



Community Serve and Life Survival Organization
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Ref. No .CSLSO/NGO/9517/002

VOLUNTEER JOB OPPORTUNITIES

Community Serve and Life Survival Organization (CSLSO) invites qualified, dynamic, intelligent, and result oriented Tanzanians with high integrity to fill vacant posts mentioned below:-

1.0 COMMUNITY SERVE AND LIFE SURVIVAL ORGANIZATION

Community Serve and Life Survival Organization is the national non-governmental organization registered under The Ministry of Community Development, Gender and Children Registration with registration No. **00NGO/0009517** of 15, February 2018.

The main purpose of its registration is to serve as support community especially in health, environmental, social welfare and economical issue. By having corporation with various donors, the NGO conducts research to discover areas for improvement especially on areas of its concentration. It has been established on 15th February, 2018 by the General Meeting at Geita Town, attended by 8 members and elite persons from different Town and advisor who is now a Permanent Secretary from Dar es Salaam.

The National NGO was formed according to the willingness of the members from different levels of the communities in view to deal with the present socio-economic and health problems in different rural areas by means of good understanding and sharing the problems each other and to find out the best way of solving the problems through free discussion, research, suggestion, support, and incorporation with donors and health care support to bring the community into betterment.

In view of the above, the NGO is now launching its Green Project with the aim of providing community environmental education on how to utilize the marginal degraded environment for economic activities. This will involve leaning by doing starting with young generation from different school on targeted areas covered by the project, then to entire communities.

2.0 RECEPTIONIST

- **JOB TITLE-** Administrative assistant/Receptionist
- **Application deadline-**30/09/2020
- **Salary range:** According to NGO Salary Scale
- **Employer name-** Community Serve and Life Survival Organization (CSLSO)
- **Organization Industry-** NGO
- **Location-** Geita at TERAS House
- **Job Level-** Volunteer,
- **Minimum Qualification-** Certificate
- **Reports:** To Chairperson

2.1 DUTIES AND RESPONSIBILITY

- i. Serve Visitors by greeting, welcoming and directing them appropriately
- ii. Notifies NGO personnel of visitors arrival
- iii. Maintain securities and telecommunication systems
- iv. Inform visitors by answering or referring inquires
- v. Keeps a safe and clean reception area by complying with procedures, rules and regulation.
- vi. Support continuity among work team by documenting and communicating action, irregularities and continuing needs
- vii. Contributes to team efforts by accomplishing related result as needs

2.2 QUALIFICATION AND SKILL.

- i. Telephone Skills
- ii. **Verbal Communication especially Swahili and English Language**
other language will be added advantage.
- iii. Listening skills and professionalism
- iv. Customer and Visitor Focus
- v. informing others and handle office pressure
- vi. Supply management and organizational Skills

2.3 EDUCATION AND EXPERIENCE

- i. University /College Certificate as minimum qualification from reputable institution (Diploma and degree are also invited)
- ii. Experienced with phone system and Microsoft office.
- iii. Working Experience shall be added advantage.

2.4 OTHER REQUIREMENT

- i. Geita Residents are most preferable

3.0 SECURITY GUIDE (Nature of the Job- Contractual Permanent)

3.1 DUTIES AND RESPONSIBILITY

- i. Secure premises and personnel by patrolling property, monitoring, surveillance equipments inspecting building surrounding and permitting entry (The duty is conducted during the night).
- ii. Preventing loses and damages by reporting irregularities, informing violators of police and procedures and restraining trespassers.
- iii. Maintaining organization stability and reputation by complying with legal requirements
- iv. Contributes to team efforts by accomplishing related result as needs

3.2 QUALIFICATION AND QERUIREMENT

- i. Must be guaranteed by Registered Security Company.
- ii. The Security Company should be located in Geita.

4.0 PHOTOGRAPHER

4.1 DESCRIPTION

- i. **JOB TITLE-** Photographer
- ii. **Application deadline-** 30/09/2020
- iii. **Nature of Employment :** Part Time
- iv. **Employer name-** Community Serve and Life Survival Organization (CSLSO)
- v. **Organization Industry-** NGO
- vi. **Location-** Geita at TERAS House
- vii. **Job Level-** Volunteer,
- viii. **Minimum Qualification-** Good Eye and Creativity
- ix. **Reports:** To Chairperson

4.2 GENERAL DESCRIPTION

Photographer duties and responsibilities are to provide graphics support to ensure efficient photos and well posted in NGO Website on real time. Supports chairperson and other volunteers through a variety of tasks related to graphic design and photos presentation. Filed works where projects are carried out take photos and update them in the website.

5.0 VOLUNTEER 5- POSTS

5.1 DESCRIPTION

- i. **JOB TITLE-** Be allocated after selection
- ii. **Application deadline-** 30/09/2020
- iii. **Nature of Employment :** Volunteer

- iv. **Employer name-** Community Serve and Life Survival Organization (CSLSO)
- v. **Organization Industry-** NGO
- vi. **Location-** Geita at **TERAS** House
- vii. **Job Level-** Volunteer,
- viii. **Minimum Qualification-** Diploma, Degree shall be added advantage
- ix. **Reports:** To Chairperson

5.2 VOLUNTEER QUALIFICATION

- i. Accounting professional with Diploma as a minimum Education Level
- ii. Educational Professional with skill on how to handle special group
- iii. Environmental Professional with mined land rehabilitation skills
- iv. Environmental professional with agribusiness skills
- v. Social science professional with Social welfare skills
- vi. Community Development professional with social welfare skills
- vii. Projects management professional with skill on project analysis, project budgeting, project valuation and project reporting skills.
- viii. Human resource management professional and resource allocation skills
- ix. Data recoding and management professional data analysis skills

6. OTHER REQUIREMENTS

Geita resident are most preferable

7. HOW TO APPLY

Sent the filled application form together with your curriculum vitae (CV) via NGO email: info@cslso.or.tz on or before 30th September, 2020, to get the application form go to <http://www.cslso.or.tz/>, then JOB ANNOUNCEMENT **“TAKE APPLICATION FORM”**

CONTACTS

Postal Address: P.O.BOX 215, GEITA

Physical Address: Nyankumbu, Uwanja Street, **TERAS HOUSE**

Organization website: <http://www.cslso.or.tz/>

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BURHAN K. RUTENGE
NGO CHAIR PERSON (CEO)