UNHCR
United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

INTERNAL/EXTERNAL VACANCY NOTICE

UNHCR Representation Office Dar es Salaam, invites applications from qualified internal and external candidates for the following vacant post.

Vacancy Notice No:	DSM/VN/08/011
Post Title:	Community Services Clerk
Duty Station:	Mishamo Field Unit
Remuneration:	Attractive salary (GL 4 Level) and entitlements according to UN Staff Rules and Regulations
Duration:	Six months contract with possibility of extension
Effective date:	As soon as possible

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Assoc Protection Officer, and the overall supervision of the Head of Field Office Mpanda, the incumbent will perform the following duties:

- Assist in monitoring Implementing partners carrying out community services, child protection and education projects in the camps;
- Interview cases requesting medical assistance or best interest assessment for unaccompanied minor or separated children and necessary follow-up;
- Conducts interview, obtains information/documents and prepares a list of students for DAFI Project and arrange travel and pre-departure formalities for the accepted ICs for scholarship;
- Obtains information/ documents on individual cases and submits for the supervisor for appropriate action;
- Keeps regular monitor of the project disbursements under various type of assistance especially on SGBV/SE and HIV/AIDS awareness campaigns/training;
- Assist in coordinating with other Sub/Field Offices and NGOs to organize training/ seminar on community services related activities.
- Assists in preparation of various reports on community services related activities in the camps.
- Perform any other duties as required;

Qualification and Experience

- National of the United Republic of Tanzania
- Diploma or higher academic qualifications in Public Health, Education and Social Work. The candidates should have at least a minimum of two-years formal training on Social Work in a recognized institute of learning.
- Five years experience in related work in a recognized government or private sector institution.
- Computer literacy, including knowledge of Microsoft Word, Excel and Access.
- Fluency in Kiswahili and English. Knowledge of second UN language is an added advantage Fluency in Kiswahili and English. Knowledge of second UN language is an added advantage

Applications:

- Must include a recent curriculum vitae and/or United Nations Personal History (P.11) Form, contact address with phone/fax numbers; must quote the vacancy notice number;
- Must be addressed to:

Human Resources Officer
UNHCR Representation Office
P.O Box 2666
Fax: 2152816/17
E-Mail: tanda@unhcr.org

Closing date for receipt of applications: **25th January 2008**

Applications from qualified female candidates are strongly encouraged.