

# THE UNITED REPUBLIC OF TANZANIA

## MINISTRY OF HEALTH



## VACANCY ANNOUNCEMENT

The Ministry of Health (MOH) through Global Fund (GF) Grants is looking for enthusiastic, creative and energetic individuals whom will work under a three years (1<sup>st</sup> January, 2024 to 31<sup>st</sup> December, 2026) contractual agreement to fill the following 123 vacant positions:

### 1. GLOBAL FUND COORDINATION UNIT

#### 1.1 Job Title: Monitoring & Evaluation (M&E) Specialist (1 Position)

**Location:** Dodoma

**Reporting To:** Global Fund Coordinator

#### **Duties and Responsibilities:**

- i. Assist the GF Coordinator with the communication between the Ministry and GF supported programmes (NASHCOP, NMCP, NTLP and RSSH) and external agencies (MSD, TFDA, NIMR) on M&E and progress reporting issues as outlined in these ToR.
- ii. Compile the monthly programmatic indicator reports and financial disbursement progress reports and transfer the information into monthly flash reports for submission to GF Coordinator by the beginning of third week every month.
- iii. Scrutinize quarterly progress reports from the GF supported grant programmes and compare with planned activities; summarize findings in brief reports to GF Coordinator by end of the month into the subsequent quarter. Also provide written feedback on the reports to individual programmes.
- iv. Write feedback reports to GF supported programmes and external agencies on all progress reports submitted to or through the GFCU. These feedback reports should be discussed at GFCU's weekly coordination meetings and final reports should be transmitted to programmes/agencies within ten days of receiving the reports.
- v. Prepare and participate in regular meetings with programmes and external agencies.
- vi. Ensure that relevant M&E documentation is shared with colleagues in the GFCU.

- vii. Ensure that all documentation under the purview of M&E Supervisor is submitted to the GF Grants Officer for soft and hard filing.

**Experience and Qualifications:**

- i. Doctor of Medicine Degree (MD) and Master of Monitoring and Evaluation. Master of Public Health or Epidemiology will be an added advantage.
- ii. Three to five years working experience in the M & E field.
- iii. Be able to collect and understand the evidence that is already available.
- iv. Data collection and survey development skills in social science research.
- v. Strong data analysis skills.
- vi. Strong communication skills, such as good data visualization skills and creative Presentation techniques. Strong proficiency in English and Kiswahili languages.
- vii. Flexible, Adaptable, Detail-oriented and Team Player.
- viii. Computer literate.
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

**1.2 Job Title: Grants Officer (1 Position)**

**Location:** Dodoma

**Reporting To:** Global Fund Coordinator

**Duties and Responsibilities:**

- i. Develop and maintain soft and hard copy filing systems and directives for filing of all GFCU documentation.
- ii. Oversee that GFCU staff's adhere to the documentation directives as endorsed by Head of GFCU.
- iii. Work with GFCU staff to ensure that monthly financial disbursement flash reports, PSM indicator reports, quarterly progress and financial oversight reports, and feedback reports are compiled and submitted timely, and ensure proper distribution of and filing of reports in the GFCU filing system.
- iv. On request from GF Coordinator assist with preparation of background documentation for and/or participate in ad hoc consultations with the MoH Permanent Secretary, the GF supported programmes and the external agencies.

- v. Draft minutes of adhoc meetings for submission to GF Coordinator within two days after conclusion of meetings.
- vi. Develop a format for controlling the timely execution of financial controls according to the LSR financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- vii. Assist the GF Coordinator with verification of timely execution of financial controls.
- viii. Visit GF's websites regularly and update GFCU on new funding modalities etc. as posted by GFATM.
- ix. Informs and updates the GF about the key joint partner efforts such as program reviews, annual health sector reviews, and special studies supported under GF support for better partner coordination.

**Experience and Qualifications:**

- i. Bachelor degree in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline. Having an MBA will be an added advantage.
- ii. Three to five years professional experience in grant management.
- iii. Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- iv. Experience managing budgets and cost projections in donor funded projects.
- v. Proven ability managing, and guiding project staff and partners regarding donor rules and regulations.
- vi. Good Communication and Interpersonal Skills.
- vii. Strong proficiency in English and Kiswahili languages.
- viii. Flexible, Adaptable, Detail-oriented and Team Player.
- ix. Computer literacy.
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of fund.

### **1.3 Job Title: Pharmaceutical and Supply Chain Management (PSM) Specialist (1 Position)**

**Location:** Dodoma

**Reporting To:** Global Fund Coordinator

#### **Duties and Responsibilities:**

- i. Assist the GF Coordinator with the communication between the Ministry and GF supported programmes (NASHCOP, NMCP, NTLP and RSSH) and external agencies (MSD, TMDA, NIMR) on M&E and progress reporting issues as outlined in these ToR.
- ii. Collect information from GF supported programmes on selected PSM indicators tracking procurement of health commodities and compile monthly reports for submission to M&E Supervisor and GF Coordinator by end of the second week every month.
- iii. Ensure that relevant PSM documentation is shared with colleagues in the GFCU.
- iv. Ensure that all documentation under the purview of PSM Supervisor is submitted to the GF Grants Officer for soft and hard filing.
- v. Ensure that List of Health Products (LoHP) is regularly updated based on ongoing updates to quantification and supply planning.
- vi. Work with programmes to initiate procurement through wambo.org or MSD.
- vii. Act as the link with PSU and MSD to provide updated quarterly stock status reports to the Global Fund.
- viii. Ensure disbursements of fees to MSD takes place.

#### **Experience and Qualifications:**

- i. Basic Degree in Pharmacy.
- ii. Registered by the respective professional board.
- iii. Minimum three years of experience working with donor funded projects specifically on Aids, TB and Malaria will be an added advantage.
- iv. Knowledge in monitoring, critically analyzing data and reporting.
- v. Computer skills in Basic Microsoft Office.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of fund).

#### **1.4 Job Title: Drivers (2 Positions)**

**Location:** Dodoma

**Reporting To:** Global Fund Coordinator

##### **Duties and Responsibilities:**

- i. Provide transportation services to staff, official visitors and related logistics support activities.
- ii. Drive GFCU and RSSH allocated vehicle and observe all road rules and signs according to the required legal and traffic conditions.
- iii. Ensures timely service of vehicle, carry out minor vehicle repairs and other emergency activities such as flat tires during any road breakdowns.
- iv. Update all vehicle documents such as car registration and insurance.
- v. Maintain a car logbook, fuel, and oil requisition book and prepare a logbook summary each day.
- vi. Collect and deliver documents, parcels, or mails as directed by the supervisor.
- vii. Perform any other duties as may be assigned by the supervisor.
- viii. Age limit: 50 years.

##### **Experience and Qualifications:**

- i. At least a Certificate of Secondary Education Examination (CSEE).
- ii. Advanced Driver Certificate grade 2 from a government recognized institution.
- iii. Valid driving license.
- iv. No history of major Accident.
- v. At least three years' experience in driving.
- vi. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **2. RESILIENT AND SUSTAINABLE SYSTEMS FOR HEALTH COORDINATION (RSSH) UNIT**

### **2.1 Job Title: RSSH Program Officer (1 Position)**

**Location:** Dodoma

**Reporting To:** RSSH Coordinator

#### **Duties and Responsibilities:**

- i. This will include day-to-day coordination with respect to:
  - a. Develop written terms of reference with each Sub-reporting entity establishing data reporting requirements and deadlines.
  - b. Coordinate the production and timely submission of Project Update & Disbursement Request, Oversight reports, Dashboard reports, and any other requested technical and financial reports.
- ii. Coordination of the technical monitoring of activities of RSSH funded activities referred to Implementing Partners/Sub Recipients and report to the RSSH Coordinator on achievements, constraints and ways forward. This includes day-to-day coordination of the following tasks:
  - a. Collect and analyse programmatic data on a sub-national level.
  - b. Produce regular reports on programme progress and results
  - c. Develop clear written instructions to each Sub-Reporting Entity on what, how, to whom and when to report
  - d. Ensure the preparation and timely submission of work plans and budgets for the Component.
  - e. Report (monthly, quarterly, six-monthly, and annually) on progress of activities.
  - f. Attending Tanzania National Coordinating Mechanism (TNCM) and other GF-relevant meetings

#### **Experience and Qualifications:**

- i. Medical Doctor with Master's degree in public health, health policy, health economics, international development, or a related field.
- ii. A minimum of 5 years of experience in health systems strengthening.
- iii. Demonstrated skills in information systems and advanced Microsoft Office applications.
- iv. Experience in Program/Project Management

- v. Experience and knowledge in management of donor funded projects is added advantage.
- vi. Excellent Communication Skills are important.
- vii. Critical problem solving ability.
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

## **2.2 Job Title: RSSH Finance and Compliance Officer (2 Positions)**

**Location:** Dodoma

**Reporting To:** RSSH Coordinator

### **Duties and Responsibilities:**

- i. Ensure that all financial procedures used for the management of RSSH funds adhere to the procedures outlined.
- ii. Develop and maintain a clearly defined accounting and finance organizational structure with documented roles and responsibilities and sufficient segregation of duties, including for implementing the Global Fund grant.
- iii. Coordinate preparation of Quarterly & Annual Financial reports to be submitted to Global fund as per Performance agreement.
- iv. Ensure that all accounting and supporting documents are retained according to GoT standards and safe procedures for carrying out regular back-ups are maintained.
- v. Ensure that the accounting system supports the production of financial reports, including statements of Cash Flow, Income & Expenditure and Balance Sheet in a timely and relevant way.
- vi. Ensure appropriate controls built in to the banking arrangements, including for example proper authorization of disbursements, double signatures on cheques and transfers, use of account payee cheques and conduct of regular bank reconciliations.
- vii. Ensure that RSSH annual financial statements are audited to appropriate auditing standards and audit arrangements enable independent and reliable opinion/reporting.
- viii. Ensure that external audit arrangements applicable to Global Fund grant auditing requirements for Sub-Recipients are fulfilled.

### **Experience and Qualifications:**

- i. CPA holder with Bachelor degree in Finance, Accountancy, or its Equivalent.
- ii. A minimum of 5 years of experience in finance and compliance.

- iii. Experience and knowledge in Project Management Skills.
- iv. Expertise in Risk Management.
- v. Knowledge of legal requirement and control is an added advantage.
- vi. Critical problem solving ability.
- vii. Excellent Communication Skills are important.
- viii. Must be Conversant with EPICOR systems of accounting.
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

### **2.3 Job Title: Laboratory Technologist (1 Position)**

**Location:** Dodoma

**Reporting To:** RSSH Coordinator

#### **Duties and Responsibilities:**

- i. Provide technical assistance in area of laboratory professional capacity and on request from the Component Coordinator.
- ii. Identifying standard source documents and reporting forms for use by laboratory related interventions.
- iii. Identifying standard source documents and reporting forms for use by laboratory related interventions.
- iv. Developing clear written instructions to each Sub-reporting Entity on what, how, to whom and when to report on laboratory related interventions.
- v. Ensuring that laboratory related reports received from Sub-reporting Entities are systematically verified for timeliness, completeness and obvious mistakes.
- vi. Provide support in the development and roll-out of the general MOH Health Systems Strengthening Agenda.

#### **Experience and Qualifications:**

- i. Bachelor's Degree in Laboratory Science (Postgraduate Degree in Public Health, Supply Chain Management, or related field, will be an added advantage). • At least five years' experience progressively responsible in laboratory supply chain management.
- ii. Demonstrated skills in information systems and advanced Microsoft Office applications.



- iii. Experience in Logistics/supply chain Management of Public Health commodities is desirable.
- iv. Experience and knowledge in procurement will be an added advantage.
- v. Excellent Communication Skills are important.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **2.4 Job Title: Procurement Officer (1 Position)**

**Location:** Dodoma

**Reporting To:** RSSH Coordinator

### **Duties and Responsibilities:**

- i. Maintain adequate policies and procedures in place to guide activities and ensure timely and smooth procurement, value for money and accountability.
- ii. Prepared and update the Grant Procurement Plans during grant making and ensure any changes in the reprogramming of grant budget are also reflected in the procurement plans.
- iii. Maintain procedures to ensure that the Goods/Services delivered are of an acceptable quality before payment is made or if prepayments are made that the goods/services are delivered to an acceptable quality.
- iv. Maintain procedures to ensure that procurements of goods/services are in line with the budget and that sufficient attention to appropriateness and cost effectiveness has been considered before payments are made.
- v. Ensure that all procurement process are documented and supporting documents are retained according to GoT standards and safe procedures for carrying out regular back-ups are maintained.
- vi. Maintain satisfactory procedures to ensure that procurement through grant funds can be distinguished from other funds and accounted for separately.
- vii. Prepare Grant Asset register as per GoT requirement and as per Global fund regulation and ensure regular update.
- viii. Ensure that there is a Maintenance register for all Global fund procured Motor vehicles and other grant equipment's.
- ix. Support all Global fund, LFA, CAG, IAG and Internal Auditors Grant assurance plan for internal Sub recipients.
- x. Prepared Grant contract register and ensure each contract ledger is updated and ensure contract management to all implementers.

- xi. Ensure all procurement under the grant are done in compliance to all global fund procedures, Government regulation and according to approved budget and its related assumptions.
- xii. Any other duties as requested by the RSSH Coordinator.

**Experience and Qualifications:**

- i. Bachelor degree or Advance Diploma in Procurement, Accounting, Business Administration/ Management or similar field preferred.
- ii. 2+ years of experience as a procurement officer or in a similar position.
- iii. Demonstrated skills in information systems and advanced Microsoft Office applications.
- iv. Experience in Logistics/Supplies and Procurement Management of Public Health commodities/goods is desirable.
- v. Excellent Communication Skills are important.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

**2.5 Job Title: Drivers (2 Positions)**

**Location:** Dodoma

**Reporting To:** RSSH Coordinator

**Duties and Responsibilities:**

- i. Provide transportation services to staff, official visitors and related logistics support activities.
- ii. Drive GFCU and RSSH allocated vehicle and observe all road rules and signs according to the required legal and traffic conditions.
- iii. Ensures timely service of vehicle, carry out minor vehicle repairs and other emergency activities such as flat tires during any road breakdowns.
- iv. Update all vehicle documents such as car registration and insurance.
- v. Maintain a car logbook, fuel, and oil requisition book and prepare a logbook summary each day.
- vi. Collect and deliver documents, parcels, or mails as directed by the supervisor.
- vii. Perform any other duties as may be assigned by the supervisor.

- viii. Age limit: 50 years

**Experience and Qualifications:**

- i. At least a Certificate of Secondary Education Examination (CSEE).
- ii. Advanced Driver Certificate grade 2 from a government recognized institution.
- iii. Valid driving license.
- iv. No history of major Accident.
- v. At least three years' experience in driving.
- vi. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **3. DIRECTORATE OF INFORMATION, COMMUNICATION AND TECHNOLOGY**

#### **3.1 Job Title: Computer Software Developers – (8 Positions)**

**Location:** Ministry of Health (7), Sumbawanga Regional Referral Hospital (1)

**Reporting To:** Director Information, Communication and Technology

**Duties and Responsibilities:**

- i. Planning, designing, coding, and testing computer programs for computers and mobile devices according to user requirements.
- ii. Troubleshooting, debugging, and upgrading existing systems.
- iii. Incorporating security setting into programs.
- iv. Integrating software systems.
- v. Creating technical documentation for reference and reporting.
- vi. Testing and evaluating new programs. Identify area of modification in existing systems and subsequently develop these modifications.
- vii. Cooperating with other computer software developers.
- viii. Performing other duties as may be assigned by his/her supervisor.

**Experience and Qualifications:**

- i. BSc or Advanced Diploma in Computer Science, Software/Computer Engineering, IT or other related fields.
- ii. Familiarity with Agile development methodologies
- iii. Knowledge of coding languages (e.g. Java, Python, PHP JavaScript) and frameworks/systems (e.g. AngularJS, Spring Boot, Django, laravel).
- iv. Knowledge on collaborative tools (e.g. Git, Slack)
- v. Ability to learn new languages and technologies.
- vi. Experience with software design and development at least in a test-driven environment will have an added advantage.
- vii. Excellent communication skills.
- viii. Ability to prioritize a wide range of workloads with critical deadlines.
- ix. Ability to work outside of working hours to resolve emergency issues promptly.
- x. Excellent critical thinking and problem-solving skills.
- xi. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

**3.2 Job Title: Computer System Administrator – 2 positions**

**Location:** Regional Referral Hospital (Manyara & Kilimanjaro)

**Reporting To:** Medical Officer In charge

**Duties and Responsibilities:**

- i. Analyzing system user requirements.
- ii. Perform unit system/module testing.
- iii. Perform system configuration.
- iv. Conduct User Acceptance testing
- v. Ensuring data is stored securely and backed up regularly.
- vi. Diagnosing and resolving hardware, software, networking, and system issues when they arise.

- vii. Monitoring system performance to ensure everything runs smoothly and securely.
- viii. Documenting any processes which employees need to follow in order to successfully work within a computing system.
- ix. Administering server-side technology and networked computing systems.
- x. Perform other duties assigned by his/her supervisor.

**Experience and Qualifications:**

- i. BSc or Advanced Diploma in Computer Science/Engineering, IT or other related fields.
- ii. Familiarity with SQL and database operations.
- iii. Ability to prioritize a wide range of workloads with critical deadlines.
- iv. Availability outside of working hours to resolve emergency issues promptly.
- v. Excellent critical thinking and problem-solving skills.
- vi. Excellent communication skills.
- vii. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **4. PHARMACEUTICAL SERVICES UNIT**

##### **4.1 Job Title: Supply Chain Monitoring Advisor - Pharmaceutical Services - (10 Positions)**

**Location:** MSD zones (Tabora, Iringa, Mwanza, Moshi, Mbeya, Tanga, Mtwara, Muleba, Dar es Salaam and Dodoma)

**Reporting To:** Head of Logistics Management Services

##### **Duties and Responsibilities**

- i. Conduct spot checks of Report and Requests (R&Rs) for accuracy, completeness, timeliness and validity.
- ii. Compile, analyze and interpret supply chain data, identifying trends in performance and recommending corrective strategies.
- iii. Prepare routine feedback reports (central, zonal, and facility levels).

- iv. Facilitate the availability of logistics management tools for health facilities for use.
- v. Advise on rationing of items not in full supply and re-distribution of health commodities among health facilities.
- vi. Prepare, aggregate and present logistics data to inform quantification exercises.
- vii. Participate in annual demand forecasting exercises for medicines, medical devices and laboratory reagents, and provide inputs into any gap analysis.
- viii. Monitor supply chain key performance indicators and conduct root-cause analysis for performance improvement at all levels.
- ix. Participate in conducting supply chain Data Quality Assessments (DQA).
- x. Provide feedback on supply chain information and performance to stakeholders in different technical forums.
- xi. Coordinate/participate/present in national/international supply chain forums.
- xii. Participate in capacity building for in-service healthcare workers including R/CHMT on health commodities supply chain management.
- xiii. Map, organize and coordinate supply chain training activities among different stakeholders.
- xiv. Conduct R/CHMT performance assessment in supply chain management based on the harmonized supportive supervision checklist.
- xv. Identify and prioritize facilities most in need of a supervision visit, based on data submitted, and communicate to appropriate authorities.
- xvi. Coordinate and conduct demand-driven logistics supportive supervision to health facilities, with appropriate authorities.
- xvii. Perform any other duties as may be assigned by the supervisor

**Experience and Qualifications:**

- i. Bachelor degree in Pharmacy
- ii. Registered by the respective professional board.
- iii. At least three years' experience
- iv. Experience in analyzing supply chain data and preparing quality presentations/reports to key stakeholders.

- v. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**4.2 Job Title: Upstream Logistics Coordinator Pharmaceutical Services – (1 Position)**

**Location:** Central - PSU Dodoma

**Reporting To:** Head of Logistics Management Services

**Duties and Responsibilities:**

- i. Inform and advises the Head of LMS on the performance of Pharmaceutical Services.
- ii. Works closely with MSD the Head of LMS, M&E Specialist, Head of Supply Chain Monitoring Team and Logistics Data Analyst to identify any gaps in the supply chain and work to ensure these gaps are filled.
- iii. Coordinates quantification of health commodity needs with all players of the Supply Chain including MSD.
- iv. Coordinate the preparation of quantification calendar.
- v. Liaise with MSD and other stakeholders to prepare and update supply plans.
- vi. Routinely informs the Head of LMS on planned shipments, funds available and commitments to Pharmaceutical Services.
- vii. Periodically consolidate reports on Pharmaceutical services and submit to Head of LMS.
- viii. Participate in preparation of annual work plans and budgeting.
- ix. Participate in Data Quality Assessments for Pharmaceutical Services.
- x. Work with M&E Specialist to ensure that the Pipeline databases for all health commodities are routinely updated.
- xi. Maintain collaborative working relationships with other LMS team members.
- xii. Assist in conducting logistics Management training, mentoring and coaching.

- xiii. Participate in meetings, forums organized by LMS and other stakeholders as may be deemed necessary.
- xiv. Prepare Pharmaceutical Service technical and status/progress reports on logistics system performance and implementation activities.
- xv. Perform other duties as may be assigned by the supervisor

**Experience and Qualifications:**

- i. Bachelor degree in pharmacy.
- ii. Registered by the respective professional board.
- iii. Three or more years' experience in health service delivery and/or logistics management.
- iv. Knowledge in monitoring, critically analyzing data and reporting on operational performance of multiple teams.
- v. Computer skills in Basic Microsoft Office.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**4.3 Job Title: Health Supply Chain Monitoring and Evaluation Specialist - (1 Position)**

**Location:** Central - PSU Dodoma

**Reporting To:** Head of Logistics Management Services (LMS)

**Duties and Responsibilities:**

- i. Coordinate efforts in developing and implementing monitoring and evaluation (M&E) plans for health commodity logistics systems.
- ii. Compile, analyze and interpret supply chain data, identifying trends in performance and recommending corrective strategies.
- iii. Develop and review key supply chain performance indicators in collaboration with other supply chain stakeholders.
- iv. Oversee the collection and management of data to monitor supply chain performance and deliverables on a monthly, quarterly, semi-annual and annual basis using the eLMIS, and other tools.
- v. Develop M&E study protocols and instruments, including background research and literature reviews to gather relevant data for country-specific studies and assessments.



- vi. Disseminate M&E results on performance/progress of the LMS through presentations, reports, newsletter and other publications.
- vii. Use results of M&E activities to identify areas for timely improvement and to inform annual work plan and budgets.
- viii. Provide necessary data/evaluation results, which can be used for the development and decision making.
- ix. Define the protocol/approach and conduct supply chain Data Quality Assessments (DQA).
- x. Preparation of monthly and quarterly technical and status/progress reports on analysis logistics system performance and implementation of activities.
- xi. Perform other duties as may be assigned by the supervisor.

**Experience and Qualifications:**

- i. Any health related degree with postgraduate degree in M&E.
- ii. At least three year's field experience in supply chain.
- iii. Experience in monitoring and evaluating of public health programs and conducting research in practical and appropriate field settings.
- iv. Strong skills in statistical software packages such as SPSS, SAS, Strata and EPI INFO, and the ability to create worksheets, enter data and complete analysis of data in SPSS, or appropriate software.
- v. Demonstrate skills in information systems and advanced Microsoft Office applications.
- vi. Data management and analysis skills
- vii. Experience in logistics/supply chain management and or public health commodities management desirable
- viii. Excellent communication skills and inter-personal relations
- ix. Excellent analytical and qualitative skills in report writing
- x. Ability to work in a team environment and to develop strategies and manage implementation of projects.
- xi. Age limit: 50 years.

**Terms of Employment:**

3 years Contract (Renewable based on Performance and availability of funds)

#### **4.4 Job Title: Supply Chain- Capacity Building Specialist –(1 Position)**

**Location:** Central - PSU Dodoma

**Reporting To:** Head of Logistics Management Services

##### **Duties and Responsibilities:**

- i. Work with the LMS to develop annual work plans
- ii. Develops and implements national supply chain capacity building strategies and interventions
- iii. Facilitate the development of supply chain curriculum and incorporate it into the pre-service training curriculum
- iv. Build capacity of in-service healthcare workers including R/CHMT's on health commodities supply chain management
- v. Map, organize and coordinate supply chain training activities among different stakeholders
- vi. Facilitate the development, management, and review of materials for in-service trainings on supply chain management
- vii. Mobilize financial and human resources for capacity building in collaboration with head of LMS
- viii. Collaborates with M&E specialist to develop and monitor key performance indicators for determining impact of training and measuring competencies achieved by trainees.
- ix. Provide leadership in assessing logistics-related capacity building needs/gaps in collaboration with R/CHMT based on the harmonized supportive supervision checklist
- x. Represent the LMS at interagency meetings, professional conferences, etc.
- xi. Identifies potential trainers for roll out of national training strategies
- xii. Maintain and update training database
- xiii. Prepare progress reports related to capacity building interventions.
- xiv. Perform other duties as may be assigned by the supervisor.

##### **Experience and Qualifications:**

- i. Bachelor Degree in Pharmacy, Medical Laboratory Technology, Information Technology or social sciences.

- ii. At least three years' experience in supply chain capacity and performance development.
- iii. Basic computer skills in Microsoft office package.
- iv. Good report writing skills.
- v. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

#### **4.5 Job Title: Logistics Data Associate – (5 Positions)**

**Location:** MSD zones (Dar es Salaam, Dodoma, Moshi, Mwanza & Mbeya)

**Reporting To:** Zonal Logistics Coordinator (ZLC)

#### **Duties and Responsibilities**

- i. Administer and troubleshooting e-LMIS system operations.
- ii. Train and enroll e-LMIS system users.
- iii. Map and manage e-LMIS users including facilities.
- iv. Mapping all e-LMIS features which are not related to system programming.
- v. Pull and organize e-LMIS reports in a presentable way and submit to supervisor.
- vi. Participate in supply chain Data Quality Assessments (DQA).
- vii. Perform other duties as assigned by the supervisor.

#### **Experience and Qualifications:**

- i. Diploma in Pharmacy, Medical Laboratory Technology or Information Technology.
- ii. At least three years' experience in data management.
- iii. Basic computer skills in Microsoft office package.
- iv. Very good typing speed.
- v. Good report writing skills.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **4.6 Job Title: Logistics Data Analyst – (1 Position)**

**Location:** Central - PSU Dodoma

**Reporting To:** Head of Logistics Management Services

##### **Duties and Responsibilities:**

- i. Work with the LMS to develop annual work plans.
- ii. Develops and implements national supply chain capacity building strategies and interventions
- iii. Facilitate the development of supply chain curriculum and incorporate it into the pre-service training curriculum
- iv. Build capacity of in-service healthcare workers including R/CHMT's on health commodities supply chain management
- v. Map, organize and coordinate supply chain training activities among different stakeholders
- vi. Facilitate the development, management, and review of materials for in-service trainings on supply chain management
- vii. Mobilize financial and human resources for capacity building in collaboration with head of LMS.
- viii. Collaborates with M&E specialist to develop and monitor key performance indicators for determining impact of training and measuring competencies achieved by trainees
- ix. Provide leadership in assessing logistics-related capacity building needs/gaps in collaboration with R/CHMT based on the harmonized supportive supervision checklist
- x. Represent the LMS at interagency meetings, professional conferences, etc.
- xi. Identifies potential trainers for roll out of national training strategies
- xii. Maintain and update training database.
- xiii. Prepare progress reports related to capacity building interventions
- xiii. Perform other duties as may be assigned by the supervisor.

##### **Experience and Qualifications:**

- i. Bachelor Degree in Pharmacy, Medical Laboratory Technology or Information Technology.

- ii. At least three years' experience in data management
- iii. Basic computer skills in Microsoft office package.
- iv. Very good typing speed
- v. Good report writing skills
- vi. Age limit:50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds.

#### **4.7 Job Title: Zonal Logistics Coordinator – (2 Positions)**

**Location:** Mtwara and Dar es Salaam

**Reporting To:** Head of Logistics Management Services

##### **Duties and Responsibilities:**

- i. To review and guide zonal LMS team on resolutions from findings of spot checks of R&R for data quality.
- ii. To review and guide zonal LMS in compiling, analyzing and interpreting and identifying performance trends, and in recommending corrective strategies.
- iii. Prepare zonal LMS performance reports and submit to head supply chain monitoring team.
- iv. Support RHMT in demand forecasting of health commodities
- v. Participate in national level quantification (forecasting and supply planning) exercises.
- vi. Collaborate with MSD to monitor and advise accordingly on stock status and products at risk of expiring at zonal MSD
- vii. Analyze and Monitor supply chain key performance indicators and conduct root cause analysis for performance improvement at the zonal level
- viii. Coordinate quarterly logistics coordination meetings
- ix. Provide feedback to the lower level on quality of logistic data and provide the corrective measures
- x. Coordinate supply chain stakeholders to harmonize implemented interventions
- xi. Cultivate productive working relationships with stakeholders at the zonal level

- xii. Support the convening and coordination of supply chain stakeholders at the Zonal level.
- xiii. Provide guidance to RHMTs, CHMTs and other members of PORALG and MOH to initiate and maintain data driven quality improvement measures
- xiv. Work with LMS team to develop and implement annual work plan.
- xv. Support capacity building of RHMT and CHMT in supply chain management at respective zones
- xvi. Support performance assessment of RHMT and CHMT in supply chain management based on harmonized supportive supervision checklist
- xvii. Participate in Development, implementation and review of logistics supportive supervision guidelines and checklists
- xviii. Participate in selected quarterly logistics supportive supervision focused on coaching and mentoring RHMT and CHMT in supply chain management.
- xix. Perform other duties as may be assigned by the supervisor

**Experience and Qualifications:**

- i. Bachelor degree in Pharmacy, Medical Laboratory Technology or Information Technology.
- ii. At least three years' experience in data management.
- iii. Basic computer skills in Microsoft office package.
- iv. Very good typing speed.
- v. Good report writing skills.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**4.8 Job Title: Supply Chain Monitoring Advisor - Laboratory Services  
(9 Positions)**

**Location:** MSD zones (Tabora, Iringa, Mwanza, Dar, Moshi, Mbeya, Tanga, Mtwara and Dodoma)

**Reporting To:** Zonal Logistics Coordinator (ZLC)

**Duties and Responsibilities:**

- i. Coordinates forecast and quantification of Laboratory supplies needs with all players of the Supply Chain including MSD.
- ii. Coordinate the preparation of quantification calendar for all programs.
- iii. Liaise with MSD and other stakeholders to prepare and update procurement plans, supply plans and delivery schedules.
- iv. Routinely informs the Head of LMS on planned shipments, funds available and commitments to Laboratory Supplies.
- v. Conducts regular pipeline analyses and monitoring of laboratory supplies at the national and facility levels and routinely share this information.
- vi. Periodically consolidate reports on Laboratory supplies and submit to Head of LMS.
- vii. Participate in preparation of annual work plans and budgeting.
- viii. Participate in Data Quality Assessments for Pharmaceutical Services organized by LMS.
- ix. Link with MSD to assess the timeliness and completeness of deliveries of all laboratory commodities to inform decisions.
- x. Work with M&E Specialist to ensure that the Pipeline databases for all laboratory supplies are routinely updated.
- xi. Identify any potential gaps in the laboratory commodities supply chain and inform leaders.
- xii. Maintain collaborative working relationships with other LMS team members.
- xiii. Assist in conducting logistics Management training, mentoring and coaching.
- xiv. Participate in meetings, forums organized by LMS and other stakeholders as may be required.
- xv. Prepare Laboratory related technical and status/progress reports on logistics system performance and implementation activities.
- xvi. Perform other duties as may be assigned by the supervisor

**Experience and Qualifications:**

- i. Bachelor degree in Laboratory or Advanced Diploma in Health Laboratory Sciences,
- ii. Registered by the respective professional board.
- iii. At least three years' experience. Including experience in analyzing supply chain data and preparing quality presentations/reports to key stakeholders.
- iv. Knowledge, skills and experience of in-country's supply chain management of public health commodities.
- v. Ability to work independently and or with minimum supervision.
- vi. Computer skills in basic computer package (Microsoft Word, Excel, and Power point).
- vii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

**4.9 Job Title: Drivers – (11 Positions).**

**Location:** Central - PSU Dodoma, Tabora, Iringa, Mwanza, Dar, Moshi, Mbeya, Tanga, Mtwara, Dodoma and Kagera.

**Reporting To:** Head of Logistics Management Service

**Duties and Responsibilities:**

- i. Provide transportation services to staff, official visitors and related logistics support activities.
- ii. Drive LMS allocated vehicle and observe all road rules and signs according to the required legal and traffic conditions.
- iii. Ensures timely service of vehicle, carry out minor vehicle repairs and other emergency activities such as flat tires during any road breakdowns.
- iv. Update all vehicle documents such as car registration and insurance.
- v. Maintain a car logbook, fuel, and oil requisition book and prepare a logbook summary each day.
- vi. Collect and deliver documents, parcels, or mails as directed by the supervisor.



- vii. Perform any other duties as may be assigned by the supervisor.

**Experience and Qualifications:**

- i. At least a Certificate of Secondary Education Examination (CSEE).
- ii. Advanced Driver Certificate grade 2 from a government recognized institution.
- iii. Valid driving license.
- iv. No history of major Accident.
- v. At least three years' experience in driving.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**5. NATIONAL AIDS, SEXUALLY TRANSMITTED DISEASES AND HEPATITIS CONTROL PROGRAMME (NASHCoP)**

**5.1 Job Title: Global Fund Coordinator (1 Position)**

**Location:** Dodoma

**Reporting to:** Head – Finance and Administration Unit

**Duties and Responsibilities**

- i. Coordinate all communication between the Global Fund Coordination Unit-MoH and HIV grant implementers in the MoH (NASHCoP, and MSD).
- ii. Coordinate the preparation of quarterly progress and financial reports before submission to Program Manager.
- iii. Arrange and coordinate preparations for all ad hoc HIV meetings.
- iv. Coordinate quarterly coordination meetings with HIV grant Implementers and provide feedback to Program Manager.
- v. If need be, represent the Program Manager externally on GF programs related matters vis-a-vis external stakeholders like LFA and GF; TNCM; MoF; and PORALG.
- vi. Identify and coordinate the preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders.
- vii. Ensure that the Program Manager is well informed about key GF program issues between the Program and external stakeholders.

- viii. Keep oversight of HIV GF supported programmers' performance in terms of timely and high quality financial and progress reporting to Global Fund Coordinating Unit of the Ministry:
- ix. Ensure that financial controls are maintained by the HIV-GF Financial Manager according to the Sub-Recipient financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- x. Keep oversight on procurement and supplies management of items that are planned to be procured under HIV-GF grants, follow the procurement processes and alert the Program Manager on off-track procurements.
- xi. Coordinate the NASHCOP facilitation and participation in LFA's verification of PUDRs.
- xii. Coordinate the planning and preparation of new HIV-GF grants.
- xiii. Provide relevant information and otherwise facilitate the Programme Managers participation in TNCM, GF Missions, and other GF related events.
- xiv. Maintain oversight with timely progress and predicaments met by HIV-GF implementers and external agencies.
- xv. Strengthen coordination between different implementing entities, partners and stakeholders

### **Qualifications and Experience**

- i. Medical degree or a relevant health related degree, with a Master's degree in Health-Related Fields. A Master's degree in Public Health or Epidemiology will be preferable.
- ii. At least 3 years of senior-level experience in designing, implementing, and managing HIV-related projects.
- iii. Extensive field experience including working within the Tanzania Government's health system.
- iv. A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- v. Significant experience of working and collaborating with all levels of Tanzanian Government within the health sector.
- vi. Experience of working in collaboration with local and international partners.
- vii. Demonstrate experience of managing GF or other donor-financed projects.
- viii. Fluent in both English oral and written, as well as good communication skills.
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **5.2 Job Title: Data Manager (1 Position)**

**Location:** Dodoma

**Reporting to:** Head - Strategic Information Unit (SIU)

### **Duties and Responsibilities**

- i. Develop and update the HIV data management plan for NASHCoP focusing on all interventions in the programme.
- ii. Coordinate the development, maintenance and updating of appropriate program monitoring software/Data base.
- iii. Ensure that Data and report flows from the facilities through the appropriate sub national levels to National levels.
- iv. Carry out regular Data analysis to produce statistical summaries and aggregate reports that will update NASHCoP and sub national levels on the implementation.
- v. Work with the sub national level to facilitate Data use.
- vi. Analyse supportive supervision reports to identify further training needs and gaps
- vii. Facilitate M& E trainings from Regional level to Districts and facility level
- viii. Build electronic Data management capacity at sub-national level

### **Qualifications and Experience**

- i. Degree in Statistics with at least 3 years' experience in health-related projects
- ii. Post graduate degree in health-related field is an added advantage
- iii. Extensive knowledge in working with data and information systems
- iv. Experience in working with Local Government Authorities (LGA) systems is an added advantage
- v. Excellent interpersonal, diplomacy and facilitation skills
- vi. Familiarity working with multiple implementers all aiming at obtaining same goal

- vii. Proficient computer skills, including MS Word, Power Point and Excel
- viii. Strong organizational skills with ability to perform and prioritize multiple tasks
- ix. Excellent written and verbal communication skills both in Kiswahili and English
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **5.3 Job Title: Monitoring and Evaluation Officer (2 positions)**

**Location:** Dodoma

**Reporting to:** Head - Strategic Information Unit (SIU)

#### **Duties and Responsibilities**

##### **1<sup>st</sup> Monitoring and Evaluation Officer**

- i. Coordinate the development, maintenance and updating of appropriate program monitoring software/database
- ii. Ensure that data and report flow from facilities through the appropriate subnational levels to national level
- iii. Carry out regular data analysis quarterly to produce detailed national/district-wise/facility-level statistical summaries and aggregated reports of program performance to update NASHCoP on the implementation
- iv. Work with national and subnational levels to facilitate data use
- v. Supervise data entry of data collection forms and manage in coming electronic export files at national level.
- vi. Analyze supportive supervision reports to identify training and mentorship needs.
- vii. Facilitate M&E trainings from regional, districts and facility level.
- viii. Conduct regular data backup of datasets available at NASHCoP.

##### **2<sup>nd</sup> Monitoring and Evaluation Officer**

- i. Coordinate development and revision of protocols for recording and reporting of services in line with M & E framework for the current HIV strategic framework.

- ii. Establish requirements and distribution plan for recording and reporting tools for M & E to ensure regular availability at service provision level.
- iii. Coordinate development and revision of training package and SOPs for M & E recording and reporting system.
- iv. Coordinate implementation of quality improvement strategy for recording and reporting with other institutions and organizations.
- v. Promote use of M & E data for improvement of services provision, monitoring and planning at facility, district, regional and National Level.
- vi. Coordinate and conduct supportive supervision to service and management points to intensify counseling and testing, recording and reporting.
- vii. Facilitate timely reporting of performance indicators at all levels.
- viii. In collaboration with GF Coordinator and other units, facilitate preparation of Progress Update and Disbursement Request (PUDR) after every 6 months
- ix. In collaboration with GF and other units, facilitate preparation of the Global Funds proposal and work plans for the coming years.

**Experience and Qualifications:**

- i. Doctor of Medicine, Master of Public Health or Epidemiology or M & E
- ii. Three to five years working experience in the M & E field.
- iii. Data collection and survey development skills in social science research
- iv. Strong data analysis, communication and presentation skills
- v. Strong proficiency in English and Kiswahili languages.
- vi. Flexible, adaptable, detail-oriented and team player.
- vii. Proficient computer skills, including MS Word, Power Point and Excel.
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **5.4 Job Title: Monitoring and Evaluation Officer (1 Position)**

**Location:** Dodoma

**Reporting to:** Global Fund Coordinator

##### **Duties and Responsibilities:**

- i. Review, consolidate and monitor implementation of all HIV training, supervision and mentorship plans from all HIV grant implementers
- ii. Ensure completeness and timely recording and reporting of all Global fund supported activities to NASHCoP from all agents/ level that implement HIV grant
- iii. Facilitate timely reporting of performance indicators to NASHCoP from all agents/levels that implement at all levels for GF funded activities
- iv. Working closely with officers from all HIV grant implementers in analysis and implementation progress of GF grant
- v. Attending meetings and field work as part of implementation assessment
- vi. In collaboration with grant management unit at NASHCoP, prepare implementation quarterly report of HIV grant
- vii. Conduct supportive supervision visits to implementers to observe, monitor and provide guidance and quality feedback on HIV grant implementation, use of data and indicators
- viii. In collaboration with GF Coordinator at NASHCoP and other implementers of HIV grant, facilitate preparation of Progress Update and Disbursement Request (PUDR) after every 6 months of every grant
- ix. In collaboration with GF and other units, facilitate preparation of the Global Funds proposal and work plans for the coming years/rounds
- x. Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- xi. Guide and steer the development of costed national strategies to guide investments
- xii. Provide guidance and stewardship on implementation of programs
- xiii. Responsible for implementation of activities under the MoH while ensuring delivery of quality services and assurance thereof

- xiv. Tracking performance of grants and grant results, including preparation of PU/PUDR
- xv. Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- xvi. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- xvii. Monitors investments to assess progress towards impact and outcome
- xviii. Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

**Experience and Qualifications:**

- i. Doctor of Medicine, Master of Public Health or Epidemiology or M & E
- ii. Three to five years working experience in the M & E field.
- iii. Data collection and survey development skills in social science research
- iv. Strong data analysis, communication and presentation skills
- v. Strong proficiency in English and Kiswahili languages.
- vi. Flexible, adaptable, detail-oriented and team player.
- vii. Proficient computer skills, including MS Word, Power Point and Excel
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**5.5 Job Title: Program Officer – Care and Treatment (3 Positions)**

**Location:** Dodoma

**Reporting to:** Head - Care, Treatment and Support Unit (CTSU) - NASHCoP

**Duties and Responsibilities:**

**1<sup>st</sup> Program Officer – Care and Treatment**

- i. Coordinate adult HIV and AIDS services in the country, that is, all partners providing ART to adult PLHA including all health facilities.
- ii. Liaise with various stakeholders within the MoH and partners to develop a focused scale up plans

- iii. Participate in the development of training materials and training of HCWs in care, treatment and support
- iv. Spearhead efforts towards implementation HIV diagnosis including clinical and lab assessment
- v. Develop and implement short- and long-term strategic planning activities for HIV care and treatment
- vi. In close collaboration with the Monitoring and Evaluation Unit of the NASHCOP monitor implementation of HIV care and treatment activities by all partners
- vii. Prepare and submit HIV care and treatment activities' implementation reports.
- viii. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- ix. Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

## **2<sup>nd</sup> Program Officer – Care and Treatment**

### **Duties and Responsibilities**

- i. Support the HIV strategic on HIV prevention, care, treatment and support services responses including identification and treatment of HIV infected adolescents
- ii. Participate in the development and review of short and long-term adolescent strategies and oversee the status of implementation.
- iii. Support NASHCOP to coordinate and oversee adolescent and young people HIV response.
- iv. Coordinate, participate and present progress of adolescent HIV services to the clinical sub Committee and all relevant TWGs.
- v. Coordinate capacity building activities of HCW pertaining to adolescents and Pediatrics HIV care.
- vi. Coordinate and support implementation of global fund-AGYW activities
  - vii. Participate in the review/development of SOPs, training materials, job aids and IEC materials, data recording and reporting tools, supervision tools to integrate adolescents and pediatrics intervention



### **3<sup>rd</sup> Program Officer – Care and Treatment**

#### **Duties and Responsibilities**

- i. Provide support to MoH – in monitoring the implementation for the Paediatric HIV Initiatives including clinical management.
- ii. Develop and maintains effective liaisons with paediatric HIV implementing partner organizations to ensure implementation timelines and quality standards paediatric HIV activities are met.
- iii. Coordinate with implementing partner organizations to plan and develop training programs and educational materials.
- iv. Creatively implement efforts to support improved paediatric HIV services, identification and support, PITC/opt out children HIV testing and good clinical practice.
- v. Implement adherence strategies in health facilities and linkage of infected infants/children from all entry points.
- vi. Facilitate TB intensified case identification, infection control within CTC for all paediatric clients.
- vii. Facilitate the development and dissemination of materials related to paediatric HIV/AIDS care and treatment.
- viii. Prepare quarterly report on the implementation milestones made under the Paediatric HIV initiatives
- ix. Support planning and coordination of the quarterly Paediatric Technical Working Group

#### **Experience and Qualifications:**

- i. Medical Doctor (MD) or a relevant health related degree
- ii. Three to five years' experience working in a care and treatment project/program/clinic particularly in coordinating and strengthening children and adolescent HIV health services
- iii. Have a Master in Public Health
- iv. Have excellent interpersonal, diplomacy and facilitation skills
- v. Sensitivity to cultural differences & understanding of the political & ethical issues surrounding PLHIV HIV services

- vi. Computer skills including, Microsoft Word and Excel
- vii. Good communication skills with fluent written and spoken English and Kiswahili
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **5.6 Job Title: Program Officer - Laboratory (2 Positions)**

**Location:** Dodoma

**Reporting to:** Head Pharmaceuticals and Laboratory Services Unit (PLSU)

### **Duties and Responsibilities:**

- i. Provide support day-to-day on Supply Chain Management of HIV/AIDS Laboratory commodities to ensure quantification, procurement, storage and distribution through MSD.
- ii. Monitor the HIV/AIDS Laboratory commodities stock status and Pipeline at central and Health facilities, and stocks at risk of expiry.
- iii. Advise and monitor the adoption of evolving HIV/AIDS Laboratory technologies.
- iv. Receive, analyze and compile the Monthly HIV/AIDS Equipment functionality report.
- v. Coordinate the Training, Mentorship, on job training and supervision to the Care and Treatment health facilities to ensure HIV lab services are well delivered.
- vi. Ensure quick communication and timely feedback to CTC sites, MSD, Diagnostics Unit, NASHCOP and HIV Development and implementing partners on potential and/or actual stock imbalances.
- vii. Work with MSD Management to ensure that there is steady supply of laboratory supplies at the Zonal Stores.
- viii. Prepare and submit routine LAB reports to NASHCOP Program Manager and designated institutions.
- ix. Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF

- x. Tracking performance of grants and grant results, including preparation of PU/PUDR
- xi. Availability of and assurance of data to support decisions, including undertaking periodic national DQR
- xii. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact.

### **Qualifications and Experience**

- i. Degree in medical laboratory sciences from a recognized university such as microbiology, immunology, hematology, pathology and clinical chemistry. Post graduate degree is an added advantage.
- ii. Experience of working with the Ministry of Health, International health organization or NGO.
- iii. Minimum of 5 years of working in a regional, zonal or national laboratory.
- iv. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- v. Excellent written and oral communication in English and Kiswahili.
- vi. Excellent computer skills in data management and Microsoft office.
- vii. Registered with the Health Laboratory Practitioners Board.
- viii. Age limit: 50 years.

### **5.7 Job Title: Program Officer - Prevention (1 Position)**

**Location:** Dodoma

**Reporting to:** Head -Prevention Unit (PU)

#### **Duties and Responsibilities:**

- i. Provide leadership in focused HIV Testing services in the country, that trickles down to each testing point and overseeing all the HIV Testing Services initiatives that are being implemented in the country.
- ii. Ensure that sustainable, high quality and client focused HTS are being implemented across all the regions
- iii. Provide Technical support to each Individual partner who wants to implement new innovations that allow access to HIV testing services in the country.
- iv. Review of HTS Implementing Partners reports and develop quarterly reports.

- v. Ensure that all tools for HTS are up to date and available at every testing point.
- vi. Coordinate the processes of developing and reviewing guidelines, tools and training package for HTS and ensure wide dissemination.
- vii. Provide technical guidance and coordinate systematic scale up of Index client testing and social network testing.
- viii. Coordinate Technical Partners who are implementing HIV Testing Services so that they implement in accordance to NASHCoP Strategic Plan (SP).
- ix. Represent NASHCoP in other HTS related technical working.
- x. Guide and steer the development of costed national strategies to guide investments
- xi. Responsible for implementation of activities under the MoH while ensuring delivery of quality services and assurance thereof
- xii. Tracking performance of grants and grant results, including preparation of PU/PUDR
- xiii. Availability of and assurance of data to support decisions, including undertaking periodic national Data Quality Review

**Experience and Qualifications:**

- i. Medical Doctor (MD) or a relevant health related degree
- ii. Three to five years working experience in HIV testing services
- iii. Have a Master in Public Health
- iv. Have Excellent interpersonal, diplomacy and facilitation skills
- v. Sensitivity to cultural differences & understanding of the political & ethical issues surrounding HIV Testing Services
- vi. Computer skills including, Microsoft Word and Excel
- vii. Fluent in written and spoken English and Kiswahili
- viii. Strong communication skills
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

## **5.8 Job Title: Commodities Supply Chain Coordinator (1 Position)**

**Location:** Dodoma

**Reporting to:** Reports to Head, Pharmaceuticals and Laboratory Services Unit (PLSU)  
**-NASHCOP**

### **Duties and Responsibilities:**

- i. Coordinate and ensure timely availability of quality HIV commodities and services at all levels through proper quantification, develop forecasting and supply plan.
- ii. Participate in proposal writing for procurement of ARVs and HIV Commodities, and provide procurement updates of HIV Commodities procured through funds from GF, PEPFAR and other donors.
- iii. Coordinate supply chain activities and Rational Use of Medicines are conducted in timely manner
- iv. Collaborate with regional, district and Implementing partners in development and review of National Guidelines, Training Packages, strategic plan, operational plan, HIV Logistics electronic software and assessment tools for proper provision of quality HIV Services and data management of HIV Commodities.
- v. Build capacity to health care workers and HIV/AIDS partners on HIV Logistics System in order to ensure data quality, timely reporting and adherence to the National guidelines.
- vi. Develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management.
- vii. Identify potential break downs in the HIV logistics system and taking corrective and remedial actions to avoid service interruptions for improvement of health services to People Living with HIV.
- viii. Prepare detailed Monthly stock status reports, detailing information but not limited to MoS for key HIV pharmaceuticals and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries
- ix. Develop a feedback mechanism to ensure that approved stock status of ARVs including pediatric formulations reports are disseminated to all levels of the health system and implementing partners.
- x. Provide update date and metrics to guide implementation e.g. assumptions
- xi. Initiate procurement through Wambo.org or MSD

- xii. Provide updated quarterly stock status reports by liaising with MSD and PSU

**Experience and Qualifications:**

- i. Bachelor's Degree in Pharmacy and /or Engineering or related field. Master's degree in related field will be an added advantage.
- ii. Three to five years working experience in commodity supply chain management
- iii. Familiarity with safety and procedural best practices in Supply Chain Management (SCM).
- iv. Ability to lead, train and mentor employees on a personal level
- v. Good knowledge of English and Kiswahili both spoken and written.
- vi. Computer literate
- vii. Flexible, Adaptable, Detail-oriented and Team Player.
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**5.9 Job Title: HIV Grant Technical Advisor (1 Position)**

**Location:** Dodoma

**Reporting to:** NASHCoP Program Manager

**Duties and Responsibilities:**

- i. Provide continuous, in-country day-to-day support to the NASHCOP on National HIV Health Sector Strategic Plan (NSP) and Global Fund grant implementation.
- ii. On a regular basis, attend an in-person meeting between NASHCoP and HIV partners as required including TNCM meetings and any other relevant meetings as required by the Program Manager
- iii. In coordination with the MOH-GF Project Management Unit, NASHCoP and other partners, monitor the progress of grant implementation through field visits; review and analyse GF grant data and performance reports submitted to the GF and other partners; identify any issues that may lead to implementation or disbursement delays and suggest appropriate solutions.

- iv. Organize regular discussions with the GF Country Team, and in-country HIV stakeholders and sub-recipients to ensure alignment of technical approaches in the respective HIV portfolios.
- v. Improve capacity of in-country HIV implementers to effectively implement GF grants through targeted technical assistance.
- vi. Assist the program to deep dive into challenges/bottlenecks for GF fund absorption and recommend solutions to improve grant performance
- vii. Assist the program and the GF coordinating unit of the program to prepare quality and in timely manner all reports (both programmatic and financial) that have been agreed between the Global Fund and the country
- viii. Provide strategic advises and improve analytic capacity of NASHCoP through a strengthened supportive supervision system, regular and timely in-depth analysis of epidemiologic/surveillance data.
- ix. Provide strategic advises to the program on innovative approaches and evidence-based interventions to improve program delivery and overall program performance.
- x. If need be, represent the Program externally on GF programs related matters vis-a-vis external stakeholders like LFA and GF; TNCM; MCD, MoF; and PORALG.
- xi. Provide technical assistance to the NASHCoP in adoption/adaptation and implementation of new global strategies and new policies in close collaboration with UNAIDS, WHO, PEPFAR, GF and all other key stakeholders.
- xii. Guide and steer the development of costed national HIV strategies to clearly indicate program and country priorities to guide investments
- xiii. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain maximum impact
- xiv. Keep oversight on procurement and supplies management of items that are planned to be procured under HIV-GF grants, follow the procurement processes and alert the Program Manager on off-track procurements.
- xv. Coordinate the NASHCoP facilitation and participation in LFA's verification of PUDRs.
- xvi. Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

- xvii. Take leadership and advisory role in developing new grants (both GF and CDC grants)
- xviii. Ensure that the Program Manager is well informed about key GF program issues between the Program and external stakeholders.

**Experience and Qualifications:**

- i. Medical degree or a relevant health related degree, with a Master's degree in Health-Related Fields. A Master's degree in Public Health or Epidemiology will be preferable.
- ii. At least 3 years of senior-level experience in designing, implementing, and managing HIV-related projects.
- iii.
- iv. Extensive field experience including working within the Tanzania Government's health system.
- v. A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- vi. Significant experience of working and collaborating with all levels of Tanzanian Government within the health sector.
- vii. Experience of working in collaboration with local and international partners.
- viii. Demonstrate experience of managing GF or other donor-financed projects.
- ix. Fluent in both English oral and written, as well as good communication skills.
- x. Age limit: 50 years

**Terms of Employment:** 3-years Contract (Renewable based on Performance and availability of funds).

**5.10 Job Title: Accountant - Coordination of implementers (1 Position)**

**Location:** Dodoma

**Reporting to:** Global Fund Coordinator - NASHCoP

**Duties and Responsibilities:**

- i. Ensure timely preparation and submission of quality financial reports by all GF HIV Grant Implementing partners.
- ii. Communicate between NASHCoP – MoH and HIV Implementing partners regarding all financial matters.
- iii. Ensure that all relevant financial management documentation is shared among HIV Grant Implementing partners.



- iv. Work with NASHCoP Accountants to design and implement standard reporting templates for use by all GF HIV implementers, that is ensure timely, efficient reporting of all financial matters for each HIV grant implementing partners.
- v. Write feedback reports to HIV Grant Implementing partners and external agencies on all financial reports submitted to or through GFCU.
- vi. Attend to all HIV ad hoc activities as directed by the PM and GFCU Coordinator.
- vii. Collect information from GF HIV Grant implementing partners and compile monthly 'flash reports' on overall financial disbursement progress for submission to GFCU
- viii. Reconcile regional and districts, SSRs advances /Imprest ledger
- ix. Scrutinize quarterly progress reports from GF HIV Grant implementers, compare them with planned activities, summarize findings into brief reports and submit them to PM every end of month before submission to GFCU
- x. Ensure sound financial management in implementing programs using grant financial resources and compliance with policies and procedures of the Global Fund.

**Experience and Qualifications:**

- i. Bachelor's degree in Accounting, Finance or equivalent qualification, with the registration under the National Board of Accountants and Auditors (NBAA) as a Certified Public Accountant or equivalent. Having MSc. Finance will be an added advantage.
- ii. Minimum of 3 - 5 years of work experience in an Accounting Department/unit in a reputable organization
- iii. Must be conversant in Accounting Packages application including Epicor
- iv. Knowledge in government accounting is an added advantage
- v. Good knowledge of English and Kiswahili both spoken and written
- vi. Capacity of working with minimal supervision and strong interpersonal skills
- vii. Experience in donor funded projects
- viii. Age limit: 50 years

**Terms of Employment:** 3-years Contract (Renewable based on Performance and availability of funds)

## **5.11 Job Title: Grant Management Officer (1 Position)**

**Location:** Dodoma

**Reporting to:** Global Fund Coordinator

### **Duties and Responsibilities:**

- i. Responsible for finance compliance and risk management working with program staff and implementing partners to assist them in planning, budgeting and financial management.
- ii. Oversee Implementing partners financial reporting, budgeting, auditing and compliance to agreed GF procedures and policies.
- iii. Build the financial and budget management capacity of implementing partners through providing mentorship and support.
- iv. Improve the capacity of GF Implementing partners staff to understand and uphold both Government and GF financial policies and procedures and proactively manage contracts and risk within respective projects and programs.
- v. Review Implementing partners budget and prepare contracts/agreements and follow up on compliance
- vi. Provide technical support and supervise the sub recipients to ensure full compliance with the GF requirements
- vii. Provide continuous feedback to all Implementing partners on grants performance
- viii. Conduct periodic review of local partner internal controls and policies for advice on strengthening and transaction verification through monitoring reports and transaction analysis
- ix. Support in setting grant management policies, and developing and enforcing procedures that assure transparency in the grants processes.
- x. Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF
- xi. Guide and steer the development of costed national strategies to guide investments
- xii. Provide guidance and stewardship on implementation of programs
- xiii. Responsible for implementation of activities under the MoH while ensuring delivery of quality services and assurance thereof

- xiv. Track performance of grant and grant results, including preparation of PU/PUDR
- xv. Ensure availability of and assurance of data to support decisions, including undertaking periodic national DQR
- xvi. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact
- xvii. Monitor investments to assess progress towards impact and outcome
- xviii. Facilitate and support periodic external program reviews to assess progress on national strategic goals and targets

**Experience and Qualifications:**

- i. Bachelor degree in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline. Having an MBA will be an added advantage
- ii. Three to five years' professional experience in grant management
- iii. Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines.
- iv. Experience managing budgets and cost projections.
- v. Proven ability managing, and guiding project staff and partners regarding donor rules and regulations.
- vi. Proven communication and interpersonal skills in multicultural working environment.
- vii. Strong proficiency in English and Kiswahili languages.
- viii. Flexible, Adaptable, Detail-oriented and Team Player.
- ix. Computer literacy, particularly word processing and spreadsheets.
- x. Age limit: 50 years

**Terms of Employment:** 3-year Contract (Renewable based on Performance and availability of funds).

### **5.12 Job Title: Driver (2 Position)**

**Location:** Dodoma

**Reporting to:** Head – Administration and Finance

**Duties and Responsibilities:**

- i. Responsible for driving, maintaining and advising proper ways of servicing program vehicles.
- ii. Distribute HIV/AIDS materials produced at the National level to all the regions
- iii. Transport staff during official assignments in and out of the Region

**Experience and Qualifications:**

- i. Certificate of Secondary Education
- ii. 3 - 5 years' experience in driving motor vehicles. Experience driving in the Public sector will be an added advantage
- iii. Drivers Certificate courses from NIT or VETA
- iv. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **5.13 Job Title: Program Officer – Care and Treatment (Hepatitis B & C) (1 Position)**

**Location:** Dodoma

**Reporting to:** Head - Care, Treatment and Support Unit (CTSU)

**Duties and Responsibilities**

- i. Support the responses strategic for Viral Hepatitis B and C infected people including co-infected with HIV prevention, care, treatment and support services responses including identification and treatment of viral Hepatitis B and C infected people including risk profiling, initiation on antiviral and monitoring on care.
- ii. Participate in the development and review of short and long-term viral Hepatitis B and C and HIV strategies and oversee the status of implementation.
- iii. Support NASHCOP to coordinate and oversee Viral hepatitis B and C and HIV response for people infected and support clinical management.

- iv. Coordinate, participate and present progress of viral hepatitis B and C services to the clinical sub Committee and all relevant TWGs.
- v. Coordinate capacity building activities of HCWs pertaining to Viral hepatitis B and C care.
- vi. In collaboration with Epidemiology and IVD programs coordinate and support implementation of vaccination program against Hepatitis B.
- vii. Participate in the review/development of SOPs, training materials, job aids and IEC materials, data recording and reporting tools, supervision tools to integrate HIV, Viral Hepatitis and STIs services.

**Experience and Qualifications:**

- i. Medical Doctor (MD) or a relevant health related degree
- ii. Three to five years' experience working in a care and treatment project/program/clinic particularly in coordinating and strengthening Health programming services
- iii. Have a Master in Public Health
- iv. Have excellent interpersonal, diplomacy and facilitation skills
- v. Sensitivity to cultural differences & understanding of the political & ethical issues surrounding people infected with Viral hepatitis services
- vi. Computer skills including, Microsoft Word and Excel
- vii. Good communication skills with fluent written and spoken English and Kiswahili
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**5.14 Job Title: Program Officer – Pharmacist (Hepatitis B & C) (1 Position)**

**Location:** Dodoma

**Reporting to:** Head Pharmaceuticals and Laboratory Services Unit (PLSU)

**Duties and Responsibilities**

- i. Coordinate and ensure timely availability of quality Viral Hepatitis B and C commodities and services at all levels through proper quantification, develop forecasting and supply plan.

- ii. Participate in proposal writing for procurement of Antiviral and Viral Hepatitis B and C Commodities, and provide procurement updates of viral Hepatitis B Commodities procured through funds from GF, PEPFAR and other donors.
- iii. Coordinate supply chain activities and Rational Use of Medicines are conducted in timely manner
- iv. Collaborate with regional, district and Implementing partners in development and review of National Guidelines, Training Packages, strategic plan, operational plan, Viral Hepatitis B and C Logistics electronic software and assessment tools for proper provision of quality viral Hepatitis B and C Services and data management of viral hepatitis B Commodities.
- v. Build capacity to health care workers and HIV, Viral Hepatitis B and C partners on viral Hepatitis B and C Logistics System in order to ensure data quality, timely reporting and adherence to the National guidelines.
- vi. Develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management.
- vii. Identify potential break downs in the Viral Hepatitis B and C logistics system and taking corrective and remedial actions to avoid service interruptions for improvement of health services to People Living with Viral Hepatitis B and C including co-infected with HIV.
- viii. Prepare detailed Monthly stock status reports, detailing information but not limited to MoS for key Viral Hepatitis B and C pharmaceuticals and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries.
- ix. Develop a feedback mechanism to ensure that approved stock status of Antiviral for Hepatitis B and C including pediatric formulations reports are disseminated to all levels of the health system and implementing partners.
- x. Provide update date and metrics to guide implementation e.g. assumptions
- xi. Initiate procurement through Wambo.org or MSD
- xii. Provide updated quarterly stock status reports by liaising with MSD and PSU

#### **Experience and Qualifications:**

- i. Bachelor's Degree in Pharmacy and /or Engineering or related field. Master's degree in related field will be an added advantage.
- ii. Three to five years working experience in commodity supply chain management

- iii. Familiarity with safety and procedural best practices in Supply Chain Management (SCM).
- iv. Ability to lead, train and mentor employees on a personal level
- v. Good knowledge of English and Kiswahili both spoken and written.
- vi. Computer literate
- vii. Flexible, Adaptable, Detail-oriented and Team Player.
- viii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **6. PMTCT**

### **6.1 Job Title: Monitoring and Evaluation Officer (1 Position)**

**Location:** Dodoma

**Reporting to:** PMTCT Coordinator

#### **Duties and responsibilities**

- i. Coordinate regions, districts and implementing partners on progress tracking and M&E system strengthening of MTCT data.
- ii. Coordinate and provide of M&E technical support to the regions, district and facility level as regards to PMTCT.
- iii. Identify technical support needs and provide required support to the region, district, facility and other stakeholders overseeing PMTCT program.
- iv. Manage plans and implementation of MTCT elimination process monitoring based on national and global guidance.
- v. Facilitate country level capacity building on M&E, target setting and progress tracking, preparation of reports including quarterly, semi-annual and annual report.
- vi. Establish and maintain an information-based data warehouse for PMTCT data.
- vii. Reviewing, enhancing and developing National M&E tools whenever need arise.
- viii. Support the preparation and analysis of epidemiological reports, strategic publications and data related to MTCT elimination.

- ix. Link the M&E structures including technical working groups on PMTCT, HIV, and TB/HIV and other related programmes and M&E capacity building and impact assessment.

**Experience and Qualifications:**

- i. Doctor of Medicine Degree, Master of Public Health or Epidemiology or Monitoring and Evaluation.
- ii. Three to five years working experience in the M & E field.
- iii. Data collection and survey development skills in social science research
- iv. Strong data analysis, communication and presentation skills
- v. Strong proficiency in English and Kiswahili languages.
- vi. Flexible, adaptable, detail-oriented and team player.
- vii. Proficient computer skills, including MS Word, Power Point and Excel

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **7. NATIONAL TUBERCULOSIS AND LEPROSY PROGRAM GF CYCLE 7 VACANCES**

### **7.1 Job Title: Social Welfare Officer – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head of TB Care and Prevention Unit

**Duties and Responsibilities:**

- i. Implement adequate support systems for TB patients, including those with drug resistant TB, Leprosy and TB/HIV co-infection pertaining to reducing the catastrophic costs to patients such as patient transport and nutrition support
- ii. To develop comprehensive TB and DR TB patient support systems plans of actions.
- iii. To ensure TB, Leprosy and DR TB patient support systems consistent with national policy guidelines.
- iv. Train, supervise and mentor regional and district teams on planned DR TB patient support system
- v. Monitor and evaluate DR TB patient support system in the country



**Experience and Qualifications:**

- i. Degree or Advanced Diploma of Social Work or Holder of B.A.(Sociology) or its equivalent qualification from recognized institution
- ii. Practical knowledge in the field of patient support packages
- iii. Good interpersonal and networking skills
- iv. Familiar in coordination with Partners, Government Departments and CSOs
- v. Good communication and correspondence skills with good spoken Kiswahili and English
- vi. Ability to plan and organize work effectively and deal with multiple tasks simultaneously,
- vii. Should have good working knowledge on Microsoft Office program good team player
- viii. Experience working with district councils is an added advantage
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**7.2 Job Title: Laboratory Technician – (4 Positions)**

**Location:** Zonal: Kibong'oto, Mbeya, Dodoma and Mwanza

**Reporting to:** Hospital Director

**Duties and Responsibilities:**

- i. Oversee the zonal TB diagnostics network
- ii. Quality control and supervision of microscopy diagnostic networks within the zones
- iii. To provide technical support on TB diagnostics and related activities at zonal level
- iv. To provide technical support on the implementation of molecular technology at regional and district levels
- v. To coordinate timely TB specimen referrals from the satellite laboratories within the zone to the culture/LPA zonal laboratory
- vi. To coordinate timely referral of positive TB culture slopes from the culture laboratory for Drug Susceptibility Testing (DST)

- vii. To coordinate timely referral of RR-TB specimens to LPA laboratories for 1st and 2nd line DST Testing
- viii. To ensure quality of specimen sent for culture and/or LPA is maintained by the organizing trainings, supportive supervisions and mentorship of relevant health care workers
- ix. To ensure implementation of Internal and external Quality Control for TB culture/GeneXpert/LPA
- x. To ensure standard Operative Procedures and Job Aid for TB culture and LPA are in line with NTLP guidelines
- xi. Prepare and timely share with Central TB Reference Culture Laboratory (CTRL) quarterly plans for TB culture or LPA activities quarterly and annual report
- xii. Ensure adequate TB culture laboratory supplies through timely quantification and forecasting.

**Experience and Qualifications:**

- i. Holder of Degree or Advanced Diploma in Medical Laboratory technology
- ii. At least 3 years working experience in diagnostics network
- iii. Proven ability and skills of performing different TB culture technics
- iv. Experience in coordination of medical laboratory related activities
- v. General knowledge in TB Diagnostic services
- vi. Registered and licensed to perform general medical laboratory duties,
- vii. Should have good working knowledge on Microsoft Office Programmes
- viii. Being able to work as a team
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **7.3 Job title: TB Diagnostic Network Coordinator – (1 Position)**

#### **7.4**

**Location:** Dodoma

**Reporting To:** Program Manager

#### **Duties and responsibilities:**

- i. Lead and coordinate all TB diagnostic network activities for the program.
- ii. Coordinate implementation of TB diagnostic interventions as per Ministry strategies and TB Diagnostic Network Strategic Plan.
- iii. Ensure TB diagnostic interventions aligning and adhering with the Ministry diagnostic guidelines.
- iv. Coordinate and provide technical assistance for the implementation in TB lab quality management systems.
- v. Ensure availability of TB diagnostics equipment and commodities
- vi. Provide guidance and advice to the program manager on TB diagnostic technologies.

#### **Experience and Qualifications**

- i. Master's degree in laboratory sciences or relevant degree
- ii. At least three years of relevant laboratory diagnostics coordination
- iii. Technical program management experience and knowledge of molecular TB diagnostics.
- iv. Fluent in Oral and written English and Swahili
- v. Being able to work as a team
- vi. Basic computer skills, including familiarity with Microsoft Office programs.
- vii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **7.5 Job Title: M&E Officer – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head of Strategic Information Unit - NTLP

### **Duties and Responsibilities**

- i. Design the NTLP monitoring and evaluation systems aligning with the Ministry's and Global requirements
- ii. Develop and refine various NTLP data collection instruments (both quantitative and qualitative)
- iii. Manage the information gathering process for results and performance reports in addition to other briefings, summaries, papers, presentation
- iv. Coordinate capacity building to NTLP partners on the accurate use of the monitoring systems, providing ongoing coaching /support through regular site monitoring visits and ensuring quality control and problem-solving as needed
- v. Monitor and evaluate progress towards National strategic annual plans and development partners' plans

### **Experience and Qualifications**

- i. Medical Doctor with Masters in Monitoring and evaluation or epidemiology
- ii. Proven knowledge and experience of Tanzania health monitoring and evaluation strategies
- iii. Desirable technical program management experience and knowledge on TB and Leprosy issues.
- iv. Computer skills preferably excel, including proven ability to use statistical packages
- v. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **7.6 Job title: Research Coordinator – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head TB Strategic Information Unit – NTLP

### **Duties and Responsibilities:**

- i. Design TB and Leprosy research plan aligning with the ministry priorities
- ii. To take lead in identifying key TB and Leprosy operational and primary research agenda
- iii. Collaborate with academic, research institutions and implementing partners implementing TB and Leprosy research agenda
- iv. Coordinate dissemination of TB and Leprosy research findings including translation of research findings into policy and policy into practice
- v. Advise the program manager in new advanced technologies in TB and Leprosy programming
- vi. To mobilize resources for the conduct of TB and Leprosy research through the development of proposals
- vii. Any other duties as assigned by the Program Manager.

### **Experience and Qualifications:**

- i. Medical Doctor with Masters in a relevant field
- ii. At least 3 years' experience working in research field
- iii. Publications as a first author in the relevant field
- iv. Proven knowledge of implementation research methods
- v. Experience working with international or national partners including international or regional organizations and national institutions
- vi. Expertise in all aspects of data analysis
- vii. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- viii. Excellent written and oral presentation skills
- ix. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **7.7 Job Title: Data Manager – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head TB Strategic Information Unit – NTLP

##### **Duties and Responsibilities:**

- i. Develop TB and Leprosy surveillance tools
- ii. Oversee and guide TB and Leprosy data management including laboratory data management
- iii. Supervise timely collection of all TB-related data from various sources and to verify its accuracy.
- iv. Analyze all TB data in accordance with the program monitoring indicators and provide timely feedback.
- v. Develop summary of quarterly, semi-annual and annual reports on TB data per schedule.
- vi. Collaborate with stakeholders in training of health workers in data management.
- vii. Any other duties as assigned by the Programme Manager.

##### **Experience and Qualifications:**

- i. Bachelor of science in statistics from accredited university
- ii. More than 5 years of experience working in field focused on analysis and use of routinely available data in Tanzania.
- iii. Proven knowledge and experience of Tanzania health management information system (HMIS)
- iv. Knowledge and skills to use DHIS2 system
- v. Experience in processing health research/assessment and data analysis
- vi. Proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel
- vii. Experience working with international or national partners including international or regional organizations and national institutions
- viii. Experience in data management

- ix. Excellent written and oral presentation skills
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **7.8 Job title: Assistant Data Manager – (1 Position)**

**Location:** Dar es Salaam

**Reporting to:** Head of Laboratory – CTRL

**Duties and Responsibilities:**

- i. Develop TB laboratory surveillance tools
- ii. Oversee and provide guidance on TB Laboratory data management
- iii. Supervise timely collection of all TB diagnostics related data from various sources and to verify its accuracy.
- iv. Analyze all TB diagnostic network data in accordance with the program monitoring indicators and provide timely feedback.
- v. Develop summary of quarterly, semi-annual and annual reports on TB diagnostic data per schedule.
- vi. Collaborate with stakeholders in training of health workers in data management.
- vii. Any other duties as assigned by the Program Manager.

**Experience and Qualifications:**

- i. Bachelor of Science in Statistics from recognized university
- ii. 3 years of experience in TB, Leprosy and or other communicable diseases research and/or program settings focused on analysis and use of routinely available data in Tanzania.
- iii. Experience in processing health research/assessment and data analysis
- iv. Proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel
- v. Experience working with international or national partners including international or regional organizations and national institutions
- vi. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.

- vii. Experience in data management
- viii. Excellent written and oral presentation skills
- ix. Knowledge and skills using DHIS2 System
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **7.9 Job Title: Laboratory data analyst – (1 Position)**

**Location:** Dar es Salaam

**Reporting to:** Head of Laboratory - CTRL

### **Duties and Responsibilities:**

- i. Conduct TB diagnostic data analysis as guided by data manager
- ii. Review TB laboratory related variables to suite Ministry's and international requirement
- iii. Produce summary statistics of key outcome and covariate variables
- iv. Advise on the best tools, frequency and methods to use in collecting different TB laboratory data
- v. Produce descriptive report on TB and Leprosy laboratory related data
- vi. Supervise collection and verify laboratory data collected from various sources
- vii. Security and maintenance of TB diagnostic data bases
- viii. Ensure security of computers and accessories as per manufacture specification
- ix. Any other duties as assigned by data manager

### **Experience and Qualifications:**

- i. Degree in Biostatistics or related degree from recognized university
- ii. At least 5 years of experience in working with TB laboratory or related laboratory data
- iii. Knowledge and skills using DHIS2 System
- iv. Experience in processing health research/assessment and data analysis
- v. Proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel



- vi. Experience working with international or national partners including international or regional organizations and national institutions
- vii. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- viii. Experience in data management
- ix. Excellent written and oral presentation skills
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **7.10 Job Title: Accountant – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head of Administration, budget and Finance – NTLP

##### **Duties and Responsibilities:**

- i. Ensure all financial procedures used for the management of NTLP funds adhere to the procedures outlined
- ii. Develop and maintain a clearly defined accounting and finance organizational structure with documented roles and responsibilities and sufficient segregation of duties, including for implementing the Global Fund grant
- iii. Maintain adequate policies and procedures in place to guide activities and ensure staff accountability
- iv. Ensure that budgeting procedures including review and updating of budgets are robust
- v. Coordinate preparation of Quarterly & Annual Financial reports to be submitted to Global fund as per Performance agreement.
- vi. Maintain budget system which ensures no duplication of costs and appropriate cost sharing arrangements
- vii. Ensure the availability of sufficient information to accurately link the budget with the Chart of Accounts to allow reliable budgetary control and variance analysis by period and cumulatively and to find explanations for variances and corrective action taken when necessary
- viii. Ensure that all accounting and supporting documents are retained according to GoT standards and safe procedures for carrying out regular back-ups are maintained

- ix. Ensure that the accounting system supports the production of financial reports, including statements of Cash Flow, Income & Expenditure and Balance Sheet in a timely and relevant way
- x. Maintain a treasury system which supports the production of cash forecast information for disbursement requests
- xi. Maintain appropriate controls over management of petty cash including limits over the maximum levels of petty cash held
- xii. Ensure appropriate controls built in to the banking arrangements, including for example proper authorization of disbursements, double signatures on cheques and transfers, use of account payee cheques and conduct of regular bank reconciliations
- xiii. In respect of payment for material items, ensure that there are appropriate checks prior to approving payment (e.g. checking agreement to approved orders, agreed pricing, approval by persons of appropriate seniority)
- xiv. Maintain satisfactory procedures to ensure that grant funds can be distinguished from other funds and accounted for separately
- xv. Maintain oversight for procurement and supplies
- xvi. Develop and maintain a documented process for procurement of non health products and services. The process will include the following:
  - a. A code of conduct to avoid occurrence or perceptions of conflicts of interest
  - b. Methods of procurement and when different methods should be applied,
  - c. Procedures for requests for NTLP tenders,
  - d. Procedures for NTLP bid evaluation,
  - e. Procedures that are transparent and competitive
- xvii. Maintain NTLP approval systems with certifying and approval officers and appropriate segregation of duties and delegation levels, for authorization of procurement of non-health related assets and services
- xviii. Ensure that NTLP annual financial statements are audited to appropriate auditing standards and audit arrangements enable independent and reliable opinion/reporting
- xix. Ensure that external audit arrangements applicable to Global Fund grant auditing requirements for Sub-Recipients are fulfilled.

**Experience and Qualifications:**

- i. CPA holder with Bachelor's degree in Finance, Accountancy, or its Equivalent
- ii. At least 5 years' experience in financial management
- iii. At least 3 years' experience working with government institutions
- iv.
- v. Experience in managing Global Fund Grants is an added advantage
- vi. Knowledge in Project Management Skills.
- vii. Expert in Financial Risk Management.
- viii. Knowledge of legal requirements and control is an added advantage.
- ix. Critical problem-solving ability.
- x. Excellent Communication Skills
- xi. Must be Conversant with EPICOR systems of accounting.
- xii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**7.11 Job title: ICT Officer – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head TB Strategic Information Unit – NTLP

**Duties and responsibilities**

- i. Advise the Program Manager on ICT equipment and services
- ii. Management of ICT equipment and systems
- iii. Management of daily required updates /upgrades of all Program's ICT systems
- iv. and networks i.e. computer hardware, computer programs, network systems, websites and systems.
- v. Provide IT technical support, administration and maintenance to NTLP staff at National, Regional and district levels
- vi. Manage the program's electronic databases

- vii. Capacity building to program coordinators and health care workers at all levels on ICT usage
- viii. Any other duty as directed by the program manager.

### **Experiences and Qualifications**

- i. Graduate qualifications in information technology, computer science or related field
- ii. Certification in core areas of networking, ICT security, and systems, including DHIS2 ETL, work flow and data base management is an added advantage
- iii. 3 years of work experience
- iv. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **7.12 Job title: Data quality Officer - (1 Position)**

**Location:** Dodoma

**Reporting to:** Data Manager - NTLP

### **Duties and responsibilities**

- i. Supervise TB and Leprosy data verification and cleaning as guided by data manager
- ii. Review the accuracy of TB and leprosy-related indicators in accordance to the Ministry's' guidelines
- iii. Produce summary statistics of key outcomes and covariate variables
- iv. Advise on the best tools, frequency and methods to use in collecting different TB and Leprosy data
- v. Produce a descriptive report on TB and Leprosy related data
- vi. Supervise collection and verify data collected from various sources
- vii. Security and maintenance of TB and Leprosy databases
- viii. Any other duties as assigned by data manager

### **Experience and Qualifications**

- i. Degree in Biostatistics or related degree from recognized university

- ii. At least 2 years of experience in working with TB laboratory or related laboratory data
- iii. Knowledge and skills using DHIS2 System
- iv. Experience in processing health research/assessment and data analysis
- v. Proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel
- vi. Experience working with international or national partners including international or regional organizations and national institutions
- vii. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- viii. Experience in data management
- ix. Excellent written and oral presentation skills .
- x. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **7.13 Job Title: CTRL Manager (1 Position)**

**Location:** Dar es Salaam

**Reporting to:** Head of CTRL

#### **Duties and Responsibilities**

- i. Assist Head of CTRL on planning, implementation and monitoring of all activities related to TB diagnostics
- ii. Supervise and oversee technical functions of CTRL and zonal laboratories
- iii. Monitor all patients' results released from the laboratory in accordance to standards and procedures
- iv. Identify staff training needs, training program and recommend to the head of CTRL
- v. Monitor all referral laboratories for the quality of services conjunction
- vi. Any other duty as directed by head of CTRL

## **Experience and Qualifications**

- i. Degree in laboratory sciences
- ii. At least 5 years of relevant TB laboratory diagnostics coordination
- iii. Proven technical program management experience and knowledge on TB diagnostics.
- iv. Basic computer skills
- v. Experience interacting with development partner
- vi. Experience with management of TB commodities including supply chain management and its systems
- vii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

### **7.14 Job title: Advocacy, Communication and Social Mobilization Officer – (1 Position)**

**Location:** Dodoma

**Reporting to:** Head TB Care and Prevention Unit - NTLP

#### **Duties and Responsibilities**

- i. Design and implement advocacy and communication strategy of Tb and Leprosy program
- ii. Advise the Program Manager on the communication and social mobilization strategies aligning with the Ministry's priorities
- iii. Coordinate communication and information activities at national and subnational level
- iv. Guide the stop TB partnership activities and Multisectoral Accountability Framework (MAF) activities support for the establishment and operationalization of stop TB partnership
- v. Provide guidance and plans for the dissemination of programs' information, news, and reports including policy briefs
- vi. Any other duties as assigned by the Program Manager

**Experience and Qualifications**

- i. Master's degree in Mass Communication, Public relations or relevant degree
- ii. At least 3 years of relevant advocacy/social and communication coordination or related experience
- iii. Practical experience in developing high impact messages and IEC materials
- iv. Strong network with media houses and personnel and health stakeholders
- v. Ability to work under pressure and tight deadlines
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**7.15 Job title: Grant Administrative Assistant - (1 Position)**

**Location:** Dodoma

**Reporting to:** Head TB Administration, Planning and Budgeting Unit – NTLP

**Duties and responsibilities:**

- i. Coordinate and follow up of approval processes for all activities, track implementations and maintain inventory of activity permits
- ii. Liaison with coordinators at TLCU and Sub-recipient (SRs) to ensure effective implementation and timely reporting of Grant activities
- iii. Ensure financial documentation are appropriately and timely filled for implemented activities
- iv. Provide support for logistics arrangements for office staff during Grant implementation period
- v. And any duties assigned by Program Manager

**Experience and Qualifications**

- i. Bachelor degree or advanced diploma in finance or business administration
- ii. Excellent written and verbal communication skill
- iii. 3 years' experience working experience.
- iv. Skilled user of MS office (word, excel, outlook, power point and access)

- v. Ability to work in indecently and with a team.
- vi. Impeccable attention to details, document management skills and excellent interpersonal skills.
- vii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

#### **7.16 Job title: Data Clerk – (5 Positions)**

**Location:** Dodoma, Dar es Salaam

**Reporting to:** Data Manager – NTLP

##### **Duties and responsibilities**

- i. Supervise collection of data from various sources
- ii. Verify and clean data collected from various sources
- iii. Guide subnational coordinators on recording and reporting of subnational data
- iv. Provide technical routine guidance on the use of DHIS2 ETL system
- v. Ensure storage and data security
- vi. Any other duties as assigned by data manager

##### **Experiences and Qualifications**

- i. Diploma in computer science, records management or information technology
- ii. At least years' experience working with TB and Leprosy databases
- iii. Knowledge and skills using the DHIS2 ETL System
- iv. Knowledge and experience of reporting Global Fund and other partners systems such as PUDR and DATIM
- v. Knowledge in Microsoft word package, spreadsheets and database programs.
- vi. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).



#### **7.17 Job Title: Driver – (4 Positions)**

**Location:** Dodoma, Dar es Salaam, Kibong'oto (Kilimanjaro)

**Reporting to:** Head TB Administration, Planning and Budgeting Unit – NTLP

**Duties and Responsibilities:**

- i. Responsible for driving, maintaining and advising proper ways of servicing program vehicles.
- ii. Distribute TB materials produced at the National level
- iii. Transport staff during official assignments in and out of the Region

**Experience and Qualifications:**

- i. Certificate of Secondary Education
- ii. 5 years' experience in driving motor vehicles. Experience working with TB and Leprosy program will be an added advantage
- iii. Experience driving in the public sector
- iv. Drivers Certificate courses from NIT or VETA
- v. Knowledge of road safety regulations

#### **7.18 Job title: Assistant Advocacy, Communication and Social Mobilization Officer – (1 Position)**

**Location:** Dodoma

**Reporting to:** Advocacy, Communication and Social Mobilization Coordinator

**Duties and responsibilities:**

- i. Design and implement advocacy and communication strategy of Tb and Leprosy program.
- ii. Advise the Program Manager on the communication and social mobilization strategies aligning with the Ministry's priorities.
- iii. Coordinate communication and information activities at national and subnational level.
- iv. Provide guidance on the stop TB partnership activities and Multisectoral Accountability Framework (MAF) activities support for the establishment and operationalization of stop TB partnership.

- v. Provide guidance and plans for the dissemination of programs' information, news, reports including policy briefs.
- vi. Organize and facilitate media interviews
- vii. Write articles to be published in newspapers and online media on the achievements of the Programme
- viii. Regularly update the Programme website and social media
- ix. Any other duties as assigned by the Program Manager.

### **Skills and Qualifications**

- i. Bachelor Degree in Mass Communication, Public relations or relevant degree
- ii. At least 3 years of relevant advocacy/social and communication coordination or related experience
- iii. Practical experience in developing high impact messages and IEC materials
- iv. Strong network with media houses and personnel and health stakeholders
- v. Ability to work under pressure and tight deadlines
- vi. Impeccable attention to details, document management skills and excellent interpersonal skills.
- vii. Age limit: 50 years

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

## **8 NATIONAL MALARIA CONTROL PROGRAM (NMCP)**

### **8.1 Job Title: Public Health Specialist (1 Position)**

**Location:** Dodoma

**Reporting To:** Head - Malaria Case Management.

### **Duties and Responsibilities.**

- i. To prepare and design Malaria Case Management strategies that will increase high quality malaria testing, treatment and preventive therapies in Tanzania.
- ii. Prepare reports related to Malaria Diagnosis, Treatment and Preventive Therapies and present them to Technical working group (TWG) meetings and ensure TWG meeting reports are generated for government and stakeholders' use.

- iii. To oversee and ensure quality Malaria testing and treatment in public, private and community level.
- iv. Collaborate with regional, district and implementing partners to develop and review National Guidelines, Training Packages, strategic plan, operational plan, assessment tools for proper provision of quality Services and data management of Malaria Case Management.
- v. To understand and ensure existing guidance of the malaria case management interventions in public and private sector are well practiced and adhered by all stakeholders.
- vi. To participate in review of Terms of References between Ministry and other public and private stakeholders.
- vii. To participate in other activities for The Global Fund and other donors' funded Malaria Case Management interventions.
- viii. To participate in malaria commodities quantification for public and private sector.
- ix. To participate on and provide guidance to the ministry and other malaria implementing partners as directed by Program Manager.
- x. And any other tasks that will be directed by Head of MCM or Program Manager

**Experience and Qualifications:**

- i. Doctor of Medicine Degree (MD), Master of Public Health
- ii. Registered by the respective professional board.
- iii. At least three years working experience with programs or projects
- iv. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- v. Excellent written and oral communication in English and Kiswahili
- vi. Excellent computer skills in data management and Microsoft office.
- vii. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**8.2 Job Title: Pharmacists (3 Positions)**

Location: Dodoma

Reporting: Head – Commodities and Logistics Management-NMCP

## **Duties and Responsibilities.**

- i. To collaborate in coordination of Logistic and Supply Chain Management of Malaria commodities in all levels of public sector.
- ii. To collaborate and ensure timely availability of quality Malaria commodities and services at all levels through proper quantification, quantification review, development of supply plan and quarterly supply plan review and PIPELINE update.
- iii. To participate in malaria commodities, supply chain stakeholders' meeting to share success and updates, discuss challenges and solutions for addressing supply chain gaps in improving provision of malaria services and management of Malaria commodities.
- iv. To collaborate in strengthening malaria service and logistics data reporting at health facilities and monitoring adherence of health facilities in documenting logistics data of malaria commodities in different tools and systems and identify data quality challenges and prepare plan of action for mitigation to make informed decisions on sustained availability of malaria commodities at facility level and data management for improved inventory management, planning and forecasting.
- v. To collaborate in monitoring operationalization of control measures for Malaria commodities through bimonthly desk review and analysis of malaria commodities logistics, morbidity and issue data over a specific period and update it accordingly so as to identify if the validation is achieving its intended purpose, rectify any bottlenecks and update accordingly.
- vi. To participate in malaria commodities tracking at all supply chain levels which involves verification of inventory management of Malaria commodities from MSD to end user to ascertain areas with challenges and plan for improvement.
- vii. To collaborate in annual stock taking exercises for physical inventory count of malaria commodities at MSD Head Quarters and zonal offices.
- viii. To aggregate and compile biannual Malaria commodities related data required for performance updates and disbursement request.
- ix. To participate in proposal writing for procurement of Malaria Commodities, and provide procurement updates of Malaria Commodities procured through GF, PMI and other donors.
- x. To ensure timely coordination of supply chain activities and ensure Rational Use of Medicines in public and private sectors.
- xi. Collaborate with regional, district and implementing partners to develop and review National Guidelines, Training Packages, strategic plan, operational plan, assessment tools for proper provision of quality Services and data management of Malaria Commodities.

- xii. Build capacity to health care workers and partners on Malaria Commodities Logistics System in order to ensure data quality, timely reporting and adherence to the National guidelines, develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management.
- xiii. Identify potential break downs in the Malaria commodities supply chain and taking corrective and remedial actions to avoid interruptions of health services.
- xiv. Prepare Monthly and quarterly stock status reports and other reports on Malaria commodities and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries and stock outs.
- xv. To oversee Malaria commodities related logistics at Medical Store Department.
- xvi. To understand and ensure existing Malaria commodities guidance are well practiced and adhered by all stakeholders.

**Experience and Qualifications:**

- i. Basic Degree in Pharmacy.
- ii. Registered by the respective professional board.
- iii. At least three years working experience with programs and/or Projects.
- iv. Experience in analyzing supply chain data and preparing quality presentations/reports to key stakeholders.
- v. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- vi. Excellent written and oral communication in English and Kiswahili
- vii. Excellent computer skills in data management and Microsoft office.
- viii. Age limit: 50 years

**Terms of Employment:** 3-years Contract (Renewable based on Performance and availability of funds)

**8.3 Job Title: Laboratory Scientist (1 Position)**

**Location:** Dodoma

**Reporting To:** Head - Malaria Case Management-NMCP

**Duties and Responsibilities:**

- i. To liaise with Diagnostic Services Section at the Ministry, PORALG and implementing partners on all malaria diagnostic issues.
- ii. To coordinate quality assurance issues of all malaria diagnostics
- iii. To ensure proper coordination of Malaria diagnostics training, monitoring and supervision.
- iv. To advise and monitor the adoption of evolving malaria Laboratory diagnostic technologies.
- v. To prepare GF Malaria related Lab activities and Procurement Supply Plan and ensure proper receipt, storage and distribution through Medical Stores Department.
- vi. To receive, analyze and compile monthly malaria Equipment functionality report.
- vii. To coordinate training, mentor ship, on job training and supervision to ensure Malarial Lab services are well delivered.
- viii. Any other duties assigned by Head – Case Management and Program Manager.

**Experience and Qualifications:**

- i. Degree in Laboratory sciences from a recognized university
- ii. Post graduate degree is an added advantage.
- iii. Experience of at least 3 years working as a Laboratory Scientist health laboratory.
- iv. Experience working with the Ministry of Health, PORALG and/or implementing partners working with Malaria.
- v. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- vi. Excellent written and oral communication in English and Kiswahili
- vii. Excellent computer skills in data management and Microsoft office.
- viii. Registered with the Health Laboratory Practitioners Board.
- ix. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

#### **8.4 Job Title: Epidemiologist (1 Position)**

**Location:** Dodoma

**Reporting To:** Head – Surveillance, Monitoring and Evaluation

##### **Duties and Responsibilities:**

- i. To provide overall technical guidance on conducting surveys
- ii. To provide overall technical guidance in the management of database for malaria indicators generated from various sources and ensure optimal use of data through routine analysis, interpretation, stratification and appropriate responses including active case detection.
- iii. To provide overall guidance on conducting comprehensive analysis of available data from various sources including data triangulation to assess Malaria intervention coverage, outcome, impact indicators and to determine inconsistencies of routine data to ensure accountability.
- iv. To assess coverage of other interventions which have similar impact to malaria interventions including climate data.
- v. To provide guidance for routine monitoring, such as therapeutic efficacy, insecticide resistance, malaria vectors, residual efficacy studies, key operational research studies necessary to inform programmatic decisions.
- vi. To assess plausible attribution of the malaria prevention and control interventions to any observed decreases in malaria-related morbidity and child mortality due to malaria for a given period
- vii. To provide guidance in the development of dissemination plan including malaria bulletins.
- viii. Lead the process for identification of key lessons learned and document best practices from evaluations and studies to be integrated into SME plan and annual work plans.

##### **Experience and Qualifications:**

- i. Medical related degree with Master in Epidemiology
- ii. At least five (5) years of relevant experience in epidemiology and tropical medicines.
- iii. Proven knowledge of social research methods, especially survey methodology.

- iv. Experience working with international or national partners including international or regional organizations and national institutions
- v. Expertise in all aspects of data analysis with special regard to an age and gender perspective.
- vi. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- vii. Excellent written and oral presentation skills, including drafting skills.
- viii. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- ix. Excellent written and oral communication in English and Kiswahili
- x. Excellent computer skills in data management and Microsoft office.
- xi. Age limit: 50 years.

**Terms of Employment:** 3-year Contract (Renewable based on Performance and availability of funds)

## **8.5 Job title: Vector Officer (1 Position)**

**Location:** Dodoma

**Reporting To:** Head – Integrated Malaria Vector Control Unit-NMCP

### **Duties and Responsibilities:**

- i. To provide technical backstopping on policy, strategic, and operational planning issues for evidence-based malaria vector control interventions.
- ii. To provide technical backstopping to the NMCP in undertaking regular monitoring of insecticide resistance to malaria vectors.
- iii. To provide technical backstopping to the NMCP in undertaking Malaria vector entomological surveillance in 32 established sentinel sites including monitoring of new invasive malaria vector species *Anopheles Stephensi*.
- iv. To provide technical backstopping to the NMCP in the development and implementation of malaria vector control operational plans and guidelines as part of the overall national Malaria control strategy.
- v. To provide technical backstopping to the NMCP in the monitoring of performance and impact of vector control interventions.



- vi. To participate in program monitoring and evaluation to ensure collection of quality data and use of information for evidence evidence-based decision making.
- vii. To participate and provide technical support in the organization and conducting quarterly Vector Control Technical Working Group meeting.
- viii. To participate in the planning and implementation of ITN distribution channels as stipulated in the National Malaria strategic plan.
- ix. To provide technical backstopping to the NMCP in the planning and implementation of Larval Source Management intervention as part of vector control intervention stipulated in the National Malaria Strategic Plan.

**Experience and Qualifications:**

- i. Master of Science in Biology and Control of Disease Vector Sciences or medical entomology.
- ii. At least five (5) years of relevant experience in biology, ecology, and control of disease Vectors or medical entomology or epidemiology
- iii. Excellent written and oral presentation skills, including drafting skills.
- iv. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts, and clients.
- v. Excellent written and oral communication in English and Kiswahili
- vi. Excellent computer skills in data management and Microsoft Office.
- vii. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**8.6 Job Title: Accountant (1 Position)**

**Location:** Dodoma

**Reporting To:** Program Accountant

**Duties and Responsibilities:**

- i. To ensure all financial procedures used for the management of NMCP funds adhere to the procedures outlined.
- ii. To develop and maintain a clearly defined accounting and finance organizational structure with documented roles and responsibilities and sufficient segregation of duties, including for implementing the Global Fund grant

- iii. To maintain adequate policies and procedures in place to guide activities and ensure staff accountability.
- iv. To ensure that budgeting procedures including review and updating of budgets are robust.
- v. To coordinate preparation of Quarterly & Annual Financial reports to be submitted to Global fund as per Performance agreement.
- vi. To maintain budget system which ensures no duplication of costs and appropriate cost sharing arrangements
- vii. To ensure availability of sufficient information to accurately link the budget with the Chart of Accounts to allow reliable budgetary control and variance analysis by period and cumulatively and to find explanations for variances and corrective action taken when necessary
- viii. To ensure that all accounting and supporting documents are retained according to GoT standards and safe procedures for carrying out regular back-ups are maintained.
- ix. To ensure that the accounting system supports the production of financial reports, including statements of Cash Flow, Income & Expenditure and Balance Sheet in a timely and relevant way
- x. To maintain a treasury system which supports the production of cash forecast information for disbursement requests
- xi. To maintain appropriate controls over management of petty cash including limits over the maximum levels of petty cash held
- xii. To ensure appropriate controls built in to the banking arrangements, including for example proper authorization of disbursements, double signatures on cheques and transfers, use of account payee cheque and conduct of regular bank reconciliations
- xiii. In respect of payment for material items, ensure that there are appropriate checks prior to approving payment (e.g. checking agreement to approved orders, agreed pricing, approval by persons of appropriate seniority)
- xiv. To maintain satisfactory procedures to ensure that grant funds can be distinguished from other funds and accounted for separately.
- xv. To maintain NMCP approval systems with certifying and approval officers and appropriate segregation of duties and delegation levels, for authorization of procurement of non-health related assets and services
- xvi. To ensure that NMCP annual financial statements are audited to appropriate auditing standards and audit arrangements enable independent and reliable opinion/reporting
- xvii. To ensure that external audit arrangements applicable to Global Fund grant auditing requirements for Sub-Recipients are fulfilled

**Experience and Qualifications:**

- i. CPA holder with Bachelor degree in Finance, Accountancy, or its Equivalent
- ii. At least 5 years' experience in financial management
- iii. At least 5 years' experience working with government institutions
- iv. At least 5 years' experience managing Global fund Grant
- v. Experience and knowledge in Project Management Skills.
- vi. Expertise in Risk Management.
- vii. Knowledge of legal requirement and control is an added advantage.
- viii. Critical problem-solving ability.
- ix. Excellent Communication Skills
- x. Must be Conversant with EPICOR systems of accounting.
- xi. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

**8.7 Job Title: Statistician (1 Position)**

**Location:** Dodoma

**Reporting To:** Head: Surveillance, Monitoring and Evaluation-NMCP

**Duties and Responsibilities:**

- i. Data cleaning and merging a review existing data-sets
- ii. Conduct basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent.
- iii. Merge different data sets in one data file to ensure clean merges.
- iv. Data analysis, interpretation and dissemination.
- v. Review and agree existing variables to suits NMCP and international requirement.
- vi. Produce summary statistics of key outcome and covariate variables
- vii. Advise on the best tools, frequency and methods to use in collecting different malaria data.

- viii. Advice on the simplest and most easily understood ways to display and report on the nature of what these data show.
- ix. Produce a written descriptive report following received routine and non-routine data on agreed regular basis.
- x. Develop sampling design and identify sample size and elements

**Experience and Qualifications:**

- i. The statistician should possess training at the postgraduate level, at a minimum, in Biostatistics, demographic or Epidemiology.
- ii. Should be capable of demonstrating such experience (having provided research support and/or analysis within similar surveys.
- iii.
- iv. Relevant expertise in the following (but not necessarily limited to) areas: Sampling, Data Collection, Data Processing and Quality Management, Health Research/Assessment and Statistical Analysis.
- v. Relevant experience conducting, managing and designing field work and data collection for empirical research.
- vi. Should have proven capabilities as evidenced by at least five (5) years of experience at a national level in Data Processing, Health Research/Assessment, and Data Analysis
- vii. The Data Analyst should also be proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel
- viii. Must be able to demonstrate the ability to work within a team and more importantly, provide leadership to the team.
- ix. Transferable skills including organizational, time management, planning and interpersonal skills are also required to fulfill the requirements of the consultancy
- x. Experience working with international or national partners including international or regional organizations and national institutions
- xi. Expertise in all aspects of data analysis with special regard to an age, gender perspective, geographical variations and seasonality.
- xii. Proven knowledge of social research methods, especially survey methodology.
- xiii. Proven ability to manipulate and present data by using standard tabulation and statistical software packages.
- xiv. Experience in data management
- xv. Excellent written and oral presentation skills, including drafting skills

- xvi. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds)

#### **8.8 Job Title: ICT Officer (1 Position)**

**Location:** Dodoma

**Reporting To:** Head: Surveillance, Monitoring and Evaluation-NMCP

#### **Duties and Responsibilities:**

- i. Assist in the process of maintaining existing composite malaria database for monitoring malaria trends and intervention coverage.
- ii. Ensure accurate and consistent inputting of data received from partners into database.
- iii. Perform data analysis and produce reports in various formats including graphs, charts etc. as required.
- iv. Maintain and further develop the structure or format of the database as required, incorporating ideas and amendments accordingly.
- v. Provide additional updates and data analysis as required.
- vi. Provide technical support to NMCP on the specific data required from them in relation to the different indicators they are monitoring (telephone support or travel to other offices) as required.
- vii. Train NMCP and other partners on the use of the data base review, update and maintain documentation database design.
- viii. Document and operationalize manuals on how to use the Database
- ix. Maintain a web interface for the Database.
- x. Maintain strict confidentiality in all aspects of the work.

#### **Experience and Qualifications:**

- i. Advanced university degree in Computer Sciences or related technical field
- ii. Minimum of 4 years work experience in database design or database administration, data management and data analysis,
- iii. Significant experience analyzing data and producing reports

- iv. Ability to use Microsoft Access databases i.e. enter data, update records and fields, modify database structure, generate customized reports
- v. Experience of using DHIS2
- vi. Experience with SQL and VBA
- vii. Ability to design the structure of the database and write appropriate interfaces (eg Microsoft Excel) for data entry and ensure data quality and security
- viii. Experience in training project personnel in the use of database management software applications
- ix. Experience in writing and maintaining database design documentation and operating manuals
- x. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with NMCP and even after the contract ends.
- xi. Languages: Fluency in English and Swahili
- xii. Age limit: 50 years.

**Terms of Employment:** 3year Contract (Renewable based on Performance and availability of funds)

## **8.9 Job Title: Global Fund Coordinator (1 Position)**

**Location:** Dodoma

**Reporting To:** Program Manager-NMCP

### **Duties and Responsibilities:**

- i. The Global Fund Coordinator will collaborate with Administrative management expertise to improve the overall Malaria GF grant management for implementation of Malaria interventions.
- ii. Coordinate all communication between the Global Fund Coordination Unit- MoH and Malaria grant implementers in the MoH (NMCP, and MSD).
- iii. Coordinate quarterly coordination meetings with Malaria grant Implementers and provide feedback to Program Manager and GFCU of the Ministry.
- iv. If need be, represent the Program Manager externally on GF programs related matters vis-a-vis external stakeholders like LFA and GF; TNCM; MoF; and PORALG.

- v. Identify and coordinate the preparation of correspondence and relevant documentation related to GF as required and communicate effectively with external stakeholders.
- vi. Ensure that the Program Manager is well informed about key GF program issues between the Program and external stakeholders.
- vii. Keep oversight of Malaria GF supported programme performance in terms of timely and high quality financial and progress reporting to Global Fund Coordinating Unit of the Ministry:
- viii. Ensure that financial controls are maintained by the Malaria-GF Accountant according to the Sub-Recipient financial management roles and responsibilities outlined in the Operations Manual for GF grants.
- ix. Keep oversight on procurement and supplies management of items that are planned to be procured under Malaria-GF grants, follow the procurement processes and alert the Program manager on off-track procurements
- x. Prepare semiannual Performance Update and Disbursement Request

**Experience and Qualifications:**

- i. Doctor of Medicine Degree (MD), Master of Public Health/Master of Science in Health Monitoring and Evaluation,
- ii. Registered by the respective professional board.
- iii. At least three years working experience with programs or projects
- iv. Excellent interpersonal skills and demonstrated ability to interact with multidisciplinary staff, experts and clients.
- v. Excellent written and oral communication in English and Kiswahili
- vi. Excellent computer skills in data management and Microsoft office.
- vii. Age limit: 50 years.

**Terms of Employment:** 3 years Contract (Renewable based on Performance and availability of funds).

**8.10 Job Title: Drivers (2 Position)**

**Location:** Dodoma

**Reporting To:** Program Administrator -NMCP

**Duties and Responsibilities:**

- i. Responsible for driving, maintaining and advising proper ways of servicing program vehicles.
- ii. Transport staff during official assignments in and out of the office and distribute Malaria materials produced at the National level to all the regions

**Experience and Qualifications:**

- i. Certificate of Secondary Education
- ii. Drivers Certificate courses from NIT or VETA
- iii. A valid driving license of class C.
- iv. 3 - 5 years' experience in driving motor vehicles of government institutions.
- v. Experience driving in the public sector will be an added advantage.
- vi. Age limit: 50 years.

**Terms of Employment:** 3year Contract (Renewable based on Performance and availability of funds)

**GENERAL CONDITIONS:**

- i. All applicants must be citizens of Tanzania and Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following;
  - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - c) Form IV and Form VI National Examination Certificates;
  - d) Full Registration & Valid License
  - e) Internship Certificate
  - f) Birth certificate.
  - g) National ID.
  - h) Attaching copies of the following certificates is strictly not accepted



- i) Form IV and form VI results slips;
- j) Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers.**
- vi. If your names in your academic certificates are different from Birth Certificate and National ID you are required to have (Deed Pool from The Registrar of Oath at the Ministry of Lands, Housing and Human Settlements Development.
- vii. Applicants should indicate three reputable referees with their reliable contacts.
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
- x. Applicants with special needs/case (disability) are supposed/advised to indicate.
- xi. Presentation of forged certificates and other information will necessitate to legal action.

**NB:** All application should be submitted to Ministry of Health Recruitment Portal **ajira.moh.go.tz**. Closing date will be two (2) weeks from this advertisement. Only successful candidates will be contacted and all interview costs will be borne by the applicants.

***All applicants are reminded to comply with the application guidelines when filling the required information.***

Permanent Secretary  
Ministry of Health  
P.O BOX 743  
6/12/2023