

01st October 2024.
Internal Notes
Job & Volunteers announcement

Job location: Dodoma

Kigwe Social Economic Development and Training-KISEDET work to support MVC particularly street connected children, Children With Disabilities (CWDs) and other disadvantaged groups in realizing their potentials through street outreach activities, family visits and economic empowerment to such poorly struggling families in access to basic needs and other humanitarian supports.

For more than 20 years KISEDET has been successfully supported more than 20, 000 MVCs by providing scholastic materials, school enrolment, food support and construction of classrooms, health facilities and support teachers in skillful teaching children at Chigongwe, Ibiwa, Mpamantwa and Kigwe primary schools. KISEDET works in partnership with Gruppo Tanzania Onlus and Agatha Smeralda to sustain the welfare of children in Dodoma and Itigi thus, it announces the following vacancies seeking competent applicants to ensure they work and collaborate with government officials, stakeholders, Good Samaritans, and Police Gender and Children's Desks for support and eliminate all forms of abuse in the families.

Posts announced

1. Volunteer Social works (3 posts)

- **Family work activities**
- **Street work activities**
- **Caregiver activities.**

Volunteer- social works helps people cope with the challenges they are facing in their lives. KISEDET seeks a competent applicant to deliver social work sessions including therapeutic sessions to individual CLWS and MVCs with mental, behavioral, and emotional challenges that could affect family relationship causing children drop into the streets as beggars and help to reduce abuse. Social works can differ for social workers based on street and family activities and their work environment. Specialty categories include children, families, and schools; mental health and substance abuse; and health care. In general, Volunteer - social works help people assess and solve problems in their lives. These challenges range from physical and mental illness to child care and crises such as domestic violence.

Duties & Responsibilities

Typical job duties include the following:

- Collaborate with social workers helps to provide mental health counseling to individuals, groups or families.
- Conducting initial assessments of clients' situation to determine needs and goals
- Researching and advocating for appropriate public assistance resources for clients
- Communicating with clients' care teams
- Providing crisis intervention as needed
- Referring individuals to appropriate treatment centers, as indicated

- Ensuring that all case files, and other records, strictly comply with policies, regulations, and procedures
- Coordinating treatment planning and maintaining ongoing contact with outpatient providers for the continual care of patients
- Actively participating in ongoing training as needed in order to meet all certification standards and credentialing policies.

Work Experiences:

- Fresh graduates are encouraged to apply.

2. Volunteer- Finance Assistant (1 Position).

The volunteer Finance Assistant will work with KISEDET staffs and partners to efficiently and effectively implement the Finance Department processes as well as Office administration so as to ensure value creation and building of sustainability within the organization.

Essential duties and responsibilities.

- Record all bank, cash and mobile money transaction.
- Following up on field officer accountability and reporting any discrepancies.
- Filling receipts, invoices and all finance documentation
- Support with tracking organization inventories.
- Support in end of the month reporting.

Required.

- Bachelor degree in Finance/Business Administration/Commerce or its equivalent.
- Experience working with QuickBooks is added advantages
- Strong writing skills in English
- Computer skills
- Ready to make frequent field visit.

3. Monitoring & Evaluation Volunteer

Monitoring and Evaluation Volunteer will work under the supervision and guidance of QCC. M &E Volunteer will assist and support in the improving program quality through improved data management system and processes.

Key responsibilities.

- Indicator monitoring across projects, including incorporation of organizational core indicators.
- Routine monitoring of program activities
- Assessments of beneficiaries needs
- Evaluations of the effectiveness of program interventions.
- Data collection, including digital data collection where feasible
- Data storage and secure accessibility of data by project staff.

- Documented processes of beneficiary needs, ensuring that tools and methodologies are appropriate.

Required:

- Bachelor degree in social sciences, humanities, statistics or another related field.
- Thorough knowledge of MS Office
- Experience with qualitative and quantitative data collection and analysis.
- Strong data interpretation skills, report writing and presentation skills
- Demonstrated experience in capacity building
- Excellent interpersonal and problem-solving skills
- Ability to work independently, underpressurized and to adhere to set deadlines.
- Simultaneously managing multi-sectoral and multi-donor projects.

4. Poultry/Farm Personnel (1 Position-Chigongwe)

Poultry / farm personnel should be dependable, consociation and self-motivated with a desire to learn and to take on responsibilities.

Required:

- Experience as a gardener
- Familiarity with land scaping design
- Extensive knowledge of regional plant life
- Knowledge of local pest and how to eliminate them
- Knowledge of synthetic and natural fertilizers
- Wing and vaccinating chicks' experiences.
- Feeding chick experiences
- Extensive experiences with cleaning chick's rooms and equipment facilities maintenances.
- Ality to work closely with entire team at chigongwe children home

All applicant should send their Curriculum Vitae and Cover letter via email address info@kisedet.org
. Deadline: 20/10/2024. 16:00 hrs.

