



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH

Recruitment to the African Union Champion for Maternal and Child Health Secretariat

Africa-wide call for applications

Eight professional opportunities open to qualified candidates across African Union Member States

Duty station: United Republic of Tanzania

Contract duration: Two years, subject to applicable terms and conditions

Application deadline: 05th November 2026 at 15:00 (3:00 PM), East Africa Time (EAT, UTC+3)

Background and context

The Ministry of Health of the United Republic of Tanzania invites applications from highly qualified, experienced and committed professionals across the African continent to fill eight positions within the African Union Champion for Maternal and Child Health Secretariat, based in Tanzania.

In February 2026, Her Excellency Dr. Samia Suluhu Hassan, President of the United Republic of Tanzania, was appointed by African Union Heads of State and Government as African Union Champion for Maternal and Child Health. The Champion's mandate is to mobilise high-level political leadership, strengthen accountability, advance sustainable financing and accelerate evidence-based action for reproductive, maternal, newborn, child and adolescent health (RMNCAH).

To operationalize the Champion's mandate, a lean Secretariat of the African Union Champion for Maternal and Child Health has been established to coordinate and support day-to-day implementation, leveraging existing institutional structures and mechanisms of the Ministry of Health of the United Republic of Tanzania and Africa CDC.

Guided by the AU Champion's Continental Roadmap on RMNCAH (2026–2030), the Secretariat supports the Three Zeros agenda:

- **Zero Home Delivery** – every birth attended by skilled personnel in an equipped facility.
- **Zero Preventable Maternal and Newborn Deaths** – timely, quality care for every woman and newborn
- **Zero Unvaccinated Children** – every child identified, reached and protected

The Roadmap advances political leadership and accountability, sustainable investment and stronger delivery systems, and country implementation of high-impact interventions. Implementation remains Member State-owned and led. Africa CDC leads continental technical coordination and country implementation support, while the African Union Commission provides policy coherence and institutional alignment.

The Secretariat coordinates advocacy, strategic engagement, resource mobilisation, technical inputs, performance monitoring, communications and follow-up on government and partner commitments.

The Ministry seeks professionals with technical excellence, integrity, diplomatic judgement and a commitment to measurable results for women, children and families across Africa.

Position 1: RMNCAH Technical Manager

Reports to: Head of Secretariat

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Provide senior technical leadership for the operationalisation of the AU Champion's Continental Roadmap on RMNCAH (2026–2030), translating political commitments into technically sound, country-owned and measurable implementation priorities.

Key responsibilities

- Provide strategic technical advice to the Head of Secretariat on continental RMNCAH priorities, health systems strengthening, implementation risks and opportunities for accelerated progress.
- Translate the Continental Roadmap's strategic objectives into annual technical priorities, country acceleration plans and implementation workplans.
- Coordinate technical support for Member State readiness assessments, maternal and newborn service improvements, prioritisation of catalytic interventions and follow-up on implementation commitments.
- Facilitate technical coordination with Africa CDC, the African Union Commission, Regional Economic Communities, government institutions, professional associations and technical partners.
- Support country RMNCAH investment cases and alignment of technical priorities with sustainable financing opportunities, recognising Africa CDC's technical leadership for the Financing Accelerator.
- Advance workforce development, mentorship, clinical learning, South–South cooperation and the proposed African RMNCAH Centre of Excellence in Tanzania.
- Produce executive-quality technical briefs, policy recommendations and decision-support materials for high-level engagements.

Minimum qualifications and experience

- Master's degree or higher in Medicine, Public Health, Epidemiology, Health Systems Management, Health Policy, Health Economics, Global Health, Implementation Science or a related discipline.
- At least 15 years of progressively responsible experience in RMNCAH, reproductive health, public health, health systems strengthening or large-scale health programme implementation.
- Demonstrated leadership in complex national, regional or international health programmes, including technical assistance, quality improvement or health systems strengthening.
- Proven competence in health policy, strategic planning, implementation, performance management and evidence-informed decision-making.
- Experience with governments, African Union institutions, regional bodies or development partners is highly desirable.
- Excellent written and spoken English; another African Union working language is an added advantage.
- Relevant clinical specialist qualifications are an advantage.

Position 2: Data, Accountability and Monitoring Evaluation and Learning Lead

Reports to: Head of Secretariat

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Lead the Secretariat's data, accountability, monitoring, evaluation and learning (MEL) function, ensuring that political commitments, financing and programme implementation are translated into measurable progress and credible evidence for decision-making.

Key responsibilities

- Lead development and implementation of the Secretariat's MEL framework, results indicators, performance targets and reporting systems.
- Coordinate Secretariat contributions to the Continental RMNCAH Scorecard and Dashboard, Presidential RMNCAH Scorecard and related accountability mechanisms.
- Work with Member States, Africa CDC, the African Union Commission and technical partners to improve data quality, reporting consistency and evidence utilisation.
- Support continental analysis of the causes and drivers of maternal and child mortality, including Maternal and Perinatal Death Surveillance and Response (MPDSR) systems.
- Organise performance reviews, implementation learning exercises and corrective-action tracking to strengthen accountability.
- Translate complex datasets and implementation findings into concise analytical briefs and recommendations for senior political and technical leadership.
- Provide technical supervision and quality assurance for the Data Analyst.

Minimum qualifications and experience

- Master's degree in Epidemiology, Biostatistics, Public Health, Monitoring and Evaluation, Health Informatics, Health Systems Research, Implementation Science or a related discipline.
- At least 10 years of relevant experience in monitoring, evaluation, health information systems, analytics or accountability within public health or development programmes.
- Demonstrated expertise in dashboards, scorecards, DHIS2, data visualisation, performance monitoring and evidence synthesis.
- Proven ability to coordinate analytical and accountability functions across multiple institutions or countries.
- Familiarity with African Union, Sustainable Development Goal, WHO and national RMNCAH reporting frameworks is highly desirable.
- Excellent written and spoken English; another African Union working language is an added advantage.

Position 3: Strategic Communications and Advocacy Lead

Reports to: Head of Secretariat

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Lead strategic communications, advocacy and public engagement for the AU Champion's mandate, ensuring effective continental visibility, consistent political messaging and evidence-informed advocacy for the Three Zeros agenda.

Key responsibilities

- Develop and implement the Secretariat's strategic communications and advocacy plan, aligned with the Continental Roadmap and major continental and global engagements.
- Prepare speeches, talking points, policy messages, briefing packages, media statements, opinion articles and advocacy materials for senior leadership.
- Coordinate communications support for African Union Summits, the World Health Assembly, United Nations General Assembly, Inter-Parliamentary Union engagements and other priority platforms.
- Lead communications and campaign coordination for Jiongeze Tuwavushe Salama, including audience engagement, digital media, multilingual materials and public visibility.
- Manage media relations, stakeholder communications, success stories and public-facing knowledge products.
- Ensure editorial accuracy, messaging consistency, institutional branding, reputational risk management and adherence to approval protocols.
- Strengthen engagement with governments, civil society, women's and youth organisations, professional networks and strategic partners.

Minimum qualifications and experience

- Master's degree in Communications, Public Relations, Public Health, International Development or a related field.
- At least ten years of progressive experience in strategic communications, advocacy, public affairs or partnership engagement.
- Demonstrated experience developing high-level speeches, executive briefs, media products and advocacy materials for senior leaders.
- Strong understanding of political advocacy, development financing and communications within government, multilateral or international development environments.
- Proven capacity to manage sensitive communications, reputational issues and high-visibility assignments under demanding timelines.
- Excellent written and spoken English and French; another African Union working language is an added advantage.

Position 4: Finance, Grants and Administrative Manager

Reports to: Head of Secretariat

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Provide overall financial, grants management and operational leadership to ensure that Secretariat resources are planned, administered, utilised and reported in accordance with applicable financial regulations, grant conditions and institutional requirements.

Key responsibilities

- Lead financial planning, annual budgeting, cash-flow forecasting, expenditure monitoring and financial performance reporting.
- Oversee grant administration, donor compliance, financial reporting, supporting documentation and audit readiness.
- Coordinate procurement, contracting, payment processing and vendor management in compliance with approved procedures.
- Establish and maintain effective internal controls, risk-management systems, financial policies and accountability procedures.
- Coordinate internal and external audits and ensure timely implementation of audit recommendations.
- Oversee office operations, assets, administrative service contracts and other core operational systems.
- Provide technical supervision and quality assurance for the Accountant.

Minimum qualifications and experience

- University degree in Finance, Accounting, Business Administration or a related field.
- Professional accounting qualification, such as CPA or ACCA, is mandatory.
- At least ten years of relevant experience in financial management, grants administration, operations or fiduciary oversight.
- Proven experience in donor compliance, procurement oversight, budgeting, forecasting, auditing and financial reporting.
- Experience managing complex operational systems and service providers in international development, public health or multi-partner programmes is desirable.
- Demonstrated financial integrity, analytical judgement and commitment to transparent resource management.
- Excellent written and spoken English; another African Union working language is an added advantage.

Position 5: Events and Protocol Officer

Reports to: Finance, Grant and Administrative Manager

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Coordinate official engagements, high-level events, diplomatic missions and protocol arrangements, ensuring professional execution consistent with government, African Union and international diplomatic standards.

Key responsibilities

- Coordinate protocol arrangements for official meetings, high-level delegations, diplomatic visits and Secretariat missions.
- Prepare official event protocols, seating arrangements, order-of-precedence guidance, reception arrangements and mission schedules.
- Organise leadership summits, continental meetings, side events, receptions, working sessions and other approved engagements.
- Coordinate venues, accommodation, transport, registration, interpretation, branding and event production services in collaboration with other Secretariat functions.
- Liaise with government protocol offices, African Union institutions, official delegations, diplomatic missions and service providers.
- Maintain a consolidated calendar of high-level events, mission records, logistical documentation and post-event reports.

Minimum qualifications and experience

- University degree in International Relations, Public Administration, Event Management, Hospitality Management, Communications or a related discipline.
- At least five years of relevant experience in protocol, event management, executive coordination or diplomatic logistics.
- Demonstrated experience supporting government, multilateral or other high-level institutional events is highly desirable.
- Excellent written and spoken English and French; another African Union working language is an added advantage.

Position 6: Executive Administrative Assistant

Reports to: Finance, Grant and Administrative Manager

Engagement: Secretariat personnel

Duty station: Tanzania

Position purpose

Provide comprehensive executive assistance, administrative coordination and professional reception services to the Head of Secretariat and the wider Secretariat, ensuring efficient management of correspondence, schedules, visitors, meetings and office operations.

Key responsibilities

- Manage executive appointments, calendars, correspondence, meeting requests and routine travel arrangements for the Head of Secretariat.
- Prepare meeting agendas, briefing folders, minutes, action trackers, official correspondence and administrative documentation.
- Serve as the Secretariat's first point of contact, professionally receiving official visitors, managing incoming calls and responding to routine enquiries.
- Maintain visitor registers, correspondence records, document-management systems, office directories and administrative files.
- Coordinate routine office services, stationery, meeting-room readiness, document preparation and liaison with service providers.
- Support internal coordination among Secretariat staff and ensure timely follow-up of administrative actions.
- Maintain high standards of professionalism, confidentiality, courtesy and service delivery.

Minimum qualifications and experience

- Diploma or degree in Business Administration, Office Management, Secretarial Studies, Public Administration, Front Office Management or a related field.
- At least five years of progressively responsible experience in executive assistance, office administration, reception or senior secretarial support.
- Proven ability to manage executive schedules, formal correspondence, visitors, telephone communications, records and office coordination.
- Strong proficiency in Microsoft Office applications, document preparation, office administration and records management.
- Excellent written and spoken English and Kiswahili. French or another African Union working language is an added advantage
- Experience in government, multilateral institutions or international development organisations is an advantage.

Position 7: Data Analyst

Reports to: Data, Accountability and MEL Lead

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Provide analytical and data-management support to the Secretariat, ensuring the availability of reliable, timely and accessible evidence for performance monitoring, scorecards, dashboards, implementation reviews and strategic decision-making.

Key responsibilities

- Compile, clean, validate and analyse programme, financing and accountability data from agreed country, partner and Secretariat sources.
- Undertake descriptive and trend analysis of RMNCAH indicators, service readiness, programme implementation and selected financing variables.
- Produce tables, charts, dashboards, visualisations and analytical summaries for technical and political decision-makers.
- Support maintenance of Continental RMNCAH Scorecard and Dashboard products.
- Contribute to country profiles, programme reports, analytical annexes, evidence briefs and performance review materials.
- Maintain indicator dictionaries, analytical documentation, data-quality records and appropriate dataset version control.
- Identify data inconsistencies and support timely clarification with relevant technical focal points.

Minimum qualifications and experience

- Bachelor's degree in Statistics, Biostatistics, Epidemiology, Mathematics, Data Science, Public Health, Economics, Health Informatics or another relevant quantitative discipline. Master's degree is an added advantage
- At least 5 years of experience in data analysis, monitoring and evaluation, health information systems or programme analytics.
- Demonstrated proficiency in Microsoft Excel, statistical or analytical software, dashboard development tools and data visualisation.
- Experience analysing public health, RMNCAH or international development data is highly desirable.
- Strong analytical skills, accuracy, documentation discipline and ability to meet demanding reporting timelines.
- A relevant postgraduate qualification is an advantage.
- Excellent written and spoken English; another African Union working language is an added advantage

Position 8: Accountant

Reports to: Finance, Grants and Administrative Manager

Engagement: Secretariat personnel

Duty station: Tanzania, with travel across AU Member States as required

Position purpose

Support the Secretariat's day-to-day accounting and financial administration, ensuring accurate transaction processing, reconciliations, record management and compliance with established financial and grant-management requirements.

Key responsibilities

- Process payment requests, accounting entries, petty cash transactions and ledger postings in accordance with approved financial procedures.
- Maintain accurate financial records, invoices, vouchers, transaction documentation and accounting schedules.
- Prepare bank, cash, advance and other routine financial reconciliations.
- Support monthly and periodic financial closing, expenditure monitoring and management reporting.
- Assist in preparing grant financial reports, supporting schedules and documentation for audits and financial reviews.
- Ensure timely identification and reporting of documentation gaps, financial discrepancies and compliance issues.
- Support implementation of accounting controls, records-retention requirements and applicable financial procedures.

Minimum qualifications and experience

- Bachelor's degree in Accounting, Finance or a related field.
- At least four years of relevant professional accounting experience, preferably within grant-funded, development, public-sector or not-for-profit organisations.
- Demonstrated practical experience in bookkeeping, reconciliations, payment processing, financial documentation and audit support.
- Strong proficiency in spreadsheet applications and accounting record management.
- Professional accounting certification, or active progression towards CPA, ACCA or an equivalent qualification, is an advantage.
- High standards of accuracy, confidentiality, professional integrity and accountability.
- Excellent written and spoken English; another African Union working language is an added advantage.

Engagement terms and application procedure

General conditions of engagement

Contractual arrangements: All positions are offered on a two-year fixed-term contractual basis, subject to satisfactory performance and applicable terms and conditions.

Duty station and travel: Successful candidates will be based in Tanzania. Certain roles require travel to AU Member States and participation in continental or international engagements.

Professional standards: All appointees must demonstrate technical competence, integrity, impartiality, confidentiality, sound professional judgement, respect for Member State ownership and institutional mandates, and commitment to results-focused public service.

How to apply

Submit a single document containing the following:

1. A cover letter addressed to the Permanent Secretary, Ministry of Health, United Republic of Tanzania, clearly stating the position applied for and outlining motivation, qualifications, relevant experience and suitability.
2. A detailed, updated CV or résumé outlining academic qualifications, professional experience, relevant accomplishments and competencies.
3. Contact details of three professional referees, including full names, positions, institutional affiliations, email addresses and telephone numbers.

Combine the cover letter, CV or résumé and referees into ONE document, preferably in PDF format.

Address your application to:

The Permanent Secretary
Ministry of Health
United Republic of Tanzania
Government City – Mtumba, Afya Road
P.O. Box 743, 40478 Dodoma, Tanzania

Submit by email to: recruitment@afya.go.tz

Email subject: Application – AU MCH Champion Secretariat – [Position Title] – [Applicant's Full Name]

Deadline: 05th November 2026 at 15:00 hours (3:00 PM), East Africa Time (EAT, UTC+3). Applications must be received by this time. Candidates are encouraged to apply well in advance.

Equal opportunity and selection

Suitably qualified women and men from all African Union Member States are strongly encouraged to apply. Selection will be competitive, transparent and merit-based, considering qualifications, relevant experience, competence, integrity and suitability for the position.

Only shortlisted candidates will be contacted regarding the next stages of the recruitment process.

Join a multidisciplinary continental team advancing political leadership, financing and accountability to improve the survival and health of women, newborns, children and adolescents across Africa.

**ISSUED BY THE PERMANENT SECRETARY
MINISTRY OF HEALTH
UNITED REPUBLIC OF TANZANIA**