



1. Area Manager - Tanzania

Department: **Tanzania**
Workplace: **Kibondo (Tanzania)**
Contract Type: **Expatriate or national contract**
Expires: **14 May 2024**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfilment of the wish to return home. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

Responsibilities:

Management and Coordination

- Overall responsibility for the daily management of the Kigoma-based program teams in the Kibondo, Kasulu and Makere offices as well as for the camp-based staff in Nyarugusu and Nduta camps, including ensuring respectful, positive and collaborative working relationships in line with DRC's Code of Conduct and assessing staff capacity to provide or recommend relevant training or coaching as needed. This is to be achieved through leadership, team building, day-to-day support, capacity-building and strong, generalist knowledge in all of DRC's core sectors;
- Daily management of the Kibondo office, including ensuring compliant financial operations and budgeting, administration, human resources, logistics, procurement and security in line with DRC and donor regulations. This position directly manages the CCCM-, Livelihoods-, and Protection Managers. In addition, this position works closely with the Grants Management Manager, Supply Chain Manager, the HR team and Finance Manager;
- Represent DRC publicly at the site level, including in coordination fora with other agencies, and for providing the direct link in communications between DRC's Burundi and Tanzania offices. As a general guideline, the Area Manager will represent DRC with Kigoma-based stakeholders,

with support of the Country Director who will also manage relationships with stakeholders who are based outside of Kigoma.

Programming and technical support

- Provide oversight of all programming in the Kigoma-region in compliance with core protection principles and best practices, and DRC and donor regulations, while upholding rigorous project cycle management standards;
- Design and support in conducting needs assessments to inform program design as well as identify risks and vulnerabilities, including those related to gender, age and diversity;
- Develop concrete initiatives to respond to needs of conflict-affected communities as well as specific strategies which build upon existing assets within the population;
- Contribute to the strategic direction of programming through active and ongoing participation in and contribution to strategic planning meetings and development of strategic documents.
- Implement the vision developed for the Tanzania program, identify opportunities, and liaise with donors and partners;
- Work with the Head of Programs, program and support teams to contribute to new program development, including both narratives and budgets, by coordinating and compiling inputs from other technical and support staff;
- Jointly with the Head of Programs, ensure the timely delivery of high-quality program and project reports to donors and relevant stakeholders;
- Ensure humanitarian accountability to DRC's beneficiary populations through effective project monitoring and community engagement;
- Support staff to integrate protection concerns and awareness into other sectors as relevant;
- Ensure all managers actively capacitate their teams to ensure further nationalisation of positions where possible and/or relevant.

Support services: Finance, administration, human resource, logistic and procurement

- Under the leadership of the Head of Support Services (HoSS) ensure full compliance with DRC and donor financial guidelines and policies with regards to all support services;
- Oversee and regularly utilise a comprehensive master budget of DRC's operations in Kigoma jointly with the Head of Support Services;
- Assume responsibility as primary budget holder of all projects and lead in the development of new budgets and spending plans;
- Collaborate regularly with the Country finance team to monitor spending and ensure the timely utilization of all grants, including ensuring regular monthly budget follow-up is conducted in Kigoma;
- Under the leadership of the HoSS ensure in-country recruitment processes and ensure that relevant staffing structures are in place and are reflective of appropriate gender balance;
- Promote professional development by identifying training and capacity building opportunities and ensure staff are well versed in core protection concepts, DRC's code of conduct, accountability, respectful dialogue with the refugee population, and prevention of sexual exploitation and abuse;

- Ensure staff evaluations are conducted on a regular basis and are uploaded onto DRC's cloud-based ERP HR software;
- Under the leadership of the HoSS ensure supply chain processes are in place and fully compliant with DRC and donor policies and standards;
- Collaborate with the HoSS to ensure field-based records are well managed, fulfil DRC and donor requirements, and are always uploaded into DRC's cloud-based ERP system and available for use in donor reports;
- Ensure monthly follow up of procurement plans in coordination with the budget follow up process to inform any adjustments in spending as required in advance of project closure.

Safety and Security

- Assume responsibility for staff safety in the area of operation, although the primary focal point for safety and security will be the Safety Focal Points;
- Ensure all relevant information regarding safety, security and the context is collected, updated and shared in a regular and timely manner;
- Collaborate with the Regional Safety Coordinator, and the Senior Management Team to make decisions and manage security incidents at a local level.

About you

In this position, you are expected to demonstrate DRC's five core competencies:

- *Striving for excellence:* You focus on reaching results while ensuring an efficient process.
- *Collaborating:* You involve relevant parties and encourage feedback.
- *Taking the lead:* You take ownership and initiative while aiming for innovation.
- *Communicating:* You listen and speak effectively and honestly.
- *Demonstrating integrity:* You act in line with our vision and values.

Qualifications and Experience

To be successful in this role, we expect you to be a positive, mature leader with a proven track record of developing effective initiatives, programmes, and impact.

Essential Experience

- Master's degree in law, social sciences, international development, or other relevant field
- Minimum of 6 years of work experience within the field of protection, particularly within the field of humanitarian response and refugee protection, with experience working for an international NGO
- Minimum of 3 years of experience in a senior project management position
- Excellent analytical and writing skills
- Excellent written and spoken English
- Strong initiative and self-motivated, with a strong commitment to teamwork and humanitarian principles.

- Ability to multi-task and cope with competing demands under tight deadlines.
- Identify priority activities and assignments, adjust priorities as required.
- Ability to operate and think strategically, coupled with proven analytical skills and the use of these to problem solve and make firm decisions.
- Prior experience fundraising for Humanitarian and Development focussed activities.

Preferred additional Experience:

- Prior experience with DRC in a similar role
- Prior experience with DRC's ERP system
- Experience working in the Economic recovery/ Livelihoods and/or Environment sector
- Knowledge of Swahili an added advantage

What we offer

Contract: 1 Year Contract with the possibility of extension, subject to funding and performance.

Salary: in accordance with the Danish Refugee Council's Terms of Employment Management Band/ E.

Availability: 1st September 2024.

Duty station: Kibondo, Tanzania (Non family duty station)

Reporting Line: Country Director Tanzania - Burundi

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with an updated CV (max 3 pages), will be considered.

The cover letter should outline your personal motivation for applying, suitability and what the candidate will bring to this role and your key qualifications for the position.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB/ Vacancies.

Please submit your application and CV in English no later than **14th May 2024**.

To Apply, **[CLICK HERE](#)**

2. Economic Recovery Officer – Engineer

Department: **Tanzania**
Workplace: **Kibondo**
Contract Type: **National contract**
Posted: **04 May 2024**
Expires: **17 May 2024**

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

The Economic Recovery Officer - Engineer under the management and supervision of the **Economic Recovery Team Leader and** in close collaboration with WFP, UNHCR, Local Government Authorities, and other partners will be responsible for ensuring the smooth design and implementation of activities on asset creation and/or land restoration for increased community resilience towards climate change, food security, shocks and stresses, land degradation, livelihoods, among others. The project approach will involve assessments, designing and implementation of various assets that will involve earthworks and stonework's and industrial materials for 'asset creation' with community members in targeted locations in Kigoma region. The **Engineer** is therefore expected to be flexible to work in different locations throughout the programme.

Tasks and responsibilities of the position

- Ensure targets are met under DRC's agreement with donors, to be accountable to the stated goals of the programme.
- Identification, assessment, design and implementation of livelihoods and environment programmes with specific focus on conservation and management of water harvesting and storage structures, soil erosion control through resilient farming practices and restoration of degraded areas including gully treatment through gabions and checkdams.
- Provide inputs to develop, coordinate, plan, implement, monitor and report on DRC's economic recovery programme.
- Oversee proper documentation of activities implemented and actors/beneficiaries involved.
- Undertake regular field/onsite visits to ensure technical support to on asset creation and proper monitoring of the activities implementation in the area of operation.
- Produce daily, weekly, and monthly progress reports as directed by respective Team Leaders and Manager.
- Foster and ensure Economic Recovery Assistants-Livelihoods/Environment/Food security maintain productive, supportive and respectful relations with Incentive Workers and/or Village Agents employed in the programme.

- Provide support, daily management, direction and on-job coaching to Economic Recovery-Livelihoods/Environment/Food security Assistants and Incentive Workers and/or Village Agents to ensure timely implementation of project activities.
- Work with established community-based structures and be solution-oriented in terms of challenges arising from individual activities and the programme as a whole.
- Support efforts from different actors to ensure that natural resources and shared environment are better conserved and protected.
- Contribute to developing new sustainable Livelihoods/Food security/Environment initiatives or proposals and fundraising relating to refugees host communities, emergency, protracted displacement and longer-term response.
- Ensure lessons learned are documented, shared and reflected in program planning and decision making.
- Ensure continuous capacity building among beneficiaries and staff involved under supervision.
- Ensure implementation of Livelihoods/Food Security/Environment activities are compliant with the National policies, guidelines and strategies, Core Humanitarian Standards (CHS) and the DRC Code of Conduct (CoC).
- Work with respective Team leader(s) and MEAL team to ensure the M&E plan is being implemented, data is being collected from the field and regular reports are produced.
- Provide inputs for narrative reports according to donors' requirements.
- Support budget monitoring and expenses control including compliance with minimum DRC and donor requirements.
- Liaising with institutions, village agents, voluntary/community groups, and other local organizations/groups to promote various Livelihoods/Food security/Environment in the host communities and refugee camps.
- Ensuring all engagement messaging/data is consistent among all stakeholders during project implementation.
- Ensuring that best practices on environmental/food security/livelihood approaches are identified, surveyed, valued, and proposed for intervention in the refugees as well as in the host community.
- Document best practices and success stories for sharing with relevant parties involved in the project.
- Participate in different training, workshops, talks, and conferences for project activities/plans.
- Foster and maintain excellent working relationships with key humanitarian and development actors – local and international, including government authorities and non-state actors, and private sectors through regular attendance at technical meetings and bilateral meetings.
- Liaise closely with other DRC sectors such as; Protection, Camp Coordination and Camp Management, to ensure productive coordination and smooth implementation of the programme activities.
- Work in the multi-functional team approach in close collaboration with Programme and other technical experts, to ensure that economic Recovery-Livelihoods/Food security and Environment interventions are approached from a cross-sectoral and integrated programming perspective.
- Perform other related duties as required.

Requirements

- University Degree/Advanced diploma/Post graduate studies in Irrigation and Water Resource Engineering, Agricultural Engineering and other related fields.

- At least 2 years relevant work experience in engineering assessments, design and implementation of activities in creation of assets on climate resilience such as; establishment of dams for livestock and irrigation through rain water harvesting techniques, application of methods for increased agriculture productivity through climate resilient farming practices, such as terracing, excavation of trenches and ridges, irrigation canals and related farming practices, landscape restoration through gully treatment, soil erosion control, irrigation, and integrated watershed management and similar areas.
- Good understanding on the impact of climate change on food security and livelihoods, farming systems, land degradation and natural resources.
- Understanding of different environmental challenges, trends, on-going global/national efforts for environment and natural resources conservation.
- Previous experience in food security, nutrition and gender-sensitive interventions an added advantage.
- Previous experience in community empowerment through working with beneficiaries with different socio-economic status including the vulnerable individuals/households within rural communities.
- Previous experience in using Geographic Information System (GIS) software, QGIS, Auto/Arch Computer Aided Design for land restoration or for creation of similar assets a plus.
- High level of computer literacy in using softwares Microsoft office, internet and e-mails.
- Previous experience working with host community members, refugees or IDPs in similar projects.
- Previous working experience with International organizations in the development and humanitarian settings in implementing similar projects and programmes.
- Excellent written and oral communication skills in English and Swahili.
- Excellent interpersonal and problem-solving skills, creativity, innovation and flexibility.
- Comfortable in a multi-cultural environment, flexible and able to handle pressure well ability to engage with community members, and maintain confidentiality and respect.

Languages:

- Excellent proficiency in written and spoken English and Swahili

Key stakeholders: (internal and external)

- DRC staff, refugees and donors
- Local Government (refugee camp) and host Community representatives.
- Community groups.
- Other NGOs and relief actors.
- MoHA, police, immigration

All DRC roles require the post-holder to master DRC's core competencies:

- Striving for excellence: You focus on reaching results while ensuring an efficient process.
- Collaborating: You involve relevant parties and encourage feedback.
- Taking the lead: You take ownership and initiative while aiming for innovation.
- Communicating: You listen and speak effectively and honestly.

- Demonstrating integrity: You act in line with our vision and values.

Providing equal opportunities We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

Promoting high standards : DRC's capacity to ensure the protection of and assistance to refugees, IDP's and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB.

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