

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 (MOCHDCEG); 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 the below vacancies:

Position : DISTRICT CLINICAL & STRATEGIC INFORMATION MANAGER-1 post

Location : DAR ES SALAAM

Reports to : DISTRICT PROJECT MANAGER

Duties and Responsibilities.

The following are the major responsibilities and duties of the District Clinical and Strategic Information Manager:

A. CLINICAL SERVICES SUPPORT:

- Under the technical supervision of the DPM, the DCSI manager provides the strategic information leadership to the supported programs including PMTCT, C&T, TB/HIV integration, Quality Improvement, Early Infant Diagnosis, Laboratory Support, Supply Chain Management and Community Linkages in the assigned district.
- Coordinates, manages and builds capacity of district CHMTs in program management including monitoring and evaluation.
- The DCSI manager will act as the focal person for strategic information focusing on clinical services including TB/HIV integration, care and treatment, PMTCT and EID and pediatric care and treatment and assures that related activities are implemented as per MDH and district work plan;
- DCSI manager shall support the District Project Manager for the timely development of efficient work plans for the districts and the monitoring of the progress of planned targets, budgets and activities to ensure they are accomplished in effective, economic and efficient manner.
- Responsible for the effective planning and documentation of the communication and support provided to respective district, including but not limited to supportive supervision and mentorship
- Work with existing and potential implementing partners in PMTCT, HIV/AIDS Care and Treatment services
- Work with senior leaders, managers and grants team in developing and reviewing district sub-grantees' proposals on target setting, financial budget management and adequate allocation of resources;

B. STRATEGIC INFORMATION SUPPORT:

- Strongly related to assuring the technical performance, under the supervision of District Project Manager, the DCSI manager shall work closely with M&E and strategic information department in assuring data capturing, recording, storage, usage, data quality and reporting quality and in using M&E for effective program management
- Responsible in coordinating program monitoring and reporting activities for Care & Treatment, TB/HIV, Prevention, Community linkage and PMTCT programs by districts at site level
- Provide technical assistance in strengthening the national and district M&E system for both care and treatment, TB/HIV, Community based care and PMTCT
- Build capacity of site staff and district clinical monitors to set a functional groundwork for efficient data collection, compilation, use and timely reporting at site and district level
- Support the implementation of the SOP for how data for each indicator are to be collected, managed, verified and used at each level of the health information system.
- Coordinate district and site level reporting activities during reporting period.
- Perform a final review and verification of the quality and completeness of the quantitative monthly, quarterly, semi-annual and annual reports from respective district and sites.
- Facilitate utilization of reports at site level and district level for program planning, management, monitoring and evaluation
- In collaboration with the strategic information department, participate in periodic data quality assessment activities to track progress in data management at individual sites.
- Conduct secondary analysis of data and writing conference abstracts and manuscripts for publication.
- Liaising with the Evaluation and Research Manager in identifying areas for operational research.
- Performing any other work related duty assigned by supervisor.

REQUIREMENTS:

- Medical Doctor
- Master of Public Health or Epidemiology or its equivalent.
- Three or more years of experience working in HIV/AIDS care and treatment programs
- Leadership skills to plan, coordinate, organize, interact and deliver best results to achieve targets on HIV cascade and TB cascade
- Experience working with CHMT
- Experience in M & E and Data Management
- Experience in data collection tools and data quality methodologies
- Experience in preparing project workplan and budget
- Experience in reading, analyzing and reporting data to assist in determining progress and decision making processes
- Experience in working, supporting and building capacity of data coordinators and data clerks

Position : REGIONAL MATERNAL AND CHILD HEALTH (MCH) MANAGER -1 po

Location : GEITA

Reports to : 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 Aya 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 HPs in planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and relevant 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 CGI 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 COI, 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

Position : FRONT DESK OFFICER (INTERAN)

Location : DAR ES SALAAM

Reporting to : SENIOR PROGRAM ADMINISTRATION MANAGER

Job summary: This position is responsible for managing front desk operations, stores, administration and managing incoming visitors, communication in a professional manner and portraying the image of the organization.

Responsibilities

- Answer all incoming calls and handle caller's inquiries accordingly as well as directing them to respective officers
- Professionally receive visitors entering organization, obtain all necessary information from them and direct them to appropriate destination.
- Type all office correspondences and other communication as per directive
- Facilitate easy and prompt communication between MDH and the outside world
- Promote and ensure proper use of communication channels, mindful of avoiding unnecessary costs
- Perform general clerical duties including but not limited to photocopying, faxing, typing and scanning.
- Set up staff travel and accommodation arrangements as required
- Maintain the general filing system and file all correspondence
- Receive materials from outside suppliers
- Arrange, issue and distribute materials to various sites and internal users.
- Maintain stores records and prepare various stores report.
- Make sure a store is clean and arranged properly.
- Assist in receiving procurement documents like tender documents, invitation for quotations
- Coordinate the distribution of materials to internal users.
- Coordinate the distribution of materials to various sites supported by MDH
- Coordinate the inspection team for the incoming materials from suppliers before accepting them to the store.
- Updating stores procedures.
- Perform secretarial /general administrative and clerical support activities
- Handle the incoming and outgoing mails and ensure their proper distribution
- Assist in preparation of meetings, conferences and telephone conference calls
- Assist with the registration of participants attending MDH meetings and work with finance department to make sure the participants are reimbursed their transport allowance when required.
- Build up a strong and well organized registry
- Take up and maintain the reception area
- Perform any other job related duties as given by supervisor.

Required qualifications

- Degree in Business Administration or Certificate/diploma in secretarial duties would be an added advantage
- A minimum of 3 years' experience in receptionist/telephone operator activities
- Excellent English Language skills.
- Basic training on telephone operations
- Intermediate knowledge of computers and Microsoft Office software applications i.e. Word and Excel
- Strong organizational and planning skills.
- Attention to detail and the ability to work well under pressure in an open work environment.
- Strong written and verbal communication skills
- Knowledge of administrative and clerical processes and procedures.
- Must be articulate and professional in manner and appearance and be able to maintain a high level of confidentiality.
- Must have, or quickly develop, a good understanding of the organization and its departments and staff in order to effectively direct visitors and callers to the appropriate person to handle their request.
- Willing to work extra hours when required.

TO APPLY:

Interested candidates 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 14th April, 2019, to the Human Resource Manager through e-mail hr@mdh-tz.org or dropped by hand at the MDH Head Office in Mikocheini, along Mwali Kibaki Road, Plot No. 802.

Kindly note that only shortlisted applicants will be contacted.