



## 1. JOB TITLE: **Protection Officer (Legal Officer)**

Department: **Tanzania**

Workplace: **Kibondo/Kasulu**

Contract Type: **National contract**

Posted **29 Apr 2023**

Expires **14 May 2023**

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 legal officer will provide litigation support to PoCs on humanitarian cases and offer legal analysis/training to refugees in Nduta and Nyarugusu camps. Will strengthen capacity of legal support in supporting legal practitioners representing POCs in need of international protection. Legal officer will work closely with paralegal on raising awareness to POCs on child protection, GBV, refugees rights, child labour, child's rights, help desk, juvenile court and mobile court.

Main Responsibilities:

### **Responsibilities and tasks**

- Reviews domestic violence police reports and establishes contact with the victim(s) to check on their status/safety. Educates the victim(s) on the criminal process and the role of the legal criminal advocate.
- Acts as a liaison between the victim(s) in domestic violence criminal cases and the prosecutors and courts, coordinate interviews, meetings, court appearances and relay victim input.
- Represent POCs in mobile court, juvenile court and planning visitation to prisoners in Kasulu/Kibondo DC and in camps.
- Working with paralegal in ensuring there are legal help desks (mobile and stationed) for legal awareness to PoCs such as permits to go outside the camp.
- Drafting legal submission and making legal representation of PoCs and community members during court sessions in cases of GBV and child protection.
- Making mediation and negotiation in cases such as card splitting, neighborhood conflict and family conflict.
- Assists PoCs seeking orders for Protection and attends court hearings when needed.
- Assigning duties and supervising interpreters and paralegals in performing their duties.
- Performs crisis intervention advocacy and social service referrals when necessary, and accompanies law enforcement with follow-up calls on Assessment of GBV survivors.
- Serves as a link between the DRC and the judicial/legal communities.
- Providing legal advice, trainings on child labor and trafficking to PoCs when litigating legal issues.
- In collaboration with case management officer, linking GBV survivors to psychosocial social support and livelihood opportunities.
- Undertaking legal research and organizing legal trainings to national staffs and partners.
- Take over any other task designated by the Manager, Team Leader to ensure proper functioning of the Legal department.
- Ensure DRC's accountability commitments are mainstreamed into all protection ac
- Any other tasks required by his/her supervisors in the limit of his/her expertise.

## **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**

- Experience of more than two years in humanitarian context.
- Minimum of 2 years' experience working in INGO, with additional knowledge of human rights law and international refugees' law.
- Able to work in challenging environment and meeting deadline.
- Flexible, team player and independent
- Technical understanding of core protection concepts, and response strategies in line with best practices.
- Experience working in protection in an integrated manner with other humanitarian sectors of intervention.
- Experience working with displaced or conflict affected populations.

- Strong planning, organizational and problem-solving skills with the ability to work both independently and within a team.
- Integrity, strong work ethic, and ability to consistently meet deadlines under pressure.
- Strong interpersonal skills and commitment to learning and implementing organizational policies and procedures.
- Full proficiency in Microsoft Office, including Word and Excel.

### ***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 H

**Reporting to:** Legal Team Leader

**Technical line manager:** Protection Manager

**Direct reports:** N/A

**Unit/department:** Legal Department

**Location:** Kibondo/Kasulu

**APPLY HERE**

## **2. JOB TITLE: Supply Chain Assistant (Warehouse Management)**

Department **Tanzania**

Workplace **Kigoma/Kasulu**

Contract Type **National contract**

Posted **04 May 2023**

Expires **14 May 2023**

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:**

- Warehouse Management
- 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

## Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others

## **Education**

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

## **Languages:**

- English (fluent)
- Swahili (fluent)

## *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: Supply Chain

Location: Kibondo/Kasulu

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