



VACANCY ANNOUNCEMENT

The Tanzania Red Cross Society is a voluntary humanitarian organization established as an independent National Society (NS) by an Act of Parliament No. 71 of December 1962 amended by Parliament of Tanzania 2019. It is mandated to play specific voluntary humanitarian roles during disasters/emergencies, and peacetime as an auxiliary organ to the public authorities. Tanzania Red Cross Society was recognised and admitted to the membership of the International Federation of the Red Cross and Red Crescent Societies (IFRC) in 1963. The TRCS Headquarters office are located in Dar es Salaam.

TRCS is the largest and most dependable local partner in delivering humanitarian services in Tanzania. The TRCS has an active network in all regions in Tanzania Mainland and Zanzibar. Around 40% are women of more than 35,000 active volunteers. Most importantly, because of its credibility, Tanzania Red Cross Society receives supports from a broad range of partners including the IFRC, the ICRC, the American Red Cross, the Spanish Red Cross, the Belgian Red Cross-Flanders, the French Red Cross, the Italian Red Cross, the China Red Cross and the Korean Red Cross. Other partners are UNHCR, UNICEF, WFP and UNFPA, the EU, USAID, CDC, BPRM, PACT and Pathfinder International. Tanzania Red Cross Society is looking for dynamic persons to fill the below vacancies.

JOB TITLE : MEDICAL DOCTOR (1 POST)

Reports to : Health Coordinator
Duty Station : Nyarugusu Refugees Camp (Kigoma, Kasulu DC)
Age Limit : Not above 45Years.

Key Duties/Responsibilities:

- Attending in and out patients.
- Attending emergency medical duties.
- Carrying out investigations of admitted patients.
- Ensuring that prescribed instructions are carried out.
- Conducting surgical procedures.
- Carrying out service and participating in major ward rounds.
- Ensuring that patients are properly prepared for surgery.
- Participating fully in morning clinical sessions, patient presentations and journal clubs.
- Participating in research activities.
- Performing any other duties related to his/her work as assigned by his/her supervisor.

Qualifications, Experience & Skills required:

- Minimum qualifications: Bachelor's Degree in Medicine (MD).
- Registration with Tanganyika Medical Council
- Valid practicing license is required.
- Postgraduate training in public health is an added advantage
- 2 years of experience in hospital practice relating to primary health care, maternal and child health, management of HIV and communicable diseases

JOB TITLE : PHARMACIST (1 POST)

Reports to : Health Coordinator
Duty Station : Nyarugusu Refugees Camp (Kigoma, Kasulu DC)
Age Limit : Not above 45Years.

Key Duties/Responsibilities:

- Keep drug records
- Issue medicine and medical supplies to patients
- Ensure proper use of medicine
- Compound drugs for hospital use
- Report adverse drug reaction
- A Secretary to the Hospital Therapeutic Committee
- Identify annual medical equipment and medicine requirement and prepare budget for it
- Verify drug quality, safety and effectiveness
- Request, store and distribute medical supplies
- Perform scientific research and use the findings to improve dispensing and use at the hospital
- To perform any other duties as assigned by Supervisor.

Qualifications, Experience & Skills required:

- Holder of Bachelor Degree in Pharmacy from a recognized institution
- Successful completion of one-year internship
- Registered by Tanzania Pharmacy Council
- Experience in basic computer applications such as MS Word, Excel, Power point
- A minimum of two (2) years working experience

JOB TITLE : CLINICAL OFFICERS (9 POSTS)

Reports to : Health Coordinator
Duty Station : Nyarugusu Refugees Camp (Kigoma, Kasulu DC) & Nduta Refugees Camp (Kigoma, Kibondo DC)
Age Limit : Not above 45Years.

Key Duties/Responsibilities:

- To make proper diagnosis of diseases
- To prescribe treatments
- To treat wounds
- To give First Aid to MCH problems
- To give anesthesia during operations
- To attend general outpatient clinics
- To make proper diagnosis of disease and treatment
- To perform minor operation
- To give First Aid to MCH problems;
- To give anesthesia during operations;
- To record relevant medicines to be purchased; and
- To perform any other duty as assigned as assigned by the superior

Qualifications, Experience & Skills required:

- Holder of Diploma in Clinical Medicine or equivalent qualifications from recognized Institutions.
- A valid practicing license and 1 year of clinical medicine experience is required.
- Knowledge of primary health care, maternal and child health, reproductive health, HIV/AIDS and communicable diseases.
- Knowledge of professional clinical medicine principles, procedures and techniques
- Knowledge of medicines, hygiene protocol and IPC measures
- Experience working with NGOs is an added advantage

JOB TITLE : NURSE MIDWIVES (20 POSTS)

Reports to : Patron/Matron

Duty Station : Nyarugusu Refugees Camp (Kigoma, Kasulu DC) & Nduta Refugees Camp (Kigoma, Kibondo DC)

Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Knowing, promoting, implementing and following up the universal hygiene standards/precautions, bio-hazard prevention and infection control, security rules and other protocols and procedures in the medical premises and ensuring high standards of hygiene of his/her working environment. Respecting medical secrets and confidentiality at all times.
- Organizing and carrying out care and treatments according to medical prescriptions, and assisting during consultations, daily rounds and other medical procedures. Participating in health education of the patient (and family) when necessary.
- Identifying Sexually Gender Based Violence victims and referring them to the medical team so they can receive the necessary treatment. Knowing and is aware of the importance and appropriate use of the Post Exposure Prophylaxis (PEP) Kit
- Carrying and supervising administrative procedures and documents ensuring an appropriate written/oral handover, and reporting any problematic situations and cases that may arise.
- Participating in data collection and keeping doctors/supervisors informed.
- Supervising and training nurse-aids, nutritional assistants, cleaners and other related staff under his/her supervision, ensuring teamwork and adherence to all appropriate protocols and procedures.

Qualifications, Experience & Skills required:

- Certificate/Diploma in Nursing (Enrolled Nurse).
- Valid practice license from Tanzania Nursing and Midwifery Council (TNMC).
- Two years working experience in a health institution.

JOB TITLE : PSYCHIATRIC NURSE (1 POST)

Reports to : Patron/Matron

Duty Station : Nduta Refugees Camp (Kigoma, Kibondo DC)

Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Provide direct and individualized nursing care to patients based on the application of scientific nursing principles.
- Develop care plans for patients, helping them be as independent as possible
- Administer and monitor treatment regimens

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- Administer prescribed medications, making constant adjustments commensurate with a patient's condition under the supervision of qualified medical staff
 - Observe and report behavioral changes
 - Maintain control of drugs and medications
 - Help patients improve their coping abilities
 - Work with patients' families to help improve the patient's abilities & help them deal with family member's mental illness
 - Record all care information concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms.
 - Perform other position-related duties as assigned by the supervisor.

Qualifications, Experience & Skills required:

- Diploma in Nursing with specialization in mental health from a recognized institution.
- At least 18 months working experience in the same field.
- A valid TNMC Registration.

JOB TITLE : NURSE ASSISTANT (3 POSTS)

Reports to : Patron/Matron

Duty Station : Nyarugusu Refugees Camp (Kigoma, Kasulu DC)

Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- To attend to patients in a warm and friendly manner, and to treat all patients and patient health information with the utmost respect and confidence.
- To measure all patient vital signs correctly according to protocol when stationed in the vitals station or on in-patient rounds or at doctors' request.
- To record these measurements diligently in the patient file and to triage and communicate any outstanding measurement immediately to the doctor/s/medical personnel concerned.
- To check the patient queues regularly and communicate with patients regarding any waiting time for procedures, vitals, surgeries or any other matter that may keep the patient waiting unduly.
- To record ALL patient interactions in the patient file in hardcopy and softcopy.
- To ensure that patient files are fully up to date, that all procedures, medications, surgical notes, delivery notes, doctors notes, nursing observation charts, nursing care notes etc are ALL UP TO DATE every day before you leave your shift.
- To ensure that all nursing areas, treatment areas and delivery room are absolutely clean and all items are stored correctly.

Qualifications, Experience & Skills required:

- Form four/Six education.
- Certificate of Nursing.
- Three years working experience in the same field.

**JOB TITLE : ASSISTANT PHARMACEUTICAL TECHNICIAN
(2 POSTS)**

Reports to : Pharmaceutical Technician
Duty Station : Nduta Refugees Camp (Kigoma, Kibondo DC)
Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Raising requisitions for weekly supplies of drugs and medical consumables.
- Receiving, storage and issuing of drugs and medical consumables at the camp health facilities.
- Implementing the delivery of pharmaceutical care to patients/clients of the Camp health facilities.
- Monitoring the supply chain of drugs and medical consumables through daily, weekly and monthly recording of received and issued items, along with monthly stock verification.
- Monthly reporting of the medical supply chain.
- Performing any other duties related to his/her work as assigned by his/her supervisor.

Qualifications, Experience & Skills required:

- Holder of Certificate of Pharmacy from an accredited University.
- Licenses/Certifications
- Two years of Working experience

**JOB TITLE : COMMUNITY HEALTH INTERVENTION OFFICER
(1 POST)**

Reports to : Health Coordinator
Duty Station : Nduta Refugees Camp (Kigoma, Kibondo DC)
Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Conduct direct supervision of all health interventions at the community level
- Supervise HIT on a daily basis
- Build the capacity of HIT to allow them to improve their working knowledge
- Collect data and prepare reports regarding the activities done by HIT in the community
- Prepare work plan for HIT and closely monitor their activities on daily basis
- Advise the management on best way possible to improve community health intervention

Qualifications, Experience & Skills required:

- Degree in Sociology, Social Work or related field.
- Have experience of working within a refugee community

JOB TITLE : MEDICAL STORE KEEPER (1 POST)

Reports to : Patron/Matron
Duty Station : Nduta Refugees Camp (Kigoma, Kibondo DC)
Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Supervise material orders and dispatching in order to ensure rational use.
- Receive orders and deliveries, store materials and identify potential disparities against cargo manifest or others and report them,

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- Follows up stock levels with regards to alarms thresholds, stock out, expiry dates and drugs to expire in the following 6 months.
 - Ensure correct filling in of entries on the stock cards and software
 - Prepare orders of the different consumption units (departments, wards, others), ensuring the packaging and proper dispatching.
 - Reporting any anomalies or changes in Consumption patterns
 - Carry out or participate in regular inventories.
 - Ensures that all the stored goods and medical items are properly labelled (expiry dates, batch numbers, manufacturer, etc.)
 - Report missing material/ damage/ robbery.
 - Control warehouse limited access to authorized personnel and ensure doors and other exits are secured.
 - Keeps the facility's equipment and materials neat, clean and orderly and ensure cleanliness of the premises

Qualifications, Experience & Skills required:

- Diploma or Degree in Supply chain management, Business Administration or any related field of study.
- Knowledge of generic procurement procedures and practices.
- Minimum one-year experience in storekeeping.
- Experience in basic computer applications such as MS Word, Excel and experience of working with a humanitarian organization will be an added advantage.

JOB TITLE : SECURITY GUARD (2 POSTS)

Reports to : Administration Coordinator
Duty Station : Nduta Refugees Camp (Kigoma, Kibondo DC)
Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

- Secure premises by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points.
- To ensure the Refugee Camps/Staff Compound are safe.
- Prevent losses and damage by reporting irregularities.
- To oversee the overall security of Staff and Refugees at the camps.
- Ensure the security, safety, and well-being of all personnel, visitors, and the premises

Qualifications, Experience & Skills required:

- Militia training certificate
- Two years of working experience at a reputable organization.
- Experience of working with a humanitarian organization will be an added advantage.

JOB TITLE	: EXECUTIVE ASSISTANT TO THE SECRETARY GENERAL (1 POST)
Reports to	: Secretary General (SG)
Duty Station	: TRCS Headquarters, Dar Es Salaam
Age Limit	: Not above 45 Years.

Key Duties/Responsibilities:

- Assist the SG with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments, completing expense reports, composing and preparing correspondences, arranging detailed travel plans, itineraries and agendas and compiling documents for meetings.
- Assist in scheduling and coordinating the agenda of National Executive Committee, Senior Management Team and Management meetings and participate as an assistant.
- Prepare minutes of the meetings and follow up on assigned action.
- Provide assistance as needed to the front desk operations including but is not limited to, answering phones, accepting packages and other deliveries.
- To co-ordinate secretarial functions with other departments
- Provides executive and administrative support to the Secretary General and National Executive Committee, as well as the Senior Management Team (SMT) when needed.

Qualifications, Experience & Skills required:

- Holder of Bachelor's Degree in Public Administration, Sociology, or equivalent qualification from a recognized Institution
- A minimum of four (4) years of relevant work experience in providing similar support for Senior-level management
- Excellent written and oral English and Kiswahili skills
- Proficiency in Microsoft Windows, including Word, Excel and PowerPoint.
- Highest level of ethics and integrity, and ability to maintain confidentiality at all times.
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Ability to work independently with minimum supervision
- Must be flexible and willing to work extra time during busy times and on call during weekends and after business

JOB TITLE	: INTERNAL AUDITOR, COMPLIANCE AND RISK MANAGEMENT MANAGER (1 POST)
Reports to	: Finance and Audit Committee (Oversight Committee) and administratively to the Secretary General
Duty Station	: TRCS Headquarters, Dar Es Salaam
Age Limit	: Not above 45 Years.

Key Duties/Responsibilities:

FOR INTERNAL AUDIT:

- Plan audits and determine the audit objectives, scope, criteria, methodology to be used as well as staff and budget resources required to ensure that the audit adequately covers the selected area of National Society's operations, activities, systems, and controls.
- Decide on the applicable audit approach and techniques to facilitate the conduct of the

audit and prepare the annual internal audit plan.

- Investigating any appearance or allegation of fraud, embezzlement, and/or misappropriation of funds within TRCS headquarters or branches and issue a special report.
- Ensures the existence of effective internal controls in the areas of finance, accounting, procurement and recruitment processes.
- Prepares a quarterly internal audit report and attends, as an ex-officio member, the TRCS
- Finance and Audit Committee meetings, where the report is tabled quarterly.
- To develop and carry out regular reviews of appropriate procedures manuals for the
- various areas of operations as necessary
- To formulate and put in place an effective inspection and audit administrative policy guidelines, which will regulate and stream line all audit functions as they relate to cost control, procurement, standard procedures and systems for use within the region
- To liaise with external auditors in the respective regions in the year-end audit and follow up on the implementation of their recommendations.
- To assist in developing and managing an effective Inspection and Audit functions that is motivated and well-trained staff for the effective performance of the audit team at TRCS
- To undertake regular spot audit, check and inspections of sensitive areas and investigate general or specific irregularities and to follow up promptly to ensure that corrective actions recommended by the external auditors are implemented and that the interest of the National Society is not compromised through any irregularities that may lead to financial loss.
- Scrutinizes all working advance returns from Headquarters staff and branches for all TRCS projects, and petty cash payments to ensure adherence to TRCS finance manual.
- Schedule regular meetings with management to communicate internal audit findings and explore suitable solutions to any data errors, unaccountable transactions, faulty or inefficient processes
- Tests and documents the existence of effective internal controls in the areas of accounting, procurement, administration and recruitment processes.
- Specifying internal checks including pre-audit checks, adherence to policies, procedures and compliance with rules, laws and regulations to ensure that payments to contractors/consultants are made in accordance with the stipulated guidelines of the government, donor agencies and Red Cross partners.
- Support and advise the senior management in preparation of Standard Operating
- Procedures (SOPs) in critical areas like meeting financial obligations under the system of working advance to staff and branches.
- In collaboration with Secretary General Office to ensures that organization Code of Conducts are in place and adhered by both Governance (Board), all TRCS Staff and Volunteers.
- In collaboration with Procurement/ Logistics unit and Regional Offices to ensure that there are all aspects of compliance in the supply chain process and Inventory/Assets management.

FOR RISK AND COMPLIANCE:

- Development and regular update of Risk Management Policies and procedures for the National Society.

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- Develop and regularly update a Risk Matrix/Risk Register covering all areas of the National society's operations, ensuring mitigating actions and processes are in place and responsibilities for particular risks are allocated and monitored.
 - Implement and update the Control and Risk Self-Assessment (CRSA) program throughout the National Staff.
 - Conducting internal control evaluation and risk assessment to identify loopholes and areas requiring management intervention to prevent frauds, embezzlements, misappropriations, misuse and wastage and ensuring that objectives of the organization are achieved economically, efficiently and effectively. Identify control gaps and opportunities for improvement.
 - Provide appropriate training to TRCS staff in order to raise the awareness of Risk Management.
 - To assist the Departments in risk identification, risk evaluation and analysis, risk monitoring and mitigation and risk control functions at their respective business and functional areas.

Qualifications, Experience & Skills required:

- Holder of Master's Degree in Finance, Accounting, Business Administration, or any other related field from a recognized university.
- Must possess internationally recognized accounting professional qualifications such as CPA (I), ACCA, CIMA, CISA, or other related professions.
- Must be registered with the National Board of Accountants and Auditors (NBAA) in the category of Associate Certified Public Accountant (ACPA) or Fellow Certified Public Accountant (FCPA).
- At least six (6 years) experience in a relevant field in Public /or Private Sectors of which three years must be at a managerial position.
- Must have a working knowledge of computerized Accounting and Audit systems.
- Must have a thorough knowledge and experience with donor-funded projects.
- High level of communication and interpersonal skills and ability to work with people at all levels.
- Ability to supervise, train, and coach staff in relevant skills.
- Self-motivated with high level of responsibility, accountability and integrity.
- Be able to demonstrate comfortability in leading teams and willing to proactively contribute to the team.
- Focus and attentive to details and deadlines
- Performance oriented
- Experience of working in a professional services environment is desirable.

JOB TITLE : PROCUREMENT AND LOGISTICS MANAGER (1 POST)

Reports to : Secretary General (SG)
Duty Station : TRCS Headquarters, Dar Es Salaam
Age Limit : Not above 45 Years.

Key Duties/Responsibilities:

FOR PROCUREMENT:

- Implement implementation of procurement plan
- Coordinate preparation of procurement contracts

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- Advise on implementation on contracts and audits
 - Advise on matters pertaining to the procurement, disposal by tender procedures and logistics management;
 - Ensure adherence to procurement process and procedures as per Public Procurement Act;
 - Prepare and issue approved contracts documents and supervise its execution
 - Prepare and recommend useful way on procurement based on actual needs
 - Coordinate procurement education to Employees
 - Maintain and archive records of the procurement and disposal process;
 - Carry out other duties related to his/her field as assigned by immediate supervisor

FOR LOGISTICS:

- Coordinate transport services of the National Society and supervise activities of National Society drivers.
- Ensure that spares for National Society vehicles are timely available.
- Plan maintenance schedules for National Society vehicles
- Make follow up on motor vehicle accidents and submits claims to the Insurance TRCS for compensation
- Make follow up on repairs and maintenance of National Society vehicles
- Arrange oral and practical interviews of drivers.
- Check log books regularly
- Make sure fuel consumption corresponds with mileage.
- Make follow up on traffic cases in collaboration with the legal officer
- Make follow up on registration and insurance of new National Society vehicles

FOR SUPPLIES

- Guide all junior staff on matters relating to storekeeping;
- Check and carry out reconciliation of all transactions in stores accounting documents and registers;
- Authorize the receipts of goods and confirming its quantity and quality
- Prepare purchase requisitions/orders upon approval by his/her supervisor
- Participate in preparation and implementation of the annual procurement and disposal plans
- Prepare procurement plan performs any other duties as may be assigned by Supervisor.

Qualifications, Experience & Skills required:

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- Holder of Master Degree in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions is required.
 - Must be registered with Procurement and Supplies Professional and Technicians Board (PSPTB) with Professional certification (CSP/CPSP)
 - Working experience in a related field for at least Five (5) years
 - Experience working with a busy and reputable humanitarian organization especially is preferred.

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- Excellent communication skills (oral and written) in English, as well as a strong credibility and integrity in this domain

MODE OF APPLICATION

If you meet the criteria given above and are interested in the vacancies, please send an application letter, updated CV and certificates combined as one PDF to **Secretary General, Tanzania Red Cross Society, P. O. Box 1133, Dar Es Salaam** by filling the following **online form** – <https://ee.humanitarianresponse.info/x/5uwKuYZ2> (**Copy this link and paste on your browser**). Direct application through mail or hand delivery will not be accepted

When filling the form clearly mention the job position that you are applying for as it appears in this advertisement. Your application must be received by **16.00 hours of 4th September 2022**. Only short-listed candidates will be contacted.

- 1. Tanzania Red Cross Society is an equal opportunity employer and therefore qualified women are highly encouraged to apply.**
- 2. Tanzania Red Cross Society (TRCS) does not CHARGE A FEE at any stage of the recruitment process and selection process. TRCS also uses our official email an with extension of (@trcs.or.tz) not Gmail, Yahoo or any other email.**
- 3. All applications are free for all candidates and no one should give any payment or compensation during the recruitment process. Should the candidate be asked for any fee, he/she must report to TRCS - HR Department through the Official Email: recruitment@trcs.or.tz.**