



1. Job title: Project Assistant – General Food Distribution

Band: Employment band: I

Reporting to: Team Leader

Technical line manager: General Food Distribution Program Manager

Direct reports: N/A

Unit/department: General Food Distribution

Location: Kibondo - Kigoma, Tanzania

Deadline: 07 August 2022

Overall purpose of the role:

The Project Assistant -GFD is responsible for food distribution at the FDP in collaboration with the Incentive workers, Food Management Committees (FMC) and local leaders, maintaining a direct line management of Distribution Incentive workers and FMC in Nduta Camp, providing overall management of chute and coordination at assigned Food Distribution Point (FDP) Documenting and reporting food distribution activities.

Responsibilities:

- Ensure all activities are implemented in line with established food management protocol.
- Receive commodities for the chute from the Team Leader-GFD, ensure proper distribution of entitlement with individual scooping method and report back with number of beneficiaries served and the remaining balance in daily basis during the distribution period.
- The Project Assistant-GFD will verify each individual that comes to the FDP

by cross checking ration cards with the Food Log. He/she must confirm that every Household comes with a ration card and attestation letter and that somebody from the household is physically present to receive the food.

- Conduct all project activities in accordance with the agreed work-plan and project proposal, ensuring food distributions run effectively and efficiently, meeting the required standards of service for targeted beneficiaries.
- Troubleshoot all distribution issues at field level, with guidance from Team Leader-GFD
- Complete daily distribution reports, submitting to Team Leader-GFD on a daily basis.
- Provide Food Assistance training to Scoopers, FMC Members and other stakeholders, as directed.
- Collect and collate daily distribution reports, waybills and other related documents, checking and submitting to the GFD- Team Leader on a daily basis.
- Supervise the proper handling and care of distribution equipment's at the center.
- Help with crowd control and ensure people waiting in line for verification/distribution are doing so in an organized manner.
- Submit the numbers and names of all no shows to the GFD-Team Leader after every GFD to track those that continually do not show up
- Assist the Help Desk Assistant with information handling and documentation.
- Follow the General policy guidelines of the DRC/DDG including the code of conduct
- Perform any other duty as assigned by the GFD Team Leader.

Reporting

- This position will directly report to Team Leader
- Will be responsible for compiling daily distribution reports
- Conduct Daily Physical reports before and after every distribution

Experience and technical competencies:

- Minimum 1 year of relevant experience in humanitarian context
- Experience with carrying out activities in Refugees setting
- Well-developed organizational and planning skills to meet deadlines
- Basic proficiency in computer skills e.g., Microsoft Word, Excel, PowerPoint, email
- Good communication skills

- Previous NGO work experience in General Food Distribution is an advantage.

Education:

- Diploma in Nutrition, social science or equivalent professional qualification

Languages:

- English (Fluent, written and spoken)
- Swahili (Fluent, written and spoken)
- Ha will be a plus

Key stakeholders:

- DRC staff
- Incentive Workers
- Beneficiaries
- WFP and Other Food implementing partners

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2. Job title: Supply Chain Officer

Employment band: H

Reporting to: Supply Chain Team Leader

Technical line manager: Supply Chain Team Leader

Direct reports: None

Unit/department: Support Services

Location: Kibondo/Kasulu, Tanzania

Deadline: 18 August 2022

Overall purpose of the role:

The Supply Chain Officer will ensure efficient and effective procurement of supplies, services and works providing value for money and in compliance to

best practices as per DRC Supply Chain Operations Handbooks and donor regulations.

Responsibilities:

- Responsible for execution of procurement activities in a timely manner achieving value-for money while fully compliant to DRC and relevant donor procurement procedures and regulations.
- Receive PRs once approved in DRC Dynamics, review specifications before issuing RFQs, complete the procure to pay process in Dynamics ERP.
- Raise Purchase Orders and draft contracts with clear specifications on supplies/services/works ordered for and ensure the relevant appendices are referenced to and attached.
- Crosscheck that requestors select the purchase agreements item number for all items under Framework agreement and follow-up tracking on procurement spending under Purchase Agreements and Long-term contracts. Ensure tracking of all service contracts issued by the country programme including lease agreements, security services contracts, internet service and Insurances.
- Work closely with the warehouse unit informing them of the supply pipeline, and ensure requestors verify supplies at delivery time. Follow up on timely delivery of supplies ensuring the items meet approved requestor specifications.
- Support in ensuring adherence to procurement plans by working closely with relevant budget-holders and supply chain Team Leader.
- Participate and support internal and external audits ensuring required information and documents requested are ready for submission to auditors.
- Support in safety related tasks including completion of incident reports, ensure DRC offices and compounds have in place risk mitigation measures for hazards.
- Provide inputs on safety SOPs review and contribute to the updates of the MOSS.
- Excellent liaison, communication and facilitation skill. Engage with relevant authorities for processing of camp entry permits.
- Inventory management of office supplies ensuring required commodities are reordered on time for both office and Camps compounds.

- Compound and guest house maintenance; check on required compound repairs and supervise the fixing including at DRC compounds in the Camps.
- Observe the DRC Code of Conduct and DRC's Anti-Corruption Policy and ensure any potential conflicts of interest are promptly raised and reported.
- Filing and archiving of documents on Sharepoint following proper file naming protocol.

Reporting

Weekly PR/PO Tracker status report

Inventory report for Office and Compound supplies

Experience and technical competencies:

- Minimum 4 years' experience in procurement and logistics function in a busy work environment with an INGO.
- Familiar with donor procurement guidelines; UN Agencies, DANIDA, FCDO, USAID, ECHO.
- Strong work ethic with high integrity and transparency
- Ability to work under pressure and deliver on tight deadlines.
- Strong skills and experience in using ERP system..Strong communication and feedback skills.

Education:

Bachelor's degree in Procurement and Logistics or Supply Chain Management.

Certificate in Humanitarian Logistics and Supply Chain Management

Languages:

English (Fluent, written and spoken)

Swahili (Fluent, written and spoken)

Key stakeholders:

DRC Staff

Suppliers/Service Providers

MoHA

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3. Job title: WASH Team Leader

Employment Category: G

Reporting to: Area Manager

Technical line manager: Technical Engineer

Direct reports: 2 water project and latrines officers and 3 water project and latrines assistants

Unit/department: Programme

Location: KIBONDO (including frequent travel camps and host communities)

Authorization level: Team Leader

Deadline: 21 August 2022

The overall purpose of the role: Responsible for implementing DRC's WASH programming in camps and host communities related to safeguarding and improving public health and safety of the refugees and host communities by ensuring access to longer term water solutions, promoting safe hygiene practices and supporting social cohesion and early recovery.

Responsibilities:

Program Planning

Lead planning for emergency WASH assistance projects at the field level including safe hygiene practices, and improvement of sanitation facilities at household and communal levels, and emergency water supply measures including better and efficient management measures, promoting social cohesion and early recovery.

Provide technical assistance and overall coordination to the roll out of the WASH project activities, including in the development/adaption of tools, methodologies, assessments for use by staff, community-based groups.

Participate and lead on community planning activities in liaison with community based protection and livelihood teams

Liaise and coordinate with WASH actors to plan and foster better and sustainable water resources at the camps and settlements.

Support ongoing harmonization between field office operations in WASH

activities and approaches;

Program Implementation, monitoring and reporting

Support implementation of DRC's WASH projects being implemented in the refugee camps and host communities and provide timely advice through QA of work plans, review of technical designs of water systems and sanitation infrastructures developed, BoQs for the technical systems, and regular site visits.

Provide technical and operational support throughout all stages of programming processes for the achievement of the WASH output results.

Ensure effective collaboration with other DRC sectors, where needed.

Support timely implementation of the WASH projects through regular checks against the work plans and assisting in adjustment of program implementation strategies where needed.

Monitor quality of the WASH projects against established quality and quantity indicators, through field visits and constant communication and oversight of the field teams.

Collect and collate regular implementation reports from the field, assess program implementation progress and devise corrective measures where needed.

Participate in monitoring and evaluation exercises, programme meetings, programme reviews and annual sectoral reviews and follow up actions to ensure timely and quality implementation.

Support the MEAL coordinator/officer in preparation of monitoring and evaluation exercises as well as reports.

Undertake field/site visits to monitor the quality of activity implementation and provide technical advice, guidance and oversight to coordinators/managers and field project staff as necessary.

Responsible for the development of project plans, budgets and reporting.

Undertake gap analysis in the areas of WASH and contribute in the development of new thematic areas according to the analysis.

Responsible for the efficient and effective program implementation of all WASH projects within the given timeframe, budget and quality standards.

Coordination and representation

Liaison and develop relationship with a range of key stakeholders including, community and camp leaders, community-based protection groups, local government.

Coordinate with other sectors within DRC's program to ensure coherent and coordinated planning of the interventions

Participate in inter-agency discussions, ensuring that DRC position, interests and priorities are fully considered and integrated in the planning and agenda setting.

Program development and reporting

Assist the Grants Management Coordinator in developing concept notes and proposals related to WASH activities.

Prepare and review donor reports for the WASH activities in collaboration with the WASH, MEAL, Grants and Finance teams.

Contribute to the planning, design and evaluation of WASH activities, including proposal and budget drafting, to secure programme funding for identified needs;

Enhance effective programme, sectoral or inter-sectoral, planning, development and management by leading, guiding, coordinating and supporting country WASH projects

Innovation, knowledge management and capacity building

Promote knowledge management by exchange of knowledge, information, situation analysis, experience or lessons learned;

Prepare learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development.

Support the capacity building and development of DRC WASH staff and community partners as relevant, to ensure effective implementation of activities and maximize impact of initiatives in the communities/camps.

Contribute to the assessment of WASH sector capacity gap analysis, in collaboration with other stakeholders, and support the design of initiative to strengthen capacities systematically.

Logistics /Finance:

Monitor financial commitments and expenditures against budgets and provide timely feedback on budget follow-ups on a daily/weekly/ annual basis.

Plan and coordinate proactively logistics and movements of staff from and to different locations within the Project Implementation Area.

Initiate procurements and ensure their execution.

Ensure the delivery of supplies to the right beneficiaries following our SOPs.

Contribute to grants management of all WASH activities through management of day-to-day project expenditures.

Experience and technical competencies:

Essential:

Bachelor's degree in civil engineering, Water, Environmental/Sanitation Engineering or other related field but with WASH experience programming is a required.

At least four (4) years' experience in WASH program management including planning of water systems, including deep borehole systems with NGOs, UN, Government or similar organizations

4 years of proven experience in large scale WASH infrastructural project management.

Proven technical expertise in area of WASH assessment including surveys, programme implementation, monitoring and evaluation and coordination is required.

Ability to coordinate a range of diverse actors and activities to achieve a common objective in the area of WASH.

Proven technical expertise in the area of WASH assessment including survey, programme implementation, technical design, monitoring and coordination.

A good communicator and proven diplomacy with all types of stakeholders

Fluency in spoken and written English required

Previous experience in international organizations and humanitarian settings.

Previous experience working with refugees or IDPs or other vulnerable populations.

Desirable

Understanding of Economic Recovery and Protection Sectors

Experience in community development and participatory techniques

Education:

Bachelor's Degree in Civil/Structural Engineering, Construction Management, or related discipline from recognized institutions

Documented skills in project planning and design, drafting, calculation, and technical drawing.

Thorough knowledge of construction national and international standards.

Excellent computer skills in programs such as AutoCAD, ArcGIS, and Microsoft office.

Languages:

English

Kiswahili

Knowledge of Kirundi would be a significant advantage.

Key stakeholders:

Community and Camp Leaders and Groups,

Local Government

DRC sector leads

WASH Actors

Suppliers

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