parents to introduce DRC programme activities and encourage community involvement in programme implementation and monitoring.
- Support structures to promote the inclusion of marginalized and minority groups and ensure meaningful child participation in child protection activities
- To ensure that child protection community-based and Birth Registration social workers and incentive workers are following appropriate procedures for supporting refugee mothers with birth certificates for the newborn children.
- Preparation and conducting of community awareness-raising meetings/ sessions with refugee and religious leaders in the camp and host community on the issues affecting children and birth registration.
- Act as the link between refugee and host community to address the issue of child labour both to refugees and host community.
- Collaborate with medical partners in making sure that relevant birth documents with correct information including names of the newborn babies are provided on time.

- Liaise and collaborate with key stakeholders such as MoHA, and district RITA officers on the collection of B1 forms, processing of birth certificates and making sure that, they are dispatched to the camp for distribution, promptly.
- Making sure all queries related to birth registration and issuance of birth certificates are addressed in a timely and appropriate manner.
- Ensure that all birth certificates are scanned, photocopied, uploaded, filled and kept confidential.
- Create a database, seize and updates to be shared with the CP team leader on a monthly basis.
- Participate in coordination meetings in the camps, and in bilateral meetings with key partners: Present (report on BR development) where need be, clarify and respond to issues related to birth registration.
- Adhere to DRC SOPs and guidelines, policies, tools, handbook and guidelines and ensure that project activities are implemented in accordance with project agreements.

Data collection and reporting

- With support from the Information Management officer and MEAL department, CP team leader tracks indicators, maintain, update and analyzes data on Birth registration and indicators.
- With support from CP 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 CP Information Management officer and M&E on program data collection, track indicators, maintain, update and analyze data on Birth registration and community-based child protection structure activity and indicator.
- In collaboration with CP Team leader, CPIM officer and M&E department, participate in CP rapid assessment, birth registration and/or other CP related-assessment, and contribute to the CP and birth registration overall intervention strategy based on feedback received from community structure throughout community mobilization and engagement.

Program management

- With support and the supervision of CP Team leader participate in all prevention budget planning; accountable for developing and maintaining work plans, spending and procurement plans, tracking expenditures and ensure all prevention activities are allowable and allocated according to DRC and donor compliance and regulations.
- Build the knowledge and skills of community-based groups to be able to advocate, respond and prevent CP risks.
- Communicate any issue raised by Incentive workers to CP Team leaders in a timely manner including recruitment of the new incentive staff.

Logistics Duties

- Take care of equipment's and supplies for the job
- Ensure working equipment's are in good condition and replenish/repairs when out of order
- Reports immediately any security incidence/issue detected in the DRC premises

Experience and technical competencies:

- At least 2 years of professional experience working in data analysis, birth registration activities, child protection, social worker and community based in emergencies.
- Demonstrates good understanding of mental health and psychosocial support practices in similar position.
- Good personal organizational skills, including time management, team work, ability to meet deadlines and work under pressure with minimal supervision
- Experience with refugees will be an added advantage.
- Good knowledge of compute applications.
- Good training abilities.
- Good written and oral communication skills in both English and Swahili

Education:

- Bachelor degree in sociology, law, social work, social sciences, Psychology or equivalent.

Languages:

- Excellent proficiency in written and spoken English and Swahili, knowledge of Kirundi is an advantage.

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, and police

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

3. Child Protection Community Based & Birth Registration Assistant (CPCB & BRO) 8 positions

Department: **Tanzania**
 Workplace: **Kasulu/Kibondo**
 Contract Type: **National contract**
 Posted: **21 Aug 2024**
 Expires: **03 Sep 2024**

About DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO - one of the few with a specific expertise in forced displacement. In 40 countries, our 8,000 employees protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

The overall purpose of the role: 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), Community-Based Protection, Legal, GBV (Gender-based violence), Child Protection, People with special needs, and Livelihoods.

Employment Category: National contract

Reporting to: Child Protection Team Leader

Unit/department: Child Protection

Location: Kibondo/Kasulu

Authorization level: N/A

Responsibilities and tasks

- Support the nomination /forming of community-based child protection structures, including child protection committees (CPCs), child clubs and foster support groups and ensure they are functional as per agreed TORs.
- Actively contribute to the capacity building of child protection structure through targeted training and collaboration with humanitarian partners (eg on community mobilization, PRA techniques, identifying and responding to child protection issues)
- Adhere to child protection policy and reporting procedures.
- Liaise with zone leaders and parents to introduce DRC programme activities and encourage community involvement in programme implementation and monitoring.
- Support structures to promote the inclusion of marginalized and minority groups and ensure meaningful child participation in child protection activities.
- To ensure that child protection community-based, and Birth Registration social workers and incentive workers are following appropriate procedures for supporting refugee mothers with birth certificates to the newborn children.
- Preparation and conducting of community awareness-raising meetings/ sessions with refugee and religious leaders in the camp and host community on the issues affecting children and birth registration.
- Act as a link between refugee and host community to address the issue of child labour both to refugees and host community.
- Collaborate with medical partners in making sure that relevant birth documents with correct information including names of the newborn babies are provided on time.

- Liaise and collaborate with key stakeholders such as MoHA, and district RITA officers on the collection of B1 forms, processing of birth certificates and making sure that, they are dispatched to the camp for distribution, on time.
- Making sure all queries related to birth registration and issuance of birth certificates are addressed in a timely and appropriate manner.
- Ensure that all birth certificates are scanned, photocopied, uploaded, filled, and kept confidential.
- Create a database, seize and updates to be shared with CP team leader on monthly basis.
- Participate in coordination meetings in the camps, and in bilateral meetings with key partners: Present (report on BR development) where need be, clarify and respond to issues related to birth registration.
- Adhere to DRC SOPs and guidelines, policies, tools, handbook, and guidelines and ensure that project activities are implemented in accordance with project agreements.
- Data collection and reporting
- With support from Information Management officer, MEAL department, CP team leader track indicators, maintain, update and analyse data on Birth registration and indicator.
- With support from CP 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 CP Information Management officer and M&E on program data collection, track indicators, maintain, update, and analyse data on Birth registration and community-based child protection structure activity and indicator.
- In collaboration with CP Team leader, CPIM officer and M&E department, participate in CP rapid assessment, birth registration and/or other CP related-assessment, and contribute to the CP and birth registration overall intervention strategy based on feedback received from community structure throughout community mobilization and engagement.
- Program management
- With support and the supervision of CP Team leader participate in all prevention budget planning; accountable for developing and maintaining work plans, spending and procurement plans, tracking expenditures and ensure all prevention activities are allowable and allocated according to DRC and donor compliance and regulations.
- Build the knowledge and skills of community-based groups to be able to advocate, respond and prevent CP risks.
- Communicate any issue raised by Incentive workers to CP Team leaders in a timely manner including recruitment of the new incentive staff.
- Logistics Duties
- Take care of equipment's and supplies for the job.
- Ensure working equipment's are in good condition and replenish/repairs when out of order.
- Reports immediately any security incidence/issue detected in the DRC premises.

Experience and technical competencies: (include years of experience)

- At least 2 years of professional experience working in data analysis, birth registration activities, child protection, social worker and community based in emergencies.
- Demonstrates good understanding of mental health and psychosocial support practices in similar position.
- Good personal organizational skills, including time management, teamwork, ability to meet deadlines and work under pressure with minimal supervision.
- Experience with refugees will be an added advantage.
- Good knowledge of compute applications.
- Good training abilities.

- Good written and oral communication skills in both English and Swahili
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- **Education:**
- Bachelor's degree in sociology, law, social work, social sciences, Psychology or equivalent

Languages:

- Excellent proficiency in written and spoken English and Swahili, knowledge of Kirundi is an advantage.

Key stakeholders: (internal and external)

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

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

4. Child Protection Case Management Officer

Department: **Tanzania**
 Workplace: **Kasulu/Kibondo**
 Contract Type: **National contract**
 Posted: **21 Aug 2024**
 Expires: **03 Sep 2024**

About DRC

Founded in 1956, DRC Danish Refugee Council is Denmark's largest, and a leading international NGO - one of the few with a specific expertise in forced displacement. In 40 countries, our 8,000 employees protect, advocate and build sustainable futures for refugees and other displacement-affected people and communities.

The overall purpose of the role: The child protection case management officer works as part of DRC's team under the direct supervision of the Protection team leader and guidance support of the Protection coordinator. The role is based in Kibondo and shall conduct regular field visits to the host villages near the Nduta refugee camp.

The Child Protection Case management officer will work with the Case Management team in Nduta camp. S/he will have an overall responsibility to provide technical support to case workers, disseminate and ensure adherence to case management, child protection, referral,

parenting, linkages and standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at household and community level.

Employment Category: National contract

Reporting to: Child Protection Team Leader

Unit/department: Child Protection

Location: Kibondo

Authorization level: N/A

Responsibilities and tasks

- Prepare and submit case records/ documents for case conferencing/ BID panels in close collaboration with BID Specialists at field level
- Supporting in the analysis of case management caseload, assigning cases to caseworkers, supervision and coaching and raising complex cases to the child protection team leader and or BDI specialist and manager for support.
- Ensuring close coordination and tracking of children receiving case management including regular follow-up as per prioritization and vulnerability criteria
- Work closely with the CPIMS+ Officer to produce weekly and monthly reporting
- Provide technical support to Case Management workers.
- Develop a work plan and oversee the implementation of case management activities including CPIMS+ activities.
- Conduct necessary capacity building for case workers including information sharing and data protection protocol and report any identified bridge to the CP team leader/coordinator.
- Develop capacity building for children, parents and community members to strengthen prevention and protection of vulnerable children and adolescents
- Ensure all staff understand the different needs of children and youth and respond appropriately
- Responsible for identifying child protection in emergency (CPiE) needs to support the case management team
- Support in the implementation of CPiE project activities in collaboration with the CP Team leader and coordinator.
- Support in collaboration with the coordinator and team leader to disseminate key inter-agency quality standards such as revised CPMS standards related to Case management
- In collaboration with the Information Management officer, MEAL department, CP team leader, s/he will track indicators, maintain, update and analyze data on Child case management indicators.
- With the support of caseworkers, prepare and submit timely and quality weekly, monthly, quality and other donor reports as per the donor requirements.
- Support and work closely with CP Information Management officer and M&E on program data collection, track indicators, maintain, update and analyse data on child protection activity and indicators.
- In collaboration with the protection team leader and M&E department, participate in CP rapid assessment and/or other CP program assessment, and contribute to the CP overall intervention strategy based on feedback received from women, men, boys and girls throughout community mobilization and engagement.

- Work with the Information Management Officer to ensure safe and ethical data collection and sharing based on agreed procedures and protocols.
- Undertake additional work-related duties as agreed upon by the CP team leader and Protection coordinator.
- With support and collaboration of protection team leader and BID specialist participate in all CP budget planning; accountable for developing and maintaining work plans, spending and procurement plans, tracking expenditures and ensuring all CP activities are allowable and allocated according to DRC and donor compliance and regulations.
- Participate in preparing monthly/quarterly/annual highlights/reports, proposals and budgets for donors
- Provide support on procurement, working with Protection Team leader, coordinator, Protection Manager and Supply chain to ensure smooth procurement process and correct use of budget spending.
- Take care of equipment and supplies for the job.
- Ensure working equipment is in good condition and replenish/repairs when out of order.
- Reports immediately any security incidence/issue detected in the DRC premises.

Experience and technical competencies: (include years of experience)

- At least 2 years of professional experience in child Protection or social work in humanitarian or development programming.
- Knowledge and experience in working with national government and devolved units.
- Knowledge of database use and management.
- Excellent writing and editing skills in English for external audiences (including governments and donors).
- Excellent interpersonal, written and verbal communication skills.
- Good personal organizational skills, including time management, teamwork, ability to meet deadlines and work under pressure with minimal supervision.
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- **Education:**
- Bachelor's degree in sociology, law, social work, social sciences, Psychology or equivalent
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- **Languages:**
- Excellent proficiency in written and spoken English and Swahili, knowledge of Kirundi is an advantage.

Key stakeholders: (internal and external)

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

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