



About QC:

Qatar Charity (QC) is a non-governmental organization working in both relief and development. With a considerable regional capacity, QC is a leading humanitarian organization in the East Africa region committed to transforming adversity into revival for the world's most vulnerable populations.

By working with beneficiaries and communities, QC is keen to develop the links and continuum between relief activities and long-term community development projects.

In the performance of its activities in cooperation with different humanitarian and development partners, Qatar Charity is committed to the principles of partnership such as equality, transparency, responsibility, and integration.

QC is also committed to the fundamental humanitarian principles of independence, neutrality, and impartiality.

For the last three decades, Qatar Charity has achieved both consistent and considerable growth in terms of its operations and institutionalization and is currently working in more than 70 countries across the world, with field offices in 40 countries.

QC has a membership of the United Nations Economic and Social Council Since 1997; and is a member of various fora and networks the recent being the START Network. QC is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs since 2009.

1. Position: Program Officer

Location: Dar es Salaam, Tanzania

Reports to: Programs Manager

Duration: 12 months (with possibility to extension)

Starting Date: June 2, 2023

Closing Date: June 16, 2023

Position Summary:

Under the direct supervision of the Programs Manager, the Program Officer provides efficient and effective support to the program assigned and collaboratively work with the rest of the team and all relevant QC departments to achieve Program's objectives.

Position Duties and Responsibilities:

- Work closely with technical and program management staff and form a link between the programs and operations department, whilst staying aware of any procurement and distribution developments.
- Assist with the production of donor reports through coordination with the Programs Manager.
- Manage all necessary admin paperwork to pay incentives and running costs of assigned facilities within projects.
- Provide the Program Manager with immediate knowledge and analysis of any potential misconduct or gap in field procedures about operations and administration policies; this should be done through QC's complaints and feedback mechanism and coordination.

- Maintain awareness about international standards about program design and implementation and humanitarian relief and development best practices.
- Assist in the initial need assessment for the approved projects/ programs.
- Manage all necessary admin paperwork to for incentives and running cost.
- Assist with administrative duties such as filing, scanning, copying, and archiving.
- Assist in the preparation and drafting of periodic program reports to Donors and QC's HQ.
- Assist with special projects including travel, logistics, event preparation and research.
- Assist in implementation of programs in line with the approved project proposal and budget.
- Assist in implementing an effective monitoring and evaluation framework for the program.
- Where appropriate, work closely with partner organizations in completing the above tasks.

Public Relations, external affairs & Communications:

- Public Relations Focal point to external stakeholders such as the Media sector.
- Communication Focal Point.
- Inform the national and local media, when needed and authorized, about QC activities and partners.
- Develop communications tools and press releases which are appropriate for the Qatari and Tanzanian media context when required.

- Provide advice and leadership to QC Tanzania Senior Management Team and Country
- Director when external communication strategy requires a strategic shift.
- Perform such other duties that may be assigned

Job Requirement: (Education and Qualification)

- Educated to degree level with at least a bachelor's degree in Development or social science closely related to Humanitarian/Development sector.
- Professional experience 2 years.
- Computer skills.
- Languages (English and Swahili) must be able to read, write and speak. Arabic is an added asset.

Mandatory Requirements

- Must be Tanzanian citizen
- Fully aware of Tanzania municipal regulations, policies and procedures and local laws.
- Understanding of the Qatar Charity cultural and political environment.

Personal Attributes

- Be honest and trustworthy.
- Be respectful and flexible.
- Possess cultural awareness and sensitivity and demonstrate sound work ethics.

2. Position: Project Officer (WASH)

Location: Dar es Salaam, Tanzania

Reports to: Programs Manager

Duration: 12 months (with possibility to extension)

Starting Date: June 2, 2023

Closing Date: June 16, 2023

Position Summary:

The Project Officer (WASH), under operational and technical guidance of the Programs Manager, is responsible for ensuring proper implementation of QC's projects. The Project Officer (WASH) oversees field operations and ensures effective and timely completion of activities, delivery of quality outputs and achievement of outcomes with maximum impact for beneficiaries. The Project Officer (WASH) supervises the project staff in day to day management of all aspects of the project and liaises with relevant internal departments and external partners and project stakeholders.

Position Duties and Responsibilities:

- Manage the implementation of the WASH projects to guarantee that scope, budget, time and quality are in accordance to the different project specifications, donor requirements, and QC rules and regulations.
- Contribute to the development and execution of the WASH strategy/response plan for QC in alignment with the overall emergency response plan of the organization.
- Ensure that the project(s) activities under responsibility meet their intended scope, time and budget as per the project's work plan as designed by the Programs Manager and inform of any delay or workaround required for timely completion of activities.

- Provide necessary information and documentation to the Programs Manager for the preparation of project proposals and/or for QC to contact potential donors. Actively assist in the coordination of donor visits.
- Contribute to contingency planning for possible WASH emergency response if required.
- Lead the design process and oversee compliance of technical specifications for the implementation of the required WASH infrastructure and services to guarantee the quality of the output and alignment to international and national standards and donor requirements.
- Ensure sound financial management through the monitoring of project(s) budget according to internal and donor requirements.
- Adhere to the guidelines provided by the programs manager regarding the use of budget lines for the project(s) activities.
- Mentor, coach, and manage Field Project Officers (WASH) and the staff under supervision; support the performance evaluations, oversee and help to resolve team conflicts. Ensure that adequate and relevant capacity building is provided to the members of the team.
- Plan and supervise the project(s) procurements in line with approved by the Programs
- Manager specifications or BoQs, working in close coordination with the procurement and logistics unit to ensure that the required materials and items are procured and delivered to the respective sites in a timely manner.
- Follow up the schedule with contractors and prepare and sign completion certificates. Work closely with the administrative units of QC to ensure

adequate contracts management, close-out procedures and final payments to the contractors.

- In coordination with the Programs Manager, actively liaise with the WASH Cluster, other WASH agencies, government authorities/entities and any other relevant stakeholder to ensure that QC WASH activities are coordinated to avoid duplication, violation of national regulations or contravention of operational agreements set by the humanitarian community at the country level.
- Ensure that all relevant permits and authorisations are obtained from the local authorities to guarantee project stability and good relations with the local government.
- Under the direction of the Programs Manager, coordinate the implementation of activities with QC support units and ensure that inter-sectoral activities/approaches are planned and coordinated with the respective units/programs.
- Maintain effective and active communication with all the stakeholders. Make sure that the relevant and necessary information is transmitted in a timely manner upstream to the Programs Manager and downstream to the members of the WASH team under supervision.
- Monitor the project implementation by performing regular visits to the areas of operation and record relevant data for further analysis.
- Ensure that all the project data and information is archived and shared appropriately.

- Prepare and submit regular progress reports to the Programs Manager indicating progress, constraints and requirements for project completion.
- Contribute to ensuring that cross-cutting issues are integrated into the WASH programming, such as GBV, Accountability to Affected Populations (AAP), Environment and other cross-cutting issues of relevance.
- Perform such other duties that may be assigned

Job Requirement: (Education and Qualification)

- Civil Engineering, Chemical Engineering, Mechanical Engineering, Environmental Engineering, Geology or a related field from an accredited academic institution
- Professional experience 2 years.
- Computer skills.
- Languages (English and Swahili) must be able to read, write and speak. Arabic is an added asset.

Mandatory Requirements

- Must be Tanzanian citizen
- Fully aware of Tanzania municipal regulations, policies and procedures and local laws.
- Understanding of the Qatar Charity cultural and political environment.

Personal Attributes

- Be honest and trustworthy.
- Be respectful and flexible.

- Possess cultural awareness and sensitivity and demonstrate sound work ethics.

3. Position: Sponsorships Supervisor (ARABIC LANGUAGE IS MUST)

Location: Tanzania (Two vacancies one in Dar es Salaam and the other in Pemba)

Reports to: Social Welfare Officer

Duration: 12 months (with possibility to extension)

Starting Date: June 2, 2023

Closing Date: June 16, 2023

Position Summary:

The Sponsorship supervisory function is concerned with monitoring the social reality in the country to know the needs in addition to the existing social policies, plans and programs in the country to meet these needs. The social welfare function in the office carries out the duties of preparing and implementing social projects and providing services to target groups to meet their needs.

Position Duties and Responsibilities:

- Full compliance with all policies, systems and procedures in force at Qatar Charity.
- Awareness of the social and political reality of the society in which s/he works in, and keenness to respect its customs and traditions.
- Direct supervision of 500 sponsored persons and full knowledge of their places of residence, educational institutions and their surroundings social.

- Preparing any study of a social case that falls within its geographical field, according to the social research methodology followed and approved.
- Following up the preparation of case files according to the lists of documents required by the association, and ensuring the accuracy and validity of the case and the validity of all documents submitted.
- Maintaining the confidentiality of the information on the cases s/he studies, and fully committing not to using this information except within the purely professional limits assigned to it.
- Supervising the provision of services required for the benefit of 500 sponsored persons according to the general framework of social supervision followed in Qatar Charity, and according to the time plan approved by the Social Welfare Officer in the office.
- Supervising the receipt of 500 sponsored persons for their allowances directly on time and in the specified amounts, preparing receipt statements and submitting them to the social welfare officer for approval.
- Various partner or concerned parties in her/ his work area in order to serve the interests of the sponsored and enhance the communication with the status of the association.
- Preparing individual reports for 500 sponsored persons according to the categories and according to the approved periodical for the completion of these reports, and ensuring that all data contained in the reports is current and accurate.
- Providing contact information with 500 sponsored persons or accessing them at any moment, whether for follow-up purposes or monitoring or evaluation.

- Preparing achievement reports for the various activities implemented for the benefit of 500 sponsors according to the specified dates and in accordance with the supported models.
- Provide reports and information about 500 sponsored persons who supervise them upon request, whether from the office or from headquarters.
- Cooperating and coordinating with all sponsorship supervisors in the office to prepare and implement the periodic work plan (weekly/monthly) under the supervision of the social care official in the office.
- Contribute to the mobilization of financial and in-kind resources for the benefit of the sponsored in the work area according to the policies and administrative and financial systems approved in this field.
- Connecting communication with the old sponsored graduates of the sponsorship program to her/ his work area, inspecting their conditions and submitting reports on them according to the approved report form.
- Executing the additional activities and tasks required of the Social Welfare Department.

Job Requirement: (Education and Qualification)

- Bachelor's degree/ Diploma in Sociology, Social field, Psychology, Educational sciences
- Professional experience 2 years.

Computer skills.

- He/ She must be able to read, write and speak fluently in Arabic (as all reports are in Arabic language.)

- Languages (English and Swahili) must be able to read, write and speak.

Mandatory Requirements

- Must be Tanzanian citizen
- Fully aware of Tanzania municipal regulations, policies and procedures and local laws.
- Understanding of the Qatar Charity cultural and political environment.

Personal Attributes

- Be honest and trustworthy.
- Be respectful and flexible.
- Possess cultural awareness and sensitivity and demonstrate sound work ethics.

HOW TO APPLY:

Interested and qualified candidates should forward their CVs and a motivation letter to qctanzania@qcharity.org by COB **June 16, 2023**, mentioning the position they applied for in the email title (Female candidates are strongly encouraged to apply).

Please bear in mind that only short-listed candidates will be contacted. QC will carry out screening checks and will take out references on your behalf.

No phone calls are accepted. We are equal opportunity employer.