



Project Manager – TB - (1) POSTS
Number: MDH-HRADV-23-9

JOB VACANCY

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 (MoH); 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 a qualified individual to fill the position below.

Job Title: Project Manager – TB

Reports to: Project

Director Location: Dar

es Salaam Job Summary:

The Manager-TB will provide technical and leadership oversight in implementation of MDH's community TB interventions. S/he will ensure timely, high quality and effective delivery of TB services in compliance with the national and GF guidelines, approved work plans, performance framework and budgets. S/he will provide overall leadership in design, plan and roll out of innovative approaches for effective implementations TB interventions. S/he represent MDH and work closely with national technical working groups and relevant Government Authorities for providing oversight and leadership in implementation of TB Project in Tanzania and particularly Regions of coverage. S/he will be responsible for providing technical and leadership support to Project Officers in his/her portfolio.

Duties and Responsibilities:

1. Responsible for planning and management of MDH Global Fund TB Project in order to achieve agreed targets in accordance with the approved work plan and approved performance framework
2. Design, develop and review TB implementation plans and strategy in lines with MDH policy, national and GF requirements.
3. Perform oversight role on the Project as may be directed by the Project Director and undertake delegated administrative duties as decided from time to time by the Project Manager in line with appropriate MDH policies and regulations.
4. In close coordination with Project Director, prepare Management Plan for SRs implementing TB Module and ensure that all activities progress in accordance with grant agreements, completed on time, and all deliverables are of high quality.
5. Provide leadership and technical backstopping to TB teams in their work with the SRs on regular basis.
6. Foster an environment of shared learning and collaboration among all team members, including SRs and across sectors
7. Take leadership in maintaining coordination among all relevant actors involved in GF in Tanzania, including coordination and effective collaboration among SRs
8. Lead on internal and external Project/project evaluations conducted by LFA, GF, TNCM and MDH.
9. Support /conduct onsite field verifications and when necessary, by LFA, GF and TNCM and ensure the execution of baseline, periodic, and final evaluations as necessary in coordination with the Projected Director
10. With the guidance from the Project Director, take lead in preparation, reviewing PRs quarterly and semi-annually reports (PUDR), and analyzing and presentation of data during quarterly review meetings from partners implementing TB, DR-TB and TB/HIV activities. Providing feedback on performance based on in depth analysis of data reported by SRs.
11. Provide technical support across the TB Projects to ensure that activities are implemented based on evidence and adhering to national and international standards
12. Provide guidance and oversight of technical components of the project to ensure implementation that complies with PR and SR work plans, performance framework, implementation arrangement mapping and the budgets
13. Participating in national TB-related technical working groups and other fora that bring together key actors in the national TB response

14. Provide guidance in designing and conducting technical updates to enhance capacity of Project staff and implementing SRs for effective implementation of activities.
15. Proactively identify and share among SRs best practices to promote “SR to SR learning”
16. Regularly engage with appropriate national and international technical assistance providers.
17. Establish and maintain a strong and positive working relationship with the Global Fund, SRs, coPR, relevant UN agencies (WHO, UNAIDS, UNOPS, UNFPA, UNICEF, etc.) and bilateral agencies (i.e. USAID, PEPFAR, GIZ, DFID, AUSAID, etc.) as well as Tanzania Government officials
18. Interface regularly and appropriately with national level technical mechanisms, particularly the Tanzania Health Sector Coordinating Committee and the TSGs for HIV/AIDS, and TB
19. Develop communication mechanisms and schedules to ensure efficient and effective management of information and ensure open communication and coordination among SRs and colleagues
20. Represent the TB component in all appropriate forums, meetings and workshops to share and disseminate GF experience and models of TB service delivery and TB/HIV integration.

Requirements, Education, work experience and skills

1. *Bachelor's degree in public health, Epidemiology, Medicine, Nursing, or other related discipline and a master's degree in public health is must.*
2. *At Least Five to Seven (5 – 7) years of experience in Public Health, healthcare management, or HIV and TB Project management.*
3. *Prior experience working on TB and HIV-related projects is a significant advantage.*
4. *Experience with grant management and reporting for healthcare projects.*
5. *Proficiency in building and maintaining relationships with key stakeholders, including government bodies, NGOs, and community organizations.*
6. *Proven ability to lead and motivate cross-functional teams, manage conflicts, and ensure team cohesion.*
7. *Ability to analyze healthcare data, evaluate project outcomes, and make data-driven decisions to improve project performance.*
8. *Strong financial management skills to oversee project budgets, allocate resources efficiently, and ensure cost-effectiveness.*

9. *In-depth understanding of TB and HIV, their prevention, treatment, and management strategies, as well as the healthcare systems and protocols associated with them.*
10. *Familiarity with project management software, data analysis tools, and healthcare information systems.*
11. *Excellent written and verbal communication skills for effective collaboration with multidisciplinary teams, donors, government agencies, and healthcare providers.*
12. *Ability to respond to unforeseen crises or emergencies related to TB and HIV effectively.*

Data Manager - (1) POSTS

Number: MDH-HRADV-23-12

JOB VACANCY

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Job Title: Data Manager

Reports to: Project Director

Location: Dar es Salaam

Job Summary:

The Data Manager is responsible for providing leadership, management and technical assistance in the development and implementation of the Monitoring and Evaluation systems supporting GF project. This includes developing and updating the Monitoring and Evaluation strategy and framework for excellent program monitoring and evaluation, as well as related policies, guidelines and standard procedures. S/he is responsible for effective program data management that includes collection, cleaning, archiving, analyzing and reporting to Project Director at MDH and donor as it might be required. S/he will incorporate innovation and best practices in data utilization. Also, will be responsible for data management processes and tools to ensure effective program management during implementation.

Duties and Responsibilities:

1. Lead a team supporting timely, accurate and appropriate reporting project activities and results to the program management team.

2. Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress towards the program objectives.
3. Ensure that routinely collected data summaries are available in a timely fashion and a user-friendly format for regular use in program monitoring.
4. Ensure that the Project best supports districts and regional efforts to review and improve program performance through the use of quality routinely collected data.
5. Work with the Strategic Information team to ensure electronic systems are in place to manage and disseminate program data from client to national level.
6. Ensure timely and complete data entry from paper-based sources to electronic sources.
7. Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify accuracy of data and make corrections as needed.
8. Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes.
9. Facilitate generation of queries and ensure data cleaning activities are conducted systematically.
10. Conduct regular data quality assessments and joint supportive supervision with CHMT team to ensure the highest degree of program data quality.
11. Develop all monthly, quarterly, and other reports on all indicators for submission and review to central team.
12. Ensure all team members maintain security of data tools at all times, including protecting the confidentiality of records and data.
13. Involved in data reporting quarterly, semi-annually (SAPR) and annually (APR) and any other reports as necessary by GOT and Donor.

Requirements, Education, work experience and skills

1. **Bachelor's degree in a relevant field such as Public Health, Data science, or a related discipline and a Masters degree in Public Health, or a related field is must.**
2. **At Least Five to Seven (5 – 7) years of experience in Public health, preferably in the field of HIV and AIDS prevention and treatment Projects.**
3. **Familiarity with relevant international and national guidelines and regulations related to HIV and AIDS programs.**
4. **Experience in project management, including overseeing data collection and analysis components.**
5. **A strong understanding of HIV and AIDS, including the epidemiology, prevention, treatment, and care aspects.**
6. **Proficiency in data collection methodologies, statistical analysis, and data visualization.**
7. **Experience in managing and maintaining databases for HIV and AIDS-related data.**
8. **Strong skills in statistical software (e.g. Python, SPSS) to analyze and interpret project data.**

9. Familiarity with database systems such as SQL, and experience in data entry and retrieval.
10. Ability to create clear and informative data visualizations (e.g., charts, graphs) to communicate findings effectively.
11. Knowledge of ethical guidelines and regulations regarding the handling of sensitive health data.
12. Ability to work collaboratively with a multidisciplinary team of healthcare professionals, researchers, and community organizations.
13. Proficiency in generating reports and presenting findings to stakeholders.
14. Strong problem-solving skills to address data-related challenges that may arise during the project.
15. Sensitivity to cultural and social factors that may impact data collection and project outcomes, especially in the context of HIV and AIDS. Officer-KVP - (1) POSTS

Number: MDH-HRADV-23-18

JOB VACANCY

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Job Title: Officer-KVP

Reports to: Project Manager – HIV and

AIDS Location: Dar es Salaam Job

Summary:

The Project Officer – Key Vulnerable Population will be responsible for ensuring quality implementation of behavioral, structural and biomedical interventions targeting key and vulnerable populations within the MDH Global Fund Project Regions of Coverage. S/he will work closely with local CSOs, local Government Authorities, health facilities and other Implementing Partners for linkages and tracking of services provided to KVP. S/he will support the Manager – KVP in the design, roll out day – to – day management and implementation of KVP interventions in 9 Regions. S/he will be responsible for ensuring quality implementation of HIV prevention, care and treatment interventions KVP including providing close oversight of SRs/CSOs implementing KVP Project in the Regions of implementation.

Duties and Responsibilities:

1. Participate fully in preparation and execution of GF Project work plans
2. Collaborate closely with regional and district HIV focal persons and CBOs/CSOs to ensure smooth implementation of the planned KVP interventions in respective regions/districts
3. Provide start up support to the regions/districts in the implementation of the project and ensuring peer led interpersonal communication,
4. Provide combination prevention (biomedical, behavioral and structural) interventions and strengthen linkages to health facilities and other service delivery points targeting KVP
5. Coordinate the implementation of all planned activities in respective regions/districts
6. Coordinate training activities and ensure adherence to national guidelines
7. Ensure that all implementers of the project have the required guidelines, Job Aids and Tools
8. Prepare detailed activity reports
9. Prepare monthly, quarterly, semiannual and annual progress reports
10. Provide supportive supervision to all project implementers in respective regions/districts to ensure quality implementation of project activities.

Requirements, Education, work experience and skills

- 1. Bachelor's degree in public health, Medical Nursing, Social Sciences, or a related discipline.**
- 2. At Least Three to Five (3 – 5) years of experience in public health, preferably in the field of HIV and AIDS prevention and treatment Projects.**
- 3. Familiarity with relevant international and national guidelines and regulations related to HIV and AIDS programs.**
- 4. Experience working with key and vulnerable populations, such as sex workers, injection drug users, transgender individuals, and people living with HIV/AIDS.**
- 5. Experience in program planning, implementation, monitoring, and evaluation.**
- 6. Strong organizational and time management skills to ensure project milestones are met.**
- 7. Comprehensive understanding of HIV/AIDS prevention, treatment, and care strategies.**

8. **Familiarity with the latest research and developments in the field of HIV/AIDS.**
9. **Ccommunity outreach and engagement skills to build trust and rapport with key and vulnerable populations.**
10. **Experience in conducting needs assessments and stakeholder analysis.**
11. **Excellent written and verbal communication skills.**
12. **Ability to convey complex information to diverse audiences.**
13. **Strong interpersonal skills for team collaboration and stakeholder engagement.**
14. **Knowledge of ethical guidelines and legal requirements related to working with key and vulnerable populations, particularly in healthcare and research settings.**

Grants and Compliance Manager - (1) POSTS

Number: MDH-HRADV-23-14

JOB VACANCY

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Job Title: Grants and Compliance Manager

Reports to: Project Director

Location: Dar es Salaam

Job Summary:

The Project Grants and Compliance Manager will be responsible for verifications and liquidation of the project expenditures from the Global Fund grant and sub recipients periodically. The Grants and Compliance Manager is expected to travel to each SR project area and office to verify expenditures, adequacy and completeness of documentation, internal control systems and compliance to terms and conditions of the contract. In addition, S/he will provide the SRs staff appropriate training on financial management and donor regulations.

Duties and Responsibilities:

1. Grants Management (40%)

- i) Track funds disbursements and follow all the necessary procedures of funds receiving.

Establish and maintain the files for each grant received for each project for easy tracking and reporting. ii) Responsible for the arrangement of projects expenditures verifications and audits as per the grant's contract.

iii) Assist the Project Accountant in the management of funds expenditures; including Imprest management, posting of vouchers to the account software, reconciliations and reporting.

iv) Develop systems and support organization's efforts to monitor, track and report related grants fund management and audit recommendations.

2. SR's Monitoring and Support (30%)

i) Ensure GF guidelines are complied with and communicated to SRs

ii) Conduct periodic verification of SRs expenditure to see that they are properly supported and are in accordance with the approved work plan and budget.

iii) Review Partners bank reconciliation statement and compare with expenditure and balance reported in the Statement of Source and Application of Funds

iv) Communicate in writing to Project Accountant and Project Director any areas where non-compliance exists or expenditure cannot be verified.

v) Follow up on any issues raised following these reviews to ensure that they are properly addressed. vi) Ensure SRs financial reports are submitted timely as per the established standards and agreement.

vii) Participate key training and orientation to partners, development and financial control and system issues.

viii) Assisting partners in identifying areas to strengthen and develop partner finance staff and either provide this training or assist the partner in identifying where such training can be sourced.

ix) Prepare tracker for each SR for external audit observations and management actions.

x) Prepare feedback response for auditor's observations along with all supporting.

xi) Facilitate LFA during SRs financial verifications and responding to occasional queries raised by LFA.

3. Compliance (30%)

i) Ensuring that all the Condition Precedent and Special Conditions of the grant are fulfilled on time. Maintain complete record in this regard for both PR and SRs contracts.

ii) Ensure that SRs are complying with all donor policies and guidelines

iii) Provide guidance in interpreting and executing applicable regulations, terms and conditions of the grant iv) Conduct periodic reviews including site visits to the project beneficiaries.

- v) Train Project Staff on Procedures and requirements.

Requirements, Education, work experience and skills

1. **Bachelor's degree in finance, Accounting and Business Administration. Masters in relevant field is Mandatory.**
2. **Certified Public Accountant (CPA-T) or equivalent certification recognized by NBAA required.**
3. **At Least Five to Seven (5-7) years of experience in managing donor funded grants and sub-awards.**
4. **Strong understanding of donor regulations and compliance requirements.**
5. **Proficiency in financial analysis and budget monitoring.**
6. **Risk management and compliance management skills including ability to prevent, assess, identify, report, and mitigate risks.**
7. **Excellent project management and organizational skills.**
8. **Strong communication and interpersonal skills.**
9. **Ability to work effectively in a team and collaborate with diverse stakeholders.**
10. **Knowledge of financial software/tools (mention specific tools if relevant).**
11. **Certification in grants management or financial analysis is a plus.**
12. **Proven track record of teamwork at nonprofit organizations, and proficiency in written and verbal communication.**
13. **Ability to work independently and deliver tasks on deadline.**
14. **Grant audit experience and knowledge of Assistance Awards (grants or cooperative agreements).**
15. **Excellent analytical skills and attention to detail.**

Grants and Compliance Officer - (1) POSTS

Number: MDH-HRADV-23-15

JOB VACANCY

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Job Title: Grants and Compliance Officer

Reports to: Project Grants and Compliance

Manager Location: Dar es Salaam Job

Summary:

The Grants and compliance Officer will provide leadership for the effective management of the grants at MDH Global Fund project. S/he will ensure development of grant management systems, contract management, budgeting processes, mentoring & monitoring of grantees, compliance reviews and reporting.

Duties and Responsibilities:

1. Setting grant management policies and developing and enforcing procedures that assure transparency in the grants processes.
 2. Co-ordinate the project's grants accounting, reporting, compliance and risk management.
 3. Review and finalize sub recipients' budgets, prepare contracts/agreements and follow up on compliance.
 4. Handle correspondences and matters in regard to grant management in consultation with the Grants and compliance manager
 5. Receive and review periodic grants reports for all sub recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible.
 6. Provide feedback to all Sub recipients on compliance reviews and grants performance
 7. Provide technical support and supervise the sub recipients and Grants Assistant to ensure full compliance with the donor requirements.
 8. Provide on-site mentorship to sub recipients and capacity development to them to plan, implement, monitor and report on grants awarded
 9. Providing the relevant grants reports and regularly updating grants file.
- Requirements, Education, work experience and skills
 1. Bachelor's degree in finance, Accounting, Business Administration, or a related field.
 2. Certified Public Accountant (CPA-T) or equivalent certification recognized by NBAA is an added Advantage.
 3. At Least Three to Five (3-5) years of experience in managing donor funded grants and sub-awards.
 4. Strong understanding of donor regulations and compliance requirements.

5. Familiarity with financial management, budgeting, and accounting is crucial for overseeing grant funds effectively.
6. Experience in the nonprofit sector or government agencies.
7. Ability to write compelling grant proposals that align with the organization's mission and meet funder requirements.
8. Proficiency in budgeting, financial reporting, and grant fund tracking.
9. Strong understanding of grant regulations and compliance requirements and local regulations.
10. Ability to analyze financial data and performance metrics to ensure grant compliance and inform decision-making.
11. Familiarity with grant management software, financial software (e.g., QuickBooks), and Microsoft Office Suite.
12. Excellent written and verbal communication skills to interact with stakeholders, prepare reports, and document compliance efforts.
13. Effective organization and time management skills to handle multiple grants and deadlines simultaneously.
14. Ability to identify issues and develop solutions to address compliance challenges or financial discrepancies.
15. Highest ethical standards in managing grant funds and compliance.

Project Manager – HIV and AIDS - (1) POSTS

Number: MDH-HRADV-23-10

JOB VACANCY

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MDH seeks a qualified individual to fill the position below.

Job Title: Project Manager – HIV and AIDS

Reports to: Project

Director Location: Dar

es Salaam Job Summary:

The Manager-HIV and AIDS will provide technical and leadership oversight in implementation of HIV and AIDS prevention, care and treatment services focusing on HTS, KVP and PMTCT interventions. S/he will ensure timely, high quality and effective delivery of KVP and PMTCT services in compliance with the national and GF guidelines, approved work plans, performance framework and budgets. S/he will provide overall leadership in design, plan and roll out of innovative approaches for effective implementations of HTS, KVP and PMTCT interventions. S/he represent MDH and work closely with national technical working groups and relevant Government Authorities for providing oversight and leadership in implementation of HTS, KVP and PMTCT Projects in Tanzania. S/he will be responsible for providing technical and leadership support to Project Officers in his/her portfolio.

Duties and Responsibilities:

1. Responsible for planning and management of GF Project in order to achieve agreed targets in accordance with the approved work plan and approved performance framework
2. Responsible for planning and management of GF Project in order to achieve agreed targets in accordance with the approved work plan and approved performance framework
3. Design, develop and review implementation plans and strategy in line with MDH policy, national and GF requirements.
4. Perform oversight role on the Project as may be directed by the Project Director and undertake delegated administrative duties as decided from time to time by the Project Director in line with appropriate MDH policies and regulations.
5. In close coordination with Project Director, prepare SRs Management Plan and ensure that all Projects progress in accordance with grant agreements, are completed on time, and all deliverables are of high quality.
6. Provide leadership and technical support to HIV and AIDS teams in their work with the SRs on regular basis.
7. Foster an environment of shared learning and collaboration among all team members, including SRs and across sectors

8. Take leadership in maintaining coordination among all relevant actors involved in GF in Tanzania, including coordination and effective collaboration among SRs
9. Lead on internal and external Project/project evaluations conducted by LFA, GF, TNCM and MDH.
10. Support /conduct onsite field verifications when necessary by LFA, GF and TNCM and ensure the execution of baseline, periodic, and final evaluations as necessary in coordination with the Project Director
11. With the guidance from the Project Director, take lead in preparation, reviewing PRs quarterly and Semi - annually reports (PUDR), and analyzing and presentation of data from partners implementing HIV/AIDS activities. Providing feedback on performance based on in depth analysis of data reported by partners.
12. Provide technical support across the HIV and AIDS Projects to ensure that activities are implemented based on evidence and adhering to national and international standards.
13. Provide guidance and oversight of technical components of the project to ensure implementation that complies with PR and SR work plans, performance framework, implementation arrangement mapping and the budgets.
14. Participating in national HIV and AIDS-related technical working groups and other fora that bring together key actors in the national HIV and AIDS response.
15. Provide guidance in designing and conducting technical updates to enhance capacity of Project staff and implementing SRs for effective implementation of activities.
16. Proactively identify and share among SRs best practices to promote “SR to SR learning”
17. Regularly engage with appropriate national and international technical assistance providers.
18. Establish and maintain a strong and positive working relationship with the Global Fund, SRs, co-PR, relevant UN agencies (WHO, UNAIDS, UNOPS, UNFPA, UNICEF, etc.) and bilateral agencies (i.e. USAID, PEPFAR, GIZ, DFID, AUSAID, etc.) as well as Tanzania Government officials.
19. Interface regularly and appropriately with national level technical mechanisms, particularly the Tanzania Health Sector Coordinating Committee and the TSGs for HIV and AIDS.

20. Develop communication mechanisms and schedules to ensure efficient and effective management of information and ensure open communication and coordination among SRs and colleagues.
21. Represent the HIV and AIDS component in all appropriate forums, meetings, workshops to share and disseminate GF experience and models of HIV and AIDS service delivery and HIV and AIDS integration and services delivery.

Requirements, Education, work experience and skills.

- 1. Bachelor's degree in public health, Epidemiology, Medicine, Nursing, or other related discipline and a master's degree in public health is must.**
- 2. At Least Five to Seven (5 – 7) years of experience in Public Health, healthcare management, or HIV and TB Project management.**
- 3. Prior work experience in HIV and AIDS-related programs, either through internships, volunteering, or entry-level positions, is highly valuable.**
- 4. Experience in leadership or supervisory roles, as managing a team is a significant part of this job.**
- 5. Ability to design, implement, and evaluate HIV and AIDS prevention and treatment programs.**
- 6. Familiarity with local, national, and international laws and ethical guidelines regarding HIV and AIDS is crucial.**
- 7. Proficiency in data collection, analysis, and reporting to measure the effectiveness of programs and identify areas for improvement.**
- 8. Experience in financial management, budgeting, and resource allocation for projects.**
- 9. Understanding of healthcare policies and regulations related to HIV and AIDS at local, national, and international levels.**
- 10. Familiarity with relevant software and tools for data management, project tracking, and reporting.**
- 11. Excellent written and verbal communication skills for effective collaboration with multidisciplinary teams, donors, government agencies, and healthcare providers.**

Finance Manager - (1) POSTS

Number: MDH-HRADV-23-13

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(PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others. MDH seeks a qualified individual to fill the position below.

Job Title: Finance Manager

Reports to: Project

Director Location: Dar

es Salaam Job Summary:

The Finance Manager will oversee implementation of effective and highly efficient Programs' financial operations systems as per acceptable standards. Ensures all financial operations, strategic and tactical matters as they relate to financial planning, budget preparation and management, cost benefit analysis and forecasting needs are done effectively. S/he Will prepare quarterly and annual financial reports and ensure on-time submission to the Global Fund as required. S/he will be reporting to the Project Director administratively and functionally shall be reporting to the MDH Director of Finance. The Finance Manager will also be responsible to oversee all the financial matters pertaining to the SRs who will be contracted to the project.

Duties and Responsibilities:

- 1. Assist the Project Director in general financial management of the project.
 2. Administer and manage Finance personnel in accordance with personnel policies and procedures.
 3. Assist the Project Director in local staff and consultant recruitment, hiring, and contracting.
 4. Coordinate with the MDH HRD in human resources management and development matters including performance appraisal and identification of training needs in Finance and to make recommendations to the MDH Senior Management for continued employment of finance staff who are welltrained.
 5. Liaise with MDH Senior Management and staff to ensure the maintenance of good employee relations and employment practices for the required high degree of morale and discipline at all times.
 6. Manage project property in compliance with GF guidelines and regulations, including submission of monthly and other periodic reports.
 7. Respond to pertinent information requests from GF and other project partners as necessary to maintain smooth relationships as required.
 8. Initiation and implementation of the mobile payment system, which reduces the risks of carrying bulk cash and facilitated easy payment of per diems and allowances to the staff and other stakeholders.
 9. Preparation of Project annual budget and manage that fund by make sure that the project targets are meet on time.

10. Preparation of program Financial Reports such as quarterly and annual reports, liquidation reports, and any other financial reports for the submission to the donor (Global Fund) for Project evaluation.
11. Reviewing the safari retirements against the Imprest taken.
12. Conducting spot check review and any other financial review as per the requirement of the program internal control procedures.
13. Review Monthly Bank Reconciliation.
14. Review Reconciliation of ledger accounts.
15. Review Fixed Assets Register.
16. Preparation of the program Fund Accountability Statement.
17. Working with auditor during audit and provide details explanation on any enquiries.
18. Review of fund disbursement to SRs.
19. Building capacity to the SRs on compliance with various rules and regulations including organization and donor requirements.

Requirements, Education, work experience and skills

1. **Bachelor's degree in finance, Accounting and Economics. Masters in relevant field is Mandatory.**
2. **Must be holder of Certified Public Accountant (CPA-T) or equivalent certification recognized by NBAA required.**
3. **At Least Five to Seven (5-7) years of progressive experience in finance or accounting roles, three (3) years of supervisory experience required.**
4. **Experience leading and managing teams, demonstrate ability to oversee and guide the financial professionals.**
5. **Proven experience in strategic financial planning, budgeting, forecasting, and financial analysis.**
6. **Proficiency in creating and managing budgets, as well as forecasting financial performance.**
7. **Experience in preparing and presenting financial reports to senior executives and stakeholders.**
8. **Knowledge of financial risk management principles and strategies to protect the organization's financial interests.**
9. **Understanding of financial regulations and compliance requirements relevant to Global Fund and MDH financial Principles.**
10. **Excellent written and verbal communication skills to convey complex financial information clearly to non-financial stakeholders.**
11. **Familiarity with financial software and tools such as ERP systems, Excel, financial modeling software, and data analysis tools.**
12. **The ability to think strategically and contribute to the organization's long-term financial planning and growth.**
13. **Strong problem-solving skills to address financial challenges and recommend effective solutions.**

14. High ethical standards and integrity to handle sensitive financial information and must adhere to ethical guidelines.

15. Experience of working with Global fund will be an added advantage.

Project Director - (1) POSTS

Number: MDH-HRADV-23-8

JOB VACANCY

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Job Title: Project Director

Reports to: Chief Executive

Officer Location: Dar es

Salaam Job Summary:

The Project Director (PD) is responsible for the overall coordination and management of all Project, financial and administrative aspects of the MDH TB/HIV grant in accordance with the grant agreement and MDH policies and guidelines. H/she has the responsibility to lead the development of detailed work plans and provide administrative, financial and technical oversight. The PD manages and ensures coordination and communication with the various stakeholders involved in the implementation of the Project e.g., Tanzania National Coordinating Mechanism (TNCM), the Global Fund Secretariat, through its Fund Portfolio Manager (FPM), the Local Fund Agent (LFA), the Ministry of Finance, the MOHCDGEC through its Project Coordinating Unit, the National TB Control Project, The National AIDS Control Project, The PORALG, and MDH Central office. The PD will be accountable and contribute to business and resource development activities, including strategic communication, positioning and intelligence gathering.

Duties and Responsibilities:

1. Management and Administration

- i) Provide strategic leadership and technical, operational, and managerial leadership for successful implementation of the project.
- ii) Develop the Global Fund TB/HIV grant's annual Project budget in high quality and monitor its implementation closely and routinely.

- iii) Design, develop and review implementation plans and strategies in lines with MDH policy, GF and country requirements.
- iv) Perform oversight role on the Project from time to time. Identify reliable Technical Assistance for outsourcing some functions whenever required.
- v) Provide technical leadership in the preparation of accurate and timely periodic reports to be submitted to the Global Fund while ensuring compliance with GF regulations, and procedures
- vi) Be responsible for Project progress reporting to the TNCM and GFATM over the duration of the implementation of the grant and make recommendations for management decisions concerning Projects.
- vii) Manage the preparation of reallocation requests / reprogramming requests for the GF Projects whenever needs arise.
- viii) Facilitate a conducive work environment for the LFA's when performing their tasks at the PR.
- ix) Ensure active working relationship with the Ministry of Finance, Ministry of Health and Social Welfare, the National TB Control Project as well as National HIV/AIDS Control Project.
- x) Facilitate timely and effective communication with the Global Fund Country Team for Tanzania, the TNCM, the LFA, other PRs, partners and stakeholders.
- xi) Ensure effective working relationships with the various departments of MDH.

2. Monitoring, Evaluation, and Learning role

- i) Ensure coordination and communication with the various stakeholders involved in the implementation of the project.
- ii) Submit detailed quarterly narrative progress reports to update senior management within MDH prior to presentation to the TNCM.

3. Financial management role:

- i) Ensure internal business planning in accordance with the work plan with the GF, LFA, SRs and other partners involved in the fight against TB/HIV.
- ii) Analyze requests for disbursements from SRs to ensure their compliance with the outcomes of the project.
- iii) Approve requests for disbursement and ensure that they are conducted in a timely manner to beneficiaries in accordance with project objectives.

- iv) Ensure compliance and consistency of reports and financial management by the SRs.
- v) Ensure SRs financial management capacity is well assessed and plans to enhance their capacity of any identified gaps are in place and conducted.

4. Human Resources Management role:

- i) Assemble a well performing and highly motivated Global Fund TB/HIV Project team and sustain them with clear objectives and Key Performance Indicators (KPIs) and personal objective setting following MDH best practice standards.
- ii) Provide Team and Individual level support and development needs identified and met for improved performance.
- iii) Ensure team fulfillment of MDH core policies including Child Safeguarding Policy, Safety and Security, Code of conduct, Fraud and Anti-Bribery Policy, etc.
- iv) Perform the updates needed related to the capacity building plans of SRs.

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Requirements, Education, work experience and skills

1. Bachelor's degree in public health, Epidemiology, Medicine, Nursing, or other related discipline and a master's degree in public health is must.
2. PhD in Public Health or related field is an added advantage.
3. At Least Five to Ten (5-10) years of experience in Public Health, Healthcare management, or Project management is required.
4. Demonstrated experience in Project management, including planning, implementation, and monitoring, is crucial.
5. Leadership experience, especially in supervising teams and managing budgets, is often required.
6. Experience in research related to TB and HIV, as well as the ability to analyse epidemiological data, is beneficial.
7. Strong project management skills, including planning, budgeting, and monitoring progress, are essential.
8. Excellent Communication skills, both written and verbal, are critical for interacting with team members, stakeholders, and donors.
9. Strong leadership and team management skills to lead and motivate project staff.

10. Proficiency in Data analysis tools and techniques to assess project outcomes and make data-driven decisions.
11. Strong networking and relationship-building skills to collaborate with other organizations, Government agencies, and Donors.
12. Deep understanding of Public Health principles, TB, HIV, and related policies and guidelines.
13. Cultural competence and sensitivity when working with diverse populations and communities affected by TB and HIV.

Monitoring & Evaluation Officer - (1) POSTS

Number: MDH-HRADV-23-17

JOB VACANCY

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Job Title: Monitoring & Evaluation Officer

Reports to: Monitoring and Evaluation

Manager Location: Dar es Salaam Job

Summary:

The Monitoring and Evaluation (M&E) Officer will be responsible for quality data capture, collection and reporting. S/he is responsible for managing data collection and reporting for M&E framework including designing tools, methods and process for monitoring of the project to ensure progress and results. Under the support of M&E Manager, she/he will support development of M&E and reporting formats for SRs to monitor delivery and technical outcomes with a focus on module and assigned targets.

Duties and Responsibilities:

1. Develop, implement and coordinate an effective and efficient Global Fund M&E system that ensures all Project M&E needs are met
2. Develop and refine performance indicators to ensure that they are objective, practical, specific and cost effective for the GF Project

3. Lead and support implementation of project performance indicators for results/impact measurement
4. Continuous review of existing monitoring tools and adapt them accordingly
5. Develop and maintain appropriate project specific database
6. Compile monthly, quarterly, semiannual and annual project reports from SRs for internal and external use.
7. Conduct regular visits to SRs to monitor quality project implementation and ensure adherence to national SOPs, policies and other guidelines.
8. Lead review of SRs quarterly reports through desk and On-site data verifications exercise by conducting cross-checks of various primary documents (HTS register, HTS summary forms, KVP forms, Service provision forms, TB forms e.t.c) and share findings through summary reports.
9. Ensure quarterly reported data is entered into national systems (DHIS2&ETL) and Indicator Results Table (IRT) database and matches with data reported in quarterly reports
10. Analyze data reported in national systems and IRT to assist the GF-PMU for Project decision making and improvement.
11. Conducting routine data-quality assessments (RDQA) to all sub-recipients (SR's) and implementing partners to verify reported data in Progress Update Reports (PUDR's).
12. Work with sub recipients (SRs) and partners to assess M&E capacity gaps and plan for capacity building on aspects related to data and reporting.
13. Conduct orientation to SRs-M& E staff on IRT Database (data entry, Cleaning and analysis using Pivot tables).
14. Coordinate/assist documentation of best practices and success stories across MDH.
15. Participate in knowledge management for MDH.
16. Any other relevant duties assigned by the supervisor M&E Manager.

Requirements, Education, work experience and skills

1. **Bachelor's degree in a relevant field such as Public Health, Statistics, Social Sciences, or a related discipline.**
2. **At Least Three to Five (3 – 5) years of experience in Public health, preferably in the field of HIV and AIDS prevention and treatment Projects.**
3. **Familiarity with relevant international and national guidelines and regulations related to HIV and AIDS programs.**
4. **Strong analytical skills to collect, analyze, and interpret data effectively.**
5. **Attention to Detail to ensure accuracy in data collection and analysis.**
6. **Excellent written and verbal communication skills to effectively convey findings and recommendations to diverse stakeholders.**
7. **Proficiency in statistical analysis software (e.g., SPSS, STATA, R) and Microsoft Office Suite is often required.**
8. **Basic project management skills to manage and coordinate M&E activities within a project or organization.**
9. **Familiarity with M&E frameworks and tools commonly used in the field.**
10. **Understanding of various data collection methods, including surveys, interviews, focus groups, and observation.**
11. **Ability to work collaboratively with teams and build relationships with partners and stakeholders.**
12. **Ability to write clear and concise reports that communicate findings and recommendations for Global Fund effectively.**
13. **Ability to identify issues and develop solutions for improving project performance based on data analysis.**

Administration Officer - (1) POSTS

Number: MDH-HRADV-23-16

JOB VACANCY

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Job Title: Administration Officer

Reports to: Finance

Manager Location: Dar es

Salaam Job Summary:

Administration Officer will be responsible for providing effective administrative support to the Global Fund Project. S/he is mainly involved in operational

coordination and administration including Project support functions. S/he will be organizing schedules, work plans meetings with SRs, setting and coordinating meetings in and out of the office, taking meeting minutes, assisting in preparation of presentations and publishing reports, planning and managing all official international and national travel arrangements, and accompanying visitors to Project operational areas.

Duties and Responsibilities:

1. Assist to finalize different reports of Project interventions.
2. Assist to prepare quality assessment report and training report when required from the HIV/TB Team.
3. Provide support to M&E team and the SRs with respect to coordination of Project activities and data collection and aggregation.
4. Manage correspondence and communication for senior management and oversee filing of key GF documents in both electronic and hard copy format.
5. Schedule and maintain Project Director and Project staff calendar and organize relevant documentation in advance of meetings.
6. Drafting communication with partners, donors and other key stakeholders of the GF grant.
7. Assist to print and circulate letters, published documents to partners, development partners and to government agencies.
8. Prepare pre-travel-related processes for Project staff.
9. Serve as the primary liaison with MDH support divisions, particularly IT and logistics Services.
10. Coordinate GF Project weekly and monthly internal meetings, including compiling the agenda, organizing meeting rooms, taking minutes, and maintaining meeting reports.
11. Support Project Director correspondence with field and MDH technical staff and the project management unit.
12. Prepare graphs/charts and other communication materials using relevant applications for use by the project/section.
13. Establish/maintain MDH standard filing systems, important correspondence records and other documents appropriately upon checked and signed by the concerned staff and the Project Director.
14. Maintain and update all files in time and make quick delivery as and when requested by the concerned staff, e.g. Data file, Memo, Reports, Attendance records, etc.
15. Submit purchase request to the concerned person for approval and make the materials available in time.
16. In conjunction with the MDH responsible Officer, organize necessary logistics e.g. stationeries, vehicle, venue and other materials in time as per requirement by the project/section.
17. Prepare and collect timesheets and work schedule for the Project staff.

18. Coordinate logistical and administrative needs (e.g., ordering project supplies).
19. Keeping regular contact of all staff under HIV/TB sector, in coordination with the HR/Admin Manager and Logistics Manager.
20. Contact with the different concerned persons as and when necessary.
21. Coordinate with Project focal persons for timely and regular submission of reports. schedule and circulate them in a systematic way.

Requirements, Education, work experience and skills

1. Bachelor's degree in public administration, Business Administration, Public Relation, Sociology or a Social Science related field.
2. At Least Two to Five (2-5) years of experience in managing donor funded projects.
3. Organizational skills to manage paperwork, schedules, and office resources efficiently.
4. Excellent written and verbal communication skills are essential for interacting with colleagues, clients, and other stakeholders.
5. Proficiency in using office software and productivity tools such as Microsoft Office (Word, Excel, PowerPoint), email systems, and data management software.
6. Efficiently managing tasks and prioritizing work to meet deadlines is a key skill for this role.
7. The ability to identify issues and find practical solutions is valuable in resolving day-to-day challenges in an office environment.
8. Experience in providing excellent customer service and maintaining a professional demeanor.
9. Handling Multiple tasks and responsibilities.
10. The ability to adapt changing circumstances and work effectively under pressure.

Monitoring and Evaluation Manager - (1) POSTS

Number: MDH-HRADV-23-11

JOB VACANCY

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(PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others. MDH seeks a qualified individual to fill the position below.

Job Title: Monitoring and Evaluation Manager

Reports to: Project

Director Location: Dar

es Salaam Job Summary:

Monitoring and Evaluation (M&E) Manger will be responsible for Project quality management and reporting within Global Fund Project implementation. S/he will be responsible for managing data collection and reporting for the monitoring and evaluation (M&E) framework including designing tools, methods and process for monitoring of the project to ensure progress and results, specifically for HIV and TB. S/he will develop M&E and reports formats for SRs to monitor delivery and technical outcomes with a focus on module and regional targets. S/he will ensure that modules delivered by SRs are accurately reported and that data quality is assured, including collaboration with the government on reporting towards national indicators.

Duties and Responsibilities:

- 1. To update and ensure proper functioning of project M&E plans to track activities and processes according to approved procedures and work plan.*
- 2. Participate in the development and implementation of the National M&E Plan. Supervise the updating of the M&E Plan as and when required.*
- 3. Facilitate the updating of the recording, reporting, supervision and monitoring tools, forms, formats, etc. in participatory manner.*
- 4. Help finalize all the tools in accordance with quality assurance, organizational, project, GF, MDH and national needs and requirements.*
- 5. Identify gaps to provide technical assistance for improvements and necessary modifications of M&E System.*
- 6. Facilitate the development of on-site data verification/quality assessment methods for SRs.*
- 7. Incorporate system of regularly tracking and reporting against quality measurement indicators.*
- 8. Provide technical assistance to SRs for project documentation, monitoring and reporting.*
- 9. Review the quarterly, annual and project completion reports (formative, narrative and MIS) and help guide implementation as per approved work plan; within the timeframe.*
- 10. Conduct field visits to assess Project implementation gaps, challenges & best practices and verify reports.*
- 11. Devise linkages between government information systems and SR monitoring systems to assure Project delivery in most vulnerable areas and assess what is working well.*
- 12. Supervise and guide the Global Fund M&E team.*

13. *Analyze data to identify areas of improvement and correction.*
14. *Organize and facilitate disseminations, workshops, meetings and discussions to address evidence based strategic directions and quality assurance issues.*
15. *Supervise the processes of data input, when required, and consolidation of systems from Government, SRs and other stakeholders.*
16. *Organize and facilitate capacity building events, e.g. GF processes and tools, government information systems and dashboard reporting, data/information collection methods, etc.*
17. *Disseminate and incorporate into systems the tools and infrastructures required to aid in data quality assurance/cross-checks, management information system reporting and intensified field level supervision and monitoring among SRs and MDH teams.*
18. *Facilitate dissemination of field visit findings through outlined mechanisms.*
19. *Identify capacity gaps and provide capacity building and technical support when relevant to the team of SRs and project staff. Build capacity of the team to provide high quality data for the M&E systems.*

Requirements, Education, work experience and skills

1. *Bachelor's degree in a relevant field such as Public Health, Statistics, Social Sciences, or a related discipline and a master's degree in public health, Monitoring and Evaluation or a related field is must.*
2. *At Least Five and Seven (5 – 7) years of experience in public health, preferably in the field of HIV and AIDS prevention and treatment Projects.*
3. *Familiarity with relevant international and national guidelines and regulations related to HIV and AIDS programs.*
4. *Knowledge of data management and analysis tools/software, such as SPSS, Excel, or statistical software like R or STATA.*
5. *Understanding of ethical considerations in collecting, managing, and reporting on sensitive health data.*
6. *Prior experience working with donor-funded projects or organizations (e.g. USAID, Global Fund, PEPFAR) is highly valuable.*
7. *Demonstrated experience in designing and implementing M&E frameworks, systems, and tools.*
8. *Proven ability to manage data collection, analysis, and reporting processes.*
9. *Experience in working with diverse stakeholders, including government agencies, NGOs, and community-based organizations.*
10. *Proficiency in designing data collection tools, conducting surveys, interviews, and focus group discussions. Ability to analyze data to generate meaningful insights and recommendations.*
11. *Knowledge of developing and implementing M&E frameworks and systems that align with project goals and objectives.*
12. *Strong skills in preparing comprehensive M&E reports and dashboards for various stakeholders, including donors, project managers, and government agencies.*

13. *Familiarity with databases and data management software to organize, store, and retrieve project-related information efficiently.*
14. *Basic project management skills to ensure that M&E activities are integrated into project plans and timelines.*
15. *Excellent written and verbal communication skills to convey findings and recommendations.*

Officer-PMTCT - (1) POSTS

Number: MDH-HRADV-23-19

JOB VACANCY

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partners; civil society, community-based and faith-based organizations and others. MDH seeks a qualified individual to fill the position below.

Job Title: Officer-PMTCT

Reports to: Project Manager – HIV and

AIDS Location: Dar es Salaam Job

Summary:

The Project Officer-PMTC will be responsible to oversee HIV diagnosis in women and partners attending antenatal services (ANC). S/he will be responsible to implement PMTCT plans through HIV diagnosis in women including young women and partners attending antenatal services (ANC) and provide ART to exposed pregnant and lactating women, Children and partners. S/he will be responsible for quality implementation of PMTCT interventions in regions supported by MDH Global Fund Project. S/he will support HIV Technical Advisor in implementation of PMTCT interventions and support MDH achieve its goals of PMTCT in supported Regions.

Duties and Responsibilities:

- 1. Support Manager – HIV and AIDS to roll out PMTC interventions in all supported Regions.
 2. Support initiatives and efforts to increase identification and enrollment of pregnant/lactating mothers in HIV and AIDS services.
 3. Work with the district teams to roll out mentor mothers initiatives and innovatively implement efforts to support health facilities to increase identification and enrolment in care and treatment services of HIV positive Pregnant/lactating mothers and their partners.

4. Roll out and implement male engagement interventions in the supported Regions.
5. Conduct meetings at District level to establish Mentor Mothers support groups and orient them to the Mother Mentor Guide to for the implementation of PMTCT services.
6. Work with CHMT and RCHMTs to ensure that all pregnant mothers are tested for HIV and newly diagnosed HIV positive Pregnant/Lactating women including adolescents and young mothers are linked and retained into care and treatment services.
7. Ensure HIV testing services are routinely conducted at Reproductive and Child Health clinics (RCH) and other entry points to Pediatric and adolescent clients.
8. Work with CHMTs and RCHMTs to ensure timely tracking of Missed appointment and lost to follow up of Mother baby pair, adolescent clients.
9. Liaise with district stakeholders, Technical Advisor – HIV and MDH M&E Unit to ensure achievement of PMTCT targets.
10. In collaboration with CHMTs and R/CHMT plan joint supportive supervision and mentorship visits to health facilities implementing casebased surveillance.
11. Work with Technical Advisor, CHMTs and RCHMT to ensure availability and disseminate materials and tools related to PMTCT HIV and AIDS prevention, care and Treatment, including clinical guidelines, protocols, Algorithms, Job Aids and other necessary tools.
12. In collaboration with CHMTs and RHMTs and MDH M&E Unit to ensure quality data collection, verification and timely submission to relevant authorities and entered in the national reporting systems i.e. DHIS2.

Requirements, Education, work experience and skills

1. *Bachelor degree in Public Health, Medicine, Nursing, or any related discipline.*
2. *At Least Two to Five (2 – 5) years of experience in Public health, preferably in the field of HIV and AIDS prevention and treatment Projects.*
3. *Familiarity with relevant international and national guidelines and regulations related to HIV and AIDS programs.*
4. *Knowledge of PMTCT guidelines and best practices.*
5. *Understanding of HIV/AIDS transmission and prevention methods.*
6. *Data collection, analysis, and reporting skills.*
7. *Strong commitment to Maternal and Child Health and a clear understanding of the PMTCT program's importance.*
8. *Excellent communication and interpersonal skills.*
9. *Ability to work effectively in a team and collaborate with various stakeholders.*
10. *Cultural sensitivity and an understanding of the context in which PMTCT programs are implemented.*
11. *Familiarity with healthcare systems and service delivery in the target area.*
12. *Cultural sensitivity and adaptability.*

13. *Problem-solving and critical thinking abilities.*

14. *Strong teamwork and collaboration skills.*

Project officer – TB - (1) POSTS

Number: MDH-HRADV-23-20

JOB VACANCY

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Job Title: Project officer – TB

Reports to: Project Manager –

TB Location: Dar es Salaam

Job Summary:

The Project Officer–TB will be responsible for ensuring quality implementation of MDH's community TB intervention in Regions of Coverage. S/he will work closely with local CSOs, local Government Authorities, Health Facilities and other Implementing Partners for increasing community TB cases identification and initiation of treatment. S/he will support the Project Manager – TB in the design, roll out and day – to – day management and implementation of TB interventions 9 Regions. S/he will be responsible for ensuring quality implementation community TB interventions including providing close oversight of SRs/CSOs implementing TB Project in the Regions of implementation.

Duties and Responsibilities:

1. Participate fully in preparation and execution of GF Project work plans.
2. Collaborate closely with regional and district TB coordinators/focal persons and CBOs/CSOs to ensure smooth implementation of the planned TB interventions in respective regions/districts
3. Provide start up support to the regions/districts in the implementation of the project and ensuring linkage with community-based approaches for increased access to HIV/TB services.
4. Coordinate the implementation of all planned activities in respective regions/districts.

5. Coordinate training activities and ensure adherence to national guidelines
6. Ensure that all implementers of the project have the required guidelines.
7. Prepare detailed activity reports
8. Prepare monthly, quarterly, semiannual and annual progress reports
9. Provide supportive supervision to all project implementers in respective regions/districts to ensure quality implementation of project activities.

Requirements, Education, work experience and skills

1. **Bachelor's degree in public health, Medicine, Nursing, or any related discipline.**
2. **At Least Two to Five (2 – 5) years of experience in Public health, preferably in the field of HIV and AIDS, including experience in managing projects or programs related to TB.**
3. **Experience with nonprofit organizations, government agencies, or international NGOs may be preferred.**
4. **Strong project management skills are essential for overseeing TB projects, includes planning, budgeting, monitoring, and evaluating project progress.**
5. **Strong understanding of Tuberculosis, including its treatment, prevention, and control strategies is essential.**
6. **Familiarity with global TB initiatives and organizations, such as the World Health Organization (WHO) and Stop TB Partnership, is beneficial.**
7. **Proficiency in data analysis and interpretation is crucial for monitoring the spread of TB, evaluating intervention strategies, and making data-driven decisions.**
8. **Strong Collaboration skills with interdisciplinary teams is common in TB projects, so strong teamwork and interpersonal skills.**
9. **Familiarity with TB diagnostic tools, treatment protocols, and prevention strategies.**
10. **Skills in advocating for TB-related policies and influencing decision-makers.**
11. **Strong interpersonal and communication skills to engage with diverse communities, build partnerships, and promote Diagnosing of TB.**

Officer-Adolescent Girls and Young Women (AGYW) - (1) POSTS

Number: MDH-HRADV-23-21

JOB VACANCY

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Newborn 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 (MoH); 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 a qualified individual to fill the position below.

Job Title: Officer-Adolescent Girls and Young Women (AGYW)

Reports to: Project Manager – HIV and

AIDS Location: Dar es Salaam Job

Summary:

The Project Officer-Adolescent Girls and Young Women (AGYW) will be responsible for ensuring quality implementation of behavioral, Structural and Biomedical interventions targeting Adolescent Girls and Young Women within the MDH Global Fund Project in councils of Project implementation. S/he will work closely with local CSOs, Health Facilities and other Implementing Partners to strengthen linkages and tracking of AGYW services layering. S/he will support the Project Manager – AGYW in the design, roll out and day – to – day management and implementation of AGYW interventions in Five Regions of implementation. S/he will be responsible for ensuring quality implementation of HIV combination prevention interventions targeting AGYW including providing close oversight of SRs/CSOs implementing AGYW interventions in the regions.

Duties and Responsibilities:

1. Support Technical Advisor in design and roll out implementation of biomedical, structural and behavioral interventions targeting Adolescent Girls and Young women.
2. Facilitate community empowerment and capacity building Project activities through linkages and collaboration with partners at grassroots level, including working with communities and providing skills to enable them spearhead HIV and AIDS prevention initiatives based on the context.
3. Support AGYW enrolment and retention in the Project.
4. Support to linkages of GBV survivors to health facilities and other service delivery points for post-GBV and VAC services including PEP, FP, STI services and basic psycho-social assessment and counseling, care and support, collection of forensic evidence, and referral to the police or legal systems and to other community services.
5. Addressing gender roles and cultural norms, behavior change with multiple concurrent partners, and rights-based Projecting.

6. Build capacity of peer educators and community service providers to enable them to provide quality services to AGYW as required.
7. Organize peer educators' monthly meetings for updates sharing data collection and review and address challenges encountered during Project implementation.
8. Liaise with Council HIV and AIDS Coordinator (CHAC), TASAF/PSSN Coordinator, District ADIS Control Coordinator (DACC), community development officers, police gender desk, social welfare officers and other Government Officials in the council and the Region for effective implementation and oversight of AGYW interventions.
9. Strengthen referral and linkages between health facility and community service delivery points for comprehensive provision of AGYW services
10. Provide Technical Support and provide leadership to CSOs, community health workers and Peer Educators engaged in implementation of AGYW activities in the Council.
11. Organize and participate in peer led sessions to assess effectiveness and completeness and provide support as required.
12. Support peer educators to conduct parenting interventions and AGYW economic strengthening activities.
13. Collaborate with M&E officer for clarity of indicators, quality of M&E data collection tools, data quality and reporting; and prepare reports and document best practices and success stories.
14. Liaise with CHMT especially DACC or DHMIS for coordination of quarterly data entry into national reporting database DHIS2.

Requirements, Education, work experience and skills

- 1. Bachelor's degree in public health, Epidemiology, Medicine, Nursing, Sociology or any related discipline.**
- 2. Prior work experience in HIV and AIDS-related programs,**
- 3. Demonstrate high value of Integrity and strong values including Confidentiality.**
- 4. At Least Three to Five (3– 5) years of experience in Public Health, healthcare management, or HIV and TB Project management.**
- 5. Experience in managing or coordinating Public Health Projects, including planning, implementation, monitoring and evaluation.**

6. Experience in working directly with communities, engaging them in project activities, and building partnerships with local organizations.
 7. Ability to design, implement, and evaluate HIV and AIDS programs tailored to the needs of AGYW.
 8. Proficiency in data analysis tools and software to track project outcomes and make data-driven decisions.
 9. Familiarity with providing counselling and emotional support to AGYW and their families.
 10. Knowledge of local and national policies related to HIV and AIDS, as well as laws and regulations affecting AGYW.
 11. Proficiency in designing and implementing monitoring and evaluation frameworks to assess project effectiveness.
 12. Experience in working directly with communities, engaging them in project activities, and building partnerships with local organizations.
 13. Familiarity with relevant software and tools for data management, project tracking, and reporting.
 14. Excellent written and verbal communication skills for effective collaboration with multidisciplinary teams, donors, government agencies, and healthcare providers.
- General Service Driver - (12) POSTS Number: MDH-HRADV-23-22

JOB VACANCY

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Job Title: General Service Driver

Reports to: Officer

Location: Dar es

Salaam Job

Summary:

The General Service Driver will perform duties of driving Project vehicle to assure safe transportation of authorised personnel from various destinations as officially requested. S/he has to make sure all passengers assisted on entry and exit as needed. S/he 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:

1. Providing periodic usage report of vehicle including total mileage, fuel consumption and expenditure.
2. Follow and abide by the traffic rules, regulations, driver safety manual and any other instructions given by Supervisor or management.
3. Ensure the filling of log book for each travel allocated for the Project staffs both in local and outstation travel.
4. Ensure staffs are well supported for transport from office to the field office.
5. Handle transport of all staff, visitor and equipment/materials.
6. Maintain vehicles including fuel, lubrication, and oil, interior and exterior.
7. Prepare mileage and fuel consumption.
8. Report and supervise all maintenance and repair needs of assigned vehicle.
9. Maintain vehicle first aid box, communication equipment and fire extinguisher and protect the vehicle while at outside office premises.
10. Help in loading and unloading of official materials
11. Work after duty hours or on holidays as and when required as per Project needs and supervisor instructions.
12. Completion of all reporting in line with MDH requirements

Requirements, Education, work experience and skills

1. Certificate of Secondary Education or Driving Certificate from a Reputable Driving College.
2. Certificate of Advanced Driving Course from NIT or VETA.
3. Clean Class C Driving License.
4. Clean Driving History and Promising Driving record.
5. At Least Three (3) years of work experience as a driver, with International Organizations or Local NGO.
6. Excellent driving skills, including a strong understanding of traffic laws, defensive driving techniques, and the ability to operate the vehicles safely.
7. Basic knowledge of vehicle maintenance and the ability to perform routine checks (e.g., oil changes, tire rotations) can be valuable.
8. Strong customer service skills
9. The ability to adapt to different weather conditions, traffic situations, and road environments is important.
10. Aware of and follow all safety regulations and protocols.
11. The ability to handle unexpected situations or emergencies on the road is important.
12. Good Oral communication ability in both Swahili and English
13. Flexibility and ability to work with different people.

PMTCT/EID & PED Service Delivery Officer - (1) POSTS

Number: MDH-HRADV-23-23

JOB VACANCY

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Job Title: Officer-PMTCT/EID & PED Service Delivery

Reports to:

Advisor

Location:

Ruvuma Job

Summary:

The PMTCT/EID/Pediatric HIV Officer works with and supports the PMTCT/EID/Pediatric HIV Advisor to ensure efficient implementation, M&E and reporting of PMTCT and EID services in her/his respective region, including Pediatric, adolescent and youth HIV prevention, testing, care and Anti-Retroviral Treatment services. She/he is responsible for the field implementation, coordination and reporting of all PMTCT/EID/Pediatric HIV initiatives in her/his respective region under the guidance of the PMTCT/EID/Pediatric HIV Advisor in collaboration with the Senior Advisor Quality Services Delivery, other project staff and R/CHMTs and supported facilities.

Duties and Responsibilities:

1. Support the PMTCT/EID/Pediatric HIV Advisor in the implementation, M&E and reporting of PMTCT/EID/Pediatric HIV services under the USAID Afya Yangu Southern program, in line with the program work-plan
2. Support implementation of initiatives to address key program, donor and national priorities - such as Option B+, Index HIV testing, male involvement, Infant Virologic testing, PrEP for discordant couple and Pediatric HIV case identification, ARV optimization & HVL suppression -in line with national guidelines
3. Coordinate efforts to verify and assure fidelity, adherence to SOPs as well as quality of services and data on all supported PMTCT/EID/Pediatric HIV services through supervision, data quality assessment, chart/ register review, spot check, other approaches

4. Provide TA to the R/CHMTs and supported facilities in planning, implementation, M&E and reporting of PMTCT/EID/Pediatric HIV and related programs and services
5. Support PMTCT/EID/Pediatric HIV Advisor to assess and implement initiatives to address skill and resource needs in PMTCT/EID/Pediatric HIV services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with R/CHMTs
6. Support timely collection and submission of PMTCT/EID/Pediatric HIV data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
7. To support the PMTCT/EID/Pediatric HIV Advisor in writing technical program documents including, reports, best practices, lessons learned and other relevant documents
8. Support and advise PMTCT/EID/Pediatric HIV Advisor on all PMTCT/EID/Pediatric HIV issues and perform other relevant duties as assigned by the line manager.

Requirements, Education, work experience and skills

1. **Doctor of Medicine degree/ Advance Diploma in Medicine or Degree/Diploma in Nursing**
2. **Minimum 3 years work experience in public health program including 2 years' experience and technical expertise in PMTCT/Ped HIV programs at the regional level**
3. **Work experience in PEPFAR-funded HIV programs.**
4. **Experience in Monitoring, Evaluation and Learning (MEL), Data Analysis, Interpretation, Utilization, CQI and Operational research in the PMTCT/Ped HIV program.**
5. **Ability to work and deliver under pressure and tight deadlines with minimum supervision.**
6. **Excellent communication (both verbal and written) and presentation skills.**
7. **Fluency in both written and spoken English and Swahili Languages.**
8. **Strong computer skills (MS Excel, Word, and PowerPoint)**
9. **Ability to work independently with minimal supervision and strong problem-solving skills.**
10. **Ability to travel to implementation districts a minimum of 80% of the time.**

Advisor – TB & TB/HIV Service Delivery - (1)

POSTS Number: MDH-HRADV-23-24

JOB VACANCY

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Job Title: Advisor – TB & TB/HIV Service Delivery

Reports to: Senior Advisor Quality Service

Delivery Location: Mtwara Job Summary:

The Advisor – TB & TB/HIV Service Delivery is a self-motivated individual who will be responsible for providing overall technical leadership and oversight of TB & TB/HIV programs and services implementation at regional, district and facility site level. This includes; keeping abreast with key advances in the area of TB & TB/HIV; translating into practice, key program, national and global priorities in Tuberculosis and TB/HIV; as well as working with and providing substantive and technical direction and assistance to other regional staff at supported region. She/he will work in close collaboration with the respective regional and district level health management teams and USAID Afya Yangu Southern Program-supported facilities.

Duties and Responsibilities:

1. Lead and oversee planning, implementation and M&E of TB & TB/HIV services under the USAID Afya Yangu Southern Program, in her/his respective region.
2. Provide oversight and lead the implementation of key TB & TB/HIV program initiatives to address program, donor and national priorities - such as accelerating facility and community-based intensified TB case detection and management with special consideration for pediatrics, early detection and management of drugresistant TB cases and implementation of comprehensive TB/HIV collaborative services including 3Is initiative - in line with Tanzania national guidelines.
3. Lead efforts to verify and assure fidelity, adherence to SOPs as well as quality of services and data on all supported TB and TB/HIV services through supervision, data quality assessment, chart/ register review, spot check and other approaches
4. Actively participate in and provide technical assistance (TA) to Regional & Council Health Management Teams (R/CHMT), supported health facilities and community structures in planning and implementation of TB & TB/HIV programs and services.
5. Conduct regular need assessments, on TB & TB/HIV services provision in her/his region and organize efforts to address these needs -; including areas of capacity building and health system strengthening - in collaboration with the R/CHMT.
6. Oversee and ensure efficient management of regional TB & TB/HIV project expenditure and other resources as per the approved work-plan and budget.

7. Ensure timely collection and submission of TB & TB/HIV services data as well as support strengthening of the related M&E systems - in collaboration with the M&E team.
8. Lead efforts to robustly analyze and utilize TB & TB/HIV services data to inform regional plans, priorities and resource allocation.
9. Lead efforts to identify gaps in TB & TB/HIV services provision, design and implement Continuous Quality Improvement (CQI) initiatives to address the gaps identified.
10. Engage and facilitate strategic collaboration with key technical and communitybased stakeholders, in TB control and TBHIV including community leaders.
11. Organize and support routine meetings with key project stakeholders to share, monitor and evaluate program progress towards assigned targets.
12. Prepare timely quarterly and annual narrative reports, best practices, lessons learned and other relevant documents on TB & TB/HIV services as assigned by the line manager.
13. Support and advise the line manager on all TB & TB/HIV services issues and perform other relevant duties as assigned by the line manager.

Requirements, Education, work experience and skills

- 1. Medical degree (MD or equivalent) or Advance Diploma in Medicine.**
2. Master's degree Public Health or related discipline preferred.
3. Minimum 5 years' work experience in TB and/or TB/HIV services including 3 years' experience with TB and TB/HIV program planning and **implementation at the regional level working with NGOs.**
4. **Working knowledge of the National TB and Leprosy Control Program and donor TB & TB/HIV policies and strategies.**
5. **Experience in Monitoring, Evaluation and Learning (MEL), national TB database, Data Analysis, Interpretation, Utilization, CQI and Operational research in the TB and TB/HIV program data.**
6. **Ability to work and deliver under pressure and tight deadlines with minimum supervision.**
7. **Excellent communication (both verbal and written) and presentation skills.**
8. **Fluency in both written and spoken English and Swahili Languages.**
9. **Strong computer skills (MS Excel, Access, Word, and PowerPoint).**

Research Officer - (1) POSTS

Number: MDH-HRADV-23-25

JOB VACANCY

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Job Title: Research Officer

Reports to: Deputy Director of Strategic

Information Location: Dar es Salaam Job

Summary:

The Research Officer (RO) will oversee ENGAGE Study across all study regions. She/he will work closely with the study teams at MDH HQ and health facilities to implement the study plan, track progress of the study, monitor timelines, coordinate research trainings, activities and communications across key stakeholders, prepare research materials, and conduct administrative roles. He/she will produce study progress reports and financial reports for submission to the senior management.

Duties and Responsibilities:

1. Coordinate implementation of study activities and ensure adherence to standard operating procedures (SOPs) in line with the study protocol and national guidelines across study facilities in collaboration with the study PI, ENGAGE study team and MDH management.
2. Facilitate timely communication across key study stakeholders (MDH, KI, R/CHMTs, participating facilities etc.) incl. coordinating regular study meetings, to ensure efficient flow of information, smooth implementation of study activities.
3. Ensure timely adherence to all required due diligence for the study incl. ethical clearance/ renewal, report submission timelines etc.
4. Support recruitment of research assistants and/or data collectors, incl. preparing their job descriptions, their induction, capacity building, supervision and performance monitoring.
5. Keep an accurate and detailed records of research activities, expenses and results and ensure that study related documents such as study protocol, questionnaires, SOPs, study participants records, and other information are properly stored and accessible.
6. Verify and assure adherence to SOPs, quality and integrity of research practices, services and data through coordinating supervision, data quality assessment, chart/register review, spot check and other approaches.
7. Monitor study progress and expenditures in line with study protocol and budget, support remediation of gaps identified and assist preparation of study progress and financial reports.

8. Undertake any other duties commensurate with the main objectives of the role as assigned from time to time by the supervisor.

Requirements, Education, work experience and skills

1. Medical Doctor with appropriate MCT registration
2. Post-graduate training in epidemiology/ public health/ research methods is an added advantage.
3. Training on Good Clinical Practice (GCP) training is an added advantage.
4. At least 3 years of work experience in public health research, particularly in areas of RMNCAH and/or HIV care and treatment.
5. Demonstrable ability to perform accurate and ethical research to achieve results.
6. Demonstrable outstanding leadership, strategic thinking, and problem-solving skills
7. Organizational, data management skills and ability to handle several responsibilities, work without direct supervision and under tight time constraints.
8. Excellent skills in meeting/workshop/ training facilitation, team building and coordination.
10. Excellent verbal, written, interpersonal and presentation skills in English and Swahili.
11. Proficiency in data management and statistical software's including MS Excel, Open Data Kit, STATA, SPSS, SAS etc.

N/B:

MDH DO NOT have any agents and DO NOT charge any fees to the interested candidates.

Kindly note that only shortlisted applicants will be contacted.

To Apply for these Jobs register or login to <https://recruitment.mdh.or.tz/> and from the Dashboard click on Search Vacancies button.

Kindly note that only shortlisted applicants will be contacted.

Submit your application before 10th November 2023

To Apply [CLICK HERE](#)