



JOB OPPORTUNITY

Caritas Tabora is a department under the Catholic Archdiocese of Tabora. The scope of Caritas Tabora is extended to facilitate self-help Development, Emergency and Relief, as vehicle to increase the livelihood security of those most marginalised in society - without discrimination (of gender, religion, ethnic group / race) or political biasness.

Caritas Tabora is expecting to work in the Ulyankulu Old Refugee Settlement with a Peace Development and Economic Upkeep Program in three Selected Villages of Ulyankulu Old Refugee Settlement, in Tabora Region. The project aims to ensure health and quality of life of targeted households in the selected villages is improved while maintain peace and harmony in the community.

The Executive Director of Caritas Tabora announces the job opportunities to all qualified Tanzanian citizens in the following positions:

1. Project coordinator (1 post)

Qualifications: Bachelor degree in either of the following fields: Social work, Public Health, Community Development, Sociology or any equivalent field from any recognized institute in relevant fields.

Desirable Skills and Requirements:

- 1) Experience in community conflict management
- 2) Managing WASH programs focusing on ending Open defecation.
- 3) Experience in working with Refugees
- 4) Competence in Human rights works and Gender issues
- 5) Willingness and commitment to work with less privileged groups in remote areas.
- 6) Experience and competency in Project Design, Monitoring, Evaluation and Reporting.
- 7) Competency in computer skills.
- 8) Fluent in English and Kiswahili languages.

Experience: A minimum of 3 years working experience in similar position.

Age: Between 25 –45 years.

Salary: Negotiable.

Duties and Responsibilities

- 1) To ensure smooth implementation of the project.
- 2) To mentor program village animators and collaborate with Animators
- 3) To ensure Household within the targeted houses has improved hygiene & sanitation packages.
- 4) To sensitize community on civic education
- 5) To conduct monitoring and evaluation of the project.
- 6) To be able to provide training and workshops to the target groups.
- 7) To conduct meetings within the targets groups.
- 8) To coach the project Village Animators in planning, monitoring and writing of reports based on data collection and field visits.
- 9) To network and collaborate with other stakeholders.





2. Village Community Animators VCA (3 Posts)

Qualifications: Diploma/Bachelor degree in the following fields: Social works, Public Health, Community Development, Sociology, Education or any equivalent field from any recognized institute in relevant fields.

Desirable Skills and Requirements:

1. Experience in field works
2. Sufficient knowledge in Village Community Banks
3. Experience in working with Refugees
4. Competence in Human rights and Gender issues.
5. Willingness and commitment to work with less privileged groups in remote areas.
6. Competency in computer skills.
7. Fluent in English and Kiswahili.

Experience: A minimum of 3 years working experience in similar position.

Age: Between 20 –45 years.

Salary: Negotiable.

Duties and Responsibilities

1. To coordinate project at village level.
2. To be able to formulate community groups and manage them.
3. To organize and conduct capacity building to focal persons.
4. To ensure Household within the targeted houses has improved hygiene & sanitation packages.
5. To sensitize community on civic education.
6. To conduct monitoring, evaluation; data collection, analysis and reporting.
7. To network and collaborate with other stakeholders.



3. Driver (1 Post)

Qualifications: Form IV or VI with Driving Certificate from recognized Institutes; holder of up-to-date driving licence with Class A, B, C, D, and E.

Desirable Skills and Requirements:

1. Experience in driving a car in remote areas and rough roads. VIP driving will be an added advantage.

Fluent in English and Kiswahili languages.

Experience: A minimum of 3 years working experience in similar position.

Age: Between 25 –45 years.

Salary: Negotiable.

Duties and Responsibility

- 1) To ensure safe transportation of project stakeholders – both internal and external
- 2) To maintain the Motor Vehicle
- 3) To perform any other duties which will be assigned by the Caritas Director.

Application:

Interested candidates, should submit

- ✓ Application letter attached certified copies of certificates and academic transcript, CV, and three referees' mostly preferably academic tutors or Lecturer as well as your last employer by or before **14/4/2018**.
- ✓ All Letters should be addressed to **the Executive Director of Caritas Tabora P. O. Box 669 Tabora** or by email: **caritastabora@yahoo.com**.
- ✓ For any inquiries, please call +255 262 605 037 and 0785833102. (Please call working hours only).

Kindly note that only shortlisted applicants will be contacted,



Fr. Alex Nduwayo.
DIRECTOR-CARITAS TABORA.

