



## VACANCY ANNOUNCEMENT

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 the Parliament of Tanzania in 2019. It is mandated to play specific voluntary humanitarian roles during disasters/emergencies, and peacetime as an auxiliary organ to the Public Authorities. Tanzania Red Cross Society was recognized and admitted to the membership of the International Federation of the Red Cross and Red Crescent Societies (IFRC) in 1963. The TRCS Headquarters office is located in Mikocheni, Dar es Salaam.

TRCS is 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, PACT and Pathfinder International. Tanzania Red Cross Society is looking for dynamic Tanzanians to fill the below vacancies:

<b>JOB TITLE</b>	<b>: ULTRASONOGRAPHER/ RADIOGRAPHER (1 POST)</b>
<b>Reports to</b>	: Patron/ Matron
<b>Duty Station</b>	: Nyarugusu Refugees Camp (Kigoma, Kasulu DC)
<b>Age Limit</b>	: Not above 45 year.

### **Key Duties/Responsibilities:**

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- Responsible to perform quality ultrasound imaging and analysis to assist in the diagnosis and management of patients, reporting immediately to the medical clinician any problem regarding patient's health status.
- Ensure application of hygiene protocols in the maintenance of equipment; perform cleaning of ultrasound devices and ensure proper waste disposal. Alert the supervisor in case of malfunctioning, damage/loss/theft of ultrasound room material and devices
- Ensure that medical practices are conducted with the highest level of integrity and ethics according to professional and TRCS Code of Conduct.
- Ensure data collected is accurate and submit reports according to schedule.
- Any other duties assigned by his/her supervisor.

### **Qualifications, Experience & Skills required:**

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- Must have a minimum of a Diploma in Medical Sonographer/ radiography from a recognized institution.
- Registration with the local professional licensing council is required.
- Valid practicing license is required
- 2 years of diagnostic experience using ultrasound is required
- Skilled in performing ultrasounds and interpreting images
- Excellent interpersonal and communication skills
- Ability to maintain the confidentiality of patient information and adhere to a professional code of conduct.

**JOB TITLE : MEDICAL DOCTOR (1 POST)**

**Reports to** : Health Coordinator  
**Duty Station** : Nyarugusu Refugees Camp (Kigoma, Kasulu DC)  
**Age Limit** : Not above 45 Years

**Key Duties/Responsibilities:**

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- Attending in and out patients.
- Attending emergency medical duties.
- Carrying out investigations of admitted patients.
- Ensuring that prescribed instructions are carried out.
- Conducting surgical procedures.
- Carrying out service and participating in major ward rounds.
- Ensuring that patients are properly prepared for surgery.
- Participating fully in morning clinical sessions, patient presentations and journal clubs.
- Participating in research activities.
- Performing any other duties related to his/her work as assigned by his/her supervisor.

**Qualifications, Experience & Skills required:**

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- Minimum qualifications: Bachelor's Degree in Medicine (MD).
- Registration with Tanganyika Medical Council is a MUST.
- Valid practicing license is required.
- Postgraduate training in public health is an added advantage
- 2 years of experience in hospital practice relating to primary health care, maternal and child health, and management of HIV and communicable diseases

**JOB TITLE : SENIOR ACCOUNTANT (1 POST)**

**Reports to** : Finance Manager  
**Duty Station** : Dar Es Salaam  
**Age Limit** : Not above 45 year.

**Key Duties/Responsibilities:**

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**A. Donor-supported Projects:**

- Maintenance of Books of accounts and their supporting documentation for donor-supported projects at the Head Quarters ready for reviews and verifications. i.e. asset, liability, revenue, and expenses.
- Ensure all the budgets and expenses related to donor-supported projects are correctly entered, are up to date and well maintained in the NAVISION system.
- To ensure all the payments due and liabilities from the donor-supported project implementations are processed on a timely manner.
- Ensure transfers made to Regions/Field for donor-supported project activities are done timely and follow-up is made for their timely retirements/accounting.
- To ensure that all payments made through the donor-supported projects are well supported with all the necessary supporting documents.
- To perform bank reconciliation on a monthly basis for all donor-supported projects and bank accounts.
- To prepare analysis expenditure and trends reports and share them with the program staff for decision-making on a monthly basis, e.g. BvA reports, Activity statements.

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- Advice in a timely manner to the program staff on all Financial Management matters for effective and efficient implementation of the activities.
  - Review of donor-supported Financial Reports from Project Accountants before their submission as per the donor requirements.

**B. Headquarters:**

- Prepare Organization's Financial Statements and other financial reports and cooperate with external auditors during audit exercises.
- Through running and review of different periodic Financial Reports from the NAVISION System advise necessary adjustments for correct/better reporting and correction of errors/mistakes.
- Ensure reconciliation between the Subsidiary accounts and the General ledgers for proper records of the NS and Projects accounts.
- Support in the monthly payroll processing and monthly payroll reconciliations through the NAVISION System.
- Support the Project and HQ accountants during Audit preparations, Audit exercises and implementation of Audit recommendations.
- Any other tasks as assigned by his/ her supervisor.

**Qualifications, Experience & Skills required:**

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- A degree in Accounting or Finance, Business Administration or a closely related and relevant field, from a recognized University.
- Minimum 5 years of professional work experience in a relevant similar field, preferably in a humanitarian organization.
- Must be a CPA holder and preferably a registered accountant by NBAA
- Advanced computer skills in MS Office programs, particularly Excel and Accounting software experience.
- Very good command of written and spoken English. Ability to communicate effectively both oral and written.
- This is a locally recruited position and is open to Tanzanian nationals only.

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## MODE OF APPLICATION

If you meet the criteria given above and are interested in the vacancies, please send an application letter, updated CV and certificates combined as one PDF to **Secretary General, Tanzania Red Cross Society, P. O. Box 1133, Dar Es Salaam** by filling the following **online form – <https://ee.humanitarianresponse.info/x/5uwKuYZ2>**. **(Copy the link and paste it to your browser for the application)**. Direct application through mail or hand delivery will not be accepted

When filling the form clearly mention the job position that you are applying for as it appears in this advertisement. Your application must be received by **16.00 hours of 24<sup>th</sup> March 2023**. Only short-listed candidates will be contacted.

- 1. Tanzania Red Cross Society is an equal opportunity employer and therefore qualified women are highly encouraged to apply.**
- 2. TRCS has a zero tolerance to Sexual Exploitation and Abuse. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, which enshrines principles of PSEA, always (both during work hours and outside work hours).**
- 3. Tanzania Red Cross Society (TRCS) does not CHARGE A FEE at any stage of the recruitment process and selection process. TRCS also uses our official email and with extension of ([@trcs.or.tz](mailto:@trcs.or.tz)) not Gmail, Yahoo or any other email.**
- 4. 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 the Official Email: [recruitment@trcs.or.tz](mailto:recruitment@trcs.or.tz).**