



JOB ANNOUNCEMENT

Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include: communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non-Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others. MDH seeks to recruit qualified individuals to fill vacancies in 2 regions of Kagera and Dar es Salaam, as described below:

1. Position Title: District Project Manager (DPM)- 1Post- Dar es Salaam Reports to: Regional Project Manager (RPM), Dar es Salaam

Duties and Responsibilities

- To lead and oversee planning, implementation, M&E and reporting of the Afya Kwanza project work-plan and other MDH supported activities, in her/his respective council(s)
- To lead implementation of key program initiatives to address program, donor and national priorities - such as index HIV testing and focused PITC - in line with national guidelines
- To ensure efficient utilization of Afya Kwanza project resources and compliance with donor regulations
- To actively participate in and provide technical assistance (TA) to the District Medical Officer (DMO) and District AIDS Control Coordinator (DACC), Council Health Management Team (CHMT) and supported health facilities in planning, implementation, M&E, and reporting of HIV and related health programs, including the Council Comprehensive Health Plan (CCHP)
- To participate in strategic negotiations with council authorities on project issues on behalf of the RPM
- To conduct needs assessment, on HIV and related programs and services in her/his council(s) and organize efforts to address these needs -; including in areas of capacity building and health system strengthening - in collaboration with the RPM, DMO and DACC.
- To identify, engage and facilitate strategic collaboration with existing and new partners, in HIV and related services so as to maximize reach and impact of Afya Kwanza project activities in the council(s)
- To work with the RPM and Grants Officer to develop and oversee sub-grantees plans and budgets, as well as ensure optimum resource allocation and utilization and compliance with donor regulations
- To ensure timely collection and submission of national HIV services and program data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team

- Lead efforts to robustly analyse and utilize program data to inform plans, priorities and resource allocation and write reports, best practices and lessons learned for wider dissemination
- To lead efforts to identify gaps in HIV and related programs and services; design and implement operational research (OR), PHEs, secondary data analyses and CQI initiatives to address these gaps; and write abstracts, posters manuscripts, and policy briefs to widely disseminate findings.
- To implement and manage a robust capacity building program, for HIV and related service providers; capitalizing on supportive supervision, mentorship and on-job training
- To supervise program staff under her/him in her/his respective council(s)
- To actively participate in writing technical program documents including project proposals, work-plans, reports, best practices, lessons learned and other relevant documents, as required by the RPM.
- To support and advise the RPM on Afya Kwanza program implementation and related issues in her/his respective council(s) and perform other relevant duties as assigned by the RPM

Required Qualifications: Education, Work experience and skills

- Medical Doctor degree with current registration from the Medical Council of Tanzania
- Master's degree in Public Health or related field is an added advantage.
- At least 3 years of experience working in public health programs/ services
- At least 3 years of experience in design, implementation, management and M&E of HIV or related clinical and public health programs and services
- Experience in using CQI, PHE and OR techniques to address public health challenges
- Experience in writing of abstracts, manuscripts, proposals and reports
- Excellent command of Swahili and English languages, in written and oral communication
- Experience in basic computer applications such as MS Word, Excel, Power point and internet
- Ability to work under pressure and stringent deadlines

2. Position Title: Laboratory Officer -I post: Dar es Salaam

Reports to: Regional Project Manager. (RPM), Dar es Salaam

Duties and Responsibilities:

- The laboratory officer is responsible for ensuring that MDH supported sites meet national standard for laboratory practices required to support all project activities, including capacity building of laboratory personnel through trainings and mentorships.
- Ensuring good quality clinical laboratory testing in MDH supported private and public sites by assessing site needs and addressing them, identifying areas for quality improvement and provide technical assistance, ensure Lab manuals, guidelines, SOPs, work sheets and forms/registers are utilized appropriately and ensure availability of reagents and other laboratory supplies.
- Provide technical assistance to all supported facilities to ensure 100% coverage of monitoring ART clients using viral load test
- Ensure smooth implementation of the national laboratory sample referral system to facilitate viral load, EID and TB testing program
- Coordinate implementation of the CQI activities to strengthen the HIV rapid testing and proficiency testing as per the national guideline
- Coordinate implementation of the laboratory biosafety and waste management practices at all supported health facilities

- Ensure implementation of the laboratory quality assurance program at all laboratory level to guarantee accurate and reliable laboratory test results
- Play supportive role in provision of technical assistance for the selected labs for accreditation, as directed by the MDH Laboratory Services Manager.
- Assist the Lab Services Manager in the development of proposals, budgets, work-plans and reports related to MDH's Laboratory services support activities.
- Facilitate reports by preparing quarterly, semiannually and annually reports.
- Suggest innovative strategies for strengthening laboratory activities to improve quality of clinical care.
- Carry out any other responsibilities as assigned by the Lab Services Manager.

Required Qualifications: Education, Work experience and skills

- At least degree in medical laboratory biosciences
- 3 years' experience previous work in managing laboratory HIV/AIDS prevention and Care and Treatment program or projects
- In-depth understanding/knowledge of national and international laboratory standards, policies and guidelines
- Excellent written and oral communication in English and Kiswahili
- Management of data base in access or other relevant software
- Experienced in computer software applications such as MS Word, Excel, and the Internet.

3. Position Title: Regional Clinical & SI Manager (RCSIM): 1Post: Kagera

Reports to: Regional Project Manager (RPM)

Job Summary: The Regional Clinical and SI Manager (RCSIM) will be responsible for providing overall technical support in program implementation and SI activities at regional, district and facility site level. She/he will be responsible to the RPM and will work in close collaboration with the relevant region and district level health management teams in program implementation.

Duties and Responsibilities

CLINICAL SERVICES SUPPORT:

- The RCSIM provides technical leadership to supported Afya Kwanza Project programs including HIV Testing (HTS) Services, PMTCT, Care and Treatment (C&T), TB/HIV integration, Laboratory Support, Supply Chain Management and Retention and Community Linkages, QI initiatives and Data Management in the assigned region.
- He/She oversees needs assessment, on HIV and related programs in the region and organize efforts to address these needs including areas of capacity building through on-job training, mentorship and supportive supervision and health system strengthening in collaboration with the R/DACCs.
- In collaboration with the RPM, the RCSIM is responsible for the timely development of efficient work plans for the region and the monitoring of the progress versus planned activities and targets in these work plans
- To lead and oversee implementation, monitoring and reporting of ART Retention, TB/HIV and Community linkage services in the region under the Afya Kwanza project
- To lead efforts in identification of gaps in ART retention, TB and community-based services; design and implement/oversee PHE, secondary data analyses and CQI initiatives to address these gaps; and write abstracts, posters manuscripts, and policy briefs to widely disseminate findings.
- To provide technical assistance to the Regional and district health management teams, QI teams and HFs in planning, implementation, M&E and reporting of CQI and PHE initiatives

- To lead implementation of CQI and PHE initiatives to address key program, donor and national priorities, including index HIV testing, focused PITC, differentiated service delivery models (SDMs), ART retention and viral load suppression in line with national guidelines
- In collaboration with the RPM, the RCSIM is responsible for distribution, follow up and weekly/monthly monitoring of set targets of key performance indicators by the region, districts and respective health facility
- To identify, engage and facilitate strategic collaboration with existing and new partners, in HIV and related services so as to maximize reach and impact of Afya Kwanza project activities in the region
- Collaborates with RPM, grants team and District Project Mangers in reviewing district sub-grantees' proposals and ensure implementation as per budgeted workplan so as to assure realistic target setting and adequate allocation of resources
- To lead efforts in writing technical program documents including project proposals, work-plans, reports, best practices, lessons learned, and other relevant documents as required.

STRATEGIC INFORMATION SUPPORT:

- The RCSIM will work closely with M&E and Data Units in assuring data and quality of reporting is up to required standards and in using M&E approach for effective program management
- Provide technical assistance in strengthening the national M&E system for both HIV testing services, Care and treatment services, PMTCT, TB/HIV, Retention and Community Linkage services.
- To ensure timely collection and submission of national HIV services and program data – as well as support strengthening of the related M&E systems.
- To oversee efforts to robustly analyse and utilize program data to inform plans, priorities and resource allocation, write reports, best practices and lessons learnt for wider dissemination and also for program evaluation.
- Responsible in coordinating timely program monitoring and reporting activities for HTS, C&T, TB/HIV and PMTCT programs by districts at regional level for efficient data collection, compilation and timely reporting at site level
- Participate in periodic data quality assessment activities to track progress in data management at individual facilities, district and regional level.
- Perform a final review and verification of the quality and completeness of the quantitative quarterly, semi-annual and annual reports from respective region, district and facilities.
- To ensure programmatic trainings conducted are done timely, are of national standards following the national curriculum and are recorded timely in trainsmart
- To oversee ICT equipment are procured and recorded accordingly with periodic inventory done on ICT materials at regional, district and facility level
- Performing any other work-related duty assigned by supervisor or SMT

Required Qualifications: Education, Work experience and skills

- Medical Doctor degree with current registration from the Medical Council of Tanzania
- Master's degree in Public Health or related field is an added advantage.
- At least 3 years of experience working in public health programs/ services
- At least 3 years of experience in design, implementation, management and M&E of HIV or related clinical and public health programs and services
- Experience in using CQI, PHE and OR techniques to address public health challenges

- Experience in writing of abstracts, manuscripts, proposals and reports
- Excellent command of Swahili and English languages, in written and oral communication
- Experience in basic computer applications such as MS Word, Excel, Power point and internet
- Ability to work under pressure and stringent deadlines

4. Position Title: M&E Officer: 1Post - Dar es Salaam
Reports to: Senior M&E Manager

Job Summary: The M&E Officer is a self-motivated individual who will set and analyze data and monitor achievements of project targets and goals. He/She will work in close collaboration with the project team members in receiving and analyzing laboratory data and monitor performance.

Duties and responsibilities;

- Provide overall leadership in the statistical analysis of data including data management
- Provide coordination of project monitoring and reporting activities
- Build capacity of project staff to set a functional groundwork for efficient data collection, compilation and timely reporting at site level
- Ensure completeness and comprehensiveness of project routine reports to respond to stakeholders
- Perform statistical analysis of data collected from the facilities and assess the progress in achievements of project targets
- Develop and implement monitoring and evaluation framework of the project including indicator mapping
- Develop and implement SOP for how data for each indicator are to be collected, managed, verified and used at each level of the health information system
- Develop and implement a capacity building plan for other technical staff to improve their analysis skills
- Participate in developing and implementation of data quality assurance mechanisms
- Develop and facilitate implementation of M&E reporting calendar and coordinate reporting activities during reporting period
- Prepare qualitative quarterly, semiannual and annual progress reports for MoHCDGEC, partners and donor
- Participate in secondary analysis of data and writing conference abstracts and manuscripts for publications
- Carry out any other responsibilities as assigned by the supervisor

Required Qualifications: Education, Work experience and skills

- A degree or master's degree in biostatistics and M&E related fields
- Additional training in public health will be added advantage
- A minimum of 3 years experience in working at M&E and statistical data analysis position especially in public health settings
- Ability to work both as individual and as a team with minimum supervision

5. Position Title: Compliance Manager: 1Post - Dar es Salaam
Report to: Director of Grants

Job summary: This position will ensure the organization and sub grantees complies with laws, regulations, donors terms and conditions as well as third parties' contractual terms and conditions.

Duties and Responsibilities:

- Ensure that the organization complies with all applicable laws, rules, regulation and USG federal regulations.

- Review and evaluate accounting and related control systems policies and procedures for compliance, adequacy and effectiveness in line with code of federal regulation and accounting best practices.
- Conduct periodic compliance tests on financial and administrative controls to ensure their effectiveness, reliability and integrity.
- Identify and develop risk management strategy for the organization, projects and sub recipients and report progress on quarterly.
- Develop, mentor and develop sub recipients on compliance and work.
- Prepare reports to MDH management on observations and findings, making improvement and follow up of implementation of past recommendations by the management, compliance department, auditors and evaluators
- Verify assets and liabilities and make appropriate recommendations.
- Diagnose and develop enhanced procedures to ensure compliance with all regulatory, financial, program, projects, strategic information and core operational system requirements.
- Conducting pre award assessment and continuous assessment to all sub grantees on their capabilities to deliver expected results and donor terms and conditions.
- Review organization grants manual to ensure it aligns with donor expectations in financial and programmatic project management
- Follow up of implementation of internal, external, evaluator and OIG recommendations

Required education and experience

- Professional accounting qualifications required e.g. CPA (T),ACCA,CIMA
- Master's degree on Business administration or related field
- 4 years' experience in the same or equivalent position with auditing firm or NGOs or funding agencies
- 4 years' work experience in donor funded programs and projects
- Experienced in USG grants management policies, Code of Federal Regulations (CFR) and relevant applicable circulars
- Knowledge of grants management
- 4 years' work experience in compliance audit or internal audit or external auditing
- Analytical and report writing skills on finance, accounting, program and strategic information and present to the management
- Conversant with Tanzania laws and regulations, and donors laws and regulations
- Experienced in risk management strategy from identification, assessment, evaluation, mitigation strategies and follow up of implementation
- Ability to transfer compliance skills and knowledge through training and mentoring

TO APPLY:

Interested candidates for any of the above positions should submit an application letter indicating clearly the position applied for, a detailed copy of their CV, and names and contact information (email addresses and telephone numbers) of three work related referees.

Applications should be submitted by Monday 18th November, 2018, to the Director of Human Resources and Administration through e-mail hr@mdh-tz.org or dropped by hand at the MDH Head Office in Mikocheni, along Mwai Kibaki Road, Plot No. 802.

Kindly note that only shortlisted applicants will be contacted.