



TANZANIA RED CROSS SOCIETY

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. 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, located in Dar es Salaam city.

TRCS is now 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 and Pathfinder International. Tanzania Red Cross Society is looking for dynamic person to fill the below vacancy.

POSITION: PROJECT MANAGER/WASH ENGINEER

Duty Station: Simanjiro-Orkasumet (Manyara Region)

Reports to: Director of Health Services

Duration of Contract: 4 Months

Age Limit: Not above 55 Years.

MAJOR RESPONSIBILITIES

Project related:

- In charge of all Water, Sanitation & Hygiene (WASH) activities in technical and hygiene education.
- Design, plan, and supervise the technical construction works in Water supply works and sanitation facilities
- To design and promote community hygiene education approaches to improve WASH behavior practices e.g CLTS, PHAST methodologies.
- Responsible for the implementation and supervision of the construction works and rehabilitation of water infrastructure (Water supply system Provide support at any time to the team for any request or arising matters that are related to the well function of the projects funded by Spanish Red Cross in the area.

All Correspondences should be addressed to the Secretary General

- To perform logistic works at field level, prepare and supervise all procurements documents in coordination with WATSAN Engineer in headquarters and civil engineer from Simanjiro district, and any other.
- Overseeing the day-to-day activities of the Project, including procurement, project monitoring and evaluation, financial management, progress and financial reporting.
- Organize and maintain regular meetings with project staff, SRC delegate, district Government and beneficiaries from communities.
- Lead the development of work plans, workshops and periodical work sessions and meetings for the unit and hold orientation seminar for his team members from the project and Water sector to clarify the project's objective and methodology.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- In charge of the project's closure at the end of its activities. Which includes reporting, administrative tasks, agreements and handover to local authorities according to Red Cross requirement and any other matter related to this process.
- Liaising with local authorities (district councils, organization partners, communities) and clients, contractors, and suppliers on project execution issues.
- Capacity building to other co-staff and community on mater related to Water, Sanitation and Hygiene.

Management related:

- To lead the team in planning and organization of monthly activities according to the chronogram of the project. Achieve the desired and expected outcome with the level of efficiency and effectiveness in the implementation of activities.
- Provide the required supervision and support the development of all human resources/staff under his/her management in the project.
- Provide the briefing/training to all members in the team to get acquainted to the project dynamics.
- Responsible for preparing and submitting reports on activity and developed results on a weekly, monthly and yearly basis.
- Provide extensive revision to all project documents.
- Accomplish deadlines according to the work plan and indicators.
- To report according to the predetermined intervals as required by donors and headquarters.
- To represent the National Society in the called meeting upon stakeholders: Government, Donors, other.
- To ensure that all processes are in line with TRCS guidelines and procedures and donors.
- Knowledge of the Red Cross Movement and act according to the seven principles at all times.
- Advocacy and strengthen Red Cross branches in Simanjiro as well as Manyara region in coordination with Reginal Red Cross Branch.
- To be the custodian of TRCS property in the area of operation.
- Identification of needs to be implemented in an eventual project proposal.

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JOB REQUIRMENTS

- Bachelor Degree in Water Supply and Sanitation Engineering, Environmental Engineering, Civil Engineering or Water Resource Engineering from a recognized institution.
- At least 3 years working experience in community development construction works.
- Computer literacy.
- Public Relations and good communications skills.
- Language Skills Swahili, English or Masaai is an added advantage

MODE OF APPLICATION

Interested and qualified candidates should send their applications and updated CV to recruitment@trcs.or.tz clearly indicating the role applied for on the subject bar not later than May 25th ,2020. (Only short listed candidates will be notified).

Tanzania Red Cross Society (TRCS) does not CHARGE A FEE at any stage of the recruitment process also we use our official email with extension of (@trcs.or.tz) not Gmail, yahoo any other email.

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 Organizational Official Email: recruitment@trcs.or.tz.

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