

THE UNITED REPUBLIC OF TANZANIA
THE MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY
AND
CHILDREN



Employment Opportunity

Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDEGEC) through Global Fund Grants is looking for enthusiastic, creative and energetic individuals to fill the following vacant positions:-

Job Title: Zonal Laboratory Technician (1 Position)

Location: Kibong'oto Hospital, Kilimanjaro - Hai

Reporting To: Medical Officer in charge

Duties and Responsibilities:

- Oversee the day to day activities at the zonal and supervise mentorship,
- Quality control and supervision of microscopy diagnostic networks within the zones
- To provide technical support on TB culture related activities at regional and district levels
- To provide technical support on the implementation of Genexpert Technology at regional and district levels
- To supervise timely TB specimen referrals from the satellite laboratories within the zone to the culture/LPA zonal laboratory
- To supervise timely referral of positive TB culture slopes from the culture laboratory for Drug Susceptibility Testing (DST)
- To supervise timely referral of RR-TB specimens to LPA laboratories for 1st and 2nd line DST Testing
- To ensure quality of specimen sent for culture and/or LPA is maintained by the organizing trainings, supportive supervisions and mentorship of relevant health care workers
- To ensure implementation of Internal and external Quality Control for TB culture/Genexpert/LPA
- To ensure standard Operative Procedures and Job Aid for TB culture and LPA are in line with NTLP guidelines
- Prepare and timely share with Central TB Reference Culture Laboratory (CTRL) quarterly plans for TB culture/LPA activities quarterly and annual report
- Ensure adequate TB culture laboratory supplies through timely quantification and forecasting.

Experience and Qualifications:

- Holder of Advanced Diploma/Degree in Medical Laboratory technology
- At least 2 years working experience in human laboratory
- General knowledge in TB Diagnostic services
- Empathetic Personality

- Confidentiality,
- Tolerance of non-scheduled work hours,
- Registered and Licensed to perform general medical laboratory duties,
- Should have good working knowledge on Microsoft Office Programmes
- Fluent in Oral and written English and Swahili
- Being able to work as a team

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: NTLP Social Welfare Officer (1 Position)

Location: Dodoma

Reporting To: Program Manager - NTLP

Duties and Responsibilities:

- Implement adequate support systems for TB patients including those with drug resistant TB and TB/HIV coinfection pertaining to reducing the catastrophic costs to patients such as patient transport and nutrition support
- To develop comprehensive TB and DR TB patient support systems plans of actions.
- To ensure TB and DR TB patient support systems consistent with national policy guidelines.
- Train, supervise and mentor regional and district teams on planned DR TB patient support system
- Monitor and evaluate DR TB patient support system in the country

Experience and Qualifications:

- Holder of B.A.(Sociology) Degree or Advanced Diploma of Social Work or its equivalent qualification from recognized institution
- At least 3 years working experience in a related field
- Practical knowledge in the field of patient support packages
- Good interpersonal and networking skills
- Familiar in coordination with Partners, Government Departments and CSOs
- A very good communication and correspondence skills with good spoken Kiswahili and English,
- Ability to plan and organize work effectively and deal with multiple tasks simultaneously,
- Should have good working knowledge on Microsoft Office Programmes
- Good team player

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Health Supply Chain Monitoring and Evaluation Specialist (1 Position)

Location: Central - PSU Dodoma

Reporting To: Head of Logistics Management Services

Duties and Responsibilities:

- Coordinate efforts in developing and implementing monitoring and evaluation (M&E) plans for health commodity logistics systems
- Compile, analyze and interpret supply chain data, identifying trends in performance and recommending corrective strategies
- Develop and review key supply chain performance indicators in collaboration with other supply chain stakeholders
- Oversee the collection and management of data to monitor supply chain performance and deliverables on a monthly, quarterly, semi-annual and annual basis using the eLMIS, and other tools
- Develop M&E study protocols and instruments, including background research and literature reviews to gather relevant data for country-specific studies and assessments.
- Disseminate M&E results on performance/progress of the LMS through presentations, reports, newsletter and other publications
- Use results of M&E activities to identify areas for timely improvement and to inform annual work plan and budgets
- Provide necessary data/evaluation results, which can be used for the development and decision making
- Define the protocol/approach and conduct supply chain Data Quality Assessments (DQA)
- Prepares monthly and quarterly technical and status/progress reports on analysis logistics system performance and implementation of activities
- Perform other duties as may be assigned by the supervisor.

Experience and Qualifications:

- Any health related degree with postgraduate degree in M&E.
- At least three years field experience in supply chain
- Experience in monitoring and evaluating of public health programs and conducting research in practical and appropriate field settings
- Strong skills in statistical software packages such as SPSS, SAS, Strata and EPI INFO, and the ability to create worksheets, enter data and complete analysis of data in SPSS, or appropriate software.
- Demonstrate skills in information systems and advanced Microsoft Office applications
- Data management and analysis skills
- Experience in logistics/supply chain management and or public health commodities management desirable
- Excellent communication skills and inter-personal relations
- Excellent analytical and qualitative skills in report writing
- Ability to work in a team environment and to develop strategies and manage implementation of projects

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Logistics Coordinator Pharmaceutical Services - PSU (1 Position)

Location: Central - PSU Dodoma

Reporting To: Head of Logistics Management Services

Duties and Responsibilities:

- Inform and advises the Head of LMS on the performance of Pharmaceutical Services.
- Works closely with MSD the Head of LMS, M&E Specialist, Head of Supply Chain Monitoring Team and Logistics Data Analyst to identify any gaps in the supply chain and work to ensure these gaps are filled.
- Coordinates quantification of health commodity needs with all players of the Supply Chain including MSD.
- Coordinate the preparation of quantitation calendar.
- Liaise with MSD and other stakeholders to prepare and update supply plans.
- Routinely informs the Head of LMS on planned shipments, funds available and commitments to Pharmaceutical Services.
- Periodically consolidate reports on Pharmaceutical services and submit to Head of LMS.
- Participate in preparation of annual work plans and budgeting.
- Participate in Data Quality Assessments for Pharmaceutical Services.
- Work with M&E Specialist to ensure that the Pipeline databases for all health commodities are routinely updated.
- Maintain collaborative working relationships with other LMS team members.
- Assist in conducting logistics Management training, mentoring and coaching.
- Participate in meetings, forums organized by LMS and other stakeholders as may be deemed necessary.
- Prepare Pharmaceutical Service technical and status/progress reports on logistics system performance and implementation activities.
- Perform other duties as may be assigned by the supervisor

Experience and Qualifications:

- Basic degree in pharmacy.
- Registered by the respective professional board
- Three or more years' experience in health service delivery and/or logistics management
- Age not more than 50 years
- Knowledge in monitoring, critically analyzing data and reporting on operational performance of multiple teams
- Computer skills in Basic Microsoft Office

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Logistics Coordinator -Laboratory Services (1 Position)

Location: Central - PSU Dodoma

Reporting To: Head of Logistics Management Services

Duties and Responsibilities:

- Inform and advises the Head of LMS on the performance of Laboratory Services.
- Works closely with MSD the Head of Unit, M&E Specialist, Head of Supply Chain.
- Monitoring Team and Logistics Data Analyst to identify any gaps in the supply chain and
- work to ensure these gaps
- Coordinates forecast and quantification of Laboratory supplies needs with all players of the
- Supply Chain including MSD.
- Coordinate the preparation of quantitation calendar for all programs.
- Liaise with MSD and other stakeholders to prepare and update procurement plans, supply
- plans and delivery schedules
- Routinely informs the Head of LMS on planned shipments, funds available and commitments to Laboratory Supplies.
- Conducts regular pipeline analyses and monitoring of laboratory supplies at the national and facility levels and routinely share this information.
- Periodically consolidate reports on Laboratory supplies and submit to Head of LMS.
- Participate in preparation of annual work plans and budgeting.
- Participate in Data Quality Assessments for Pharmaceutical Services organized by LMS.
- Link with MSD to assess the timeliness and completeness of deliveries of all laboratory commodities to inform decisions.
- Work with M&E Specialist to ensure that the Pipeline databases for all laboratory supplies are routinely updated.
- Identify any potential gaps in the laboratory commodities supply chain and inform leaders.
- Maintain collaborative working relationships with other LMS team members.
- Assist in conducting logistics Management training, mentoring and coaching.
- Participate in meetings, forums organized by LMS and other stakeholders as may be required.
- Prepare Laboratory related technical and status/progress reports on logistics system performance and implementation activities.
- Perform other duties as may be assigned by the supervisor

Experience and Qualifications:

- Basic Degree/Advance diploma in Health Laboratory Sciences.
- Registered by the respective professional board.
- Three or more years' experience in health service delivery and/or logistics management
- Knowledge in monitoring, critically analyzing data and reporting on operational performance of multiple teams
- Computer skills in Basic Microsoft Office.
- Age not more than 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Supply Chain Monitoring Advisor - Pharmaceutical Services (1 Position)

Location: MSD - Tabora zone

Reporting To: Head of Logistics Management Services

Duties and Responsibilities

- Conduct spot checks of Report and Requests (R&Rs) for accuracy, completeness, timeliness and validity.
- Compile, analyze and interpret supply chain data, identifying trends in performance and recommending corrective strategies.
- Prepare routine feedback reports (central, zonal, and facility levels)
- Facilitate the availability of logistics management tools for health facilities for use.
- Advise on rationing of items not in full supply and re-distribution of health commodities among health facilities.
- Prepare, aggregate and present logistics data to inform quantification exercises.
- Participate in annual demand forecasting exercises for medicines, medical devices and laboratory reagents, and provide inputs into any gap analysis.
- Monitor supply chain key performance indicators and conduct root cause analysis for performance improvement at all levels.
- Participate in conducting supply chain Data Quality Assessments (DQA).
- Provide feedback on supply chain information and performance to stakeholders in different technical forums.
- Coordinate/participate/present in national/international supply chain forums.
- Participate in capacity building for in-service healthcare workers including R/CHMT on health commodities supply chain management.
- Map, organize and coordinate supply chain training activities among different stakeholders.
- Conduct R/CHMT performance assessment in supply chain management based on the harmonized supportive supervision checklist.
- Identify and prioritize facilities most in need of a supervision visit, based on data submitted, and communicate to appropriate authorities.
- Coordinate and conduct demand-driven logistics supportive supervision to health facilities, with appropriate authorities.
- Perform any other duties as may be assigned by the supervisor

Experience and Qualifications:

- Basic degree in Pharmacy
- Registered by the respective professional board.
- At least three years' experience
- Experience in analyzing supply chain data and preparing quality presentations/reports to key stakeholders.

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Supply Chain Monitoring Advisor (SCMA) - Laboratory Services (6 Position)

Location: Mwanza, Tabora, Iringa, Moshi, Mtwara and Dar es Salaam

Reporting To: Zonal Logistics Coordinator (ZLC)

Duties and Responsibilities:

- Coordinates forecast and quantification of Laboratory supplies needs with all players of the Supply Chain including MSD.
- Coordinate the preparation of quantitation calendar for all programs.
- Liaise with MSD and other stakeholders to prepare and update procurement plans, supply plans and delivery schedules
- Routinely informs the Head of LMS on planned shipments, funds available and commitments to Laboratory Supplies.
- Conducts regular pipeline analyses and monitoring of laboratory supplies at the national and facility levels and routinely share this information.
- Periodically consolidate reports on Laboratory supplies and submit to Head of LMS.
- Participate in preparation of annual work plans and budgeting
- Participate in Data Quality Assessments for Pharmaceutical Services organized by LMS.
- Link with MSD to assess the timeliness and completeness of deliveries of all laboratory commodities to inform decisions.
- Work with M&E Specialist to ensure that the Pipeline databases for all laboratory supplies are routinely updated.
- Identify any potential gaps in the laboratory commodities supply chain and inform leaders.
- Maintain collaborative working relationships with other LMS team members.
- Assist in conducting logistics Management training, mentoring and coaching.
- Participate in meetings, forums organized by LMS and other stakeholders as may be required.
- Prepare Laboratory related technical and status/progress reports on logistics system performance and implementation activities.
- Perform other duties as may be assigned by the supervisor

Experience and Qualifications:

- Basic degree in Laboratory or Advanced Diploma in Health Laboratory Sciences
- Registered by the respective professional board.
- At least three years' experience. ii. Experience in analyzing supply chain data and preparing quality presentations/reports to key stakeholders
- Knowledge, skills and experience of in-country's supply chain management of public health commodities
- Ability to work independently and or with minimum supervision.
- Computer skills in basic computer package (Microsoft Word, Excel, and Power point).

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Logistics Data Associate (2 Position)

Location: MSD zone: Dar es Salaam and Dodoma

Reporting To: Zonal Logistics Coordinator (ZLC)

Duties and Responsibilities

- Administer and troubleshooting e-LMIS system operations.
- Train and enroll e-LMIS system users.
- Map and manage e-LMIS users including facilities.
- Mapping all e-LMIS features which are not related to system programming.
- Pull and organize e-LMIS reports in a presentable way and submit to supervisor.
- Participate in supply chain Data Quality Assessments (DQA).
- Perform other duties as assigned by the supervisor

Experience and Qualifications:

- Diploma in Pharmacy, Medical Laboratory Technology or Information Technology.
- At least three years' experience in data management
- Basic computer skills in Microsoft office package.
- Very good typing speed
- Good report writing skills

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Driver (1 Position)

Location: Central - PSU Dodoma

Reporting To: Head of Logistics Management Services

Duties and Responsibilities:

- Provide transportation services to staff, official visitors and related logistics support activities
- Drive LMS allocated vehicle and observe all road rules and signs according to the required legal and traffic conditions
- Ensures timely service of vehicle, carry out minor vehicle repairs and other emergency activities such as flat tires during any road breakdowns
- Update all vehicle documents such as car registration and insurance
- Maintain a car logbook, fuel, and oil requisition book and prepare a logbook summary each day
- Collect and deliver documents, parcels, or mails as directed by the supervisor
- Perform any other duties as may be assigned by the supervisor.

Experience and Qualifications:

- At least a Certificate of Secondary Education Examination (CSEE)
- Advanced Driver Certificate grade 2 from a Government recognized institution
- Valid driving license
- No history of major Accident
- At least three years' experience in driving

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: M& E Officer (2 positions)

Location: Dodoma

Reporting To: Head- Strategic Information Unit (SIU)

Duties and Responsibilities

1st M & E Officer

- Develop and update the HIV data management plan for NACP.
- Coordinate the development, maintenance and updating of appropriate programme monitoring software/database
- Ensure that data and report flows from the facilities through the appropriate subnational levels to national level
- Carry out regular data analysis (at least once every quarter) to produce detailed national/district-wise/facility-level statistical summaries and aggregated reports of program performance that will update NACP and subnational levels on the progress made in the implementation
- Work with national and subnational levels to facilitate data use
- Supervise data entry of data collection forms and manage in coming electronic export files at the national level.
- Analyze supportive supervision reports to identify further training and mentorship needs.
- Facilitate M&E trainings from regional level to districts and facility level
- Conduct regular data backup of datasets available at NACP.
- Build electronic data management capacity at subnational level

2nd M & E Officer

- To routinely analyze patient level data and information sharing
- To routine triangulate and validate morbidity and consumption data
- Identify and train staff on appropriate on proper data management and data use
- Conduct routine data quality assessment to maintain adequate quality control in all aspects.
- Develop and review HIV programmatic targets and indicators for both program monitoring and commodities quantification
- Ensure on-time, accurate, and quality reporting according to the cooperative agreement. Prepare semi-annual and annual reports and draft quarterly program reports in close collaboration with administration.
- Develop and refine quantitative and qualitative data collection tools and maintain program information databases
- Design a system to measure the program outputs, outcomes and impact to facilitate a better understanding of which approaches are working, under which conditions and which activities need to be redefined or strengthened under each result
- Conduct supportive supervision visits to regions to observe, monitor and provide guidance and quality feedback on the data management and use of data
- Lead the documentation and reporting of assessments, lessons learned and best practices for dissemination to relevant stakeholders.

- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grant s and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Doctor of Medicine Degree (MD), Master of Public Health or Epidemiology
- Three to five years working experience in the M & E field.
- Be able to collect and understand the evidence that is already available
- Data collection and survey development skills in social science research
- Strong data analysis skills
- Strong communication skills, such as good data visualisation skills and creative presentation techniques
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player.
- Computer literate
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: M & E Officer (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Review, consolidate and monitor implementation of all HIV training, supervision and mentorship plans from all HIV grant implementers
- Ensure completeness and timely recording and reporting of all Global fund supported activities to NACP from all agents/ level that implement HIV grant
- Facilitate timely reporting of performance indicators to NACP from all agents/levels that implement at all levels for GF funded activities
- Working closely with officers from all HIV grant implementers in analysis and implementation progress of GF grant
- Attending meetings and field work as part of implementation assessment
- In collaboration with grant management unit at NACP, prepare implementation quarterly report of HIV grant

- Conduct supportive supervision visits to implementers to observe, monitor and provide guidance and quality feedback on HIV grant implementation, use of data and indicators
- In collaboration with GF Coordinator at NACP and other implementers of HIV grant, facilitate preparation of Progress Update and Disbursement Request (PUDR) after every 6 months of every grant
- In collaboration with GF and other units, facilitate preparation of the Global Funds proposal and work plans for the coming years/rounds
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grant s and grant results, including preparation of PU/PUDR
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- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Doctor of Medicine Degree (MD), Master of Public Health or Epidemiology
- Three to five years working in the M & E field.
- Be able to collect and understand the evidence that is already available
- Data collection and survey development skills in social science research
- Strong data analysis skills
- Strong communication skills, such as good data visualisation skills and creative presentation techniques
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player.
- Computer literate
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Grant Management Officer (1 Position)

Location: Dodoma

Reporting To: GF Coordinator

Duties and Responsibilities:

- Responsible for finance compliance and risk management working with programme staff and implementing partners to assist them in planning, budgeting and financial management.
- Oversee Implementing partners financial reporting, budgeting, auditing and compliance to agreed GF procedures and policies.
- Build the financial and budget management capacity of implementing partners through providing mentorship and support.
- Improve the capacity of GF Implementing partners staff to understand and uphold both Government and GF financial policies and procedures and proactively manage contracts and risk within respective projects and programmes
- Review Implementing partners budget and prepare contracts/agreements and follow up on compliance
- Provide technical support and supervise the sub recipients to ensure full compliance with the GF requirements
- Provide continuous feedback to all Implementing partners on grants performance
- Conduct periodic review of local partner internal controls and policies for advice on strengthening and transaction verification through monitoring reports and transaction analysis
- Support in setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grant s and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Bachelor degree in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline. Having an MBA will be an added advantage
- Three to five years professional experience in grant management
- Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- Experience managing budgets and cost projections.
- Proven ability managing, and guiding project staff and partners regarding donor rules and regulations.
- Proven communication and interpersonal skills in multicultural working environment.
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player.
- Computer literacy, particularly word processing and spreadsheets.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: PO – Care and Treatment (1 Position)

Location: Dodoma

Reporting To: Head -Care, Treatment and Support Unit (CTSU)

Duties and Responsibilities:

- Coordinate adult HIV and AIDS services in the country, that is, all partners providing ART to adult PLHA including all health facilities.
- Liaise with various stakeholders within the MoHCDGEC and partners to develop a focused scale up plans
- Participate in the development of training materials and training of HCWs in care, treatment and support
- Spearhead efforts towards implementation HIV diagnosis including clinical and lab assessment
- Develop and implement short and long term strategic planning activities for HIV care and treatment
- In close collaboration with the Monitoring and Evaluation Unit of the NACP monitor implementation of HIV care and treatment activities by all partners
- Promote a coordinated approach of HIV and AIDS prevention, care, treatment and support including strengthening links between the health system and implementers of Community and Home based care and treatment Services
- Prepare and submit HIV care and Treatment activities' implementation reports according to agreed schedule.
- In collaboration with RHMTs and CHMTs, Coordinate supportive supervision of HIV care and treatment services.
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments

- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grants and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Medical Doctor (MD) or a relevant health related degree
- Three to five years' experience working in a care and treatment project/programme/clinic particularly in coordinating and strengthening adolescent HIV and Health services
- Have a Master in Public Health
- Have Excellent interpersonal, diplomacy and facilitation skills
- Sensitivity to cultural differences & understanding of the political & ethical issues surrounding Adolescent HIV services
- Computer skills including, Microsoft Word and Excel
- Fluent in written and spoken English and Kiswahili
- Good communication skills
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: PO - Prevention (1 Position)

Location: Dodoma

Reporting To: Head -Prevention Unit (PU)

Duties and Responsibilities:

The Officer will coordinate HIV Testing Services at the NACP by bringing new innovations to achieve new Global targets of 90-90-90 by 2020. The status of Tanzania in achieving these targets were reflected in the 2016/2017, Tanzania HIV Impact Survey results. The report shows that, identification of HIV in the country is low that, only 52% of people with HIV in Tanzania reported knowing their HIV status. Therefore, the officer will be responsible for:

- Provide leadership in focused HIV Testing services in the country, that trickles down to each testing point and overseeing all the HIV Testing Services initiatives that are being implemented in the country
- Ensure that sustainable, High quality and client focused HTS are being implemented across all the regions
- Lead the process for amending the 2008 HIV Act, to allow access to HIV services.

- Provide Technical support to each Individual partner who wants to implement new innovations that allow access to HIV testing services in the country.
- Review of HTS Implementing Partners reports and develop Programme quarterly reports for HTS in each quarter
- Ensure that all important tools for HIV testing services are up to date and available in each of the testing point
- Coordinate the processes of developing Guidelines, tools and training package for HTS.
- Lead the review of the National HTS guidelines and training packages for HTS and ensure they are disseminated widely.
- Coordinate the undertaking of addressing Human Resource needs for HTS by including other Non-health related cadres in the HTS.
- The fact that there are inadequate Human Resources as far as the Health sector is concerned, the officer in consultation with other stakeholders will design and coordinate the Implementation of task-shifting policy by allowing other cadres under the same Ministry of Health,
- Support HIV Testing Services by including community healthcare workers and social workers in provision of HTS. Therefore, series of activities will be implemented during deploying these Non- Health HTS providers, include those with scheme of services and those without.
- Development of training package & Job Aides, scheme of their deployment for the CHW who will support HTS;
- Hold meetings with different directorates for mapping up their availability; Working with other sections of MOH e.g Health Education Unit of MOH, to develop the same for the Community Health Workers, Supervision and their certification and licensing as a HTS provider and (plan for their supportive supervision)
- Provide technical guidance and coordinate systematic scale up of Index client testing and social network testing as new a strategy which has been very successful in identification of HIV in some facilities.
- Coordinate Technical Partners who are implementing HIV Testing Services whenever they want to discuss innovations that they would like to implement in accordance to HSHSP.
- Accompany External TAs who visits the country for study visits once they would like to visit the facilities.
- Participate extensively in National proposal writing for resources mobilization for scaling up HIV services in the country.
- Participate in the development of the Strategic plan for HIV/AIDS.
- Represent NACP in other HTS related Technical working e.g NGOs or Private organizations within and outside the country.
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grant s and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR

- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Medical Doctor (MD) or a relevant health related degree
- Three to five years working experience in HIV testing services
- Have a Master in Public Health
- Have Excellent interpersonal, diplomacy and facilitation skills
- Sensitivity to cultural differences & understanding of the political & ethical issues surrounding HIV Testing Services
- Computer skills including, Microsoft Word and Excel
- Fluent in written and spoken English and Kiswahili
- Strong communication skills Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Commodities Supply Chain Coordinator (1 Position)

Location: Dodoma

Reporting To: Reports to Head, Pharmaceuticals and Laboratory Services Unit (PLSU)

Duties and Responsibilities:

In order to reach the UNAIDS targets of 90, 90, 90 by the year 2020, especially in making sure that 90% of all PLHIV are on care and treatment, the Supply management specialist will perform the following:

- Coordinate and ensure timely availability of quality HIV commodities and services at all levels through proper quantification, develop forecasting and supply plan.
- Participate in proposal writing for procurement of ARVs and HIV Commodities, and provide procurement updates of HIV Commodities procured through funds from GF, PEPFAR and other donors.
- Coordinate supply chain activities and Rational Use of Medicines are conducted in timely manner,
- Collaborate with regional, district and Implementing partners in development and review of National Guidelines, Training Packages, strategic plan, operational plan, HIV Logistics electronic software and assessment tools for proper provision of quality HIV Services and data management of HIV Commodities.
- Build capacity to health care workers and HIV/AIDS partners on HIV Logistics System in order to ensure data quality, timely reporting and adherence to the National guidelines, develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management.
- Identify potential break downs in the HIV logistics system and taking corrective and remedial actions to avoid service interruptions for improvement of health services to People Living with HIV.

- Prepare detailed Monthly stock status reports, detailing information but not limited to MoS for key HIV pharmaceuticals and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries
- Develop a feedback mechanism to ensure that approved stock status of ARVs including pediatric formulations reports are disseminated to all levels of the health system and implementing partners.
- Disease Programmes - Policy and Implementation
- Provide policy direction to implementers
- Provide update date and metrics to guide implementation e.g. assumptions
- Conduct quantification of health products with other stakeholders
- Pipeline monitoring of health products
- Initiate procurement through Wambo.org or MSD
- Provide updated quarterly stock status reports by liaising with MSD and PSU

Experience and Qualifications:

- Bachelor's Degree in Pharmacy and /or Engineering or related field. Master's degree in related field will be an added advantage.
- Three to five years working experience in commodity supply chain management
- Familiarity with safety and procedural best practices in Supply Chain Management (SCM)
- Ability to lead, train and mentor employees on a personal level
- Good knowledge of English and Kiswahili both spoken and written.
- Computer literate
- Flexible, Adaptable, Detail-oriented and Team Player.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: GF Coordinator (1 Position)

Location: Dodoma

Reporting To: Reports to Head – Administration and Finance

Duties and Responsibilities:

- Coordinate all communication between the Global Fund Coordination Unit-MoHCDGEC and HIV grant implementers in the MoHCDGEC (NACP, and MSD).
- Coordinate the preparation of quarterly progress and financial reports before submission to GFCU.
- Arrange and coordinate preparations for ad hoc HIV meetings as these are initiated by Program Manager or requested by the MoHCDGEC Permanent Secretary, or the external agencies.
- Coordinate quarterly coordination meetings with HIV grant Implementers and provide feedback to Program Manager and GFCU of the Ministry.
- If need be, represent the Program Manager externally on GF programmes related matters vis-a-vis external stakeholders like LFA and GF; TNCM; MoF; and PMO-RALG.
- Identify and coordinate the preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders.

- Ensure that the Program Manager is well informed about key GF programme issues between the Program and external stakeholders.
- Keep oversight of HIV GF supported programmes' performance in terms of timely and high quality financial and progress reporting to Global Fund Coordinating Unit of the Ministry:
- Ensure that financial controls are maintained by the HIV-GF Financial Manager according to the Sub-Recipient financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- Keep oversight on procurement and supplies management of items that are planned to be procured under HIV-GF grants, follow the procurement processes and alert the Program manager on off-track procurements.
- Coordinate the NACP facilitation and participation in LFA's verification of PUDRs.
- Coordinate the planning and preparation of new HIV-GF grants.
- Provide relevant information and otherwise facilitate the Programme Managers participation in TNCM, GF Missions, and other GF related events.
- Maintain oversight with timely progress and predicaments met by HIV-GF implementers and external agencies.
- Strengthen coordination between different implementing entities, partners and stakeholders

Experience and Qualifications:

- Medical degree or a relevant health related degree, with a Master's degree in Health Related Fields. A Master's degree in Public Health or Epidemiology will be preferable.
- At least 3 years of senior-level experience in designing, implementing, and managing HIV-related projects.
- Extensive field experience including working within the Tanzania Government's health system.
- A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- Significant experience of working and collaborating with all levels of Tanzanian Government within the health sector.
- Experience of working in collaboration with local and international partners.
- Demonstrated experience of managing GF or other donor-financed projects.
- Fluent in both English oral and written, as well as good communication skills.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Laboratory Technologist (1 Position)

Location: Dodoma

Reporting To: Head Pharmaceuticals and Laboratory Services Unit (PLSU)

Duties and Responsibilities:

- Provide support day-to-day on Supply Chain Management of HIV/AIDS Laboratory commodities for Care and Treatment Centers on ensuring the HIV Laboratory commodities are quantified, procured, stored and distributed through MSD.
- Monitor the HIV/AIDS Laboratory commodities stock status and Pipeline at central and Health facilities, stocks at risk of expiry to ensure the HIV Laboratory commodities are available and ready for use to minimize the stock out and expiries.
- Advise and monitor the adoption of evolving HIV/AIDS Laboratory technologies, e.g. HIV Viral Load testing in the country.
- Prepare the GF HIV Lab activities and Procurement Supply Plan of HIV Laboratory commodities and make follow up until received at MSD for storage and distribution.
- Receive, analyze and compile the Monthly HIV/AIDS Equipment functionality report.
- Coordinate the Training, Mentorship, on job training and supervision to the Care and Treatment health facilities to ensure HIV lab services are well delivered.
- Ensure quick communication and timely feedback to CTC sites, MSD, Diagnostics Unit, NACP and HIV Development and implementing partners on potential and/or actual stock imbalances.
- Work with MSD Management to ensure that there is steady supply of laboratory supplies at the Zonal Stores.
- Prepare and submit routine LAB reports to NACP Program Manager and designated institutions.
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grant s and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Citizen of the United Republic of Tanzania.
- Experience of working with the Ministry of Health, and/or implementing partners working with HIV and AIDS.
- Minimum of 3 - 5 years of working in a regional, zonal or national laboratory
- Degree in medical laboratory sciences from a recognized university such as microbiology, immunology, haematology, pathology and clinical chemistry. Post graduate degree is an added advantage.
- Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- Excellent written and oral communication in English and Kiswahili.
- Excellent computer skills in data management and Microsoft office.
- Registered with the Health Laboratory Practitioners Board.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: NACP GF Accountant (1 Position)

Location: Dodoma

Reporting Head - Administration and Finance

Duties and Responsibilities:

- Prepare documentation, reports, presentations etc. for HIV-GF grants to stakeholders (LFA and GF; GFCU, TNCM; MoF; and PMO-RALG) as requested by the Program Manger.
- Ensure sound financial management in implementing programmes using grant financial resources and compliance with policies and procedures of the Global Fund
- Key deliverables
- Grant (Making) Budget
- Progress Update and Disbursements Request (PUDR) (semi-annually)
- Grant Forecast (quarterly)
- Cash balance reports (quarterly)
- Tax Reports (annually)
- Financial Statements for External Audit (annually)
- Fixed Asset Register for External Audit (annually)
- Report on status of Grant covenants, management actions and audit recommendations (Internal and external) (semi-annually)
- Grant Budget Revisions (at least annually)
- Adhoc reports as required by grant implementation (Reconciliation of SR advances, PPM disbursement and delivery reconciliations, MSD storage fee reconciliations, etc)
- Maintain financial controls according to the Sub Recipient financial management roles and responsibilities outlined in the Operations Manual for GF grants including:-
 - i. Banking function for GF funds;
 - ii. Prepare Monthly bank Reconciliation

- iii. Maintenance of GF financial data into a comprehensive accounting data base system
- iv. Request for disbursement from PR through the six-monthly PUDRs;
- v. Submission of accounting and financial reporting for monthly flash reports and quarterly financial progress reports;
- vi. Monitor fund absorption rates through monthly flash reports;
- vii. Ensure tax exemptions are secured through monitoring of quarterly incurred procurements;
- viii. Ensure that GF funds are included in the MTEF Budget;
- ix. Collaborate with internal and external Auditors as and when required.
- x. Preparation of financial statements for Audit purpose.
- xi. Prepare and submit VAT refund to TRA.
- xii. Oversee preparation of GF payroll and ensure statutory deductions are properly and timely remitted
- xiii. Perform any ad hoc assignment as directed by the seniors

Experience and Qualifications:

- Bachelor's degree in Accounting , Finance or equivalent qualification , with the registration under the National Board of Accountants and Auditors (NBAA) as a Certified Public Accountant or equivalent. Having MSc. Finance will be an added advantage.
- Minimum of 3 - 5 years of work experience in an Accounting Department/unit in a reputable organization
- Must be conversant in Accounting Packages application including Epicor and Quick Books.
- Knowledge in government accounting is an added advantage
- Good knowledge of English and Kiswahili both spoken and written
- Capacity of working with minimal supervision and strong interpersonal skills
- Experience in donor funded projects
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Accountant - Coordination of implementers (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Ensure timely preparation and submission of quality financial reports by all GF HIV Grant Implementing partners.
- Communicate between GFCU – MoHCDGEC and HIV Implementing partners regarding all financial matters.
- Ensure that all relevant financial management documentation is shared among HIV Grant Implementing partners.
- Work with NACP Accountants to design and implement standard reporting templates for use by all GF HIV implementers, that is ensure timely, efficient reporting of all financial matters for each HIV grant implementing partners.

- Write feedback reports to HIV Grant Implementing partners and external agencies on all financial reports submitted to or through GFCU.
- Attend to all HIV ad hoc activities as directed by the PM and GFCU Coordinator.
- Collect information from GF HIV Grant implementing partners and compile monthly 'flash reports' on overall financial disbursement progress for submission to GFCU
- Reconcile regional and districts, SSRs advances /Imprest ledger
- Scrutinize quarterly progress reports from GF HIV Grant implementers, compare them with planned activities, summarize findings into brief reports and submit them to PM every end of month before submission to GFCU
- Ensure sound financial management in implementing programmes using grant financial resources and compliance with policies and procedures of the Global Fund
- Key deliverables
- Grant (Making) Budget
- Progress Update and Disbursements Request (PUDR) (semi-annually)
- Grant Forecast (quarterly)
- Cash balance reports (quarterly)
- Tax Reports (annually)
- Financial Statements for External Audit (annually)
- Fixed Asset Register for External Audit (annually)
- Report on status of Grant covenants, management actions and audit recommendations (Internal and external) (semi-annually)
- Grant Budget Revisions (at least annually)
- Adhoc reports as required by grant implementation (Reconciliation of SR advances, PPM disbursement and delivery reconciliations, MSD storage fee reconciliations, etc.)

Experience and Qualifications:

- Bachelor's degree in Accounting , Finance or equivalent qualification , with the registration under the National Board of Accountants and Auditors (NBAA) as a Certified Public Accountant or equivalent. Having MSc. Finance will be an added advantage.
- Minimum of 3 - 5 years of work experience in an Accounting Department/unit in a reputable organization
- Must be conversant in Accounting Packages application including Epicor and Quick Books.
- Knowledge in government accounting is an added advantage
- Good knowledge of English and Kiswahili both spoken and written
- Capacity of working with minimal supervision and strong interpersonal skills
- Experience in donor funded projects
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Driver (2 Position)

Location: Dodoma

Reporting To: Head – Administration and Finance

Duties and Responsibilities:

- Responsible for driving, maintaining and advising proper ways of servicing programme vehicles.
- Distribute HIV/AIDS materials produced at the National level to all the regions
- Transport staff during official assignments in and out of the Region

Experience and Qualifications:

- Certificate of Secondary Education
- 3 - 5 years' experience in driving motor vehicles. Experience driving in the public sector will be an added advantage
- Drivers Certificate courses from NIT or VETA
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: RSSH Program Officer (1 Position)

Location: Dodoma

Reporting To: RSSH Coordinator

Duties and Responsibilities:

- Ensure that all RSSH activities are coordinated with Global Fund Coordination Unit (GFCU).
- This will include day-to-day coordination with respect to:
 - a. Develop written terms of reference with each Sub-reporting entity establishing data reporting requirements and deadlines.
 - b. Coordinate the production and timely submission of Project Update & Disbursement Request, Oversight reports, Dashboard reports, and any other requested technical and financial reports.
- Coordination of the technical monitoring of activities of RSSH funded activities referred to Implementing Partners/Sub Recipients and report to the MoHCDGEC GF Coordinator on achievements, constraints and ways forward. This includes day-to-day coordination of the following tasks:
 - i. Collect and analyse programmatic data on a sub-national level.
 - ii. Produce regular reports on programme progress and results
 - iii. Develop clear written instructions to each Sub-Reporting Entity on what, how, to whom and when to report
 - iv. Ensure the preparation and timely submission of work plans and budgets for the Component.
 - v. Report (monthly, quarterly, six-monthly, and annually) on progress of activities.
 - vi. Attending TNCM and other GF-relevant meetings

Experience and Qualifications:

- Medical Doctor with Master's degree in public health, health policy, health economics, international development, or a related field.
- A minimum of 5 years of experience in health systems strengthening
- Demonstrated skills in information systems and advanced Microsoft Office applications.
- Experience in Program/Project Management
- Experience and knowledge in management of donor funded projects is added advantage.
- Excellent Communication Skills are important.
- Critical problem solving ability

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: RSSH Finance and Compliance Officer (1 Position)

Location: Dodoma

Reporting To: RSSH Coordinator

Duties and Responsibilities:

- Ensure that all financial procedures used for the management of RSSH funds adhere to the procedures outlined
- Develop and maintain a clearly defined accounting and finance organizational structure with documented roles and responsibilities and sufficient segregation of duties, including for implementing the Global Fund grant
- Maintain adequate policies and procedures in place to guide activities and ensure staff accountability
- Ensure that budgeting procedures including review and updating of budgets are robust
- Coordinate preparation of Quarterly & Annual Financial reports to be submitted to Global fund as per Performance agreement.
- Maintain budget system which ensures no duplication of costs and appropriate cost sharing arrangements
- Ensure the availability of sufficient information to accurately link the budget with the Chart of Accounts to allow reliable budgetary control and variance analysis by period and cumulatively and to find explanations for variances and corrective action taken when necessary
- Ensure that all accounting and supporting documents are retained according to GoT standards and safe procedures for carrying out regular back-ups are maintained
- Ensure that the accounting system supports the production of financial reports, including statements of Cash Flow, Income & Expenditure and Balance Sheet in a timely and relevant way
- Maintain a treasury system which supports the production of cash forecast information for disbursement requests
- Maintain appropriate controls over management of petty cash including limits over the maximum levels of petty cash held

- Ensure appropriate controls built in to the banking arrangements, including for example proper authorization of disbursements, double signatures on cheques and transfers, use of account payee cheques and conduct of regular bank reconciliations
- In respect of payment for material items, ensure that there are appropriate checks prior to approving payment (e.g. checking agreement to approved orders, agreed pricing, approval by persons of appropriate seniority)
- Maintain satisfactory procedures to ensure that grant funds can be distinguished from other funds and accounted for separately
- Maintain oversight for procurement and supplies
- Develop and maintain a documented process for procurement of non health products and services. The process will include the following:
 - a. A code of conduct to avoid occurrence or perceptions of conflicts of interest
 - b. Methods of procurement and when different methods should be applied,
 - c. Procedures for requests for RSSH tenders,
 - d. Procedures for RSSH bid evaluation,
 - e. Procedures that are transparent and competitive
- Maintain RSSH approval systems with certifying and approval officers and appropriate segregation of duties and delegation levels, for authorization of procurement of non-health related assets and services
- Ensure that RSSH annual financial statements are audited to appropriate auditing standards and audit arrangements enable independent and reliable opinion/reporting
- Ensure that external audit arrangements applicable to Global Fund grant auditing requirements for Sub-Recipients are fulfilled

Experience and Qualifications:

- CPA holder with Bachelor degree in Finance, Accountancy, or its Equivalent
- 5 years
- Experience and knowledge in Project Management Skills.
- Expertise in Risk Management.
- Knowledge of legal requirement and control is an added advantage.
- Critical problem solving ability.
- Excellent Communication Skills are important.
- Must be Conversant with EPICOR systems of accounting.

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: RSSH M&E Specialist (1 Position)

Location: Dodoma

Reporting To: RSSH Coordinator

Duties and Responsibilities:

- Act as M&E expert in the RSSH team and provide day-to-day technical support to ensure that the RSSH Team fulfil its oversight obligations as described in the Oversight Plan M&E section.
- Provide technical specialist capacity for reviewing the quality of data submitted by Sub-Recipients.
- Day-to-day coordination of technical support for planning/re-planning and budgeting/re-budgeting of RSSH funded activities referred to Implementing Partners/Sub Recipients.
- Provide technical specialist capacity for;
 - a. Monitoring of activities of RSSH funded activities referred to Implementing Partners/Sub Recipients and report to the MoHCDGEC GF Coordinator on achievements, constraints and ways forward.
 - b. Collection and analysis of programmatic data on a sub-national level.
 - c. Producing regular reports on programme progress and results.
- Day to day coordination and management to;
 - a. Assess the M&E capacities of Sub-Reporting Entities and identify areas for M&E capacity building.
 - b. Link with other data reporting systems in the country.
 - c. Develop a consistent and documented methodology to address missing data in submitted reports.
 - d. Identify standard source documents and reporting forms for use by all reporting levels.
 - e. Provide M&E capacity-building support to Sub-Reporting Entities, e.g., training, workshops, and technical assistance.
 - f. Identify training requirements that data-management staff must take at each level in the reporting process.
 - g. Ensure that all relevant staff from Sub-Reporting Entities receives training on the data management processes and tools.
 - h. Identify data quality challenges and instructed data-management staff at all levels on how to address them.
 - i. Develop and ensure that systematic processes are in place to follow up with Sub-Reporting Entities on data quality issues and that evidence that such follow up has occurred is provided.
 - j. Develop mechanisms and procedures to periodically verify reported data at the service/commodity delivery points and that site visits for data verification have taken place.
- On request from Component Coordinator provide technical support and supervision to Implementing Partners/Sub Recipients as needed

Experience and Qualifications:

- Master's degree in a development field, social science, economics, or relevant discipline.
- Minimum of five years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an international development organization
- Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities. d)Experience developing results frameworks, logical frameworks, or similar tools for project design is an added advantage
- Excellent Communication Skills are important.

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Laboratory Technologist (1 Position)

Location: Dodoma

Reporting To: RSSH Coordinator

Duties and Responsibilities:

- Provide technical assistance in area of laboratory professional capacity and on request from the Component Coordinator
- Identifying standard source documents and reporting forms for use by laboratory related interventions
- Identifying standard source documents and reporting forms for use by laboratory related interventions
- Developing clear written instructions to each Sub-reporting Entity on what, how, to whom and when to report on laboratory related interventions
- Ensuring that laboratory related reports received from Sub-reporting Entities are systematically verified for timeliness, completeness and obvious mistakes
- Provide support in the development and roll-out of the general MOHCDGEC Health Systems Strengthening Agenda

Experience and Qualifications:

- Bachelor's Degree in Laboratory Science (Postgraduate Degree in Public Health, Supply Chain Management, or related field, will be an added advantage).
- At least five years' experience progressively responsible in laboratory supply chain management.
- Demonstrated skills in information systems and advanced Microsoft Office applications.
- Experience in Logistics/supply chain Management of Public Health commodities is desirable.
- Experience and knowledge in procurement will be an added advantage.
- Excellent Communication Skills are important.

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: GF Coordinator (1 Position)

Location: Dodoma

Reporting To: Director of Policy and Planning

Duties and Responsibilities:

- Coordinate all communication between the MoHSW Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR).
- Scrutinize monthly financial disbursement flash reports and PSM indicator reports compiled by GFCU staff and forward completed reports to MoHSW PS.
- Scrutinize and endorse quarterly progress and financial oversight reports before submission to MoHSW PS.
- Arrange and coordinate preparations for ad hoc meetings as these are initiated by GFCU or requested by the MoHSW Permanent Secretary, the GF supported programmes or the external agencies.
- Discuss at GFCU's weekly coordination meetings and finally endorse feedback reports to GF supported programmes and external agencies before GFCU staff's transmission of reports to programmes and agencies.
- Oversee the preparation of and chair the regular two-monthly meetings with programmes and external agencies.
- On delegation from the MoHSW Permanent Secretary represent the PS externally on GF programmes related matters vis-a-vis external stakeholders like LFA and GF; TNCM; MoF; and PMO-RALG.
- Identify and coordinate the preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders.
- Ensure that the MoHSW PS is well informed about key GF programme issues between MoHSW and external stakeholders.
- Keep oversight and ensure follow-up with GF supported programmes on timely and accurate adherence to:
 - a. Conditions Precedent
 - b. Special Conditions
 - c. Time Bound Actions
- GF Coordinator: Keep oversight of GF supported programmes' performance in terms of timely and high quality financial and progress reporting to:
 - a. LFA and GF (PUDR, EFR, training plans, performance frameworks, audit reports)
 - b. TNCM (Dash Boards)
- Ensure that financial controls are maintained by the GF Finance and compliance Officer according to the LSR financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- Keep oversight on procurement and supplies management of items that are planned to be procured under GFATM grants, follow the procurement processes and alert the MoHSW Permanent Secretary on off-track procurements.
- Coordinate the GFCU's facilitation and participation in LFA's verification of PUDRs.
- Coordinate the planning and preparation of new GF projects, project phases and support modalities (e.g. single stream financing)
- Provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events.

- Coordinate the GFCU's assistance to programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities.
- Maintain oversight with timely progress and predicaments met by GF programmes and external agencies.
- Visit GF programmes and external agencies as required to achieve oversight and coordinate appropriate measures to address off-track activities.
- Chair the weekly GFCU coordination meetings, and coordinate and direct GFCU staff for achievement of the GFCU objectives.
- Ensure understanding and compliance with Global Fund Grant Agreement requirements and applicable operational policies and guidelines of the Global Fund (such as the Operational Policy Manual, Code of Conduct for Recipients and Guidelines for Grant Budgeting)
- Report on status of Grant covenants, management actions and audit recommendations (internal and external) (semi-annually)
- Advocate, support and follow-up on approval of P&I
- Undertake and support periodic portfolio and grant risk assessment and strengthen mitigating actions
- Facilitate and support Global Fund led Country Team, Board, donor and partner missions to the country

Experience and Qualifications:

- Medical degree or a relevant health related degree, with a Master's degree in Health Related Fields. A Master's degree in Public Health or Epidemiology will be preferable.
- At least 5 years of senior-level experience in designing, implementing, and managing HIV-related projects.
- Extensive field experience including working within the Tanzania Government's health system.
- A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- Significant experience of working and collaborating with all levels of Tanzanian Government within the health sector.
- Experience of working in collaboration with local and international partners.
- Demonstrated experience of managing GF or other donor-financed projects.
- Fluent in both English oral and written, as well as good communication skills.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: M&E Supervisor (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Assist the GF Coordinator with the communication between the MoHSW Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP,

HSS) and external agencies (MSD, TFDA, NIMR) on M&E and progress reporting issues as outlined in these ToR.

- Compile the monthly PSM indicator reports and financial disbursement progress reports and transfer the information into monthly flash reports for submission to GF Coordinator by the beginning of third week every month.
- Scrutinize quarterly progress reports from the GF supported HIV/AIDS and HSS grant programmes; compare with planned activities; summarize findings in brief reports to GF Coordinator by end of the month into the subsequent quarter. Also provide written feedback on the reports to individual programmes
- On request from GF Coordinator prepare background documentation for and/or participate in ad hoc consultations with the MoHSW Permanent Secretary, the GF supported programmes and the external agencies
- Write feedback reports to GF supported programmes and external agencies on all progress reports submitted to or through the GFCU. These feedback reports should be discussed at GFCU's weekly coordination meetings and final reports should be transmitted to programmes/agencies within ten days of receiving the reports.
- Prepare and participate in regular two-monthly meetings with programmes and external agencies.
- Prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator.
- Scrutinize and submit recommendations for endorsement of GF Coordinator regarding GF supported programmes' performance in terms of timely and high quality progress reporting to:
 - a. LFA and GF (PUDR sheets , training plans, performance frameworks)
 - b. TNCM (Dash Boards – progress update)
- Keep oversight and ensure follow-up with GF supported programmes on timely and accurate adherence to:
 - a. Conditions Precedent related to programmatic issues on M&E and overall grant implementation.
 - b. Special Conditions related to programmatic issues on M&E and overall grant implementation.
 - c. Time Bound Actions related to programmatic issues on M&E and overall grant implementation.
- Report monthly to GF Coordinator on status and progress with compliance on CPs, SCs, and TBAs.
- Facilitate and participate in the LFA's verification of PUDRs on request by the GF Coordinator.
- Participate in the planning and preparation of new GF projects, project phases and support modalities, as directed by the GF Coordinator.
- Assist the GF Coordinator to provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related event
- Assist programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities as directed by the GF Coordinator.
- Facilitate and monitor GF funded programmes' participation in TNCM - TWG meetings to discuss dash board reports.
- Coordinate and facilitate the preparation of GF supported programmes' oversight plans.

- Monitor that OSDV by LFA is carried out as planned and report observations to GF Coordinator.
- Maintain in-debt insight with GF programmes' and external agencies' M&E systems, visit all programmes/agencies at least once every two months, record findings from these visits, and write feedback reports initially for discussion at the GFCU coordination meetings and subsequently – within ten days of each visit – provide the endorsed feedback to programmes/agencies.
- Act on behalf of the GF Coordinator when specifically designated and requested to fulfil such tasks.
- Participate in weekly GFCU coordination meetings.
- Submit monthly work plan for consideration by the GF Coordinator one day before the last GFCU meeting in a preceding month.
- Abide by work plans approved by the GF Coordinator unless otherwise specifically agreed with the GF Coordinator.
- Ensure that relevant M&E documentation is shared with colleagues in the GFCU.
- Ensure that all documentation under the purview of M&E Supervisor is submitted to the GF Grants Officer for soft and hard filing.

Experience and Qualifications:

- Doctor of Medicine Degree (MD) and Master of Monitoring and Evaluation. Master of Public Health or Epidemiology will be an added advantage.
- Three to five years working experience in the M & E field.
- Be able to collect and understand the evidence that is already available
- Data collection and survey development skills in social science research
- Strong data analysis skills
- Strong communication skills, such as good data visualization skills and creative presentation techniques
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player.
- Computer literate
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: PSM Supervisor (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Assist the GF Coordinator with the communication between the MoHSW Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR) on PSM issues as outlined in these ToR.
- Collect information from GF supported programmes on selected PSM indicators tracking procurement of health commodities and compile monthly reports for submission to M&E Supervisor and GF Coordinator by end of second week every month.

- Scrutinize quarterly progress reports from the GF supported Malaria and TB grant programmes; compare with planned activities; summarize findings in brief reports to GF Coordinator by end of the month into the subsequent quarter. Also provide written feedback on the reports to individual programmes.
- On request from GF Coordinator prepare background documentation for and/or participate in ad hoc consultations with the MoHSW Permanent Secretary, the GF supported programmes and the external agencies.
- Write feedback reports to GF supported programmes and external agencies on all PSM reports submitted to or through the GFCU. These feedback reports should be discussed at GFCU's weekly coordination meetings and final reports should be transmitted to programmes/agencies within ten days of receiving the reports.
- Assist with preparation of and participate in regular two-monthly meetings with programmes and external agencies.
- Prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator.
- Scrutinize updates on procurement management, stock status including pipeline stocks, and review the PQR as done by MSD – and submit recommendations for endorsement of GF Coordinator regarding GF supported programmes' performance for these updates in terms of timely and high quality progress reporting to:
 - a. LFA and GF (PUDR sheets , training plans, performance frameworks)
 - b. TNCM (Dash Boards – progress update)
- Keep oversight and ensure follow-up with GF supported programmes on timely and accurate adherence to:
 - a. Conditions Precedent related to programmatic issues related to PSM.
 - b. Special Conditions related to programmatic issues related to PSM.
 - c. Time Bound Actions related to programmatic issues related to PSM.
- Report monthly to GF Coordinator on status and progress with compliance on CPs, SCs, and TBAs.
- Monitor procurement and supplies management of items that are planned to be procured under GFATM grants, follow the procurement processes and keep the GF Coordinator informed to alert the MoHSW Permanent Secretary on off-track procurements.
- Facilitate and participate in the LFA's verification of PUDRs on request by the GF Coordinator.
- Participate in the planning and preparation of new GF projects, project phases and support modalities, as directed by the GF Coordinator.
- Assist the GF Coordinator to provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events.
- Assist programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities as directed by the GF Coordinator.
- Develop action plans to address PSM challenges.
- Coordinate the preparation of SOP-PSM.
- Review PQR in GF websites and monitor that MSD has reported accordingly.
- Participate in supply chain reviews carried out by LFA/GFATM.
- Maintain in-debt insight with GF programmes' and external agencies' PSM systems, visit all programmes/agencies at least once every two months, record findings from these visits, and write feedback reports initially for discussion at the

GFCU coordination meetings and subsequently – within ten days of each visit – provide the endorsed feedback to programmes/agencies.

- Act on behalf of the GF Coordinator when specifically designated and requested to fulfil such tasks.
- Participate in weekly GFCU coordination meetings.
- Submit monthly work plan for consideration by the GF Coordinator one day before the last GFCU meeting in a preceding month.
- Abide by work plans approved by the GF Coordinator unless otherwise specifically agreed with the GF Coordinator.
- Ensure that relevant PSM documentation is shared with colleagues in the GFCU.
- Ensure that all documentation under the purview of PSM Supervisor is submitted to the GF Grants Officer for soft and hard filing.
- Act as central point of contact with the Country Team
- Ensure Technical working groups meet to deliberate on PSM issues
- Ensure that LoHP is regularly updated based on ongoing updates to quantification and supply planning
- Ensure that the Global Fund PQR is updated
- Work with programmes to initiate procurement through wambo.org or MSD
- Act as the link with PSU and MSD to provide updated quarterly stock status reports to the Global Fund
- Ensure disbursements of fees to MSD takes place

Experience and Qualifications:

- Basic Degree in Pharmacy.
- Registered by the respective professional board
- Minimum three years of experience working with donor funded projects specifically on Aids, TB and Malaria will be an added advantage.
- Age not more than 50 years
- Knowledge in monitoring, critically analyzing data and reporting.
- Computer skills in Basic Microsoft Office

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Finance and Compliance (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Assist the GF Coordinator with the communication between the MoHSW Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR) on financial matters as outlined in these ToR.
- Collect information from GF supported programmes and compile monthly “Flash Reports” on overall financial disbursement progress for submission to M&E Supervisor and GF Coordinator by end of second week every month.
- Scrutinize quarterly progress reports from GF supported programmes; compare with planned activities; summarize findings in brief reports to GF Coordinator by

end of the month into the subsequent quarter. Also provide written feedback on the report to individual programmes.

- On request from GF Coordinator prepare background documentation for and/or participate in ad hoc consultations with the MoHSW Permanent Secretary, the GF supported programmes and the external agencies.
- Write feedback reports to GF supported programmes and external agencies on all financial reports submitted to or through the GFCU. These feedback reports should be discussed at GFCU's weekly coordination meetings and final reports should be transmitted to programmes/agencies within ten days of receiving the reports.
- Assist with preparation of and participate in regular two-monthly meetings with programmes and external agencies.
- Prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator.
- Scrutinize and submit recommendations for endorsement of GF Coordinator regarding GF supported programmes' performance in terms of timely and high quality financial reporting to:
 - a. LFA and GF (PUDR, EFR, audit reports)
 - b. TNCM (Dash Boards – financial information)
- GF Finance and compliance Officer: Keep oversight and ensure follow-up with GF supported programmes on timely and accurate adherence to:
 - a. Conditions Precedent related to financial management issues.
 - b. Special Conditions related to financial management issues.
 - c. Time Bound Actions related to financial management issues.
- Report monthly to GF Coordinator on status and progress with compliance on CPs, SCs, and TBAs
- GF Finance and compliance Officer: Maintain financial controls according to the LSR financial management roles and responsibilities outlined in the Operations Manual for GF grants including:
 - i. Banking function for GF funds;
 - ii. Maintenance of GF financial data into a comprehensive accounting data base system
 - iii. Request for disbursement from PR through the six-monthly PUDRs;
 - iv. Pre- award assessment of SSRs before starting grant implementation for all grant phases;
 - v. Transfer GF funds to the SSRs after every disbursement notification received from GF;
 - vi. Submission of accounting and financial reporting for monthly flash reports and quarterly financial progress reports;
 - vii. Verification of SSRs financial reports every quarter – to cover all SRs in a year;
 - viii. Receive and consolidate reports from the SSRs and submit to PR through the six-monthly PUDRs;
 - ix. Monitor fund absorption rates through monthly flash reports;
 - x. Ensure tax exemptions are secured through monitoring of quarterly incurred procurements;
 - xi. Ensure that GF funds are included in the MTEF Budget;
 - xii. Ensure independent annual financial audit of its programme revenue and expenditure and those of the SSRs.

xiii. Ensure that all SSRs submit financial statements to OIG by 30th September every year.

- Facilitate and participate in the LFA's verification of PUDRs on request by the GF Coordinator.
- Participate in the planning and preparation of new GF projects, project phases and support modalities, as directed by the GF Coordinator.
- Assist the GF Coordinator to provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events.
- Assist programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities as directed by the GF Coordinator.
- Maintain in-debt insight with GF programmes' and external agencies' Financial Management systems, visit all programmes/agencies at least once every two months, record findings from these visits, and write feedback reports initially for discussion at the GFCU coordination meetings and subsequently – within ten days of each visit – provide the endorsed feedback to programmes/agencies.
- Act on behalf of the GF Coordinator when specifically designated and requested to fulfil such tasks.
- Participate in weekly GFCU coordination meetings.
- Submit monthly work plan for consideration by the GF Coordinator one day before the last GFCU meeting in a preceding month.
- Abide by work plans approved by the GF Coordinator unless otherwise specifically agreed with the GF Coordinator.
- Ensure that relevant Financial Management documentation is shared with colleagues in the GFCU.
- Ensure that all documentation under the purview of GF Finance and compliance Officer is submitted to the GF Grants Officer for soft and hard filing.
- To ensure Grant disbursement releases from MOHCDGEC to Sub-recipients and implementers within 15 calendar days of receipt from MoFP
- Compliant and quality assured Grant Financial reports prepared by disease programmes
- To prepare Internal Audit Report (quarterly)
- To prepare Report on status of Grant covenants, management actions and audit recommendations (internal and external) (semi-annually)

Experience and Qualifications:

- CPA holder with Bachelor degree in Finance, Accountancy, or its Equivalent
- 5 years working experience with donor funded projects.
- Experience and knowledge in Project Management Skills.
- Expertise in Risk Management.
- Management Accounting and Control Systems
- Knowledge of legal requirement and control is an added advantage.
- Critical problem solving ability.
- Excellent Communication Skills are important.
- Must be Conversant with several accounting systems e.g. EPICOR

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Grants Officer (1 Position)

Location: Dodoma

Reporting To: Global Fund Coordinator

Duties and Responsibilities:

- Assist the GF Coordinator with the communication between the MoHSW Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR) as outlined in these ToR.
- Develop and maintain soft and hard copy filing systems and directives for filing of all GFCU documentation.
- Oversee that GFCU staff's adhere to the documentation directives as endorsed by Head of GFCU.
- Work with GFCU staff to ensure that monthly financial disbursement flash reports, PSM indicator reports, quarterly progress and financial oversight reports, and feedback reports are compiled and submitted timely, and ensure proper distribution of and filing of reports in the GFCU filing system.
- On request from GF Coordinator assist with preparation of background documentation for and/or participate in ad hoc consultations with the MoHSW Permanent Secretary, the GF supported programmes and the external agencies.
- Draft minutes of ad hoc meetings for submission to GF Coordinator within two days after conclusion of meetings.
- Ensure proper filing of documentation and minutes
- Arrange, prepare and invite participants for the regular two-monthly meetings with programmes and external agencies.
- Draft and distribute minutes as endorsed by the GF Coordinator.
- Prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator.
- Assist the GF Coordinator with preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders.
- Establish and maintain an effective oversight system for monitoring the timely submission from GF supported programmes and forwarding of endorsed financial and progress reports to external stakeholders:
 - a. LFA and GF (PUDR, EFR, training plans, performance frameworks, audit reports)
 - b. TNCM (Dash Boards)
- Keep the GF Coordinator informed about reports that are delayed for submission and remind on behalf of the GF Coordinator GF supported programmes on late incoming reports.
- GF Grants Officer: Develop in collaboration with GFCU colleagues an easy-to-use format for keeping oversight of CPs, SCs, and TBAs.
- Based on GF M&E Supervisor's, GF PSM Supervisor's and GF Finance and compliance Officer's reports on CPs, SCs, and TBAs compile monthly oversight reports on progress with compliance on CPs, SCs, and TBAs.
- Develop a format for controlling the timely execution of financial controls according to the LSR financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- Assist the GF Coordinator with verification of timely execution of financial controls.

- Visit GF's websites regularly and update GFCU on new funding modalities etc. as posted by GFATM.
- Assist the GF Coordinator to coordinate the GFCU's facilitation and participation in LFA's verification of PUDRs.
- Assist the GF Coordinator to coordinate and facilitate the planning and preparation of new GF projects, project phases and support modalities.
- Assist the GF Coordinator to provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events.
- Ensure that records from PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events are included in the GFCU soft and hard filing systems.
- Assist the GF Coordinator to coordinate the GFCU's assistance to programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities
- Directed by the GF Coordinator the GF Grants Officer will:
 - a. Draft, maintain and keep updating a GFCU procedures manual.
 - b. Coordinate the work of the GFCU driver as directed by the GF Coordinator.
 - c. Develop, maintain, and update the GFCU soft- and hard copy filing system.
 - d. Submit monthly work plan for consideration by the GF Coordinator one day before the last GFCU meeting in a preceding month.
 - e. Abide by work plans approved by the GF Coordinator unless otherwise specifically agreed with the GF Coordinator.
 - f. Assist the GF Coordinator with communication between GFCU staff and between GFCU and programmes/agencies, and external stakeholders.
 - g. Maintain oversight of all GFCU staff's work plans and submissions of reports and feedback reports.
 - h. Act as the GF Coordinator's "Personal Assistant" for administrative coordination of GFCU.
- Has the primary responsibility of ensuring that all deliverables to be submitted through the MOF PMU are quality assured and submitted on time
- Ensures that GF grants are submitted in line with national policies and guidelines
- Provides guidance and stewardship on cross-cutting issues that may influence implementation of grants under PR2 that support the MOF grants (such as Key populations AGYW)
- Coordinates with the PORALG to ensure grant activities are implemented in accordance with agreement to ensure investments yield to attainment of impact and outcome
- Ensures that GF requirements or communication on policy, guidance etc. for grant implementation is transmitted and correctly interpreted to enable program compliance to requirements
- Provides requisite support to programs to prepare and submit quality deliverables timely; this includes monitoring of work plans to ensure timely implementation of activities, reprogramming where necessary,
- Coordinates programs to ensure submission of consolidated quality reviewed requests from and by programs
- Informs and updates the GF about the key joint partner efforts such as program reviews, annual health sector reviews, special studies supported under GF support for better partner coordination

Experience and Qualifications:

- Bachelor degree in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline. Having an MBA will be an added advantage
- Three to five years professional experience in grant management
- Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- Experience managing budgets and cost projections in donor funded projects.
- Proven ability managing, and guiding project staff and partners regarding donor rules and regulations.
- Good Communication and Interpersonal Skills.
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player.
- Computer literacy.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Public Health Specialist (1 Position)

Location: Dodoma

Reporting To: Head Malaria Case Management.

Duties and Responsibilities:

- To prepare and design the private sector Malaria Case Management strategy that will increase high quality assured antimalarial in Tanzania.
- To understand and ensure existing guidance of the ACT Co-Payment Mechanism intervention including (but not limited to) Operation Policy Note (OPN) are well practiced and adhered by all stakeholders.
- To revise and update- where necessary - the Terms of References between Ministry and all First Line Buyers (FLBs) before the beginning of the new interventional round as indicated by the Ministry.
- To conduct transparent and accurate eligibility assessment for new and existing FLBs from the private sector.
- To conduct routinely FLB performance assessment to ensure that they adhered to OPN and other policy guidance as stipulated by the Ministry.
- To organize and coordinate routine retail survey for availability and sustainability of subsidized ACTs across the private sector supply chain.
- Prepare and conduct routinely the Diagnostic, Therapeutics and Vaccines (DTV) Technical working group meetings to ensure that all private sector malaria case management interventions such as CPM and other malaria project findings are discussed; and meeting reports are generated for government and stakeholders' use.
- To ensure other activities for The Global Fund and other donors' funded Malaria case Management interventions such as Social Behavior Change Communication aiming to increase access to subsidized ACTs and general malaria case management in the private sector

- To conduct quantification for Malaria commodities in private sector malaria commodities.
- To participate on and provide guidance to the ministerial guidance to malaria implementing partners' meetings as directed by Program Manager.
- To collect and organize all CPM and Malaria implementing partners' activities to ensure that Ministry is full aware for the private sector malaria case management issues.
- And any other tasks that will be directed by Head of MCM OR Program Manager

Experience and Qualifications:

- Doctor of Medicine Degree (MD), Master of Public Health,
- The staff has been working under the GF grant or project funding by USAID-PMI for 3- 5 Years
-

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Laboratory Technologist (1 Position)

Location: Dodoma

Reporting To: Head Malaria Case Management

Duties and Responsibilities:

- Liaise with Diagnostic Services Section (DSS), PO RALG and implementing partners on all malaria diagnostic issues.
- He/she will coordinate quality assurance issues of all malaria diagnostics
- Responsible for coordination of Malaria diagnostics training, monitoring and supervision.
- Advise and monitor the adoption of evolving malaria Laboratory diagnostic technologies.
- Prepare the GF Malaria Lab activities and Procurement Supply Plan of HIV Laboratory commodities and make follow up until received at MSD for storage and distribution
- Receive, analyze and compile the Monthly HIV/AIDS Equipment functionality report.
- Coordinate the Training, Mentorship, on job training and supervision to the Care and Treatment health facilities to ensure Malarial ab services are well delivered.
- Ensure quick communication and timely feedback to CTC sites, MSD, Diagnostics Unit, NACP and HIV Development and implementing partners on potential and/or actual stock imbalances.

Experience and Qualifications:

- Degree in medical laboratory sciences or equivalent from a recognized university such as Medical Parasitology microbiology, immunology, haematology, pathology and clinical chemistry.
- Post graduate degree is an added advantage.
- Experience of at least 3 years working as a Laboratory technologist in health laboratory.

- Experience working with the Ministry of Health, PO RALG and/or implementing partners working with Malaria. 3. Experience in organizing meetings and training
- Minimum of 3 - 5 years of working in a regional, zonal or national laboratory
- Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- Excellent written and oral communication in English and Kiswahili
- Excellent computer skills in data management and Microsoft office.
- Registered with the Health Laboratory Practitioners Board.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Epidemiologist (1 Position)

Location: Dodoma

Reporting To: SME unit

Duties and Responsibilities:

- Provide overall technical guidance on the design and implementation of surveys including methodology preparation, sample selection and staff training and overall technical direction for conducting the survey and ensuring quality of data collected and optimal use of survey results.
- Provide overall leadership in the management of database for malaria indicators generated from various sources and ensure optimal use of data through routine analysis, interpretation, stratification and appropriate responses including active case detection.
- Provide overall guidance on conducting comprehensive analysis of available data from various sources including data triangulation to assess Malaria intervention coverage, outcome, impact indicators, also to determine inconsistencies of routine data for accountability issues
- Assess coverage of other interventions which have similar impact to malaria interventions including climate data
- Provide guidance for routine monitoring, such as therapeutic efficacy, insecticide resistance, malaria vectors, residual efficacy studies, key operations research studies necessary to inform programmatic decisions
- Assess the plausible attribution of the malaria prevention and control interventions to any observed decreases in malaria-related morbidity and child mortality due to malaria for a given period
- Provide guidance in the development of dissemination plan including malaria bulletins.
- Lead the process for identification of key lessons learned and document best practices from evaluations and studies to be integrated into SME plan and annual work plans

Experience and Qualifications:

- At least seven (7) years of relevant experience in epidemiology and tropical medicines
- Proven knowledge of social research methods, especially survey methodology.

- Experience working with international or national partners including international or regional organizations and national institutions
- Expertise in all aspects of data analysis with special regard to an age and gender perspective.
- Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- Excellent written and oral presentation skills, including drafting skills. Excellent knowledge of English.
- Advanced university degree in epidemiology or any related area with a strong quantitative or analytical component.

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Vector Officer (1 Position)

Location: Dodoma

Reporting To: Head of Vector Control-Unit

Duties and Responsibilities:

- Provide technical support to the NMCP on policy issues, strategic and operational planning for evidence based malaria vector control
- Provide technical assistance to the NMCP and research institutions in undertaking regular monitoring of insecticide resistance to malaria vectors in selected sentinel sites and developing an updated country database on the status of malaria vector resistance to insecticides which informs the MOHSW on the selection of appropriate insecticides to be used for malaria vector control
- Facilitate the creation of a functional and collaborative linkage with other intra & inter-Ministerial programmes & institutions notably, the National Institute for Medical Research (NIMR), Muhimbili University of Health, and Allied Sciences (MUHAS), Ifakara Health Institute and the Kilimanjaro Christian Medical Centre (KCMC) etc,
- Provide technical support to the NMCP to develop and implement operational malaria vector control plans/guidelines as part of the overall national Malaria control strategy.
- Provide technical assistance to the NMCP and research institutions to monitor the performance and impact of vector control interventions with particular emphasis on:
 - Long Lasting Insecticide Treated Nets (LLINs) – keep up strategy and Universal Coverage Campaigns(UCC)
 - Indoor Residual House-spraying (IRS)
 - Larviciding
- Participate in programme monitoring and evaluation to ensure quality of data collection and use of information for re-planning.
- Facilitate the creation of and participate in the organization of National Malaria inter-agency co-ordination Committee meetings to provide opportunities for establishing consensus on technical and policy issues, and to sustain partner level interest in Malaria control with particular emphasis to malaria vector control.
- Submit progress reports to WR with copy to WHO Regional Office & the MOHSW

Experience and Qualifications:

- Advanced university degree in epidemiology or any related area with a strong quantitative or analytical component.
- At least seven (7) years of relevant experience in epidemiology and tropical medicines
Excellent written and oral presentation skills, including drafting skills.
- Excellent knowledge of English

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Global Fund Coordinator (1 Position)

Location: Dodoma

Reporting To: Report to Programme manager

Duties and Responsibilities:

- The Global Fund Coordinator will collaborate with Administrative management expertise to improve the overall Malaria GF grant management for implementation of Malaria interventions.
- Coordinate all communication between the Global Fund Coordination Unit-MoHCDGEC and Malaria grant implementers in the MoHCDGEC (NMCP, and MSD).
- Coordinate the preparation of quarterly progress and financial reports before submission to GFCU.
- Arrange and coordinate preparations for ad hoc NMCP meetings as these are initiated by Program Manager or requested by the MoHCDGEC Permanent Secretary, or the external agencies.
- Arrange and coordinate preparations for ad hoc NMCP meetings as these are initiated by Program Manager or requested by the MoHCDGEC Permanent Secretary, or the external agencies.
- Coordinate quarterly coordination meetings with Malaria grant Implementers and provide feedback to Program Manager and GFCU of the Ministry.
- If need be, represent the Program Manager externally on GF programmes related matters vis-a-vis external stakeholders like LFA and GF; TNM; MoF; and PMO-RALG.
- Identify and coordinate the preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders.
- Ensure that the Program Manager is well informed about key GF programme issues between the Program and external stakeholders.
- Keep oversight of Malaria GF supported programmes' performance in terms of timely and high quality financial and progress reporting to Global Fund Coordinating Unit of the Ministry:
- Ensure that financial controls are maintained by the Malaria-GF Accountant according to the Sub-Recipient financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- Keep oversight on procurement and supplies management of items that are planned to be procured under Malaria-GF grants, follow the procurement processes and alert the Program manager on off-track procurements.
- Coordinate the planning and preparation of new Malaria-GF grants.

- Coordinate the NMCP facilitation and participation in LFA's verification of PUDRs.
- Provide relevant information and otherwise facilitate the Programme Managers participation in TNCM, GF Missions, and other GF related events
- Maintain oversight with timely progress and predicaments met by NMCP-GF implementers and external agencies.
- Strengthen coordination between different implementing entities, partners and stakeholders

Experience and Qualifications:

- Health related degree, with a Master's degree in Health Related Fields. A Master's degree in MBA/Project Managements/Health system managements will be preferable
- At least 3 years of senior-level experience in designing, implementing, and managing HIV-related projects.
- Extensive field experience including working within the Tanzania Government's health system.
- A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- Significant experience of working and collaborating with all levels of Tanzanian Government within the health sector.
- Experience of working in collaboration with local and international partners.
- Demonstrated experience of managing GF or other donor-financed projects.
- Fluent in both English oral and written, as well as good communication skills
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Accountant (1 Position)

Location: Dodoma

Reporting To: Programme Accountant

Duties and Responsibilities:

- Collaborate with regional, district and implementing partners in development and review of National Guidelines, Training Packages, strategic plan, operational plan, assessment tools for proper provision of quality Services and data management of Malaria Commodities.
- Build capacity to health care workers and partners on Malaria commodity Logistics System in order to ensure data quality, timely reporting and adherence to the National guidelines, develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management
- Identify potential break downs in the Malaria commodities supply chain and taking corrective and remedial actions to avoid service interruptions for improvement of health services
- Prepare detailed Monthly and quarterly stock status reports and other detailing reports on Malaria and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries and stock outs.
- To oversee logistics at MSD involving Malaria commodities.
- To coordinate Zonal MSD in ensuring availability of Malaria commodities.

- To coordinate Monthly MCM-Technical Working Group meetings.
- Provide continuous feedback to all Implementing partners on grants performance
- Conduct periodic review of local partner internal controls and policies for advice on strengthening and transaction verification through monitoring reports and transaction analysis
- Support in setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
- Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- Guide and steer the development of costed national strategies to guide investments
- Provide guidance and stewardship on implementation of programs
- Responsible for implementation of activities under the MoHCDGEC while ensuring delivery of quality services and assurance thereof
- Tracking performance of grants and grant results, including preparation of PU/PUDR
- Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- Monitors investments to assess progress towards impact and outcome
- Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

Experience and Qualifications:

- Bachelor degree in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline. Having an MBA will be an added advantage
- Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- Experience managing budgets and cost projections
- Proven ability managing, and guiding project staff and partners regarding donor rules and regulations.
- Proven communication and interpersonal skills in multicultural working environment.
- Strong proficiency in English and Kiswahili languages.
- Flexible, Adaptable, Detail-oriented and Team Player
- Computer literacy, particularly word processing and spreadsheets.
- Age limit: 50 years

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Statistician (1 Position)

Location: Dodoma

Reporting To: Head: SME unit

Duties and Responsibilities:

- Data cleaning and merging a review existing data-sets
- Conduct basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent
- Merge different data sets in one data files to ensure clean merges
- Data analysis
- Review and agree existing variables to suits NMCP and international requirement
- Produce summary statistics of key outcome and covariate variables
- Advise on the best tools, frequency and methods to use in collecting different malaria data
- Advise on the simplest and most easily understood ways to display and report on the nature of what these data show
- Data interpretation and dissemination
- Produce a written descriptive report following received routine and non-routine data on agreed regular basis
- Produce PPTs summarizing report
- Other deliverables
- Participate, as a resource person, in the training sessions for malaria focal persons as far as data is concern
- Develop the sampling design and identify sample size and elements
- Develop training material and training plan

Experience and Qualifications:

- The statistician should possess training at the postgraduate level, at a minimum, in Biostatistics, demographic or Epidemiology
- Should be capable of demonstrating such experience (having provided research support and/or analysis within similar surveys
- Relevant expertise in the following (but not necessarily limited to) areas: Sampling, Data Collection, Data Processing and Quality Management, Health Research/Assessment and Statistical Analysis.
- Relevant experience conducting, managing and designing field work and data collection for empirical research
- He/she should have proven capabilities as evidenced by at least five (5) years of experience at a national level in Data
- Processing, Health Research/Assessment, and Data Analysis
- The Data Analyst should also be proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel
- Must be able to demonstrate the ability to work within a team and more importantly, provide leadership to the team.
- Transferable skills including organizational, time management, planning and interpersonal skills are also required to fulfill the requirements of the consultancy
- Experience working with international or national partners including international or regional organizations and national institutions

- Expertise in all aspects of data analysis with special regard to an age, gender perspective, geographical variations and seasonality.
- Proven knowledge of social research methods, especially survey methodology.
- Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- Experience in data management
- Excellent written and oral presentation skills, including drafting skills

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Data Manager (1 Position)

Location: Dodoma

Reporting To: Head: SME unit

Duties and Responsibilities:

- Assist in the process of Maintaining existing composite malaria database for monitoring malaria trends and intervention coverage
- Ensure accurate and consistent inputting of data received from partners into database
- Perform data analysis and produce reports in various formats including graphs, charts etc. as required
- Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments accordingly
- Provide additional updates and data analysis as required
- Provide technical support to NMCP on the specific data required from them in relation to the different indicators they are monitoring (telephone support or travel to other offices) as required
- Train NMCP and other partners on the use of the data base review, update and maintain documentation database design
- documentation and operating manuals on how to use the Database
- Maintain a web interface for the Database
- Maintain strict confidentiality in all aspects of the work
- Undertake any other tasks assigned by the Supervisor.
- Other deliverables
- Participate, as a resource person, in the training sessions for malaria focal persons as far as data is concern
- Develop related training material and training plan

Experience and Qualifications:

- Advanced university degree in Computer Sciences or related technical field
- Minimum of 4 years work experience in database design or database administration, data management and data analysis,

- Languages: Fluency in English and Swahili
- Competencies
- Significant experience analyzing data and producing reports
- Ability to use Microsoft Access databases i.e. enter data, update records and fields, modify database structure, generate customized reports
- Experience of using DHIS2
- Experience with SQL and VBA
- Ability to design the structure of the database and write appropriate interfaces (eg Microsoft Excel) for data entry and ensure data quality and security
- Experience in training project personnel in the use of database management software applications
- Experience in writing and maintaining database design documentation and operating manuals
- Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with NMCP and even after the contract ends

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Job Title: Drivers (1 Position)

Location: Dodoma

Reporting To: Programme – Administrator

Duties and Responsibilities:

- Responsible for driving, maintaining and advising proper ways of servicing programme vehicles.
- Dis Transport staff during official assignments in and out of the Region tribute Malaria materials produced at the National level to all the regions

Experience and Qualifications:

- Certificate of Secondary Education
- Drivers Certificate courses from NIT or VETA
- 3 - 5 years' experience in driving motor vehicles. Experience driving in the public sector will be an added advantage

Terms of Employment: 2.3 year Contract (Renewable based on Performance and availability of funds)

Details on How to Apply: If you believe you are the ideal person we are looking for, please send your cover letter describing why you are the right candidate for the position, a curriculum vitae/resume detailing your experience, relevant copy of certificates and three (3) professional referees from previous and current place of employment. Only shortlisted candidates will be contacted and all interview costs will be borne by the applicants. Successfully candidates should be ready to relocate to Dodoma. To find out more about these positions kindly visit **www.moh.go.tz**

Note: All applications should be sent on or before **12th September, 2018** to:-

Permanent Secretary,
Ministry of Health, Community Development, Gender, Elderly and Children,
University of Dodoma,
Faculty of Social Science in Community Development,
Building No 11, P.O Box 743,
40478 DODOMA.