



Position: Social Welfare Officer

Location: Dar es Salaam, Tanzania

About QC:

Qatar Charity (QC) is a non-governmental organization working in both relief and development. With a considerable regional capacity, QC is a leading humanitarian organization in the East Africa region committed to transforming adversity into revival for the world's most vulnerable populations. By working with beneficiaries and communities, QC is keen to develop the links and continuum between relief activities and long-term community development projects. In the performance of its activities in cooperation with different humanitarian and development partners, Qatar Charity is committed to the principles of partnership such as equality, transparency, responsibility, and integration. QC is also committed to the fundamental humanitarian principles of independence, neutrality, and impartiality. For the last three decades, Qatar Charity has achieved both consistent and considerable growth in terms of its operations and institutionalization and is currently working in more than 70 countries across the world, with field offices in 40 countries. QC has a membership of the United Nations Economic and Social Council since 1997; and is a member of various fora and networks the recent being the START Network. QC is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs since 2009.

Job Purpose Summary

The Social Welfare Officer position focuses on monitoring the social conditions in the country to identify needs and assess existing social policies, plans, and programs aimed at meeting those needs. The role includes designing, implementing, and supervising social welfare projects to deliver essential services to target groups.

Key Duties and Responsibilities:

- Comply with all Qatar Charity policies, systems, and procedures.
- Contribute to developing Qatar Charity's policies in sponsorships and social welfare.
- Work to achieve Qatar Charity's mission in sponsorships and social welfare.
- Participate in preparing annual plans in line with the association's planning procedures.
- Develop social sponsorship and welfare projects and submit them to headquarters through the Field Office Manager for approval.
- Supervise the implementation of approved projects, ensuring goals are met on time and within budget.
- Monitor implementing partners to ensure adherence to contractual terms.
- Continuously coordinate with the Programs and Activities Officer to integrate interventions, particularly enabling sponsored individuals to benefit from economic empowerment and humanitarian services during disasters or seasonal programs.

- Identify and document best practices in sponsorships and social welfare and propose recommendations for improvements to headquarters.
- Contribute to mobilizing diverse forms of support to benefit Qatar Charity's sponsorship and social welfare projects.

Authorities and Powers:

- Supervise social welfare and sponsorship staff, ensuring effective performance of assigned responsibilities.
- Evaluate the performance of staff within the sponsorship and social welfare section.
- Approve sponsorship requests before submission to headquarters in line with Qatar Charity & sponsorship guidelines.
- Monitor and update the sponsored beneficiaries' database regularly.
- Audit and approve quarterly lists of sponsored beneficiaries, ensuring timely and accurate disbursement of payments.
- Propose training programs to build the capacity of implementing partners.
- Audit and approve social supervisors reports.
- Communicate with implementing partners and identify new partners aligned with the approved plan and objectives.

Position Goals:

- Implement programs to achieve the objectives of the Social Welfare Section and Qatar Charity.
- Reorganize and develop the Sponsorship and Social Welfare Section.
- Explore new financial resources for the section.
- Establish strong partnerships with government entities and civil society organizations working in social welfare and sponsorship.

Qualifications and Professional Certifications:**Educational Qualifications:**

- Bachelor's degree /master's degree in social science or related field.

Professional Experience:

- More than seven years of experience.

Other Experiences:

- Experience in delivering social services.
- Experience in information management and preparing development-related reports.
- Proficiency in using computers, especially office software.

- Full proficiency in Arabic and English or the official language of the country.

Behavior, Skills, Knowledge, and Training:

Behavior:

- Honesty, integrity, and adherence to ethical conduct.
- High communication skills.
- Ability to analyse data, make decisions, and solve problems.
- Ability to work under pressure.

Skills:

- Time management skills.
- Planning and implementation of work plans.
- Team management skills.

Knowledge:

- Strong understanding of Islamic principles and culture.
- Knowledge of humanitarian and charitable work.
- Specialized knowledge in child welfare and orphans' programs.
- Proficiency in Arabic and the official language used in the country.

Training:

- Trained in preparing and following up on work plans.

- Trained in effective use of communication tools (e.g., computer, internet, and software).
- Qatar Charity requires its staff and employees to uphold the values and principles delineated in the Qatar Charity Code of Conduct.
- Qatar Charity implements and rigorously enforces policies pertaining to Beneficiary Protection from Sexual Exploitation and Abuse, Child Safeguarding, Anti-Workplace Harassment, Fiscal Integrity Anti-Retaliation, and Combating Trafficking in Persons.
- Qatar Charity is dedicated to ensuring that its staff members are well-suited to work with children and possess the necessary knowledge to uphold and adhere to Qatar Charity & Safeguarding Policy.

How to apply:

Interested and qualified candidates should forward their CVs and a motivation letter to qctanzania@qcharity.org by 12th of January 2025 at 1700HRS, quoting the Position

Reference code: **QCO/SWO/2025/01** in the email title/subject. Failure to do so will result in the application not being considered.

Please bear in mind that only short-listed candidates will be contacted.

QC will carry out screening checks and will take references on your behalf.

No phone calls are accepted.

We are an equal opportunity employer.

