

## **ADVERTISEMENT OF EMPLOYMENT VACANCIES FOR THE YEAR 2020**

Relief to Development Society (REDESO) is a national non-governmental organization, registered under the Non-Governmental Organization Act, 2002 with Certificate No. 1466 in Tanzania. The organization is engaged in Humanitarian and Community Development projects implemented under the humanitarian to development nexus concept. In the areas of our operation, Local Government has been always one of our key partners. REDESO is a partner with UNHCR serving Burundian and Congolese refugees in North-western Tanzania and urban caseload in Dar es Salaam.

REDESO invites interested qualified and competent Tanzanians and international expatriates who meet the listed criteria to apply for the following positions:

### **1. Programmes Coordinator (1 Post)**

**Location: Kasulu**

**Reports to: Deputy Chief Executive Officer**

## **JOB SUMMARY**

The incumbent shall be responsible on daily operations, coordinating the relationship between the office and the government and monitor the implementation of programs of field office.

### **Main Responsibilities:**

- Oversee operations team and program to ensure that procurement management is done on planned, timely manner and fleet management is well organized and coordinated with all sectors
- Support cultivation of donor relationships and participate in donor bilateral meetings regularly.
- Provide on-site leadership for project team by building and motivating team members to meet project goals, adhering to their responsibilities and project milestones.
- Ensure that program activities move according to predetermined schedule.
- Monitor the progress of the program activities on a regular basis and hold regular meetings with different stakeholders.
- Maintain strict adherence to the budgetary guidelines including managing the budget, tracking expenses and minimizing exposure and risk in the project.
- Develop proposals and deliver progress reports, documentation and presentations to various audiences, including project team, donors and partners and key stakeholders

### **Minimum Qualifications**

- The candidate must possess Masters in Business Administration, Environmental Management or Social Science from reputable university or equivalent qualifications from a recognized University.

### **Working Experience and Skills**

- At least five (5) years extensive and successful experience in project planning and management. Preferably humanitarian and development programmes.
- Working experience with humanitarian and donor funded programs.
- Must have an experience of working at the senior level with minimum supervision.
- Candidate must possess a high degree of honesty, integrity, visionary leadership, team work spirit and volunteerism.
- Able to establish and maintain relationship with key people both internally and externally.
- Ability to manage a highly complex portfolio and deliver a wide range of objectives within the time available.

- Procurement and Contract Management Skills, personal energy and resilience and ability to think strategically without losing touch with day to day service delivery.
- MS Office applications, Word, Excel, Power Point, Spread sheets and other Statistical software.

## **2. Finance Manager (1 Post)**

**Location: Kasulu**

**Reports to: Senior Finance Manager**

**Job summary**

Finance Manager will oversee all financial and accounting matters, procurement, budget planning and monitoring and periodic financial reporting.

### **Minimum Qualification and Experience**

- Education: Degree in Accounting, Finance, Business Administration in Finance.
- Holder of Certified Public Accountant (CPA T).
- Good understanding of the workflows of major Enterprise Resources Planning (ERP).
- Job Experiences: Minimum 3 years of relevant working.
- Working experience in humanitarian and development programs.
- Working experience in UN reporting system.
- Solid knowledge of financial and accounting procedures and financial regulations.
- Strong ethics, with an ability to manage confidential data.
- Excellent organizational skills and be able to handle time-sensitive tasks.
- Hardworking with capacity to work independently with minimum supervision.

### **Responsibilities**

- Lead the general project budget planning and strategy exercise.
- Supervise budgetary management and controls.
- Oversee the general financial planning and controls.
- Coordinating internal compliance review and monitoring activities, including periodic reviews.
- Review payment packages for budget availability and correct coding.
- Monitor budget versus expenditure.
- Ensure timely processing and disbursement of payments to legitimate suppliers.
- Prepare work plan and budget in coordination and make sure that all expenditures are according to work plan and budget.
- Prepare and ensure timely submission of monthly/quarterly program/financial reports in coordination with Finance department.
- Ensure Bank reconciliations are timely prepared and submitted to finance department.
- Reconcile Accounting software reports with Project Financial Reports (PFR).

## **3. Human Resource Manager (1 Post)**

**Location: Kasulu**

**Reports to: Project Coordinator**

**Job summary**

Human Resource Manager will handle a variety of personnel related administrative duties. He/she will provide information and clerical support to Human Resource Coordinator and employees regarding human resources activities, policies, processes and procedures.

### **Responsibilities**

- Assist with day to day operations of the HR functions and duties.

- Provide clerical and administrative support to Project Coordinator and Human Resource Coordinator.
- Compile and update employee records (hard and soft copies).
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations, etc.)
- Coordinate staff (meetings, training, surveys, etc.) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.)
- Properly handle complaints and grievance procedures.
- Conduct initial orientation to newly hired employees.

#### **Minimum Qualifications**

- Bachelor degree in Human Resources or related field.
- Excellent organisational skills.
- Work experience of not less than 2 years.
- Fluency in spoken and written Kiswahili and English languages.

#### **4. Senior Accountant (1 Post)**

**Location: Kasulu**

**Reports to: Finance Manager**

##### **Job summary**

Senior Accountant will oversee the financial aspects of the project, ensuring that the paperwork submitted for payment is donor compliant, and financial reports are submitted in a timely manner and sufficient liquidity is available at all times. He/she will dedicate 100% of her/his time to the project.

##### **Responsibilities**

- i. Guide financial decisions by establishing, monitoring, and enforcing policies and procedures for overall REDESO offices and programs.
- ii. Prepare budgets by establishing schedules and consolidating financial data in collaboration with finance and program team.
- iii. Review operating budgets to identify trends affecting budget needs, report findings and provide recommendations to improve efficiency of the budget implementation.
- iv. Oversees fund disbursements processes from beginning to end of the program implementation.
- v. Ensure that office policies, including financial, procurement, HR policy and inventory are in place, compliant with project and donor policies, and implemented efficiently.
- vi. Ensure that all transactions are posted accordingly to the organization accounting systems and the system is up dated and operational.
- vii. Ensures that expenditures are in accordance with the budget planned.

#### **Minimum Qualifications**

- Bachelor Degree in Finance/Accounting.
- Registered with Accounting Professional Bodies will be an added advantage.
- Proficiency in Excel, and mastering other analysis tools is an added advantage.
- Knowledge of Enterprise Resources Planning (ERP) Systems are preferable.

#### **Working Experience and skills**

- At least 3 years of relevant working experience in the field of accounting and finance.
- Solid knowledge of financial and accounting procedures and financial regulations.

- Experience using financial software.
- Strong ethics, with an ability to manage confidential data.
- Excellent organizational skills and be able to handle time-sensitive tasks.
- Working experiences in humanitarian programs, emergency response, rehabilitation and recovery.
- Working experience with NGOs and donor funded programs and reporting.
- Hardworking with capacity to work independently with minimum supervision.

#### **5. Procurement and Logistic Officer (1 post)**

**Location: Kasulu**

**Reports to: Finance Manager**

##### **Job Summary**

Logistic Officer will be responsible in managing REDESO stores, including receipt, storage and dispatch of program materials and supplies. This position maintains physical condition of warehouse by planning and implementing new design layouts; inspecting equipment and goods and properties; issuing work orders for repair and requisitions for replacement.

##### **Minimum Qualifications**

- Bachelor Degree in Supply Chain Management

##### **Working Experience**

- At least 2 years working experience in relevant fields.
- Working experiences in humanitarian programs, emergency response, rehabilitation and recovery.
- Working experience with NGOs and donor funded programs and reporting.
- Working experience in procurement rules and procedures.
- Working experience in managing equipment and goods and properties under donor funded programs.
- Fluent in both English and Kiswahili languages and Computer literacy; MS Office, Excel, ERP system or related.

##### **Responsibilities:**

- Strategically plan and manage logistics, warehouse transportation and customer service.
- Arrange vehicle movement and maintenance and services in collaboration with supervisor.
- Direct optimize and coordinate full order cycle of stores.
- Keep track of quality, quantity, stock level, delivery time transport cost and efficiency.
- Receiving, count check and measuring where necessary the incoming goods and recording in duly signed (GRN) there after post in Bin cards and store ledgers.
- Prepare Organizes and follow the purchasing procedure (internal and external documentation, quotation, reporting) and together with Senior Accountant.
- Receive Requests from User Departments within agreed budgets and timelines based on established vendor agreements, company policies and procedures.
- Request for Quotations, evaluate quotations, place orders, and follow up on delivery from Approved Suppliers.
- Coordinate the receipts, opening and evaluation of quotations, tenders, or proposals for goods, services or works.
- Creating and expediting Purchase Orders in line with company procedures and ensuring it is done in a timely and accurate manner.

- Ensure that office policies, including financial policy, procurement policy and donor policies are implemented effectively.

## **6. Monitoring, Evaluation, Accountability and Learning Officer (1 Post)**

**Location:** Kasulu

**Reports to:** M&E Specialist

### **Job summary**

MEAL Officer will be responsible in performing result based monitoring, evaluation, accountability and learning and reporting of project activities. The incumbent will also be responsible in ensuring best practices in data collection, analysis and reporting as well as project evaluation and recommendations

### **Minimum Qualifications**

- Master Degree in Monitoring and Evaluation and Project Management, with component of statistical analysis or Mathematics.
- Knowledge on project planning, implementation, monitoring and evaluation.

### **Working Experience and Skills**

- At least 3 years working experience in reasonably projects.
- Working experience in humanitarian and development programmes will be an added advantage.
- Competent in report writing and statistical analysis.
- Good Computer skills, especially in Word and Excel with ability to analyse data and interpret statistical information.
- Experience in using various M&E Tools.
- Strong interpersonal skills and ability to work effectively and independently within a multi-cultural team with differing areas of expertise.
- Ability to work under pressure, and prioritise workload according to the changing needs of the programme.
- Enthusiastic, flexible and with the ability to work long hours to meet the deadlines of the programme.

### **Roles and Responsibilities**

- To ensure timely programme monitoring and reporting to Project and Senior M&E Managers.
- To conducting programme design, research & evaluation.
- To manage data collection, collation, analysis and information management.
- To ensure accountability, learning and documentation of project results.
- To provide technical support to MEAL Assistant officer in Nyarugusu Camp in routine monitoring and periodic evaluations.
- To ensure all REDESO's Result Based M&E Tools are properly in use and timely updated including Result Framework and Indicator Performance Tracker.
- To carry out On-Site Data Verification (OSDV) on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible) and ensure data quality checks before submission of final reports.
- To ensure timely survey, assessment and reporting of programmatic activities.
- To ensure proper documentation of Project's best practices, and provide inputs for research/study for continuous improvement and further learning.

## **7. MEAL Assistant (1 Post)**

**Location:** Kasulu

**Reports to:** MEAL Officer

### **Job summary:**

MEAL Assistant officer will work closely with MEAL Officer in project data collection during monitoring and evaluation including documenting lesson learnt and reporting.

### **Minimum Qualifications**

- Bachelor degree in Project Management, Monitoring and Evaluation or any relevant field from a recognized University.
- Research skills (quantitative and qualitative) will be an added advantage.
- Excellent understanding and practical experience with MS Office application, especially MS Word and Excel.
- Knowledge on Excel functions, including formulas and creating graphs from data sets.

### **Working Experience and Skills**

- At least 3 years working experience in humanitarian, emergency or development context projects, preferably in monitoring and evaluation roles (M&E) and project management roles.
- Working experience in database management.
- Working experience with data analysis quantitatively and qualitatively
- Ability to work under pressure, ability to prioritize and commitment to meet deadlines.
- Potential and flexible attitude to learn and take on new tasks.
- Fluent written and spoken English and Swahili languages.
- Excellent communication and interpersonal skills.

### **Roles and Responsibilities**

- To work with the project team in collecting data from the field as per the monitoring plan.
- To follow up proactively with programme team and management to ensure MEAL data is collected at agreed calendar.
- To assist in conducting surveys, observational monitoring, focus group discussions and key informant interviews in refugee camp and host communities.
- To enter gathered data in a prescribed REDESO M&E Tools.
- To contribute to timely and quality reporting on the project results.
- To assist the programme team in strengthening the accountability mechanisms; this includes documenting and (monitoring) follow-up on feedback and complaints of beneficiaries and the generation of regular analysis and reports.
- To assist the programme team in documenting lessons learnt.
- To assist MEAL Officer to update REDESO MEAL tools.
- To organize, collect, compile and document all program and MEAL-related data and files, to ensure that all records are properly organized and stored.

## **8. Project Officer Energy Solutions (1Post)**

**Location: Kasulu**

**Reports to: Energy Specialist**

### **Job summary**

Project officer energy solutions will be responsible in dealing with all project matters related to energy for domestic consumption in refugee camps and host community. The incumbent will also be responsible in conducting energy surveys.

### **Minimum Qualifications:**

- Bachelor degree in Renewable Energy or Mechanical Engineering
- Knowledge in improved energy efficient stove production and training experience will be an added advantage.
- Knowledge and capacity building and coaching, alliance building and multi-stakeholder facilitation, product development and quality control.

### **Working Experience and Skills**

- Minimum of 3 years of working experience in the energy sector and/or relevant programmes in or outside Tanzania.
- Working experience in humanitarian and community development programmes.
- Proven track record in energy project implementation; team work and leadership; programme design, development and resource mobilisation. Improved cook stove and/or alternative biomass fuels project implementation experience preferred. Strong external network in the Tanzania energy sector and beyond.
- Proficiency in Kiswahili and English required, additional language skills in Kirundi and Kikongo will be an added advantage.
- Self-motivated achiever with excellent intercultural leadership, teamwork, coaching, communication, networking and organisational skills.

### **Key responsibilities**

- Provision of clear concise reports and advice to donors and project coordinator and energy management matters.
- Carry out feasibility studies in regard to technical and basic financial aspects for energy efficiency and biomass- briquettes.
- Ensure high quality implementation of the project deliverables to the achievement of results in cooking energy technologies, (biomass) cooking fuels.
- Lead in fuel efficient stove technical trainings with cook stove producers and beneficiaries.
- Lead, manage relationships and motivate the local project field team, partners and relevant stakeholders; plan and assign agreed local task deliverables in manners that support capacity development and strengthening; facilitate positive relations in a context of diverse social and cultural interests.
- Closely work with other project team including REDESO Kasulu MEAL Unit in ensuring timely monitoring, evaluation and reporting – Collaborate with MEAL Unit in supporting timely M&E work plans delivery for regular data collection, results verification, risk monitoring and reporting.
- Ensure full analysis and documentation and sharing of project insights and results with respect to energy technology product-service development, delivery-use and quality control.



## **9. Project Officer, Environmental Education (1 Post)**

**Location:** Kasulu

**Reports to:** Project Manager

### **Job summary**

Environment education officer will be responsible in raising awareness in environmental conservation in refugees and host community. S/he will also deal in managing and supervising environmental education activities

### **Minimum Qualifications**

- Bachelor Degree in Environmental Science, Agriculture, Plants Science, and Conservation Biology, Ecology, Environmental Management, Forestry and Geography.

### **Working Experience and Skills**

- At least 3 years working experience in humanitarian, emergency and development context.
- Commitment to, and enthusiasm for, environmental conservation and sustainable development.
- The ability to communicate effectively in written materials as well as presentations, workshops and guided walks.
- Interpersonal skills and an ability to relate to people of all ages.
- Excellent organisational and time management skills.
- The ability to work in a team but also on your own initiative.
- Desire and commitment to serve vulnerable groups particularly the refugees.

### **Key responsibilities**

- Design and coordinate environmental education awareness programs activities within refugee camp and host community.
- Assist Project Manager and other project team to ensure the sustainability of environmental protection interventions.
- Assist the Project Manager with the strategic review and development of REDESO's environmental education programs within the camp and in host communities.

### **The specific duties**

- Make logistical arrangements for all environmental education program activities.
- Liaise with project stakeholders to ensure all objectives are met by the program.
- Promote the short and long term program success stories using the print and other media.
- Work closely with the MEAL Unit to monitor and evaluate the outcomes of the project and provide reports and presentations on project outcomes when required.
- Report when required on the progress of the environmental education program to the Project Coordinator, Management Board and funding organizations.
- Developing and implementing environmental education materials.
- Support natural resources, environment and energy team.
- To plan & coordinate energy and environmental education activities in refugee camps of Nduta, Mtendeli and host communities in Kibondo and Kakonko Districts. Including awareness & mobilization campaigns on various aspects of the energy and environment within & outside the Camps.



## **10. Senior Camp Officer (1 Post)**

**Reports to: Project Coordinator**

### **Job Summary**

Senior camp officer will be responsible in providing direction, instructions and guidance to camp based staff for the purpose of achieving REDESO and donor's goals and objectives.

### **Minimum Qualifications**

Bachelor degree in Project Management, Community Development or Development studies.

Computer literacy on basic MS Office (Word, Outlook, Excel)

### **Duties and Responsibilities**

- To develop activity strategy to be used by the project team to reach the planned objectives.
- To provide and organize capacity building trainings and workshops for field staff.
- To communicate clear instructions to staff members on best practices regarding program implementation.
- To manage and deal with daily feedback from camp based staff.
- To supervise daily operations of camp based staffs and ensure the project implementation are according to organizational and donor objectives.
- To produce and distribute timely operational reports to the appropriate personnel and organizations.

## **11. Secretary/Receptionist (1 Post)**

**Location: Kasulu**

**Reports to: Human Resource Manager**

### **Job Summary**

Will be responsible in managing front desk office including incoming and outgoing mails and calls, visitors, head of office diary, and secretarial services.

### **Minimum Qualifications and Working Experience**

- Diploma in Secretarial course or Mass Communication.
- Knowledge of Customer care.
- At least 3 years working experience as front desk officer.
- Proficiency in Ms Word, Excel, Internet.
- Fluency in Kiswahili and English languages with competence in communication skills.

### **Responsibilities**

- Receiving all visitors to the office and either address their requirements or refer them to the appropriate office where necessary.
- Facilitate all incoming and outgoing correspondence such as emails, letters and other communication including fax messages and route mails to the respective office for response.

- Typing and printing of letters, minutes and other official documents and filing.
- Ensure the availability of general office supplies, including purchasing and issuing so as to facilitate effective operations.
- Maintain department/sector filing systems and records; assist the sector heads to develop and implement filing systems appropriately.
- Ensure orderly movement of incoming and outgoing files, monitor and update record of files movement register in his/her office.
- Coordinate the flow of information both internally and externally.

## **12. Field Officer-Soil Conservation (1 Post)**

**Location: Kasulu**

**Reports to: Senior Camp Officer**

### **Job Summary**

Field Officer-Soil Conservation will be responsible for making patrol in the natural areas to ensure their conservation and protection.

### **Minimum Qualifications**

- Diploma in Soil Conservation, Environmental Management.
- Proficiency in Ms Word, Excel, Internet.
- Any other training on Soil Conservation and Environmental Management will be an added advantage.

### **Working experience**

- At least 3 years working experience as a Field Officer.
- Working experience in humanitarian and community development programmes.
- Fluency in Kiswahili and English languages with competence in communication skills.

### **Responsibilities:**

- To control soil erosion through contour excavation, re-excavation, check dams and gabions. Follow up on contour excavation and re- excavation.
- To make patrol inside and outside of the camps to prevent environmental degradation.
- To promote awareness campaign on how to control soil erosion, river conservation through planting water friendly species.
- To sensitize the community to stop farming activities along the rivers.
- To conduct training refugees and staff on Kitchen Gardening.
- To supervise environmental Guide and Animators.
- To prevent soil loss from erosion in the camps and host community.
- To prevent environmental degradation in the camps and host community.
- To make follow up and monitoring of tree seedling transplanted in the camps and host communities.
- To collect data on environmental conservation including trees planted and environmental degradation activities.
- To provide guidance and counselling to staff.
- To prepare and ensure submission of project reports to Senior Camp Officer.

### **13. Field Officer Forest protection (1 Post)**

**Reports to: Senior Camp Officer**

**Job Summary:**

The incumbent in this position will be responsible in ensuring proper execution of all project activities regarding the development and management of the forest within the camp and to the host community. S/he will ensure that the forest as well as woodlots inside and outside the camp is well protected.

**Minimum Qualifications:**

Diploma in Forestry management.

Good IT knowledge and numeracy skills.

**Working Experience:**

- 3 years working experience in forest protection and management programs.
- Excellent leadership and communication skills.
- Confidence to lead negotiations.
- Strong awareness of environmental issues.
- Good research and analytical ability.
- A strong forest management background.
- A proven record with innovative practical approach. .

**Duties and Responsibilities**

- Advising project team on good forestry practice.
- To monitor and evaluate forest development and management activities.
- To advise on best tree species to be planted.
- To closely work with help desk officer in managing information from the refugees concerning forest protection matters
- Site surveys, as well as anticipating future ecological developments.
- Ensuring there is no illegal felling of trees.
- Identifying and addressing potentially harmful pests and diseases.
- To evaluate and advise best ways to mitigate the impact of forests on nearby environments, such as water sources.

### **14. Field Officer- Energy (1 Post)**

**Location: Kasulu**

**Reports to: Senior Camp Officer**

**Job Summary:**

Field Officer-Energy will be responsible for making follow up and give feedback on progress of energy solutions stoves and propose an innovative and sustainable energy solutions approach.

**Minimum Qualifications:**

- Diploma in Renewable Energy or Mechanical Engineering.
- Knowledge in improved energy efficient stove production and training experience will be an added advantage.
- Knowledge and capacity building and coaching, alliance building and multi-stakeholder facilitation, product development and quality control.

**Working Experience and Skills**

- Minimum of 3 years of working experience in the energy sector and/or relevant programmes in or outside Tanzania.
- Working experience in humanitarian and community development programmes will be an added advantage.

**Roles and Responsibilities**

- To carry out feasibility studies in regard to technical and basic financial aspects for energy efficiency and biomass- briquettes.
- To ensure high quality implementation of the project deliverables to the achievement of results in cooking energy technologies, (biomass) cooking fuels.
- To make follow up and give feedback on progress of energy solutions stoves in the camps.
- To mobilize fabrication and proper use of FES.
- To follow up on the durability of installed insert stoves.
- To prepare and ensure timely submission of monthly report on project development.

**15. Firewood Supervisor (1 Post)**

**Location:** Kasulu

**Reports to:** Senior Camp Officer

**Job summary**

Firewood supervisor is directly responsible for firewood distribution to PSNs and supervises firewood cutters and splitters. S/he will also be responsible in ensuring the timely availability of firewood for PSN.

**Minimum Qualification:**

Certificate in energy and forestry.

**Experience;**

3 years working experience in firewood and energy projects.

Strong supervisory experience with logistics and record keeping skills

Ability to easily communicate and deal with vulnerable people especially those with special needs

**Roles and responsibilities**

- Supervise firewood splitter/cutters.
- Verify the list of PSN to be supported with firewood.
- Distribute firewood to PSN, police, hospital and other centers.
- Keep records of available firewood and stock.
- Provide status of the available firewood balance monthly.
- Provide environmental education in the camps

## **16. Nursery Supervisor**

**Location:** Kasulu

**Reports to:** Senior Camp Officer

### **Job Summary:**

Nursery Supervisor will be responsible in managing daily nursery development and management activities. S/he will be responsible in supervising casual laborers in executing their nursery functions

### **Minimum Qualifications**

Diploma in Agriculture Development and Forestry.

### **Working Experience:**

- At least 3 years working experience in tree nurseries management and forestry development programs.
- Working experience in soil testing and plant diseases control.

### **Duties and Responsibilities**

- To manage, supervise and direct nursery staff and labourers in executing their nursery functions.
- To supervise testing of soil condition for growing desired tree species.
- To provide training to the nursery staff in nursery management issues.
- To develop innovative methods in growing plants, shrubs or flowers.
- To protect nursery plants from diseases, weeds, insects and pests.
- To manage purchases of plant nutrients, seeds and disease control chemicals.
- To maintain and manage nursery care equipment in good condition.
- To organize nursery shows, exhibitions and events.
- To implement the best standards in nursery management issues.
- To supervise all nursery activities including seeds raising, watering, grafting, budding and root pluming.
- To manage daily casual labor and timely report making.

## **17. Environmental Guide (36 posts)**

**Location:** Kasulu

**Reports to:** Senior Camp Officer

### **Job Summary:**

**Environmental Guides** will be responsible for daily patrols inside and outside the camps, to train and create awareness to refugees on environmental and energy matters.

### **Minimum Qualifications**

Certificate in Environmental Management and Forestry.

### **Roles and responsibilities**

- Perform day to day environmental activities including patrols within and outside the camp.
- To train the Persons of Concern (PoC) on environmental activities.
- To prepare and timely submission of Weekly reports to Senior Camp Officer.
- To prepare and facilitate PoC meetings, home visits and trainings.
- To adhere to organization operation policies, regulation and procedures.
- To adhere to REDESO Code of Conduct.

- To maintain REDESO assets in good order.

### **18. Environmental Extensionist (5 Posts)**

**Reports to: Senior Camp Officer**

#### **Job summary**

Environmental Extensionist will be responsible in planning and supervising all technical and professional practices regarding environmental management affairs. He will also be responsible in ensuring tree nurseries and planting are professionally prepared, executed and managed. The incumbent will also work closely with environmental education project officer in ensuring that host community and refugees have proper environmental conservation knowledge.

#### **Minimum Qualifications**

Diploma in agriculture development, forestry management and environmental studies.

#### **Working Experience**

- 3 years working experience as agriculture extensionist preferably in forestry programs.
- Strong ability in planning and organizing awareness creation and training activities.
- Strong organizational and management skills.
- Proven record in donor funded forestry development projects and programs.

#### **Roles and responsibilities:**

- To plan, facilitate and support tree planting activities.
- To solicit all necessary field materials required for tree nursery development and maintenance.
- To support on awareness creation for local community on improved mud stoves, river conservation and other conservation activities.
- To facilitate on report writing, conduct meetings and trainings and adherence to organization operational policies regulations and guidelines.
- To liaise with other stakeholders and experts in environment to learn more or even develop new methods that could advance efficiency.
- To assist on weekly, monthly, quarterly and annual report writing.
- To assure that all field assets are in good order and records are well maintained.

### **19. Drivers (4 Posts)**

**Location: Kasulu**

**Reports to: Procurement and Logistic Officer**

#### **Job summary**

Drivers will be responsible in performing all regular driving duties related to program operations and ensuring that all safety procedures related to vehicles and travel are followed.

#### **Minimum Qualifications, Experience and Skills**

- Holder of Secondary Education Certificate with passes in Kiswahili and English.
- Holder of Certificate from National Institute of Transport (NIT).
- A valid Class C driving license.
- Basic knowledge of Motor vehicle Mechanics will be an added advantage.
- Experience of driving four-wheel drive vehicles.

- At least 3 years working experience as a full time driver in humanitarian operations.
- Ability to work as part of a team.
- Verbal and written in Kiswahili and English.

#### **Roles and Responsibilities**

- To perform all regular driving duties.
- To ensure safety procedures relating to vehicle and travel are followed.
- To take responsibility for the safety of passengers, and to ensure both driver and passengers fasten seatbelts at all times.
- To ensure that vehicles are properly maintained and fuelled at all times.
- To carry out daily checks (water, oil, battery, tires, windscreen wipers, etc.) and ensure cleanness of the vehicles.
- To properly maintain vehicle logbook.
- To ensure all road traffic rules are observed at all times.
- Responsible for all equipment and tools on board the vehicle.
- To ensure that the vehicle is securely locked at all times when not in use.

#### **20. Office Attendant (1 post)**

**Location:** Kasulu

**Reports to:** Human Resource Manager

#### **Job summary**

Office attendant will be responsible in taking care of daily office cleanliness, mail delivery and collection as well as ensuring that refreshments are prepared and served to staffs and visitors.

#### **Minimum Qualifications**

- Certificate of Secondary Education (Ordinary Level).
- Any other training higher than secondary school education will be an added advantage.

#### **Working Experience, Skills and Competencies**

- At least 3 years working experience in a similar position in a reputable organization.
- Good interpersonal skills, public relations, customer care skills, basic computer knowledge and able to communicate in English and Swahili.

#### **Duties and Responsibilities**

- To undertake mail delivery and collection, message delivery, and payment of bills as may be assigned.
- To provide support service within the office such as photocopying, binding and franking.
- To undertake record management duties including filing.
- To perform simple administrative duties including follow-up on finance and procurement issues.
- To perform office cleaning duties.
- To prepare and ensure office refreshments are served to staff & visitors as per office schedules.
- To provide timely delivery and collection services of documents.
- To promote a positive corporate culture and image of the Community.



## **21. Security Officers (3 Posts)**

**Location: Kasulu**

**Reports to: Human Resource Manager**

### **Job summary**

Security officers will be responsible in ensuring that the safety of office premises, equipment and personnel is well maintained including prevention of losses and damage by reporting irregularities.

### **Minimum Qualifications**

- Certificate of Secondary Education (Ordinary level).
- Certificate of Specialized security trainings from reputable security firms.

### **Working Experience and Competencies**

- At least 3 years of relevant working experience.
- Written and oral communication skills.
- Customers services (internal customers) satisfaction oriented
- Problem solving.
- High level of professional integrity.
- Collaboration.

### **Duties and Responsibilities:**

- To secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- To prevent losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- To complete reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses.
- To maintain environment by monitoring and setting building and equipment controls.
- To plan and develop appropriate strategies for guarding the company premises.
- To provide leadership direction and advice specific strategies and actions to effectively prevent all kinds of planned theft, vandalism or sabotages of company properties and assets.
- To receive and make follow up of information received through informers or other sources and ensure that the sources are highly protected.
- To liaise with and work in collaborations with all authorities to establish and maintain harmonious working environment with a view to identify wrong doers.
- To maintain a clear and concise records of case file and exhibits for easy reference including attending all criminal cases at court/police.
- To provide security & safety feedback/reports on weekly, monthly & quarterly basis.
- To patrol and supervise all posts manned by the contracted security firm.
- To set security standards basing on REDESO SOP's & government security guidelines.

## **22. IT Specialist (1 Post)**

**Location:** Kasulu

**Reports to:** Project Coordinator

### **Job summary**

The incumbent will be responsible in managing all Information and communication matters, system designing, development and maintenance. S/he will also be responsible in provision of technical assistance to in house IT experts.

### **Minimum Qualifications, Experience and Skills**

- Bachelor Degree in Information Technology, Computer Science or related field required.
- Industry certifications and memberships will be an added advantage.
- At least 3 years of working experience in IT industry.
- Excellent IT, communication, leadership and management skills.
- Ability to fill multiple roles simultaneously.
- Proven track record of maintaining IT structural integrity.
- Willingness to be located in remote areas particularly a refugee camp.

### **Key Responsibilities and duties**

- Assess infrastructure on a regular basis to ensure it continues to meet necessary demands.
- Manage daily operations of the IT department.
- Develop new strategies and IT procedures to increase efficiency, enhance workflow and improve customer satisfaction.
- Coordinate the needs of in-house IT experts and remote employees, vendors and contractors.
- Protect customer data from outside infiltration through encryption, secure data storage and other necessary means.
- Assist with the installation of new hardware and software and help train employees on its use.
- Manage and oversee departmental quotas.
- Offer suggestions for possible upgrades and changes within the IT department

## **23. Monitoring and Evaluation Specialist (1 Post)**

### **Job summary**

The M&E Specialist will provide technical leadership to develop the program framework, plans and indicators to capture project performance results and provide effective, efficient, accurate and timely monitoring, evaluation and reporting of all project activities. The M&E Specialist will work closely with the M&E team to design, implement and supervise the program's M&E activities, ensuring that lessons learned are integrated into program implementation to continuously improve quality of interventions and outcomes.

### **Minimum Qualifications**

- Master Degree in Monitoring and Evaluation, project planning and management, development economics.
- Computer literacy, with ability to analyse and interpret data using Excel, online reporting tools, or statistical packages such as SAS, SPSS, or STATA.

### **Working Experience and Skills**

- A minimum of 5 years of progressive responsibility working experience in M&E for UN Agencies programmes or other donor-funded development programs.

- A strong background in Performance Monitoring, preferably in development and humanitarian programs
- Demonstrated abilities in program/project results monitoring and reporting.
- Demonstrated technical expertise, ample field of experience, and relevant technical background in evaluating development programs.
- Hands-on field survey design and implementation experience.
- Familiarity with M&E databases to collect performance indicators.
- Experience conducting participatory or impact evaluations.
- Experience writing findings and recommendations in assessment or evaluation reports.
- Strong organizational, writing, and communications skills.
- Strong proficiency in MS Office suite (Word, Excel, Outlook, Power Point).
- Ability to coordinate well with personnel within and outside the project, meet deadlines, and work with minimal supervision.
- Strong skills in strategic analysis, M&E, data collection and analysis, identifying trends in data, and the ability to write convincing findings and recommendations.
- Excellent English verbal, writing, and editing skills.

#### **Roles and Responsibilities**

- The M&E Specialist will support the Senior Monitoring and Evaluation Manager in the following tasks:
- To design and carry out capacity building activities to REDESO MEAL staff.
- To conduct data analysis and collection, including data to report against M&E indicators and data in support of evaluations.
- To conduct Activity Monitoring and Evaluation Plan (AMEP) reviews based on the donor and REDESO's standards.
- To plan and manage data quality assessments and join the teams undertaking spot checks and data validation.
- To perform analysis of data and produce the corresponding reports.
- To design of evaluation methodologies and participatory data collection methods and protocols for both performance evaluations and other M&E related Task Orders.
- To serve as evaluation manager of task orders, assisting in recruiting the team and managing the award ensuring timely and high-quality submission of deliverables.
- To closely work with Senior M&E Manager in refining M&E indicators and adapt M&E tools to meet program needs, which may include pre- and post- tests, focus group interview protocols, community survey tools, and baseline, mid-term, and end-line survey instruments.
- To contribute to written performance reports to donors and other program deliverables

#### **24. Energy Solutions Specialist (1Post)**

##### **Job Summary**

The energy solutions specialist will be responsible in providing expert services and professional solutions on all matters related to the development, follow-up and implementation of energy program and all other aspects related to renewable energy development.

##### **Minimum Qualifications**

- Master Degree in Environmental Science, Engineering, Energy Policy.

**Working Experience:**

- At least 3 years of work experience in energy related programs;
- Demonstrated knowledge of developing cost benefit analysis of renewable energy investments, developing renewable energy schemes and policy tools;
- A solid understanding of the renewable energy context, with proven record of innovative approach.
- Ability to explain technical information to people without technical knowledge.
- Strong research, analysis and writing skills.
- Demonstrated knowledge of developing renewable energy projects.
- Proficiency in written and spoken English.

**Duties and Responsibilities**

- To provide technical advice and supervision to energy solutions officer and project team through planning and implementation of capacity building activities to project team.
- Promote renewable energy best practices and provide an expert advice to the project team and stakeholders on renewable energy aspects;
- To undertake energy surveys/site inspections and visits within the camp and to the host community.
- To promote renewable energy awareness via events such as public meetings, campaigns, presentations and workshops.
- To closely work with REDESO MEAL Unit IN preparation of comprehensive reports on best practices and lessons learned and recommend ways for improvement.
- Write plans, concept notes, policy briefs, proposals and recommendations on accelerating renewable energy development.
- Dissemination of lessons learned and best practices to policymakers and other relevant stakeholders.
- Incorporated key technical, economic, social, financial, and crosscutting issues into programs/projects.
- Analytical reports describing the impact and progress made relative to program objectives, identify any gaps and emerging operational issues, and formulate recommendations for program improvement.

**25. Help Desk Officer (1 Post)**

**Location:** Kasulu

**Reports to:** Senior Camp Officer

**Job summary**

Help desk officer will be responsible in providing assistance to persons of concern regarding various issues in connection with daily REDESO operations within the camp. He will also be responsible in receiving and gathering all vital information concerning environmental and energy matters from the refugees and communicate them to REDESO field team for technical and professional intervention.

**Minimum Qualifications**

- Diploma in Sociology and other social science courses.
- 3 years working experience in humanitarian and community development programs.
- Strong knowledge and experience of customer service practice.
- Strong oral and written communication skills.
- Good learning skills.
- Problem-solving skills.

### **Main Job Duties and Responsibilities**

- To respond to requests for technical assistance and other information from persons of concern.
- To provide proper advise and appropriate action to the person of concern regarding the reported issue.
- To communicate with REDESO field team on the issues that require immediate intervention.
- To properly record all matters and information as well as to produce timely report as required.

### **26. Senior Social Counsellor (1 Post)**

**Location:** Dar Es Salaam

**Reports to:** Senior Programme Manager

#### **Job summary**

Senior Social Counsellor will provide psychological and mental counselling to Persons of concern. S/he will also act as link between REDESO and PoC in all social interventions such as food, housing and all travel arrangements

#### **Minimum qualifications, Experience and Skills**

- Bachelor Degree in Social Work specialized in counselling.
- Minimum of 4 years working experience.
- Experience in working with refugee population will be an added advantage.
- Ability to use basic computer packages (Word, Excel, Internet).
- Excellent interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Good report writing skills.

#### **Responsibilities**

- Perform counseling to Persons of Concern (PoC).
- Serve as link between REDESO and PoC through social interventions.
- Capacity building and coaching of care takers to assist them in helping the clients.
- Participating in development and submission of sector budget.
- Participating in planning and implementation of program activities.
- Coordinate with Senior M & E Manager to organize data entry and analysis of monthly activities and achievements in the regular monitoring process.
- Liaise with Senior M & E Manager to prepare Counselling Indicators Report, Monthly Data Reports.
- Compile and timely submission of monthly, mid-year and annual counselling reports.

### **27. Community Development Officer (1 Post)**

**Location:** Kibondo

**Reports:** Project Coordinator

#### **Job Summary**

Will be responsible for technical lead of the programme, leading on community mobilization for Disaster Risk Reduction (DRR) planning and identifying, providing technical support requirements for delivery of prioritized interventions.

#### **Minimum Qualifications, Experience and skills**

- Bachelor Degree in Community Development,
- At least 3 years working experience in awareness and sensitization campaigns.
- Experience in economic empowerment of most vulnerable groups.
- Ability to use MS Office applications, Word, Excel, Power Point, Spread sheets and other Statistical software.
- Fluency in both spoken and written Kiswahili and English languages.

### **Responsibilities**

- To facilitate identification of communities for implementing project interventions.
- Support to organize integrated development planning in the ward and VDC level.
- Monitor progress of the distribution including development of the integrated development plan with land use DRR.
- Establish the smooth relation and maintain close coordination/linkages between District government authorities, NGOs and projects within the project area and keep them fully informed of the DRR component of project activities.
- Raise community awareness of hazard and disaster risks.
- Promote understanding of hazards and communities vulnerabilities.
- Help communities enhance their capacities to address their vulnerabilities.
- Take part in regular team meetings, staff meetings, and program (technical) meetings with other implementing NGOs/Government agencies and institutions.
- Undertake donor liaison in the field as required in support of senior management.
- Ensure timely and quality preparation of donor project narrative reports.

**All interested candidates should submit their applications before Wednesday 27th November, 2019**

### **Note:**

REDESO is an equal opportunity employer  
Women are highly encouraged to apply.

All interested candidates should submit their applications via email: [recruitment@redeso.or.tz](mailto:recruitment@redeso.or.tz) or [redeso-hq@redeso.or.tz](mailto:redeso-hq@redeso.or.tz)

For any inquiries, you should not hesitate to contact this office mobile number: +255786 740 746.