

JOB VACANCY – STOREKEEPER - FULL TIME - 100%

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Title: STOREKEEPER
Direct Reports: SUPPLY CHAIN OFFICER
Location: LIWALE, LINDI

MAIN PURPOSE

Executing the stock management activities (receipt, storage, and issuance to projects or other departments of medical supplies, food items, spare parts, tools, equipment and/ or other logistics materials), according to the line manager's instructions and MSF standards and protocols, in order to ensure the overall functioning of MSF activities

ACCOUNTABILITIES

- Supervising materials and goods orders and dispatch in order to ensure its rational use.
- Receiving orders and deliveries, identifying and reporting potential discrepancies against cargo manifest or others. Stores materials in accordance with the system in force in order to ensure continuous availability.
- Updating and/or creating stock cards for all stock items immediately after reception of goods. Checking the received cold boxes and controlling the cold chain-monitoring card
- Storing materials in accordance with the system in force in order to ensure continuous availability ensuring that all items are well organised and correctly stored, well protected, fully identified and easily accessible (cleanliness, security, access, etc.).
- Monitoring the store temperature and ensuring Cold Chain items are stored in an adequate temperature. Keeping a special control of "sensitive" goods: numbers of lots, expiry dates, packaging and special storage conditions
- Preparing orders on time before sending goods, and packs (according to transport means) weighs and labels freight with corresponding shipping number, destination, number of shipping units, way bill number, weight and mode of transport in accordance with the line manager's instructions
- In conjunction with the line manager, performing physical stock counts in accordance with the frequency previously defined. Following up stock levels with regards to alarms thresholds, stock out and expiry dates.
- Controlling warehouse limited access to authorized personnel and ensuring doors and other exits are secured. Immediately informing the line manager of any problems arising in the course of the work, particularly with regard to damage, loss, attempted break-ins or theft in the warehouse
- Assisting the line manager with preparation of the stock reports

MSF has been working intermittently in Tanzania since 1993, supporting MOH in a variety of areas, notably the provision of primary and secondary health care and the response to epidemics such as cholera, malaria, and HIV/AIDS. MSF's latest intervention in the country started in May 2015 with an emergency response to a cholera outbreak affecting both the refugee and the host populations in Kigoma region. During the emergency phase MSF expanded medical and water/sanitation activities to all three refugee camps in the region.

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Minimum Educational Qualification:

- Essential secondary education and warehouse management related studies

Experience:

- Previous experience as storekeeper desirable

Knowledge:

- Essential basic mathematics and use of measuring equipment
- Desirable computer literacy (word, excel)
- Desirable ability to do basic repairs

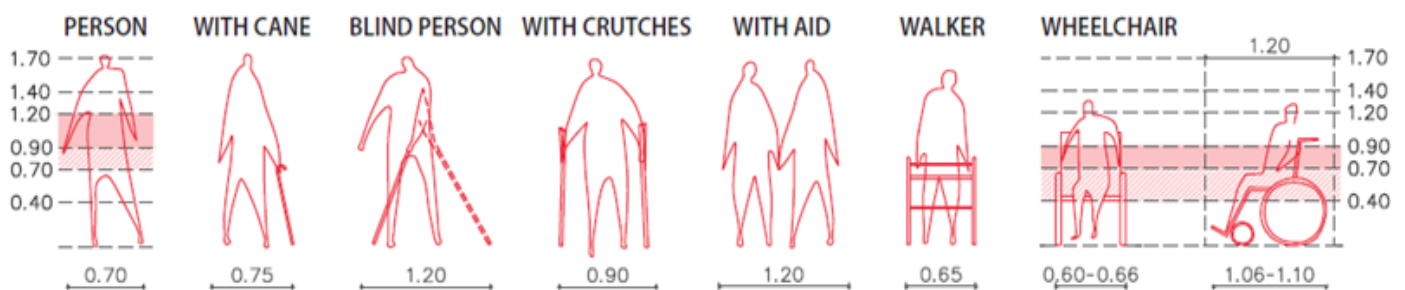
Languages:

- Good English spoken and written, and Kiswahili are essential.

Competencies:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Oriented

Women, or any person feeling like being part of a minority is encouraged to apply. MSF is dedicated to fostering a safe work environment with zero tolerance for any form of abuse.



APPLICATION DETAILS

All interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Tuesday, June 3rd 2025 at 4:00 PM**. Please quote the job title on the email subject **"STOREKEEPER"**.

Please send your application to the email address MSFCH-Tanzania-Recruitment@geneva.msf.org. The applications can also be submitted at MSF offices situated at Uporoto Street, Plot No.74, House No.22, Ursino Estate, Victoria, Dar es salaam, or in Nduta Refugees Camp, Kibondo District or MSF Guest House Kibondo or at MSF office situated in Liwale, Lindi.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED

If you receive no contact within 6 weeks, you can consider that you have not been pre-selected

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JOB VACANCY – CLEANER - FULL TIME - 100%

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Title: CLEANER
Direct Reports: PROJECT HR ASSISTANT
Location: LINDI Region – LIWALE District:

MAIN PURPOSE

Execute, according to hygienic standards, housekeeping, cleaning and tidying up activities in order to ensure public and staff private areas are in good condition.

ACCOUNTABILITIES

- Thorough cleaning of bedrooms, bathrooms, toilets and other rooms in MSF premises – Office, warehouse and guesthouse.
- Sweep and mop the floors.
- Do the laundry including iron clothes and other housekeeping activities.
- Monitor and restock household and hygiene supplies (toilet paper, soap, etc.) as required.
- Regularly check that the toilets are well stocked with paper, soap and other essentials, maintaining high standard of cleanliness.
- Keep premises properly locked (doors, windows).
- Support the cook in cleaning (washing up, cleaning the kitchen, etc.) when necessary.
- Ensure clean bedlinen, towels and guestrooms are ready for guest arrivals at all times.
- Maintain up-to-date inventory list of household items
- Empty trash bins and manage waste efficiently to uphold cleanliness standards.
- Perform any other domestic chores or tasks as directed by your supervisor.

MSF Liwale has 4 premises – Office, Warehouse and Guesthouse:

- Flexibility required to work at any of the three premises as assigned by supervisor
- Adhere to a rotation schedule as established by the supervisor, working at any premise as required during working hours

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Minimum Educational Qualification:

- Desirable secondary education

Experience:

- Desirable experience in similar position with similar responsibilities
- Desirable understanding of MSF activities in general

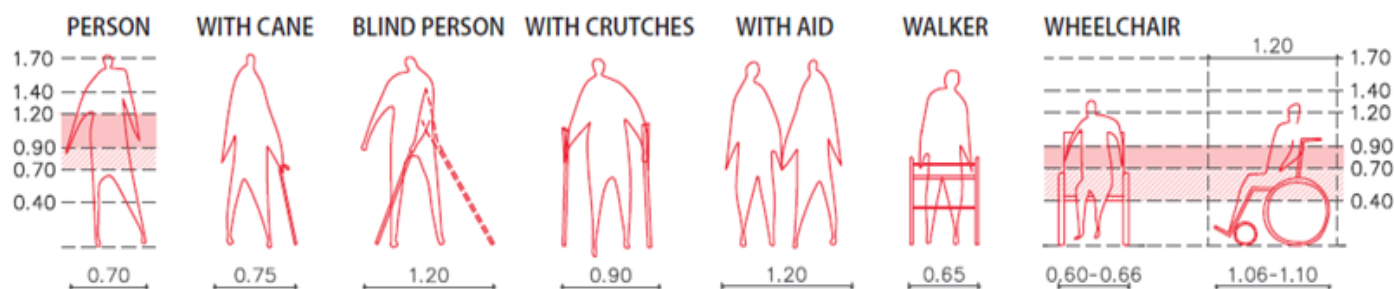
Languages:

- Good English spoken and written, and Kiswahili are essential.

Competencies:

- Commitment
- Flexibility
- Stress Management
- Results
- Teamwork Service
- Service

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JOB VACANCY – COOK - FULL TIME - 100%

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Title: COOK
Direct Reports: PROJECT HR Assistant
Location: LINDI Region – LIWALE District:
 1 Cook in LIWALE Town for Longer Term Contract
 1 Cook in Kimbambi Ward for Shorter Term Contract

MAIN PURPOSE

Prepare meals for patients and **MSF** staff, according to hygiene standards and security rules, in order to ensure their nutritional needs.

ACCOUNTABILITIES

- List item
- Carry out the preparation of meals for staff
- Follow at all times all hygiene standards and security rules.
- Control stock of food so as to ask for anything needed on time, and prepare shopping list and make purchases if required.
- Ensure meals to be served on time.
- If applicable set table before every meal and clean it up after each meal.
- Ensure cleanliness of all facilities, utensils and equipment.
- If domestic cook, ensure the provision of drinkable water during the day and when she / he leaves: cleaning, filling the filter and empty bottles, changing batteries if necessary.
- Look after all equipment provided.
- Keep an inventory of **MSF** kitchen utensils and equipment, i.e. plates, glasses, cutlery, cookware, etc., and ensure its integrity.
- Report all important information (lost, robbery, damages, deterioration, incident, etc.) to superior

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Minimum Educational Qualification:

- Essential literacy, course on cooking desirable

Experience:

- Previous experience as a cook desirable

Languages:

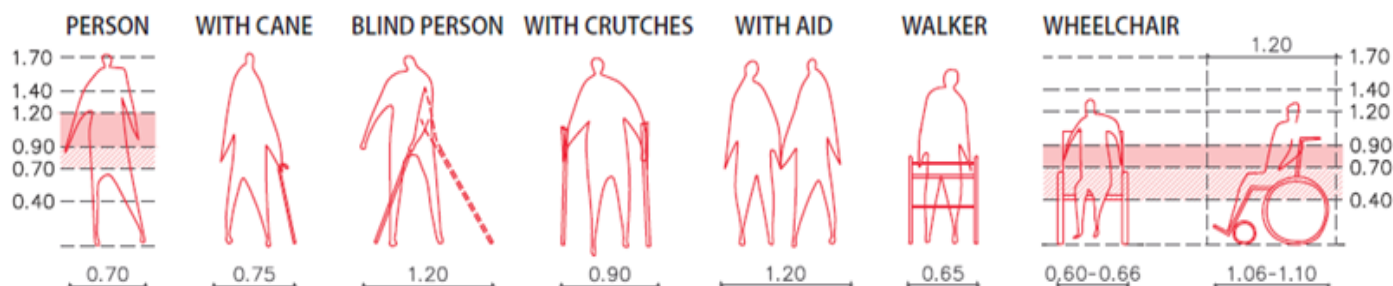
- Good English spoken and written desirable, and Kiswahili are essential.

Competencies:

- Commitment
- Flexibility
- Stress Management
- Results

○ Teamwork Service

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JOB VACANCY – HEAD OF DRIVERS - FULL TIME - 100%

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Title: HEAD OF DRIVERS
Direct Reports: BASE and FACILITIES OFFICER
Location: LIWALE, LINDI

MAIN PURPOSE

Coordinating and controlling the operation of vehicles in one location according to traffic regulations and **MSF** security rules and ensuring that the team of drivers perform properly their duties to ensure an adequate, efficient and safe transport of goods and people

ACCOUNTABILITIES

- Transporting **MSF** personnel and material ensuring their safety.
- Supervising the team of drivers and monitoring and evaluating their performance, ensuring compliance with all rules, safety regulations and **MSF** instructions, as well as the maintenance and service of their assigned vehicles which includes preparing and overseeing the drivers' work schedule, ensuring daily and weekly checks of vehicles and the correct filling in of administration and vehicle logbook;
- Performing monthly checks of the vehicle inventory, documentation and first aid kit together with the responsible driver and conducting a driving test for all new drivers. Performing regular drivers' assessments.
- Coordinating and supervising the associated resources (drivers) and fleet management to ensure adequate service in terms of organizing availability of drivers, vehicles to drive, duty rosters and replacements in case of absence, and fuel control. Organizing training courses for drivers
- Checking and ensuring that safety procedures are met in vehicles to ensure that transportation is in the best conditions of safety for travelers.
- Reporting any problems with the vehicles (mechanical, accidents...) to the line manager / technical referent as well as preparing monthly reports on services, spare parts, consumption, etc. of each vehicle.
- Ensuring maintenance on the fleet of vehicles to be in perfect working order and that cars are serviced at the desired time to ensure good use of it and be able to deliver services.
- Looking after all equipment related to vehicles and driver. Ensuring the proper use of radios in vehicles, numbers and codes, according to MSF protocols and procedures in place

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Minimum Educational Qualification:

- Essential literacy, driving license and basic mechanic skills

Experience:

- Minimum 2 years previous experience as a driver

Knowledge:

- Essential good knowledge of the area of work
- Essential experience with 4x4 vehicles
- Essential knowledge of basic mechanics

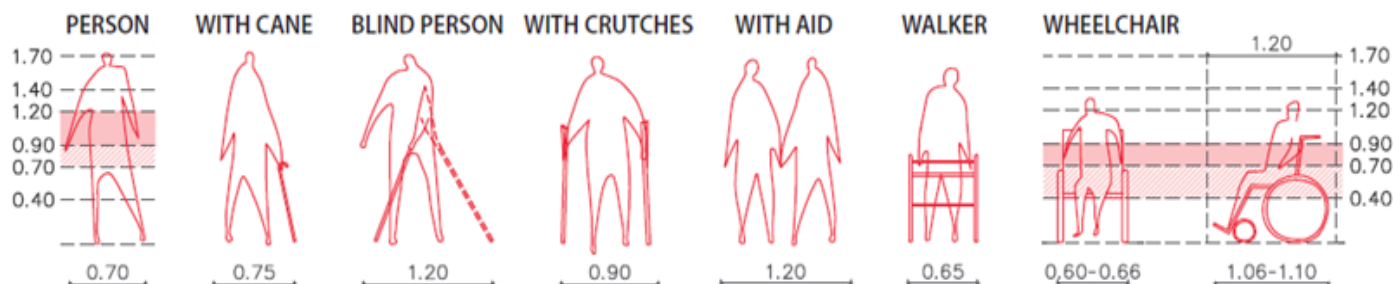
Languages:

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Competencies:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Oriented

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JOB VACANCY – SPECIALIZED TECHNICIAN

Title: SPECIALIZED TECHNICIAN

Direct Reports: LOGISTICS SUPERVISOR

Location: DAR ES SALAAM

FOR NATIONAL STAFF ONLY

INTRODUCTION:

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Required Criteria:

Minimum Educational Qualification:

- Diploma in Electrical engineering

Experience:

- Essential working experience of at least 2 years in relevant jobs, experience with MSF or other NGOs in developing countries

Languages:

- English and Swahili (fluent, oral & written) required

Job Summary:

Performing autonomously, specific complex / advanced installation, maintenance works and repairs depend-ing on technician's specialization (requiring special/qualifications/training), according to supervisor's instruc-tions and MSF standards and procedures, to ensure a proper functioning and maintenance of MSF equipment, installations and infrastructures.

Accountabilities

- Performing autonomously, all necessary complex / advanced installations, maintenance and repairs (i.e. requiring special qualifications/training), according to the supervisor's instructions and executes any needed tests after any repair or maintenance. Including the following functions:
 - Qualified Electrician
 - Qualified Mechanic
 - Biomed Technician
- Making suggestions regarding any repair or maintenance work needed in MSF electrical installations, equipment and/or vehicles and assisting logistics department for any relative work needed.
- Managing the stock of consumable items, filling in the stock cards, carrying out physical stock inventories, executing orders necessary for renewing stock, avoiding any shortage.
- Responsible for the equipment and tools, including extinguishers, checking they are correctly and safely used, maintaining and renewing them when necessary and keeping the inventory updated.
- Keeping working area clean and tidy.
- Ensuring that all record sheets and books related to logistical maintenance are always completed. Preparing needed reports before and after any repair or required maintenance.
- Immediately informing the line manager of any problems that arise in the course of the work, particularly with regard to damage, loss, theft or attempted break-ins
- Working in collaboration with other specialized technicians and workers, if necessary, or managing a small team of workers.

Mission Specific Accountabilities:

- Performing the electrical installations/works meet safety standards in accordance with MSF standards.
- Diagnosing problems and provides solutions when electrical installations show signs of defects or malfunction and troubleshoots causes for malfunctions or breakdowns.
- Performing scheduled preventive and corrective maintenance on electrical equipment.
- Properly sizing electrical loads and cables in accordance with the power supply equipment.
- Preparing technical drawings and schematics, wiring diagrams, and designs of electrical installations.
- Assigning equipment and usage schedules and ensure timely equipment maintenance.
- Reporting electrical faults and submit regular maintenance reports to the supervisor.
- Performing maintenance of generators, washing machines, fridges, and water dispensers.
- Perform maintenance of air conditioners.
- Maintain an inventory records of all equipment, tools, spare parts, materials under his/her responsibility.
- Responsible for troubleshooting, repairs, upgrading and installation of all plumbing.
- Responsible for minor repair, maintenance and assembly of furniture and carpentry works.
- Conduct regular visits to all MSF premises.
- Follow up the expiring dates and services of fire extinguishers and smoke detectors.
- Follow up the maintenance plan and schedule
- Provide support to the field (projects) and other emergencies upon required.

Main Competencies:

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management

APPLICATION DETAILS

MSF is an equal opportunity employer, and we value diversity, all interested candidates shall submit their motivation letter, CV and copy of relevant professional certificates not later than **Tuesday, June 03rd 2025 at 5:00 pm**. Please quote the job title on the email subject **"SPECIALIZED TECHNICIAN"**

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