

VACANCIES

The Management and Development for Health (MDH) in collaboration with NACP and CDC Tanzania is planning to implement the study titled "Estimating the burden and types of HIV drug resistance among pregnant women living with HIV" for a period of 1 year. The study will take place in 19 regions, 32 districts and 52 sites, MDH invites qualified and interested Tanzanians to apply for the following positions:

POSITION :	Laboratory Study Officer- 1 position
Reports to :	Principle Investigator
Location :	Dar es Salaam
Duration of contract :	6 months

Job summary:

Laboratory study officer will oversee sample transportation from various region, receive them at the Temeke central lab and perform the HIVDR tests on each sample in a timely manner and return the results to the sites and to the central office of the study. She will be responsible to train all the sites focal persons on how to collect proper samples for HIVDR and Viral load testing as well as packaging and transportation to the Temeke lab to ensure the samples are received when they are available for the required tests. She will supervise the movements of samples from 19 study regions to Temeke lab as well as conduct ALL the HIVDR tests and VL tests for the study participants ONLY

Duties and Responsibilities

- Understand the HIVDR study protocol, eligibility criteria, number of regions, where and when the samples will come
- Create a SOP of HIVDR and VL blood sample transportation for all the 19 regions
- Create a log book that will be used to receive samples in order to ensure samples are well labelled
- Create a system of immediate notification to the sites in case of visible samples and obtain a new sample in less than 24 hrs
- Create an SOP and a system of how to return test results to the sites immediately the tests are completed
- Observe all the biosafety and good laboratory practices in the study sites and Temeke lab
- Facilitate Reporting by preparing quarterly, semiannually and annually narrative reports to be submitted to key stakeholders.
- Carry out any other responsibilities as assigned by the immediate supervisor.

Qualifications

- Bachelor degree in biomedical laboratory sciences or Masters will be an added advantage
- Three or more years of experience working in HIV/AIDS care and treatment program
- Training and experience conducting HIV Drugs resistance tests and HIV viral load testing

POSITION :	HIV DRUG RESISTANCE ZONAL COORDINATOR – 3 positions
Reports to :	Principle Investigator
Location :	Zone 1 : Mbeya, Iringa, Njombe, Rukwa, Songwe, and Ruvuma Zone 2 : Dar es Salaam, Arusha, Tanga, Pwani, Dodoma Zone 3 : Mwanza, Shinyanga, Simiyu, Geita, Tabora, Kigoma, Kagera, Mara
Duration :	6 months

Job Summary:

The zonal study coordinator – HIV drug resistance study (HIVDR) will be responsible to overseeing day-to-day implementation of the study activities in given zonal regions. He/she will lead implementation and reporting of project activities, expenditure, outputs and outcomes in assigned region(s). He/she will ensure the regional and district governments are aware of the study and receive interim reports of the findings, as well as participate in study review meetings quarterly. He/she will ensure the data clerks, study nurses in the respective regions are well trained and have all the skills required for the study. He/she will oversee recruitment of study participants in a speed that they're required in all regions and will address any issues that hinder timely recruitment. He/she will also supervise blood samples collection and transportation to Temeke Lab as well as returning the results to the respective sites and to patients.

Duties and responsibilities:

- To coordinate and oversee implementation of study activities in assigned regions and sites
- Supervise data clerks and study nurses at all sites in given regions
- Oversee study recruitment in timely manner and report weekly
- Oversee sample collection and transportation and work with the Temeke lab to ensure samples are received and are viable
- Work with the Temeke lab to ensure any invisible sample is addressed within 24 hrs by getting the client and taking another sample
- Organize zonal trainings for data clerks and nurses at the given regions
- Organize inception and other meetings for key stake holders at the zone
- To organize and support routine meetings with key project stakeholders to share, monitor and evaluate project progress towards assigned targets.
- To report to and update his/her supervisor on the progress of study implementation on weekly basis or as required by his/her supervisor
- Any delay of samples, allowing samples that are not viable and jeopardizing recruitment will lead to penalization of the office
- Perform any other relevant duties as assigned by his/her supervisor.

Qualifications:

- A holder of bachelor degree in research, social sciences, law, public administration
- Experience in research will be an added advantage
- At least 4-6 years of experience in coordinating any project
- Demonstrate understanding of the Tanzania Health System and policy environment
- Must be computer literate.
- Experience working with CSOs and LCAs will also be an added advantage
- Excellent written and oral communication and presentation skills in English and Kiswahili

POSITION: Data Officers-15 posts
Reporting: Study Zonal coordinator
Duration: 6 months

Location: Temeke, Bala, Kinondini, Ubungo, districts in Dar es Salaam region, Tanga city council, Kalku, Nzega districts in Tabora, Mbozi and Tunduma districts in Songwe, Mtiua in Simiyu, Kahama in Shinyanga region, Songea municipal council in Ruvuma region, Sumbawanga municipal council in Rukwa , Kibaha district council in Pwani district, Makambako town council in Njombe, Nyamagana, Magu and Sengeza districts in Mwanza, Mboya city council, Kyela, Mwanali districts in Mbeya region, Liviza and Bunda districts in Kigoma, Bukoba municipal council in Kagera region, Mufindi, Iringa municipal, Mafinga districts in Iringa region, Chato, and Mboege districts in Geita region, Dodoma municipal council in Dodoma region, Arusha city council in Arusha region.

Duties and responsibilities:

- Handle and protect confidential and sensitive data with integrity
- Obtain consent from clients
- Conduct daily face to face interviews to clients received either postpartum family planning.
- Maintain accurate records of interviews.
- Safeguarding the confidentiality of subjects and patients information.
- Summarize interviews and provide report to supervisor on weekly basis.
- Arrange weekly schedule with the supervisor to ensure that the work priorities are accomplished within specified time.

Essential criteria:

- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision
- Strong oral communications and writing skills.
- Stationed at the region and/or district of working area.
- Quick to learn and follow supervisors instructions

Qualifications:

- A certificate of completion of high school (form six) or any diploma holder
- Previous experience in data collection will be an added advantage
- Having a human resource GCP training is another added advantage
- Computer literacy, good written and spoken English

POSITION :	Project Accountant- 1 posts
Reports to :	Principle Investigator
Location :	Dar es Salaam
Duration :	6 Months

Duties and Responsibilities

- Processing day 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/bills, local purchase order, selection minutes, delivery notes, tax stamps, etc, before making payment. Also, ensuring that all payments are properly coded and cancelled by PAD staff.
- 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/grantees advances, etc.
- Ensuring office costs are identified and correctly reported and charged to the respective projects/donors and other costs centres.
- Performing day to day banking activities and Reportion and highlight items of attention 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 PAYEE 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

Qualifications:

- Certified Public Accountant (CPA)
- University degree in Business, Finance, Administration or Accounting
- SAP at least 1 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 confidentially 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 dependable work ethics.

Position :	General Services Driver
Location :	MDH-Head Office
Reports to :	Senior Facility & Transport Officer

Job Summary:

Laboratory Project driver will perform duties of driving a vehicle to assure safe transportation of authorized personnel from various destinations. He/she has to make sure all passengers to some cases assisted on entry and exit if need be.

The driver is required to drive all types of vehicles of the organisation. He/she will be responsible to transport individuals to and from various places like senior services offices, human services organisations, work sites, health educational institutions, medical facilities, drug stores and other desired locations. He/she will be required to keep travel records of the vehicle, will request passenger to fasten seat belt before start of any journey for their safety purposes.

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 at all the time.
- Perform all other duties as may be assigned by the immediate supervisor.

Required Qualifications

Educational and Professional Qualification:

- A level O'Level Secondary School education is essential
- Holder of Driving Certificate from a credible institution

Practical Experience:

- At least 3 years of work experience in similar position. Experience of driving in rural settings will be an added advantage.
- Keen on the well being of the given vehicle
- Honest on fuel consumption
- Ability to record trips in a log book as trained/required
- Ability to work long hours even after office hours.

TO APPLY:

Interested candidates should submit an application letter, a detailed copy of their CV, and names and contact information of three work related referees by 27th April, 2019 to the Human Resource Manager through e-mail to hr@mdh.tz or dropped by hand at the MDH Head Office in Mikocheni, along Mwalikibaki Road, Plot No. 802.

Kindly note that only shortlisted applicants will be contacted.