



1. JOB TITLE: **Community Development Officer II (Kasulu)**

Req #277

Kasulu, Tanzania

Expires: Thursday, December 11, 2025 at 11:59 PM

Job Summary: Under the direction of the Community Development Coordinator; Community Development Officer is responsible for community development and resolving issues in communities that threaten the success of the safe water project. This full-time position works out in our Kasulu office and requires residency in or near the office. It requires consistent travel to areas where Water Mission Tanzania programs operate.

Our culture: The Community Development Officer is responsible for developing a biblical worldview culture that leads to God-honoring excellence in all their work and reinforcing the following: providing accurate data, empowering staff to have the skills and mindset needed to acknowledge mistakes or problems as opportunities to find appropriate solutions, and empowering staff to consistently work for excellence in solutions that are consistent with Water Mission's mission, vision, values, and standards. The Community Development Officer must be willing to establish residence in Kasulu and be able to work in field settings for up to one week regularly and occasionally for longer periods.

1.0 Duties and Responsibilities

1.1 Mission Driven

- Maintain a strong Christian witness and model servant leadership to colleagues, partners, the communities we serve, and the public.
- Engage and participate in prayer before and after team meetings.
- Lead and participate in biblically based staff devotions.

1.2 Other Duties

- Training (TOT) on WASH (Water, Sanitation, and Hygiene) using a provided curriculum.
- Teaching WASH (Water, Sanitation, and Hygiene) in schools and empowering teachers and administrators to carry it out.
- Facilitate training of school health clubs and monitor their performance.
- Resolving issues in communities that threaten the success of the project.
- Project reporting, including taking photographs, recording testimonials, water quality testing, and monitoring projects and assessments.
- Providing support to the communities in activities such as helping set up the Safe Water Committee, developing microfinance, and registering water users.
- Developing WASH (Water, Sanitation, and Hygiene) curriculum.
- Uploading standard forms to the reporting database.
- Supporting the planning, execution, and reporting of carbon credit monitoring, verification, and validation exercises.
- Coordinate donor visits/trips, including taking them to the project sites.
- Community Mobilization and carrying out site assessments for all new requests.
- Providing disaster response support and work in other countries as needed.
- Attending routine check-in meetings with the line manager (Community Development Coordinator) for operational alignments and prioritization.
- Support the preparations of concept notes for various project/donor requirements when needed.
- Assist in interpreting various policies, regulations, guidelines, and other legal issues that impact Community Development activities.

1.3 Any other duties as assigned.

2.0 Qualifications, Skills, and Experience

2.1 Relationship and Alignment:

- Personal and growing relationship with Jesus Christ.
- Alignment with Water Mission's Statement of Faith and core values of Love, Excellence, and Integrity.

2.2 Education Qualification and Experience

- A minimum degree in Community Development or Social Work.
- Experience of at least five years in Community Development or social work.

2.3 Skills and Abilities

- A level of impeccable integrity and stewardship demonstrates to those who invest in Water Mission Tanzania a sense of security and trust that their gifts are well used and invested.
- Excellent computer skills.
- Excellent written and communication skills.
- Able to drive.
- Must be standards and detail-oriented with the ability to plan ahead.
- Should be willing to travel to remote places, including occasional trips abroad.

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2. JOB TITLE: Administration Officer -Kasulu

Expires: Friday, December 5, 2025 at 11:59 PM

Req #285

Tanzania

Job Summary: Under the direction of the Regional Manager and the Human Resources and Administration Manager, the Administration Officer is responsible for overseeing all administrative, logistical, HR support, and inventory functions in Kasulu. This includes supporting HR activities, managing vehicles and supplies, coordinating office support services, and ensuring effective systems for records, and general office operations.

Our culture: As an employee of Water Mission Tanzania, the Administration Officer is responsible for developing a biblical worldview culture that leads to God-honoring excellence in all their work and reinforcing the following: providing accurate data, empowering staff to have the skills and mindset needed to acknowledge mistakes or problems as opportunities to find appropriate solutions, and empowering staff to consistently work for excellence in solutions that are consistent with Water Mission's mission, vision, values, and standards.

1.0 Duties and Responsibilities

1.1 Mission Driven

- Maintain a strong Christian witness and model servant leadership to colleagues, partners, the communities we serve, and the public.
- Maintain a strong Christian witness and model servant leadership to colleagues, partners, the communities we serve, and the public.
- Engage and participate in prayer before and after team meetings.
- Lead and participate in biblically based staff devotions.

1.2 Other duties

1.2.1 Office Administration:

- Manage the front office and supervise reception services.

- Ensure maintenance of office infrastructure, equipment, and cleanliness.
- Maintain effective records for office supplies and utility services.
- Ensure the safekeeping of office, vehicle, and organizational keys.
- Take accurate notes during staff meetings and share summaries with leadership.
- Follow up on invoices, receipts, and parcel deliveries.
- Ensure safe custody of keys for the office, cars, post office, and organization keys.
- Distribute and control all office materials and reconcile them monthly.

1.2.2 Logistical Support for Water Mission Personnel

- Plan and coordinate travel and accommodation for local and international Water Mission personnel.
- Schedule drivers for airport pickups, project visits, and town runs.
- Ensure safety, punctuality, and cost-effectiveness in all travel arrangements.

1.2.3 Human Resource Support

- Support onboarding processes by setting up orientation and submitting required documentation.
- Track and maintain updated files on staff leave, appraisals, and training attendance.
- Submit monthly leave and attendance reports to the HR Manager.
- Coordinate logistics for staff development activities, wellness events, and performance review meetings.
- Ensure compliance with HR policies and procedures as guided by the HR Manager.

1.2.4 Vehicles and Fleet Management

- Maintain up-to-date vehicle records, including insurance, registration, and service logs.
- Coordinate routine maintenance and repairs with service providers.
- Monitor and report on fuel consumption, usage logs, and cost control.
- Oversee vehicle allocation to drivers, ensuring resources are matched appropriately with planned tasks.
- Supervise drivers and track usage schedules to ensure efficient vehicle deployment.
- Utilize technology tools or software systems to track vehicles, manage maintenance schedules, and monitor fleet performance.

1.2.5 Inventory Management

- Maintain accurate records of all office assets, inventories, and equipment assigned to the regional office.
- Track stock levels and usage of office supplies, field equipment, and project materials.
- Support fixed asset tagging and registration of new equipment.
- Coordinate with the supply chain team for office supplies replenishment.

1.2.6 Other tasks as may be assigned.

2.0 Qualifications, Skills, and Experience

2.1 Relationship and Alignment:

- Personal and growing relationship with Jesus Christ.
- Alignment with Water Mission's Statement of Faith and core values of Love, Excellence, and Integrity.

2.2 Education Qualification and Experience

- Bachelor's degree in Business Administration, Human Resources, Procurement and Logistics, or related field.
- At least two (3) years of relevant work experience in administration, HR support, or logistics management.
- Proven experience in inventory and fleet management.
- Proficiency in Microsoft Office (Word, Excel, Outlook, SharePoint).
- Experience with inventory or fleet tracking systems is an added advantage.

2.3 Skills and Abilities

- Strong organizational and coordination skills.
- Excellent interpersonal and communication skills.
- High level of integrity and accountability in handling administrative and HR tasks.
- Ability to prioritize tasks and work independently with minimal supervision.
- Problem-solving and conflict-resolution skills.
- Ability to work collaboratively across departments.

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