BENJAMIN WILLIAM MKAPA FOUNDATION



The Benjamin William Mkapa Foundation (BMF) is a non- profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to contribute towards the attainment of better health outcomes through innovative health and related system solutions. BMF's Vision and Mission can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and the one who pursues excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the following vacancies: -

Position (1)	**Monitoring and Evaluation Manager**
Reports to:	Director of Strategy & Performance Management
Department:	Strategy and Performance Management
Duty Station:	BMF Headquarters - Dar es Salaam
Contract type:	Full time

Overall purpose of the Job

Monitoring and Evaluation Manager is responsible to oversee and manage the Fellows program planning, monitoring, evaluation, and knowledge management. She/he will further be vested with roles of managing compliance throughout the project implementation as per of the MEAL framework, quality assurance strategies, capacity building of internal team and partners, as well as to ensure all program aspects comply with BMF and USAID M&E guidelines.

Roles and Responsibilities

- Support the development, implementation, and review of the MEAL Framework/Plan of the Fellows Program.
- Ensures production of timely and high-quality Fellows Program monitoring and evaluation reports for evidence-based accountability and submitted to the Donors, SMT and others.
- Perform field visits to ensure the quality of data collected by technical staff and to verify the accuracy of reported data (data quality assessment).
- Responsible with Data management including data flow, quality, analysis and use to inform project implementation
- Analyses changes and patterns in Fellows Program KPI data and performance reports in order to make recommendations to Program Team Lead and the SMT, for action
- Work in close collaboration with the Service Delivery partners to ensure appropriate analysis of Fellows Program data/performance and linked to the Service delivery data/performance.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions to the Director of Strategy and Performance Management
- Lead and provide technical advice during planning and implementation of Baselines, Assessments and Evaluations defined and approved in the Fellows Program workplan
- Coordinate the project performance review sessions at the HQ and field offices
- Facilitate capacity building on M&E to staff and partners to ensure high performing team, timely and quality data collection and management of the Fellows Program.

Qualifications & Experience

- First degree in Statistics, Social Sciences, Public Health or its equivalent, possession of Professional training in M&E, Master's degree will be an added advantage.
- At least seven (7) years of relevant work experience.
- Must have hands on experience in statistical analysis packages - STATA; SPSS, Epi info etc with excellent quantitative and qualitative methodologies.
- Should have experience in data management preferably in the Health Systems or Disease specific related programs.
- Familiarity with Government of Tanzania M&E frameworks and systems within the health sector, Donor's M&E frameworks such as the USAID, will be an added value.

Position (1) Program Manager – Community Health

Reports to: Director of Program & Business Development
Directorate: Programs and Business Development
Duty Station: BMF Headquarters - Dar es Salaam
Contract Type: Full time

Overall purpose of the job

Technically lead in designing, implementation, appraising and development of community health programs at national, sub-national and community levels, organizations or groups.

Roles and Responsibilities

- Take a lead role in conducting situational analysis and periodic reviews for both policy environment, relative best practices (local & international) and processes governing community and social welfare that will infirm business development initiatives of the Foundation.
- Lead and take part in writing proposals and other business development initiatives related to community health and social welfare.
- In collaboration with Strategic Information and Advocacy Sections, take part in M&E, advocacy and documentation activities that will increase technical credibility and visibility of the Foundation in areas related to community health and social welfare.
- Oversee and ensure keeping updated on developments and new evidence concerning different community interventions.
- Ensure efficient and effective management of Grant Agreements signed with each Implementing Partner/CSO/community group and ensure technical assistance provision to the same
- Oversee and ensure field staff get in touch with CBO/community group at least twice a month for the first quarter, and at least monthly after that.
- Ensure identification and form strategic alliances with like-minded organizations and facilitate learning and scale up of the best practices, mutual partnership, and complementarity.
- Take a lead role in conducting situational analysis and periodic reviews for both policy environment, relative best practices (local & international) and processes governing community and social welfare that will infirm business development initiatives of the Foundation.
- Lead and take part in writing proposals and other business development initiatives related to community health and social welfare.

Qualifications & Experience

- BA/BSc. Prefer graduate degree in Community Development, Social Welfare/Sociology, or Public Health.
- At least 7 years of experience working on community development and social welfare interventions preferably at a senior programming level.
- Strong understanding of the governing policies, frameworks, structures for community health and social welfare.

Position (1): Manager Business Development and Social Enterprise
Reports To: Director of Programs and Business Development
Department: Programs and Business Development
Duty Station: BMF Headquarters - Dar es Salaam
Contract Type: Part-Time

Overall purpose of the Job
Responsible for overall development, execution, and facilitate new business development and social enterprise ventures through actively prospecting for clients, resource mobilization, implementation of demand driven programs/enterprises, and maintaining sound relationships with stakeholders (government, funding agencies and donors) in accordance with the BMF strategy.
Roles and Responsibilities

- Support in implementing sustainable business development strategies, strategic business development planning, and management of funding opportunities.
- Proactively search and establish business development opportunities, approaches and leading in pre-bid intelligence gathering efforts.
- Perform continuous research to identify new opportunities and under the leadership of DPBD establish strategies for pursuing those new opportunities.
- Continuously assess and update BMF business development strategies for sustained partner.
- Develop partnerships and maintain relationships with Donors both Multilateral and Bilateral and other stakeholders, including the private sector.
- Support donor engagement, donor relations and donor related processes and procedures.
- Collaborate with other likeminded organizations and stakeholders within the area of BMF mandate to build partnerships and enhance funding opportunities.
- Tracking for pipeline solicited proposals and manage continuous engagement with the financiers/partners for unsolicited proposals/fund applications.
- Facilitate proposal development initiatives from planning, writing to submission with a good grasp of different requirements and needs of the opportunity at hand.
- Establish and ensure adherence to all proposal policies, procedures, and timelines to develop a submission that is technically sound, responsive, compliant, and of the highest quality.
- Gather, collate, and synthesize data and information from Mkapa Foundation Program stakeholders to create effective databases for strategic partnerships and alignments.
- Contribute to partnering decisions and negotiations.
- Continuously liaise, engage with program, strategic information, and communication team to establish, and enhance development and use of strategic and packaged information to support business development initiatives.

- Willing to perform additional related tasks beyond the given job descriptions as they raise from time to time.

Qualifications and Experience:

- A Master's Degree in International Development, Economics, Social Science, International Studies, Public Administration, or another relevant field.
- At least 7 years of experience of the same job role in an NGO or donor organization.

Positions (2) **Zonal Program Coordinator**
Reports to: Director of Program and Business Development
Directorate: Programs & Business Development
Duty Station: Mbeya and Iringa
Contract Type: Full time

Overall purpose of the job:

Responsible for coordinating and managing activities/program scope implemented within the respective zone. To work as a link person between the region district and BMF. To provide effective support in program implementation, monitoring, evaluation for the achievement of the program objectives in line with BMF annual operational plan.

Roles and Responsibilities

- In collaboration with the Program Manager Health systems prepare Zonal Office work plan based on the Program Department annual operational plan for the zone.
- Ensure adherence to set policies and procedures including internal controls.
- Assume financial accountability for funds allocated to Zones.
- Liaise with Manager- Field Office Operations in scheduling various activities.
- Allocate tasks to Zonal staff as per the planned activities.
- In consultation with Program Manager Health systems Office coordinate stakeholders to ensure that planned events are implemented to meet the objectives of the Foundation.
- Coordinate implementation of various projects/assignments carried out by BMF staff, key partners, consultants, and contractors.
- Work with District Councils in facilitating relevant public events.
- Represent BMF to external partners and stakeholders in the districts under jurisdiction.
- Organize stakeholders/partners meeting at district council level.
- Support advocacy activities.
- Monitor all BMF- led projects in the districts under jurisdiction.
- Provide support to BMF staff/consultants assigned to do M&E exercise
- Any other duties as may be assigned by supervisor.

Qualifications & Experience

- Bachelors' Degree in community development, social sciences, public health, or equivalent qualifications.
- At least five (5) years of relevant work experience in a similar position.
- Ability to engage with Donors, Government and Non-State Institutions as well as responding effectively to deadlines and high demanding situations.
- Familiarity with Tanzania Public and Private health care systems and services and their related stakeholders is an added advantage.

Positions (1) **Corporate Communication and Partnership Manager**
Reports to: Director of Strategy and Performance Management
Directorate: Strategy and Performance Management
Duty Station: BMF Headquarters - Dar es Salaam
Contract type: Full-time

Overall purpose of the job

Responsible for implementation of the BMF internal and external communications strategy, respond to enquiries from public and media and shaping the organizations' response to emerging partnership trends, horizon scanning, developing, and managing partnership and fundraising strategy and participating in fundraising initiatives while maximizing the BMF opportunities for external engagements.

Roles and Responsibilities

- Support Implementation of the BMF Communication strategies, facilitate and lead communication activities for the Institution including projects and coordinate Public Relations activities of BMF to achieve set objectives.
- Operationalize the communication strategy that includes media outreach and social media content creation and management.
- Contribute to the development and production of communication tools, including publications, success stories, articles and fact sheets as well as BMF's public reports and dissemination through various platforms for internal and external use.
- Organize events, planning and management e.g. Stakeholders presentation, launches, major flagship reports and initiatives, publications and press releases, feature articles and audio-visual materials as required.
- Research and write Media reports, support, and evaluate results of media coverage as well as communication campaigns if any.
- Prepare Press release content for the use of the Foundation and manage effectively the BMF's website, Infographics, blogs, and newsletters.
- Build and maintain relationships with media houses, officials, editors, journalists, and key external role-players.
- Liaise with BMF staff to understand changes and potential implications for internal communications
- Coordinate, develop and monitor implementation of the institutional partnerships
- Maintain communication and build networks with potential and current financial partners to BMF including parastatals, private organizations, and media organs.

- Ensure the Institutional partners database is kept up to date periodically and engage/keep them informed on BMF related activities.
- Manage and lead the implementation of the BMF fundraising strategy in line with the Strategic direction of the Organization.
- Maintain fundraising data base and build on existing relationships with financiers as well as promote and coordinate periodic analysis to identify key audiences, detect market opportunities for fundraising activities.
- Search and share information on new funding opportunities and host fundraising events/campaigns as well as representing BMF in national and international fundraising sessions.
- Lead in the development of fundraising Concepts to parastatals, private sector and other related stakeholders, documenting related fundraising publications and communication materials
- Develop the annual fundraising objectives, budgets, activities schedule and results balance as per respective audience including tracking implementation and accomplishments
- Represent the Foundation in appropriate forums at all levels as assigned by your supervisor/Management.
- Supervise the work of BMF outsourced consultants and suppliers on networking roles.

Qualifications & Experience

- Bachelor's Degree in mass communications, International Relations, Journalism, Public Relations, or equivalent field, Master's Degree in related field will be an added advantage.
- At least 7 years' experience in media related, partnership management and fundraising roles. Proven experience creating targeted content including websites and social media platforms is an added advantage.

Position (1) **Senior Human Resources Officer**
Reports to: Head of Corporate Support Services
Unit: Corporate Support Services
Duty Station: BMF Headquarters - Dar es Salaam
Contract type: Full time

Overall purpose of the job

The Senior Human Resource Officer is responsible for providing support to the Management team on various human resource functions, which include recruitment, staffing, personnel policies of the Foundation, training and development, performance monitoring and employee counselling.

Roles and Responsibilities

- Manage recruitment process by preparing advertisements for vacant positions, short listing candidates as per the required qualifications, call candidates for interviews, notifying successful candidates, performing background checks / pre-employment screening of all successful candidates.
- Coordinate new staff orientation by preparing a New Hire Check List of topics and areas to be covered during orientation.
- Make a follow up on performance management by ensuring all employees' performance appraisal forms are filed in the employee's personal files.
- Analyze and summarize the performance appraisal of all BMF staff as carried by the respective staff and supervisors.
- Manage staff training and development including identifying skills gaps and developing training plan to compliment both the needs of BMF and the needs of the employees

- Reviews and makes recommendations for improvement of organizational policies, procedures, and practices on HR matters
- Develops and maintains a human resources system that meets organizational personnel information needs
- Advise staff on their leaves which are entitled to them according to the BMF HR policy and procedures and ensure that they are properly planned without disrupting BMF's operations.
- Coordinates and conducts exit interviews to determine reasons behind separation.
- Update personnel files including employee details, maintaining leave records, registration of employees in social security, statutory schemes, and other benefits.
- Ensure Monthly Approval of timesheets.
- Any other duties as may be assigned by the supervisor

Qualifications & Experience

- Bachelors' Degree in Human Resources or Public Administration,
- At least 7 years working experience in Human Resources Management

Positions (2) **Field Program Officer**
Reports to: Zonal Office Coordinator
Directorate: Programs and Business Development
Duty Station: Mbeya – Tanzania
Contract Type: Full time

Overall purpose of the job

To support project implementation and the M&E activities at the field offices. Will work as a link technical person between the region, district and BMF taking lead role at the Field Office level.

Roles and Responsibilities

- Support BMF staff/consultants in implementation program activities as per plan
- Organize and coordinate interventions and events at the region and LGA level.
- Implement HR planning, performance management and regional interventions in the LGAs
- Participate in the HR planning, performance management and retention activities in the LGAs
- Provide mentoring to regions and LGA on HR systems strengthening
- Liaise with the region and LGA focal person on HR technical interventions
- Physical inspection of the placed Health Workforce.
- Liaise with the region and LGA focal person on HR technical interventions
- Collect HR monitoring and evaluation data
- Visit partner's organizations, key stakeholders, and collect information as per M&E guidelines and enter in the systems
- Prepare monthly and quarterly reports related to Human Resource and M&E
- Monthly report on Health Workforce for validating compensations and benefits payments.

Qualifications & Experience

- Bachelor's Degree in social science or related Field.
- At least five (5) years of experience implementing HR – related technical interventions or mentoring for government donor-funded programs at the LGA level.

Position (1) **Monitoring & Evaluation Officer**
Reports to: Monitoring & Evaluation Manager
Directorate: Strategy and Performance Management
Duty Station: BMF Headquarters - Dar es Salaam
Contract Type: Full time

Overall purpose of the job:
To collect data, input the data, review information received from other officers, analyses data, document, disseminate and prepare publication for wide communication.

Roles and Responsibilities

- Provide technical guidance and support to BMF programs.
- Taking part in project activities' data collection, cleaning analysis and reporting as required by M&E Manager and or project management team.
- Abide and support in the monitoring and evaluation activities per approved policies, systems, procedures, and donor requirements.
- Design, adopt or update monitoring tools as per project M&E plan and ensure use of appropriate tools in collection, compilation, analysis and utilization.
- Facilitate and strengthen quality control mechanism for M&E processes and review of project documents.
- Prepare and submit periodic consolidated reports of ongoing M&E activities, progress against outcomes and outputs of the BMF program.
- Support the Program Managers and technical team in the implementation of the project's plans through training and other on-site support.

Qualifications & Experience

- Bachelors' Degree in Statistics, Computer science, Social sciences, or equivalent qualification
- At least five (5) years of experience monitoring & Evaluation field.
- Excellent communication and planning with research & analytical abilities.

Position (1) **Personal Assistant to Chief Executive Officer**
Reports to: Chief Executive Officer
Unit: Corporate Support Services
Duty Station: BMF Headquarters - Dar es Salaam
Contract Type: Full- time

Overall purpose of the Job
Supports the Chief Executive Officer in a senior administrative and personal assistant capacity across all aspects of the Executive Office and logistics coordination. He/she also serves as a liaison to the Board of Trustees and Senior Management Teams. The Personal Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities

- Organizes meetings, ensures the CEO is well prepared for meetings, takes notes and minutes to enable concise and accurate transfer of information.
- Communicates directly, and on behalf of the CEO, with Board members, donors, Foundation staff, and others, on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows-up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the CEO's office and internal departments/Units; demonstrating leadership to maintain credibility, trust and support with senior management Team.
- Works closely and effectively with the CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the Foundation.
- Serves as the CEO's administrative liaison to BMF 's board of Trustees. Assists board members with travel arrangements, lodging, and meal planning as needed.
- Participates as an adjunct member of the Senior Management Team including assisting in scheduling meetings and attending all meetings.
- Schedules internal and external meetings as required – determines and invites attendees and prepares/distributes agenda in advance.
- Assists in coordinating the agenda of senior management team meetings.
- Edits and completes first drafts for written communications to external stake holders Strategic Initiatives.
- Maintains an effective information and data processing, filing, retrieval, and management systems.
- Maintains accurate records of meetings circulated and actioned/filed appropriately.

Qualifications & Experience

- Degree in Office Management, business administration, or a related field.
- Five years as PA to a Chief Executive Officer or Head of International Organization.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Good interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and donors
- Emotional maturity

The advert can also be found on our website: www.mkapafoundation.or.tz|**Instagram:** @mkapafoundation | **Twitter:** @MkapaFoundation

For all interested candidates send your achievement focused CV, copy of relevant academic certificates and cover letter ***one zipped or single file*** addressed to the Chief Executive Officer, Benjamin W. Mkapa Foundation, via email: **hr@mkapafoundation.or.tz**

The deadline for application is on **4th January 2023 at 5.00pm**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting your views/complaints via http://whistleblow.mkapafoundation.or.tz

RELEASED BY:

CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION