



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. All job positions require significant field work and travel up to 70% of the time. MDH seeks to recruit qualified individuals to fill key Afya Kwanza project vacancies in 3 regions of Geita, Kagera and Dar es Salaam, as described below:

1. DISTRICT PROJECT MANAGER (DPM): 5 Posts; Geita-3, Kagera-2 Reports to the Regional Project Manager (RPM)

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

Requirements: Education and experience

- 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. REGIONAL MATERNAL AND CHILD HEALTH (MCH) MANAGER: 2 Posts; Geita-1, DSM-1 Reports to the Regional Project Manager (RPM)

Duties and Responsibilities

- To lead and oversee planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and relevant RMNCH services under the Afya Kwanza project, in her/his respective council(s)
- To lead implementation of key program initiatives – in her/his unit - to address program, donor and national priorities - such as index HIV testing, Option B+, male involvement, tracking of mother-infant pairs, follow-up of EID results and accelerating children's treatment (ACT) - in line with national guidelines
- To provide TA to the DMO, DACC, DRCHCo, CHMT and HFs in planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and related RMNCH programs and services
- To conduct needs assessment, on PMTCT, EID, Paediatric ART & RMNCH programs and services in her/his council(s), and organize efforts to address these needs -; including capacity building and health system strengthening - in collaboration with the RPM, DACC and DRCHCo
- To ensure timely collection and submission of PMTCT, EID, Paediatric ART and RMNCH 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 PMTCT, EID, Paediatric ART and RMNCH 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 PMTCT, EID, Paediatric ART and RMNCH; design and implement operational research (OR), PHE, 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 PMTCT, EID, Paediatric ART and RMNCH HCPs; capitalizing on supportive supervision, mentorship and on-job training in line with national guidelines
- 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 all PMTCT, EID, Paediatric ART and RMNCH issues and perform other relevant duties as assigned by the RPM

Requirements. 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 PMTCT, EID, Paediatric ART, RMNCH 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

3. REGIONAL RETENTION, TB & COMMUNITY LINKAGE (RTBCL) MANAGER: 2Posts; Geita-1, Kagera-1

Reports to the Regional Program Manager (RPM)

Duties and Responsibilities

- To lead and oversee planning, implementation, M&E and reporting of ART Retention, TB, Community linkage services under the Afya Kwanza project, as well as other relevant activities in her/his respective council(s)
- To lead implementation of key program initiatives – in her/his unit - to address key program, donor and national priorities - such as patient tracking, IPT and community-based differentiated SDM- in line with national guidelines
- To provide TA to the DMO, DACC, DTLC, CBHC Co, CHMT and HFs in planning, implementation, M&E and reporting of ART Retention, TB and community linkage programs and services
- To conduct needs assessment, on ART retention, TB and community-based programs and services in her/his council(s), and organize efforts to address these needs -; including capacity building and health system strengthening - in collaboration with the RPM, DACC, DTLC, and CBHC Co.
- To ensure timely collection and submission of ART care, tracking, TB and relevant community 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 tracking, TB and community 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 ART retention, TB and community-based services; design and implement operational research (OR), PHE, 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 ART retention, TB & community-based HCPs; capitalizing on supportive supervision, mentorship and on-job training in line with national guidelines
- To supervise program staff under her/him in her/his respective council(s)
- To engage and facilitate strategic collaboration with key technical and community-based stakeholders, in ART retention, TB and community linkages including community leaders and IPs.
- 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 all ART retention, TB and community linkage issues and perform other relevant duties as assigned by the RPM

Requirements. 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 ART retention, TB, community linkage 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. REGIONAL HIV TESTING SERVICES (HTS) MANAGER: 2 posts; Kagera-1, Geita-1 Reports to the Regional Project Manager.

Duties and Responsibilities

- To lead and oversee planning, implementation, M&E and reporting of HIV testing and ART linkage services, under the Afya Kwanza project, and other relevant activities in her/his respective council(s)
- To lead implementation of initiatives to address key program, donor and national priorities, including index testing, focused PITC, peer-based ART linkage, in line with national guidelines
- To provide TA to the DMO, DACC, HTS focal person and HFs in planning, implementation, M&E and reporting of HIV testing and ART linkage services
- To conduct needs assessment, on HIV testing and ART linkage services in her/his council(s), and organize efforts to address these needs -; including capacity building and health system strengthening - in collaboration with the RPM, DACC, and HTS focal person
- To ensure timely collection and submission of HTS and ART linkage 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 HTS and ART linkage 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 testing and ART linkage services; design and implement operational research (OR), PHE, secondary data analyses and CQI initiatives to address these gaps; and write abstracts, posters manuscripts, and policy briefs to widely disseminate findings.
- To implement robust capacity building programs, for HIV testing and ART linkage services; capitalizing on supportive supervision, mentorship and on-job training in line with national guidelines
- 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 all HIV testing and ART linkage issues and perform other relevant duties as assigned by the RPM

Requirements. 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 testing, ART linkage 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

5. MATERNAL AND CHILD HEALTH (MCH) OFFICERS: 2 posts; Geita Reports to the Regional Maternal and Child Health (MCH) Manager

Duties and Responsibilities

- To support the Regional MCH Manager in implementation, M&E and reporting of PMTCT, EID, Paediatric ART and RMNCH services under the Afya Kwanza project, in line with project work-plan
- To support implementation of initiatives to address key program, donor and national priorities - such as index HIV testing, Option B+, male involvement, tracking of mother-infant pairs, follow-up of EID results and accelerating children's treatment (ACT) - in line with national guidelines

- To provide TA to the DACC, DRCHCo, RCH In-charges and HCPs in planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and related RMNCH programs and services
- To support RMCH Manager to assess and implement initiatives to address skill and resource needs in PMTCT, EID, Paediatric ART & RMNCH services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with DACC, DRCHCo and RCH-Incharges
- To support timely collection and submission of PMTCT, EID, Paediatric ART and RMNCH data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
- To support the RMCH Manager in writing technical program documents including, reports, best practices, lessons learned and other relevant documents
- To support and advise RMCH Manager on all PMTCT, EID, Paediatric ART and RMNCH issues and perform other relevant duties as assigned by the RMCH Manager

Requirements. Education, work experience and skills

- Degree or Advanced diploma in medicine, nursing or related field with relevant national registration
- Master's degree in Public Health or related field is an added advantage.
- At least 2 years of experience working in public health programs/ services
- At least 2 years of experience in design, implementation, management and M&E of PMTCT, EID, Paediatric ART, RMNCH 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 reports, best practices and lessons learned
- 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

**6. RETENTION AND COMMUNITY LINKAGE (RCL) OFFICERS: 2 Posts – Geita
Reporting to Regional Retention, TB and Community Linkage Manager**

Duties and Responsibilities

- To support implementation, M&E and reporting of ART Retention and Community linkage services under the Afya Kwanza project, as well as other relevant activities.
- To support implementation of initiatives to address key program, donor and national priorities - such as patient tracking, SMS reminder, promise-to-come and SDM- in line with national guidelines
- To provide TA to the DACC, CBHC Co and HFs in planning, implementation, M&E and reporting of ART Retention and community linkage services
- To support RRTBCL Manager to assess and implement initiatives to address skill and resource needs in ART retention and community linkage services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with CBHCCo
- To support timely collection and submission of ART care, tracking and relevant community data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
- Strengthen existing and support establishment of additional Adherence support groups to facilitate ART adherence and retention in care
- Strengthen effective internal and external referral system is in place to ensure smooth patient movement across sites and minimize net losses.
- To support RRTBCL Manager in writing technical program documents including reports, best practices, lessons learned and other relevant documents
- To support and advise the RRTBCL Manager on all ART retention and community linkage issues and perform other relevant duties as assigned by the RRTBCL Manager

Requirements. Education, work experience and skills

- Degree or Advanced diploma in medicine, nursing or related field with relevant national registration
- Master's degree in Public Health or related field is an added advantage.
- At least 2 years of experience working in public health programs/ services
- At least 2 years of experience in design, implementation, management and M&E of ART retention, community linkage 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 reports, best practices and lessons learned
- 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

**7. TB-HIV OFFICERS: 2 Posts; Geita-1, Kagera-1
Reporting to Regional Retention, TB and Community linkage (RRTBCL) Manager**

Duties and Responsibilities

- To support implementation, M&E and reporting of TB-HIV services under the Afya Kwanza project, as well as other relevant activities.
- To support implementation of initiatives to address key program, donor and national priorities - such as intensive TB screening and case finding among PLHIVs and IPT- in line with national guidelines
- To provide TA to the DACC, DTLC and HFs in planning, implementation, M&E and reporting of TB-HIV services
- To support RRTBCL Manager to assess and implement initiatives to address skill and resource needs in TB-HIV services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with CBHCCo
- To support timely collection and submission of TB-HIV data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
- To support RRTBCL Manager in writing technical program documents including reports, best practices, lessons learned and other relevant documents
- To support and advise the RRTBCL Manager on all TB-HIV issues and perform other relevant duties as assigned by the RRTBCL Manager

Requirements. Education, work experience and skills

- Degree or Advanced diploma in medicine, nursing or related field with relevant national registration
- Master's degree in Public Health or related field is an added advantage.
- At least 2 years of experience working in public health programs/ services
- At least 2 years of experience in design, implementation, management and M&E of TB-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 reports, best practices and lessons learned
- 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

**8. REGIONAL HIV TESTING SERVICES (HTS) OFFICER: 5 posts; Kagera-3, Geita-2
Reports to the Regional Project Manager.**

Duties and Responsibilities

- To support implementation, M&E and reporting of HIV testing and ART linkage services, under the Afya Kwanza project, and other relevant activities
- To support implementation of initiatives to address key program, donor and national priorities, including index testing, focused PITC, peer-based ART linkage, in line with national guidelines
- To provide TA to the DACC, HTS focal person and HFs in planning, implementation, M&E and reporting of HIV testing and ART linkage services
- To support RHTS Manager to assess and implement initiatives to address skill and resource needs on HIV testing and ART linkage services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with DACCs and HTS focal persons

- To support timely collection and submission of HTS and ART linkage data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
- To support HTS Manager in writing technical program documents including reports, best practices, lessons learned and other relevant documents, as required by the RPM.
- To support and advise the RHTS Manager on all HIV testing and ART linkage issues and perform other relevant duties as assigned by the RHTS Manager

Requirements. Education, work experience and skills

- Degree or Advanced diploma in medicine, nursing or related field with relevant national registration
- Master’s degree in Public Health or related field is an added advantage.
- At least 2 years of experience working in public health programs/ services
- At least 2 years of experience in design, implementation, management and M&E of HIV testing, ART linkage 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 reports, best practices and lessons learned
- 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

**9. MONITORING AND EVALUATION MANAGER 1 post –Geita
Reporting to the Regional Clinical and SI Manager**

Duties and Responsibilities.

- The M&E Manager is responsible in coordinating program monitoring and reporting activities for Care and Treatment, TB/HIV and Prevention of Mother To Child Transmission (PMTCT), Prevention and Community programs.
- Provide technical assistance in strengthening the national M&E system for all MDH supported programs
- Build capacity of site staff and council health management teams to set a functional groundwork for efficient data collection, entry, compilation and timely reporting at site level, district level and regional level.
- Contribute to development and implementation of the organization’s M&E framework including indicator mapping
- Develop and implement standard operating procedures for data collection, collation, verification and use at each level of the health information system.
- Prepare quarterly, semi-annual and annual progress reports within described deadlines
- Facilitate utilization of reports at site level and district level for program planning, management and evaluation.
- Lead the preparation of M&E based quarterly feedback reports to the sub grantees to district partners, and Ministry of Health partners.
- Participate in periodic data quality assessment activities to track progress in data management at individual sites focussing in different supported program areas
- Liaising with the Evaluation and Research coordinator in identifying areas for operational research.
- Writing and publication of abstracts and best practices
- Oversee timely site and district level target distribution and monitor and report monthly on target performance to program team and senior management team
- Carry out any other responsibilities as assigned by the immediate supervisor.

Requirements: Education, Experience and skill

- A degree in Computer Science , Statistics or equivalent. Masters in Public Health or Monitoring and Evaluation will be an added advantage.
- Previous work experience in M&E in HIV related interventions.

- Knowledge in various statistical data packages including Epi info, Stata, etc is very essential
- Computer literacy, with comfortable working experience with the basic Microsoft packages (Word, Excel & power point, and Access).
- Excellent written and oral communication in English and Kiswahili
- Ability to work under pressure and timely meet deadlines
- Ability to plan, implement independently or in a team

10. DATA MANAGER 1 post; Dar Reporting to Regional Project Manager

Duties and Responsibilities.

- Develop and maintain a core database and associated data entry and analysis applications
 - Design, implement and maintain a database management system using SQL, SAS and Microsoft Access
 - Manage and support the Ministry of Health CTC-2 database .
1. Train staff on the current software applications and data related issues
 2. Develop and maintain software applications using Visual Basic
 3. Support coordination of data management, quality control, carrying out research, and analysis and report writing
 4. Work programming team including setting written standards and documented monitoring of work.
 5. Support the development of supportive supervision and data auditing guidelines for all the data recording and reporting system supported by MDH
 6. Coordinate the support and mentorship to districts and health facilities teams on data management processes
 7. Timely production of all relevant reports required by the organization
 8. Coordinate appropriate documentation of all activities performed in the data unit
 9. Attend all other duties as assigned by the Senior Data Manager

Qualifications and Experience:

1. A minimum first degree in Computer Science, Health Informatics, Database development or management of data systems is a requirement
2. Additional training in statistics or public health will be added advantage
3. A minimum of 5 years' experience in working at management level position for data systems especially in HIV care and treatment setting
4. Demonstrated data analysis and report writing skills using
5. Experience using the government CTC2 database, or equivalent
6. Ability to communicate fluently in both English and Kiswahili
7. Ability to work both individually and as part of a team with minimal supervision

11. DISTRICT DATA OFFICERS 4 posts; 3 Geita, 1 Kagera Reporting to District Project Manager.

Duties and Responsibilities.

- Developing, modifying , and maintaining database entry and cleaning programs in the respective district

- Developing data input controls, range and logic checks, and other data management processes based on input from other team members
- Ensuring the accuracy of data entry, and collaborate with study-specific data supervisors to resolve data entry issues
- Designing, modifying, generate, and maintain database reports using Microsoft Access in collaboration with other District Data Coordinators.
- Training data team in the use of data entry and cleaning programs
- Training Data Supervisors to develop and implement ad hoc queries; and provide them with technical assistance in running data cleaning programs, to resolve discrepancies in data entry.
- Perform programming to manipulate and clean data, create variables and format libraries, develop queries for data cleaning, and prepare analysis datasets; analyse and tabulate data; and create graphic representations of statistical information
- Working with Data Supervisors to develop standard operating procedures for QA/QC, evaluation of data entry accuracy, and work performance of the data team staff members
- Developing relevant knowledge and skills through training and self-study; remain current on new trends in DBMS; and inform program development management
- Any other duty as assigned by immediate supervisor.

Requirements: Education and work experience:

- Advanced Diploma or Bachelor's degree in Computer Science, Statistics or related field
- Minimum of two years of data management and or programming
- Able to work with MS Access and Visual Basic or Visual Basic for Applications (VBA)
- Good in both oral and written English and Kiswahili
- Able to work independently and in team
- Able to generate reports from various data bases
- Experience in working in donor funded programs and clinical research trials will be an added advantage.

12. LAB AND SUPPLY CHAIN OFFICER 1 post; – Geita **Reporting to Regional Project Manager.**

A. Laboratory Responsibilities:

- The LSCC is responsible for ensuring that MDH supported sites meet national standard for laboratory practice required to support all project activities, including capacity building of laboratory personnel through training and mentorship.
- 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 work sheets and forms are utilizes appropriately and ensure availability of reagents and other lab supplies.
- 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.

B. Supply Chain Management Responsibilities:

- Ensure MDH supported sites meet national standard for ARV and related commodity supply chain management by training district staff to provide high quality services, ensuring availability and proper use of validated drug management tools, designing improved processes and procedures of supply chain systems.

- Ensures uninterrupted supply in HIV-related commodities at all MDH-supported sites by forecasting and budgeting properly, ensuring two to three months buffer stock of all needed clinical and Lab commodities at all MDH sites, ensuring both procurement and distribution procedures of commodities are done appropriately.
- Keep track of drug flow between stores and MDH supported sites and continuously update and educate site staff on developments and issues related to new drug formulations, national and zonal ARV and OI drugs stocks update.
- Assist in the development of proposals, budgets, work plans and reports related to MDH's activities concerning pharmaceuticals and drugs commodities management
 - Prepare quarterly, semi-annually and annually reports
 - Collecting on monthly basis information about the stock at all MDH supported sites/districts, compile per region for reporting purpose Provide regular information to Regional Project Manager on any challenges and solutions associated with ARV drugs, OI drugs and test kits availability at site and district level.
 - Liaise with the ARV focal pharmacists and municipal counterparts on quarterly basis to address any concerns or problems that they are faced with regarding supply chain issues of HIV/AIDS commodities and related supplies.
- Innovate best practices in ARVs and related commodities supply chain system management
- Actively perform supportive supervisions to MDH supported sites, and use these supervisions to strengthen their capacity on issues related to supply chain management.
- Carry out any other responsibilities as assigned by the line manager.

Required Qualifications: Education, Work experience and skills

- Senior pharmacist with degree/diploma in pharmacy
- Public Health background
- 3 years of experience in Health commodities management within public and private sector (forecasting, procurement, distribution and monitoring);
- 3 years' experience previous work in HIV/AIDS prevention of Care and Treatment program or projects
- In-depth understanding/knowledge of national and international drugs/ARV policy and procurement issues an advantage.
- 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.

13. GRANTS OFFICER 1 post;– Geita Reporting to Regional Project Manager.

Duties and responsibilities:

Reporting to the Senior Grants Officer, Grants Officer will be responsible for

- Grants management by tracking, developing internal reporting systems working with staff to ensure project or program is meeting proposal conditions and expectations
- Responsible for pre award budget development and post award re-budgeting
- Accurate and timely submission of all grant budgets
- Preparation of grant applications; submission and tracking of grant applications; liaise with MDH management, and subcontract institutions to coordinate grant application
- Monitoring grant expenditures to budgets; preparation of monthly budget reconciliations and updates
- Communicating with supervisor regarding expenditures and resolution of deviations' from budget to ensure accurate expense allocation to sponsored awards
- Reporting on key grant performance indicators and reviewing and approving of accounts payable
- Ensuring obligation of all invoices prior to final grant report submission
- Preparation of grant specific financial reports and preparation of grant close-out financial reports
- Coordination of timely effort reporting and cost allocation
- Submission of timely payroll changes for authorization

- Preparation for grant specific and or general purpose audits, including audit planning and preparation, assisting auditors with field work and timely resolution of audit issues
- Any other duties as prescribed by MDH Senior Management.

Requirements: Education and experience

- A minimum of Bachelor Degree in Business Administration or a related field.
- A minimum of 3 years in grants management including budget development
- Knowledge of funding policies and procedures and USG regulations
- Knowledge of administering contracts and agreements
- Ability to coordinate the development and submission of funding proposals, make necessary administrative decisions/judgements and provide required advice to senior management.
- Ability to mobilize resources, establish priorities and meet deadlines.
- Ability to generate reports and make presentations
- Ability to work both independently and in team.

14. PROJECT ACCOUNTANT 2 posts; 1 – Geita, 1 HQ Reporting to Finance and Administration Manager

Duties and Responsibilities.

- Processing duly approved disbursements of both cash and banking adherence to policy and procedures.
- Ensuring that all payment requisitions are complete with all the necessary support documentation such as pro-forma invoices/bids, local purchase order, selection minutes, delivery notes, tax invoices, etc. before making payment. Also, ensuring that all payments are properly coded and cancelled by PAID stamp.
- Recording and posting of approved financial transactions into the accounting system
- Making and processing advance payments including but not limited to travel advances, sub contractors/grantee advances, etc.
- Ensuring office costs are identified and correctly apportioned and charged to the respective projects/donors and other costs centres.
- Performing day to day banking activities and Report and highlight items of attentions to the management.
- Maintaining of accounting records and filling them in an appropriate manner.
- Assist in budgeting preparation process for the program and assist out in preparation of monthly and quarterly expenditure reports.
- Accurate, timely and efficient preparation of payroll as approved ensuring compliance with internal guidance and laid down policies & procedures.
- Prepare monthly statutory returns e.g. PAYE and Statutory contributions in a timely and accurate manner and to ensure all filing is appropriately done.
- Prepare and follow up tax exemption processes for the organization, Management and Development for Health. Prepare MDH annual returns for filing with TRA
- Ensure adherence to accounting and financial standards as per IFRS, ISA and Tanzania legislation, with comprehensive internal policies and procedures.
- Perform any other task as assigned by Finance Manager

Requirements

Education, work experience and skills

- University degree in Business, Finance, Administration or Accounting
- At least 3 year experience in accounting job.
- Professional qualification would be an added advantage

- Knowledge and experience on accounts payable, receivable, cash, bank, and maintaining general ledger.
- Ability to maintain a high level of accuracy in preparing financial and accounting information.
- Ability to maintain confidentiality concerning financial and employees/vendors files.
- Practical knowledge and skills in Payroll preparations.
- Excellent interpersonal skills, bookkeeping skills, attention to details.
- Skills in running any accounting software and the general computer literacy
- Ability to manage time and observing deadlines
- Honest and trustworthy, respectful and depict sound work ethics.

15. ICT OFFICER 1 post; Kagera

Reports to the Clinical and SI manager

Duties and Responsibilities.

- Administer network workstations, utilizing windows operating systems.
- Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software;
- Investigate user problems, identify their source, determine possible solutions, test and implement solutions.
- Install, configure, and maintain personal computers, workstations, file servers, network cabling, and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment.
- Perform and/or oversee software and application development, installation, and upgrades.
- Maintain site licenses for department/organization.
- Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Develop and conduct various training and instruction for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems.
- Identify utilization patterns and their effect on operation/system availability and performance expectations.
- Anticipate communication and networking problems and implement preventive measures.
- Establish and perform maintenance programs following company and vendor standards.
- Ensure timely user notification of maintenance requirements and effects on system availability.
- Investigate, recommend and install enhancements and operating procedures that optimize network availability
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document network problems and resolutions for future reference.
- Other duties as assigned.

Requirements: Education, Work experience and skills

- Advanced Diploma or Diploma in information technology or computer science from a recognized institute.
- At least 2 years' Experience as IT administrator
- Creative and Innovative
- Hard working and able to put extra hours when required

- Result oriented
- Able to work both individually and as part of team

16. DATA & ICT MANAGER 1 Post;– Geita
Reports to the Clinical and SI Manager

a. Data Duties-

- Develop and maintain a core database and associated data entry and analysis applications
- Design, implement and maintain a database management system using SQL, SAS and Microsoft Access
- Manage and support the Ministry of Health CTC-2 database .
- Train staff on the current software applications and data related issues
- Develop and maintain software applications using Visual Basic
- Support coordination of data management, quality control, carrying out research, and analysis and report writing
- Support the development of supportive supervision and data auditing guidelines for all the data recording and reporting system supported by MDH
- Coordinate the support and mentorship to districts and health facilities teams on data management processes
- Timely production of all relevant reports required by the organization
- Coordinate appropriate documentation of all activities performed in the data unit
- Actively participate in publication of at least one peer reviewed journal each year
- And all other tasks as assigned by the supervisor

b. ICT Duties-

- Evaluate and/or recommend purchases of computers, network hardware, peripheral equipment, and software;
- Investigate user problems, identify their source, determine possible solutions, test and implement solutions.
- Install, configure, and maintain personal computers, workstations, file servers, network cabling, and other related equipment, devices, and systems; adds or upgrades and configures modems, disk drives, data acquisition boards, CD ROM units, printers, and related equipment.
- Perform and/or oversee software and application development, installation, and upgrades.
- Maintain site licenses for department/organization.
- Plan and implement network security, including building firewalls, applying cryptography to network applications, managing host security, file permissions, backup and disaster recovery plans, file system integrity, and adding and deleting users.
- Troubleshoot networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Develop and conduct various training and instruction for system users on operating systems, relational databases, and other applications; assist users in maximizing use of networks and computing systems.
- Identify utilization patterns and their effect on operation/system availability and performance expectations.
- Anticipate communication and networking problems and implement preventive measures.
- Establish and perform maintenance programs following company and vendor standards.
- Ensure timely user notification of maintenance requirements and effects on system availability.
- Investigate, recommend and install enhancements and operating procedures that optimize network availability.
- Maintain confidentiality with regard to the information being processed, stored or accessed by the network.
- Document network problems and resolutions for future reference.

Requirements: Education, Work experience and Skills

- A minimum first degree in Computer Science, Health Informatics, Database development, Information and Communication Technology (ICT) or management of data systems is a requirement. Masters degree will be an added advantage
- Additional training in statistics or public health will be added advantage
- A minimum of 4 years' experience in working at management level position for data systems especially in HIV care and treatment setting
- At least 3 years' Experience as IT administrator
- Demonstrated data analysis and report writing skills using
- Experience using the government CTC-2 database, or equivalent
- Ability to communicate fluently in both English and Kiswahili
- Ability to work both individually and as part of a team with minimal supervision

17. PROJECT ADMINISTRATION OFFICER 1 Post; – Geita
Reporting to the Finance and Administration Manager.

Duties and responsibilities:

- Manages and makes personnel recommendation for decisions on staff under administration division in terms of the recruitment, professional development, performance appraisal, and training needs of the facility, procurement and supply chain department.
- Oversees and supervises the daily performance, giving required mentoring and support to improve performance and carry out performance evaluation to subordinates.
- Responsible for preparing, maintaining/revising policies and Standard Operating Procedures (SOPs) on respective departments.
- Supervises and oversees procurement processes that include but not limited to the requisitioning, quotation search, evaluation, selection, delivery, inspection and verification of goods and services.
- Represents department at various meetings with administration, external agencies, professional organizations, and other groups.
- Reviews, analyses, researches and recommends to the management on cost cut and cost savings strategies in order to realize more targets and increase operational efficiency.
- Develops procurement plan on a regular basis based on work plan and budgets and ensures that procurement for program and operations are executed within the approved budget and timely with full compliance with organization and donors' requirements.
- Maintenance of fixed assets register participates in stock taking and analyses and reconciles variances. Performs periodic cost analysis of the organization properties.
- Oversees projects stock levels to avoid out of stock situation and promotes best practices
- Oversees fleet utilization, timely maintenance and repair
- To ensure office building is maintained in good condition at all times
- Maintain MDH Kagera store through receiving, issuing, keeping records and reporting.
- Does any other job related activity as given by the supervisor

Required Qualifications: Education and experience

- A Bachelor's degree or Diploma in Business Administration or related field.
- 5 year experience in logistics administration and operations in a recognized organization.
- Experience in managing facility and program logistics in donor funded projects.
- Good communications skills with fluency in spoken and written English and Kiswahili.
- Computer software applications working experience such as MS Word and Excel.

- Ability to plan, develop and work both independently and as part of a team
- A person of high level integrity and truthfulness
- Hardworking and ready to work under pressure to meet deadlines

18. GENERAL SERVICE DRIVERS 3 Posts – Geita
Reporting to the Project Administration Officer.

Duties and Responsibilities

- Drive the project vehicle safely; transporting authorized personnel/passengers.
- Maintain a clean record of all journeys, daily mileage, fuel consumption, oil changes and greasing.
- Ensure day to day maintenance of the assigned vehicle, perform minor repairs
- Comply with laws and regulations for safe driving.
- Observe the safety and security procedures.
- Ensure that all accessories of the vehicles are maintained and checked at all times.
- Keep a valid driving License and the vehicle's insurance up to date all the time.
- Perform all other duties as may be assigned by the immediate supervisor.

Requirements: Education and experience

- Secondary School education is essential
- Driving Certificate from a recognized institution
- Keen on the wellbeing of the given vehicle
- Honest, Trustworthy and able to maintain confidentiality.
- At least 3 years of work experience as driver
- Ability to record and keep trip information as trained
- Ability and willingness to work for long hours even outside working hours.

19. OFFICE SERVICE ATTENDANT 1 post; Geita
Reporting to the Project Administration Officer

Duties and Responsibilities:

Reporting to the administrative assistant, an office service attendant shall be responsible for:

- Maintaining general safety and security, by being visible in the environment and informing the Project Administrative assistant of any concern
- Maintaining appearance and overall facility environment by completing daily tasks
- Managing equipment inventory by checking in/out items to members and reporting lost or damaged equipment to the supervisor
- Supervising users to ensure the facilities, equipment and supplies are used in a safe, responsible manner; address personal actions that are considered inappropriate as per policies set
- Responding to the needs of various users and coordinate and assist with facility setup.
- Performing custodial responsibilities and miscellaneous job related duties as directed by immediate supervisor and project Administrative assistant.

Requirements: Education and experience:

- At least two years of Secondary School education
- A certificate from VETA or any training institution is an advantage
- At least 3 year work experience in similar position.

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 24th September, 2018, to the Human Resource Manager 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.