



**Management and Development for Health (MDH) is a non-profit organization in Tanzania that primarily aims to contribute towards addressing public health priorities through evidence based interventions and partnerships. MDH works in collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children; as well as academic and non-academic institutions to address the problems of tuberculosis (TB), malaria, HIV/AIDS, nutrition, maternal and child health and to undertake initiatives to advance public health research, education, and services for improving the lives of people and communities. In this regard MDH seeks to recruit qualified individuals to fill the following positions:"**

**Position Title: M&E Officer (1)**  
**Location: Dar es Salaam**  
**Supervisor: Senior M&E Manager**

**Position 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**

- 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

**Position Title: Finance and Administration Officer (1)**

**Location: Dar es Salaam**

**Supervisor: Senior Finance Manager**

### **Position Summary:**

Project Finance and Administration officer will be working under the direct supervision of Senior Finance Manager in close collaboration with the Laboratory Service Manager. He/She will be responsible with providing critical support and guidance to the pool of project staff at head office and zonal offices primarily on administrative and as well as general finance matters on day to day basis.

### **Duties and responsibilities;**

- Ensuring that all payment vouchers 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.
- Timely procurement of project materials, services, supplies and update of inventory register.
- Posting of transactions, management of advance payments and financial report production.
- 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.
- Accurate and timely preparation of monthly Bank reconciliation statements.
- Acting as a key liaison with field offices in timely collection of various documents from field offices, compiling them in a manner that facilitates timely payment.
- Managing the payment complaints register by making following up of failed mobile money transactions and reporting progress to the senior Finance Manager.

- Facilitating and managing hotel booking for field officers during their travels away from their work station
- Following up with hotel vendors to ensure that, all invoices are available so that payments to be done on time
- Organize a filing system for important and confidential company documents
- Ensure adherence to organization's Standard Operating Procedures (SOPs), and Tanzania legislation, with comprehensive internal policies and procedures
- Coordinate all logistics and preparations of trainings/meetings/events.
- Carry out any other responsibilities as assigned by the supervisor

### **Required qualifications**

- University degree in Business Administration/Finance /Accounting
- CPA/Masters in related field would be an added advantage
- At least 3 years work experience in similar or related field in NGO setting.
- Experience on accounting software
- Professional integrity
- Experience in handling auditing and compliance review

### **Position: General Services Driver (3)**

**Location: Lake zone, Southern zone and Northern zone**

**Report to: Transport Officer.**

### **Purposes**

To provide effective transport facilitation to Project staff in order to attain the objectives of the organization.

### **Duties and Responsibilities**

- To facilitate transportation of project staff using the assigned vehicle.
- To ensure cleanliness of assigned vehicle at all times when in use or otherwise and that the vehicle is in good condition before use.
- To carry out periodic checks on the assigned vehicle to determine maintenance needs and report accordingly and time.
- To drive carefully at all times and ensure safety of the passengers, other road users and the assigned vehicle.
- To keep up to date vehicle mileage log.
- To indicate the vehicle fuel and service costs.
- To ensure all vehicle reports are done on a selected basis and submitted on or before the scheduled date.
- To assist in other duties in the office as assigned by the immediate supervisor when not undertaking transport facilitation.

- Must be flexible and able to adapt to abrupt changes in Project at short notices.
- Any other work duty assigned by the Transport Officer/Site Manager.

**Education and Work Experience:**

- Minimum of Secondary school education
- Must have a clean and valid driving license of classes, C1 C2, C3, and E
- A minimum of two (2) years of experience in driving 4WD vehicles.
- Ability to record trips in a log book as trained/required  
Honest on fuel consumption

**TO APPLY:**

**Interested candidates should submit an application letter, 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 April 30, 2018, to the Human Resource Manager through e-mail [hr@mdh-tz.org](mailto: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**