

JOB VACANCIES

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 Tanzania and world at large. The priorities include: HIV/AIDS, Tuberculosis, 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 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; as 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 following vacancies which will require significant field work and travel up to 80% of the time.

1. DISTRICT PROJECT MANAGER (DPM): Afya Kwanza project- 4 Posts; Kagera and Geita

Reports to 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 at council(s) level
- To lead implementation of key 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 and government 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 dialogue 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 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 and government 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 the gaps
- To implement and manage capacity building program, for HIV and related service providers; capitalizing on supportive supervision, mentorship, and on-job training
- To supervise program staff in 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, work experience and skills

- Medical Doctor degree with current Medical Council of Tanzania registration
- 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
- 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. GENERAL SERVICE DRIVERS-for TB Global Fund: 3 Posts-Ruvuma, Simiyu & Dodoma

Reporting to the Zonal Project Officers.

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, work experience and skills

- 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 5 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.

TO APPLY:

Interested candidates for any of the above positions should submit an application letter indicating clearly the position applied for and district, a detailed copy of their CV, and names and contact information (email addresses and telephone numbers) of three work related referees. MDH don't have any agents and don't charge any fees to the interested candidates.

Applications should be submitted by **21st August, 2019**, to the Director of Human Resource through e-mail hr@mdh-tz.org or dropped by hand at the MDH Head Office in Mikochei, along Mwai Kibaki Road, Plot No. 802.

Kindly note that only shortlisted applicants will be contacted.