



# TANGANYIKA CHRISTIAN REFUGEE SERVICE

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## TANGANYIKA CHRISTIAN REFUGEE SERVICE JOB ADVERTISEMENT

**Tanganyika Christian Refugee Service (TCRS)** is a respected Tanzanian non-governmental organization established in January 1964 to provide humanitarian assistance and long-term support to refugees and marginalized populations in Tanzania. Initially operating under the Lutheran World Federation's Department of World Service (LWF/DWS) in partnership with the World Council of Churches and the Government of Tanzania, TCRS became an autonomous, nationally registered NGO in 2006, expanding its mandate to include both humanitarian response and community development interventions.

For over six decades, TCRS has supported hundreds of thousands of refugees and host community members through integrated programs that promote dignity, resilience, and self-reliance. The organization has a strong operational presence in refugee settings, where it has implemented Water, Sanitation and Hygiene (WASH), shelter and infrastructure assistance, camp management, fleet management, education, VolRep and etc. These interventions have been delivered in close collaboration with the Government of Tanzania, UN agencies, and humanitarian partners.

TCRS's work is guided by core values of universal justice, human dignity, self-reliance, sustainable livelihoods, transparency, accountability, and humanity, ensuring inclusive and community-centered programming in all operational areas.

In pursuit of its mission, TCRS is seeking for various positions to support ongoing refugee operations in Nduta and Nyarugusu Refugee Camps and Kigoma Transit Centre across four key sectors: WASH, Shelter, Well-Being, and (VolRep).

### **I. WASH Assistant – Water Supply (2)**

**Duty Stations:** Nyarugusu Refugee Camp & Nduta Refugee Camp, Tanzania

**Sector:** Water, Sanitation and Hygiene (WASH)

**Reports to:** WASH and Shelter Coordinator

### **Purpose of the Position;**

The WASH Assistant – Water Supply will support TCRS in the implementation, operation, and monitoring of water supply systems to ensure continuous access to safe and sufficient drinking water for refugees, in accordance with humanitarian standards and national regulations.

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### **Key Responsibilities**

- Assist in the operation and maintenance of water supply systems, including boreholes, pumps, pipelines, reservoirs, and tap stands
- Support routine water quality testing, treatment, and chlorination activities
- Monitor daily water production, distribution, and consumption
- Conduct regular inspections of water infrastructure and report technical faults
- Support rehabilitation and construction of water supply facilities
- Assist in supervising technicians, casual laborers, and contractors
- Participate in data collection, analysis, and preparation of technical and activity reports
- Supervise refugee incentive workers under water supply.
- Coordinate with refugee leadership structures and community WASH committees
- Ensure adherence to Sphere Standards, safety procedures, and environmental guidelines
- Perform any other duties assigned by the WASH and Shelter Coordinator

### **Minimum Qualifications:**

- A bachelor's degree in Water Resource Engineering, Water Supply Engineering, Environmental Engineering, Civil Engineering (Water-related specialization) Or any other related qualifications.
- At least 1-2 years of relevant work experiences in hygiene promotion or WASH-related projects in humanitarian contexts.
- Knowledge and understanding of the WASH situations.
- Good communication and interpersonal skills
- Good team interaction and positive attitude.
- Good record management, documentation, and filing skills.

## **2. Position: Shelter Assistant (I)**

**Duty Stations:** Nyarugusu Refugee Camp

**Sector:** Shelter / Infrastructure

**Reports to:** WASH and Shelter Coordinator

### **Purpose of the Position;**

The Shelter Assistant will support TCRS in the implementation and monitoring of shelter construction, maintenance, and rehabilitation activities to ensure refugees have access to safe, dignified, and adequate shelter in accordance with humanitarian standards.

### **Key Responsibilities**

- Assist in the construction, rehabilitation, and maintenance of refugee shelters and related infrastructure
- Support site planning, shelter allocation, and upgrading activities
- Conduct routine inspections of shelters and identify repair or maintenance needs
- Assist in supervising skilled and unskilled laborers and contractors
- Support distribution of shelter materials and tools
- Monitor quality of shelter construction and ensure compliance with technical standards
- Collect and compile shelter-related data and prepare activity reports
- Work closely with WASH teams to ensure integration of shelter and WASH infrastructure
- Engage refugee communities and shelter committees to promote participation and ownership

- Ensure adherence to Sphere Standards, safety procedures, and environmental guidelines
- Perform any other duties as assigned by the WASH and Shelter Coordinator

**Minimum Qualifications:**

- A bachelor's degree in Architecture, Building Construction, Environmental Engineering, Civil Engineering (Water-related specialization) Or any other related field.
- At least 1-2 years of relevant work experiences in humanitarian assistance
- Good communication and interpersonal skills
- Good team interaction and positive attitude.
- Good record management, documentation, and filing skills.

**3. Position: Shelter Assistant – Sanitation & Hygiene Support (I)**

**Duty Station:** Nduta Refugee Camp, Tanzania

**Sector:** Shelter / WASH

**Reports to:** WASH and Shelter Coordinator

**Purpose of the Position;**

The Shelter Assistant – Sanitation & Hygiene Support will assist TCRS in implementing shelter, sanitation infrastructure and hygiene-related activities to ensure refugees live in a clean, safe, and dignified environment in line with humanitarian standards.

**Key Responsibilities**

- Assist in the construction, rehabilitation, and maintenance of refugee shelters and related infrastructure
- Support site planning, shelter allocation, and upgrading activities
- Conduct routine inspections of shelters and identify repair or maintenance needs
- Support construction, rehabilitation, and maintenance of sanitation facilities including latrines, bathing shelters, and handwashing stations
- Monitor cleanliness, functionality, and safe use of sanitation facilities
- Support hygiene promotion activities in collaboration with hygiene promoters and community volunteers
- Assist in supervision of casual laborers and community workers during sanitation works
- Support distribution of sanitation and hygiene materials and tools
- Conduct routine inspections and identify sanitation-related repair needs
- Collect and compile sanitation and hygiene activity data and reports
- Promote community participation and work closely with refugee committees
- Ensure compliance with Sphere Standards, safety procedures, and environmental guidelines
- Perform any other duties assigned by the WASH and Shelter Coordinator

**Minimum Qualifications:**

- A bachelor's degree in Building Construction, Environmental Engineering, Civil Engineering, Water and Sanitation, Public Health Or any other related field.
- At least 1-2 years of relevant work experiences in humanitarian context,
- Proven practical experience in community engagement water and sanitation work

- Good communication and interpersonal skills
- Good team interaction and positive attitude.
- Good record management, documentation, and filing skills.

#### **4. Position: WASH Assistant – Sanitation & Hygiene (I)**

**Duty Station:** Nyarugusu Refugee Camp, Tanzania

**Sector:** Water, Sanitation and Hygiene (WASH)

**Reports to:** WASH and Shelter Coordinator

#### **Purpose of the Position;**

The WASH Assistant – Sanitation & Hygiene will support the implementation, monitoring, and maintenance of sanitation facilities and hygiene promotion activities to ensure a clean, healthy, and safe environment for refugees, in accordance with humanitarian standards.

#### **Key Responsibilities**

- Support construction, rehabilitation, and maintenance of sanitation facilities including latrines, bathing shelters, waste disposal pits, and handwashing stations
- Monitor functionality, cleanliness, and safe use of sanitation facilities
- Support hygiene promotion activities in collaboration with hygiene promoters and community volunteers
- Assist in supervision of casual laborers and community workers during sanitation works
- Support distribution of hygiene and sanitation materials and non-food items (NFIs)
- Conduct routine inspections and identify sanitation-related repair and maintenance needs
- Collect sanitation and hygiene data and prepare activity and monitoring reports
- Promote community participation and coordinate with refugee WASH committees
- Ensure compliance with Sphere Standards, safety procedures, and environmental guidelines
- Support outbreak preparedness and response activities related to sanitation and hygiene
- Perform any other duties assigned by the WASH Officer or Supervisor

#### **Minimum Qualifications:**

- A bachelor's degree in Environmental Engineering, Civil Engineering, Water and Sanitation, Public Health Or any other related field.
- At least 1-2 years of relevant work experiences in humanitarian context
- Proven practical experience in community engagement water and hygiene issues.
- Good communication and interpersonal skills
- Good team interaction and positive attitude.
- Good record management, documentation, and filing skills.

#### **5. Position: Electromechanical Officer – Water Equipments (I)**

**Duty Stations:** Nyarugusu Refugee Camp & Nduta Refugee Camp, Tanzania

**Sector:** Water, Sanitation and Hygiene (WASH)

**Reports to:** WASH and Shelter Coordinator

### **Purpose of the Position;**

The Electromechanical Officer (Water Equipment) will be responsible for the operation, maintenance, and supervision of electromechanical water supply equipment to ensure reliable, safe, and continuous water services in the refugee camps, in line with humanitarian standards.

### **Key Responsibilities**

- Operate, maintain, and troubleshoot electromechanical water supply equipment including pumps, generators, control panels, motors, and chlorination systems
- Ensure proper functioning of boreholes, pumping stations, and water treatment units
- Develop and implement preventive maintenance schedules for water equipment
- Diagnose and repair mechanical and electrical faults in water systems
- Supervise technicians, operators, and casual laborers
- Monitor energy consumption, equipment performance, and system efficiency
- Ensure safe operation of electrical and mechanical systems in compliance with safety standards
- Support installation, testing, and commissioning of new water equipment
- Maintain records of maintenance, breakdowns, and spare parts usage
- Support procurement planning for spare parts and consumables
- Prepare technical reports and submit regular updates to supervisors
- Coordinate with WASH teams and contractors to ensure uninterrupted water supply
- Perform any other duties assigned by the WASH and Shelter Coordinator

### **Minimum Qualifications**

- A bachelor's degree in Environmental Engineering, Electrical Engineering, Mechanical Engineering Or any other related field.
- At least 1-2 years of relevant work experiences in water equipment and supply
- Good communication and interpersonal skills
- Good team interaction and positive attitude.
- Good record management, documentation, and filing skills.

### **6. Position: WASH and Shelter Storekeeper (2)**

**Duty Stations:** Nyarugusu Refugee Camp & Nduta Refugee Camp, Tanzania

**Sector:** WASH / Shelter / Logistics

**Reports to:** WASH and Shelter Coordinator / Logistics Officer

### **Purpose of the Position;**

The WASH and Shelter Storekeeper will be responsible for the proper receipt, storage, issuance, and record-keeping of WASH and Shelter materials to ensure timely and accountable support to program activities in the refugee camps.

### **Key Responsibilities**

- Receive, inspect, and record all WASH and Shelter materials delivered to the warehouse/store
- Ensure proper storage, labelling, and organization of materials and equipment

- Issue WASH and Shelter items according to approved requisitions and distribution plans
- Maintain accurate stock records, bin cards, and inventory databases
- Conduct regular physical stock counts and reconcile with records
- Prepare stock reports and submit them to the WASH and Shelter Coordinator and Logistics Officer
- Ensure safe storage conditions, including protection from damage, loss, and theft
- Monitor stock levels and support timely replenishment and procurement planning
- Support distribution of WASH and Shelter items in coordination with program teams
- Ensure compliance with TCRS logistics procedures and donor requirements
- Maintain cleanliness and safety of the store area
- Perform any other duties assigned by the Supervisor

**Minimum Qualifications;**

- A Certificate or Diploma in Procurement and Supply Chain Management, Logistics Management, Business Administration, Materials Management Or any other related field.
- At least 1-2 years of relevant work experiences in store keeping.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Ability to work independently and carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Good record management, documentation, and filing skills.

**7. Camp Coordination and Camp Management (CCCM) Coordinator (1 Position)**

**Duty Station:** Nyarugusu / Nduta / Kigoma Transit Center

**Sector:** Well Being

**Reports to:** Project Coordinator

**Purpose of the position;**

Provide overall leadership, coordination, and technical guidance for all CCCM activities across the assigned camps or transit center.

**Key Responsibilities:**

- Monitor and support the coordination of services and Management in the transit center
- Identify gaps in service provision to new arrivals, proactively referring issues to relevant forums.
- Supervise CCCM staff and ensure service delivery
- Coordinate with partners, government authorities, and humanitarian actors
- Work in close collaboration with project management to ensure a wide acceptance of camp management activities in particular and facilitate dispute resolutions regarding the provision of humanitarian services in general
- Ensure diversity and inclusion and ensured that protection considerations are mainstreamed across all sectors
- Receive and handle complaints and feedback from clients and refer to relevant actors
- Ensure Camp management implementation is compliant with the Core Humanitarian Standards (CHS).
- Prepare reports as required by the project Coordinator

- Ensure daily verbal feedback on urgent issues reported
- Participate in coordination meetings as well as meetings with refugee stakeholders
- Any other duties to support camp management activities assigned by the Project Coordinator.

#### **Minimum Qualifications;**

- Bachelor's degree in Social Sciences, Development Studies, Disaster management or relevant field to Community Organization, Humanitarian Work, Humanitarian Protection.
- At least 2 years of work experience in humanitarian displacement situation
- Demonstrated previous experience working with refugees or other vulnerable populations
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Excellent Communication skills
- Ability to engage with community members in an open manner, maintain confidentiality and respect.

#### **8. CCCM Officer (2 Positions)**

**Duty Stations:** Nyarugusu & Nduta

**Sector:** Well Being

**Reports to:** CCCM Coordinator

#### **Purpose of the position;**

Support implementation and management of CCCM activities under the guidance of the CCCM Coordinator.

#### **Key Responsibilities:**

- Monitor service delivery and coordinate with stakeholders
- Support community engagement and protection efforts
- Assist to monitor and support the coordination of services and Management in the transit center
- Assist to identify gaps in service provision to new arrivals, proactively referring issues to relevant forums.
- Assist to ensure diversity and inclusion and ensured that protection considerations are mainstreamed across all sectors.
- Ensure Camp management implementation is compliant with the Core Humanitarian Standards (CHS).
- Assist to Monitor service delivery and coordinate with stakeholders
- Prepare reports as required by the CCCM Coordinator
- Any other duties to support camp management activities assigned by the CCCM Coordinator.

#### **Minimum Qualifications;**

- Bachelor's degree in Social Sciences, Development Studies, Disaster management or relevant field to Community Organization, Humanitarian Work, Humanitarian Protection.
- At least 1-2 years of work experience in humanitarian displacement situation

- Demonstrated previous experience working with refugees or other vulnerable populations
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Excellent Communication skills

## **9. CCCM Site Management Assistant (2 Positions)**

**Duty Stations:** Nyarugusu & Nduta

**Sector:** Well Being

**Reports to:** CCCM Officer

### **Purpose of the position;**

Support daily site management and ensure effective monitoring of services and infrastructure in the camps.

### **Key Responsibilities:**

- Assist in site management operations
- Monitor service delivery and infrastructure conditions
- Support data collection and reporting on site activities
- Assist in Monitoring and supporting the coordination of services and Management in the camp
- Assist to identify gaps in service provision to refugees, proactively referring issues to relevant channels.
- Provide Support on data collection and reporting on site activities
- Work in close collaboration with refugee stakeholders (Community Leaders, Elders, Representative Committees) to ensure a wide acceptance of camp management activities in particular and facilitate dispute resolutions regarding the provision of humanitarian services in general
- Work in close collaboration with refugee stakeholders, and ensure community participation and mobilization in camp management
- Assist to ensure diversity and inclusion and ensured that protection considerations are mainstreamed across all sectors
- Assist to receive and handle complaints and feedback from beneficiaries and refer to relevant actors.
- Ensure Camp management implementation is compliant with the Core Humanitarian Standards (CHS).
- Write reports as required by CCCM Officer
- Assist to ensure feedback on urgent issues are collected and reported on timely manner.
- Any other duties to support camp management activities assigned by the CCCM Officer.

### **Minimum Qualifications;**

- Bachelor's degree in Social Sciences, Development Studies, Disaster management or relevant field to Community Organization, Humanitarian Work, Humanitarian Protection.
- At least 1-2 years of work experience in humanitarian displacement situation
- Demonstrated previous experience working with refugees or other vulnerable populations
- Excellent interpersonal and problem-solving skills, creativity and flexibility



- Excellent Communication skills

## **10. CCCM NFI/CRI Distribution Assistant (4 Positions)**

**Duty Stations:** Nyarugusu & Nduta

**Sector:** Well Being

**Reports to:** CCCM Officer

### **Purpose of the position;**

Assist in the planning and execution of distribution of Non-Food Items (NFI) and Core Relief Items (CRI) to refugees.

### **Key Responsibilities:**

- Provide Support on beneficiary registration and verification
- Assist with crowd management and distribution logistics
- Maintain accurate records and reporting for distributions
- Assist to Monitor and support the coordination of services and Management in the camp Identify gaps in service provision to refugees,
- Proactively referring issues to relevant forums
- Assist in overseeing and ensure that NFI distributions are conducted in an accessible and accountable manner
- Work in close collaboration with refugee stakeholders, and ensure community participation and mobilization in camp management.
- Ensure Camp management implementation is compliant with the Core Humanitarian Standards (CHS).
- Any other duties to support camp management activities assigned by Manager the CCCM Officer

### **Minimum Qualifications;**

- Bachelor's degree in Social Sciences, Community Development, Disaster management or relevant field to Community Organization, Humanitarian Work, Humanitarian Protection.
- At least 1-2 years of work experience in humanitarian displacement situation
- Demonstrated previous experience working with refugees or other vulnerable populations
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Excellent Communication skills

## **11. CCCM Transit Center – CCCM Assistant (1 Position)**

**Duty Station:** Kigoma Transit Center (KGTC)

**Sector:** Well Being

**Reports to:** CCCM Coordinator

### **Purpose of the Position;**

Provide assistance in managing operations and service coordination at the transit center.

**Key Responsibilities:**

- Support refugee reception and movement processes
- Assist with site management and coordination activities
- Facilitate information sharing and referrals.
- Assist to Monitor and support the coordination of services and Management in the camp Identify gaps in service provision to refugees,
- Proactively referring issues to relevant forums
- Assist in overseeing and ensure that NFI distributions are conducted in an accessible and accountable manner
- Work in close collaboration with refugee stakeholders, and ensure community participation and mobilization in camp management.
- Assist to ensure Camp management implementation is compliant with the Core Humanitarian Standards (CHS).
- Any other duties to support camp management activities assigned by the CCCM Officer

**Minimum Qualifications;**

- Bachelor's degree in Social Sciences, Community Development, Disaster management or relevant field to Community Organization, Humanitarian Work, Humanitarian Protection.
- At least 1-2 years of work experience in humanitarian displacement situation
- Demonstrated previous experience working with refugees or other vulnerable populations
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Excellent Communication skills

**12. CCCM Transit Center – Cooks (3 Positions)**

**Duty Station:** Kigoma Transit Center

**Sector:** Well Being

**Reports to:** CCCM Assistant

**Purpose of the Position;**

Prepare meals and maintain kitchen hygiene for refugees at the transit center.

**Key Responsibilities:**

- Prepare and serve meals according to hygiene standards
- Maintain cleanliness of kitchen and food storage areas
- Plan and prepare daily menus that cater to a variety of dietary needs, preferences, and restrictions.
- Maintain a clean, organized kitchen environment adhering to food safety and sanitation standards.
- Assist to manage inventory, order supplies and ensure storage and handling of food items.
- Collaborate with campers during meal service to foster a welcoming atmosphere and gather feedback.
- Collaborate with camp staff to support special events and themed meals

**Minimum Qualifications;**

- Basic Education and High School graduate is preferred.
- 1-2 years' Experience working as Cook in a humanitarian context.
- Proven experience as a cook in a camp, catering, or similar environment.
- Strong knowledge of food safety and sanitation practices
- Ability to effectively manage time and prioritize tasks in a fast-paced environment
- Basic Education and High School graduate is preferred.
- Communicating with impact and respect
- High level of integrity

**I3. CCCM Transit Center – Hygiene Cleaners (3 Positions)**

**Duty Station:** Kigoma Transit Center

**Sector:** Well Being

**Reports to:** CCCM Assistant

**Purpose of the Position;**

Maintain cleanliness and hygiene standards in the transit center.

**Key Responsibilities:**

- Cleaning the center rooms including vacuum cleaning, desks, chairs, windows, windows net and office equipment.
- Keep center room floors, surfaces, furniture, walls, doors, windows, carpets cleaned and hygienic.
- Assist in the loading, unloading and movement of furniture, equipment, and office supplies.
- To ensure toilets and office required items/supplies (soap, spry, towel) are cleaned and well organized.
- Notify supervisor concerning the need for major repairs or additions to center environment.
- Making sure of the center compound are kept clean and tidy at all times.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Any others tasks as may be assigned by the supervisor.

**Minimum Qualifications;**

- Basic Education and High School graduate is preferred.
- 1-2 years' Experience working as Cleaner in a humanitarian context.
- Proven experience as a cook in a camp, catering, or similar environment.
- Strong knowledge of food safety and sanitation practices
- Ability to effectively manage time and prioritize tasks in a fast-paced environment
- Communicating with impact and respect
- High level of integrity

#### **I4. CCCM Nyarugusu– VolRep / Reception Officer (I Position)**

**Duty Station:** Nyarugusu Refugee Camp

**Sector:** VolRep

**Reports to:** project Coordinator

**Purpose of the position:**

Coordinate voluntary repatriation reception and support refugee processing.

**Key Responsibilities:**

- Manage reception and documentation of returnees
- Liaise with partners and stakeholders during VolRep activities
- Ensure adherence with TCRS policies, tools, handbooks and guidelines
- Implement delegated Camp Management project portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of document
- Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist.
- Assist in activities concerned with the reception of new arrivals
- Ensure the timely and appropriate allocation of space within reception Centre/ and or family shelter.
- Recording of appropriate details
- Provide regular reports to the management
- Liaise and collaborate with relevant key stakeholders within the camp
- Contribute to the development of improvement of processes.
- Ensure that activities target beneficiaries most in need of protection and assistance

**Minimum Qualifications:**

- Bachelor's Degree in Social Sciences or related field
- At least 1-2 years' work experience from a humanitarian/recovery context
- Ability to effectively manage time and prioritize tasks in a fast-paced environment
- Communicating with impact and respect
- High level of integrity
- Ability to plan and deliver results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment

## **15. CCCM VOLREP Nyarugusu – Voluntary Repatriation Assistants (2 Positions)**

**Duty Station:** Nyarugusu Refugee Camp

**Sector:** VolRep

**Reports to:** VolRep Officer

### **Purpose of the position:**

Assist in facilitating voluntary repatriation processes and support refugees during repatriation.

### **Key Responsibilities:**

- Interview candidates for voluntary repatriation and ensure that they make informed decisions on returns, based on up-to-date information on the conditions in the country of origin.
- Assist in preparing documents (including Voluntary Repatriation Forms) and ensure that refugees are provided with the appropriate documentation.
- Participate in mass information activities aimed at informing refugee communities and other relevant stakeholders about the voluntary repatriation programme.
- Provide logistics and administrative support to voluntary repatriation border-crossing/return movements.
- Assist in assessing the specific needs of vulnerable categories of returnees during return movements and advise on responses.
- Enter data relating to voluntary repatriation in the relevant database.
- In line with the existing SOPs, interview candidates for voluntary repatriation and advise senior colleagues on which individuals to register for further return processing.
- Assist candidates for voluntary repatriation in filling relevant documents.
- Gather and enter information on voluntary repatriation into available databases, in line with SOPs.
- Support the identification and management of risks and seek to seize opportunities impacting objectives in the area of responsibility.
- Ensure decision making in risk based in the functional area of work.
- Raise risks, issues and concerns to a supervisor or to relevant functional colleague(s).

### **Minimum Qualifications:**

- Bachelor's Degree in Social Sciences, Community Development or related field
- At least 1-2 years' work experience from a humanitarian/recovery context
- Ability to effectively manage time and prioritize tasks in a fast-paced environment
- Communicating with impact and respect
- High level of integrity
- Ability to plan and deliver results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment

## **16. CCCM Nyarugusu – VolRep Information Assistant (1 Position)**

**Duty Station:** Nyarugusu Refugee Camp

**Sector:** VolRep

**Reports to:** VolRep officer

**Purpose of the position:**

Provide accurate and timely information to refugees regarding voluntary repatriation.

**Key Responsibilities:**

- Disseminate VolRep information to refugees
- Support communication and feedback mechanisms
- Conduct preliminary information gathering and interviews in support of eligibility, status determination, durable solutions and social needs assessment.
- Monitor Standard Operating Procedures (SOPs) for all protection/solution activities.
- Draft reports, routine correspondence, update relevant databases.
- Contribute to initiatives to enhance national and local protection capacities.
- Enforce integrity in the delivery of protection services by local implementing partners
- Perform any other related duties as may be assigned by the supervisor.

**Minimum Qualifications:**

- Bachelor's Degree in Social Sciences or related field
- At least 1-2 years' work experience from a humanitarian/recovery context
- Ability to effectively manage time and prioritize tasks in a fast-paced environment
- Communicating with impact and respect
- High level of integrity
- Ability to plan and deliver results
- Empowering and building trust
- Communicating with impact and respect
- Handling insecure environment

## **17. Administrative Officer (1 Position)**

**Duty Stations:** Nyarugusu / Nduta

**Sector:** HR and administration

**Reports to:** HR and administration (HQ)

**Purpose of the position:**

Support administrative and technical documentation, reporting, and coordination for CCCM, volRep, WASH and Shelter programs.

**Key Responsibilities:**

- Provide and facilitate induction for new staffs joining TCRS

- Ensure each staff has employment contract, JD and other relevant documents in their personnel file;
- Follow up and report on the status of performance management and documentation to line manager;
- Provide support on facilitating contract agreement for incentive workers, casual workers and temporary staffs;
- Update and generate monthly records and reports such as staff list, leave and other HR statistics;
- Update tracking sheet for personal files and communicate the same with country HR team to fill the gaps and make sure that all files are updated and have the necessary documents;
- Ensure confidentiality of all information related to responsibility;
- Follow up the pension and Health insurance forms, ID cards and distribute to staff.
- Assist in providing Payroll information (new staff recruited, Salary adjustment, promotion as well as absences, etc.)
- Ensure the office is fully stocked with appropriate stationery and other supplies
- Assist in making travel arrangements and hotel accommodation for visitors and liaise with Logistics department on the arrangement of transportation
- Keep best recording and filling of incoming and outgoing documents to and from TCRS.
- Perform any other responsibilities as may be assigned by the supervisor.

**Minimum Qualifications;**

- A Diploma or Bachelor's degree in Human Resources Management, Law, Business Administration, Political Science and Public Administration, Social Sciences or relevant field.
- At least 2 years of work experience working in refugee camps or humanitarian programs.
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Personal conflict resolution and problem-solving skills
- Strong organizational and team working skills
- Good cultural and awareness and sensitivity
- Good computer application skills
- Highly approachable, trustworthy and confidential

**18. Data Entry Technical Assistant (I Position)**

**Duty Stations:** Nyarugusu / Nduta

**Sector:** VolRep

**Reports to:** project Coordinator

**Purpose of the position:**

Assist to manage data entry and ensure accuracy and quality of WASH, Shelter VolRep and CCCM-related data.

**Key Responsibilities:**



- Enter and clean program data
- Support data management and reporting
- Implementing proper security measures to protect sensitive data
- Entering written data points into digital databases, spreadsheets or other organizational systems
- Reviewing new and existing data points for errors and missing information
- Sorting data into categories to ensure streamlined searches and easier access
- Creating reports based on data entry and other queries
- Communicating with team members to discuss data requirements and compare data as needed
- Perform any other tasks as may be assigned by the supervisor.

**Minimum Qualifications:**

- A Diploma or Bachelor's Degree in any field.
- 1 -2 years data entry work experience in humanitarian programs.
- Strong computer and data management skills.
- Proficiency with common data entry systems
- Experience using office equipment like scanners, printers and multi-line phone systems
- Typing speed of at least 50–70 words per minute with high accuracy
- Familiarity with data privacy standards and backup procedures, especially when handling sensitive or proprietary information
- Attention to detail to identify inconsistencies or duplicates and correct errors during entry
- Strong organizational skills for managing multiple data

**I9. Driver (2 Positions)**

**Duty Stations:** Nyarugusu Refugee Camp, Nduta Refugee Camp, and/or Kigoma Transit Center (as assigned)

**Sector:** Operations / Logistics

**Reports to:** Logistics Officer / Project Coordinator

**Purpose of the Position;**

The Driver will support TCRS program implementation by providing safe, reliable, and timely transportation of staff, goods, and equipment while ensuring proper vehicle maintenance and adherence to safety and organizational policies.

**Key Responsibilities**

- Drive TCRS vehicles safely and responsibly for official duties
- Transport staff, materials, and supplies to and from project sites
- Ensure daily vehicle checks, cleanliness, and basic maintenance
- Keep accurate vehicle logbooks, fuel records, and mileage reports
- Ensure compliance with traffic laws, safety regulations, and TCRS vehicle policies
- Report vehicle faults, accidents, or incidents immediately to the supervisor
- Support loading and unloading of materials when required
- Ensure the safety and security of passengers and vehicle at all times
- Perform any other duties assigned by the supervisor

**Minimum Qualifications:**



- Form IV Education level with 5 years in driving experience, preferably with humanitarian programs.
- Certificate in professional driving course from a recognized institution is an added advantage.
- Flawless driving record.
- Valid driving license
- Possess good communication skills.
- Extensive knowledge of local traffic laws and traffic conditions.

## **20. Cashier (I Position)**

**Duty Station:** Kibondo field Office

**Sector:** Finance

**Reports to:** Finance Officer

### **Purpose of the Position;**

The Cashier will be responsible for managing daily cash transactions, ensuring accurate records, and supporting financial accountability in line with TCRS financial policies and procedures.

### **Key Responsibilities**

- Receive, disburse, and account for cash transactions in accordance with TCRS financial procedures
- Maintain accurate and up-to-date cashbooks and supporting documentation
- Prepare payment vouchers and ensure proper authorization before payments
- Conduct daily cash counts and reconcile balances
- Safely manage cash on hand and ensure secure storage
- Support petty cash management and salary or incentive payments where applicable
- Prepare cash reports and submit them to the Finance Officer
- Support audits and financial reviews by providing required documentation
- Ensure compliance with donor and organizational financial policies
- Perform any other duties assigned by the supervisor

### **Minimum Qualifications:**

- A Diploma or Bachelor's degree in Accounting, Finance, Business Administration or related field.
- At least 2 years of work experience working in refugee camps or humanitarian programs.
- Excellent interpersonal and problem-solving skills, creativity and flexibility
- Strong organizational and team working skills
- Good computer application skills
- Highly trustworthy and confidential

### **Overall Altitude of the positions**

The advertised positions aim to support the effective implementation of humanitarian assistance and protection-oriented programs for refugees in Nduta and Nyarugusu Refugee Camps and Kigoma Transit Centre. The overall altitude of the work is to contribute to the delivery of life-saving, dignified, and community-centered services in line with TCRS's mandate and humanitarian principles.



Staff engaged under these positions will work collaboratively across WASH, Shelter, Well-Being, and (VolRep) sectors to ensure coordinated, accountable, and sustainable interventions. The roles focus on improving access to safe water and sanitation, ensuring adequate and dignified shelter, strengthening social well-being, and enhancing VolRep.

All positions require a strong commitment to humanitarian values, accountability to affected populations, respect for diversity, and teamwork, while operating in dynamic and often challenging field environments. The work is result-oriented and community-focused, aimed at enhancing resilience, self-reliance, and the overall quality of life of refugees in accordance with national policies, donor requirements, and TCRS standards.

### **Mode of Application**

Interested and qualified candidates are invited to submit Curriculum Vitae (CV) and cover letter to [mail@tcrs.or.tz](mailto:mail@tcrs.or.tz) no later than **December 24, 2025**. Please include the position title in the subject line. Due to the high volume of applications, we are not able to respond to inquiries via phone. Only those candidates considered for an interview will be contacted.

TCRS provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.