

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Project Driver (5 posts)  
**Reports To:** Administrative Officer/Assistant  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks **Project Drivers** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. They will be driving the Activity team (and guests) to the various study areas and sometimes outside the study areas.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Transport official passengers/visitors and suppliers within and outside the study area.
- Responsible for the day-to-day minor maintenance and cleanliness of the vehicle in his/her charge.
- Keep the line manager informed if any irregularities happen to the Activity vehicles and suggest the necessary steps as per advice received from the Head Mechanic or Transport Officer.

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## VACANCY ANNOUNCEMENT

- Keep records of vehicle movements and gas refueling in logbooks as required for each vehicle assigned.
- Responsible for booking and servicing the car when service is due as per manufacturer's specifications.
- Keep vehicle services/maintenance records in a logbook.
- Undertake daily and weekly checklist of the vehicle and minor repair of vehicles under the administrative custody of the company and obtains appraisals on the cost of vehicle repairs.
- Support delivering and safe carrying of pouches, mails, documents, or parcels entrusted for transportation as assigned.
- Assist in the logistic work process as necessary and be flexible in working hours including over the weekend.
- Perform any other job-related duties assigned by the supervisor.

### Qualification and Experience

- Certificate of secondary education (Form IV/VI).
- Preferable with trade test grade three, driving license class C/C1/C2.
- At least 4 years of driving experience in International NGOs or Local NGOs with safe driving records.
- Fluent in Swahili and basic English communication skills both written and spoken.
- Knowledge of driving rules and regulations.

### Skills and Competencies

- Be able to fix the vehicle if a minor breakdown occurs.
- Have strong interpersonal skills.
- Be flexible.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

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The **deadline** for this application is **23:59hrs on Thursday, September 15<sup>th</sup> 2022**. All e-mail application subject lines should include: **PROJECT DRIVER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Regional Manager (1 post)  
**Reports To:** Deputy Chief of Party (DCOP)  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Regional Manager** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Manager will be responsible for leading and supervising case management and malaria in pregnancy, and all other activities of the Tanzania Malaria Surveillance Activity (TMSA) in Katavi region. The Manager will also link and facilitate communication between TMSA headquarters and Katavi region.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Oversee coordination and implementation of all project activities across all technical areas at regional level
- Manage both technical and administrative operations at the regional project office

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- Support and facilitate timely implementation of project activities in designated districts in Katavi region by leading the coordination of Activity operations and logistical support.
- Collaborate and communicate with regional and district-based stakeholders in the planning of field activities to ensure maximum service integration and quality improvement in TMSA activities.
- Work closely with PMI | TMSA Finance, Administration and Procurement teams to ensure timely implementation as well as adherence to donor and IHI policies and procedures.
- Assist technical staff in the region to prepare financial forms to advance/reimburse funds for ongoing activities.
- Prepare and submit the monthly and quarterly programmatic implementation plans as well as the PMI | TMSA programmatic reports timely as per the Activity work plan.
- Support the programmatic team by organizing the central Activity filing system ensuring the integrity of official documents including correspondences with the RHMTs, CHMTs and other partners.
- Manage relationships with community structures including CSOs, community leaders and community health workers involved in project activities
- Represent the project leadership in regional coordination platforms
- Contribute to documenting and disseminating project success stories during routine programming.
- Collect and share minutes, notes and reports from attended meetings for documentation and follow-up.

### Qualification and Experience

- Degree in Medicine or Bachelor of Science in Nursing or related field.
- Master's degree in Public Health will be an added advantage
- At least 5 years of work experience in a public, private sector or NGO, with at least 2 years in leadership role.

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and the host government.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Demonstrated knowledge of Tanzania's national issues impacted by malaria, including demonstrated success collaborating with NMCP, and local government authorities.
- Demonstrated knowledge and experience working on PMI or other donor-funded projects.
- Ability to coach, mentor and develop performing teams
- Self-management is necessary (i.e., motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Excellent verbal, written communications and presentation skills.

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- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, Government counterparts and partners to achieve results.
- Ability to work in a complex environment with multicultural teams.
- Fluent in Swahili (level four is preferred).
- Demonstrated skills in both English written and oral communication.
- Computer literacy, particularly in the use of MS word, Excel and PowerPoint.

### Remuneration

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### Equal Opportunity

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### Mode of Application

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Knowledge Management and Communication Officer (1 post)  
**Reports To:** MEL Director – PMI | TMSA  
**Work Station:** Dar es Salaam  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Knowledge Management and Communication Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Knowledge and Communication Officer will oversee the implementation of the PMI | TMSA Branding Strategy & Marking Plan (BS & MP); support the implementation of Activity's learning agenda; and coordinate Activity deliverables.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- **Oversees TMSA BS & MP implementation:** the Officer will oversee the implementation of the PMI | TMSA BS & MP to ensure that the branding objectives of the Activity are properly planned, implemented, evaluated and reported. Key responsibilities include:
  1. Raise the profile of PMI | TMSA by contributing to and supporting relations through the media.

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2. Manage media relations, government relations, corporate publications and internal communications.
  3. Lead internal communication efforts including developing, implementing and maintaining approved branding and marking guidelines as per PMI | TMSA BS & MP.
- **Coordinates branding and publicity:** the Officer will coordinate all branding and publicity initiatives; advise the project leadership and the entire PMI | TMSA team technically on branding and publicity matters such as media engagements, and press conferences. Key responsibilities include:
    1. Write and edit news and success stories, press releases, social media or other content for publicity of corporate and public health events/campaigns.
    2. Produce communication materials, such as newsletters, brochures, flyers, and ads to follow through from copywriting, editing, translation, and design to production.
    3. Work with external writers, designers, photographers, production houses and agencies in designing and production of communication materials.
    4. Develop and maintain a PMI | TMSA photo and video library for use across a range of communication activities.
    5. Provide support to the management in writing or translation work when necessary
  - **Supports implementation of the Activity's learning and knowledge management:** the Officer will support implementation of the TMSA learning and knowledge management through proper documentation, packaging and dissemination of project achievements for various audiences. The Officer shall prepare policy briefs, and success stories, and manage blogs/website and social media engagements. S/he will as well support preparation of monthly, quarterly, and annual progress reports.

### Qualification and Experience

- A first degree in any of these fields: mass communication, journalism, and public relations. A master's degree will be an added advantage
- The position requires someone with a mixed skill set i.e., corporate communications, journalism, and PR.
- Three-year of previous experiences of successfully accomplishing similar duties.
- Writing and editing skills are essential and will be strictly checked and tested.
- Knowledge of design and programming software such as Photoshop is essential.
- Those who previously held a similar position or successfully accomplished duties on USAID-funded projects will have added advantage.

### Skills and Competencies

- Fluent in the English and Swahili languages.
- Excellent interpersonal skills.

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## VACANCY ANNOUNCEMENT

- Ability to conveniently apply social media and interactive email applications.
- Capable of building and sustaining relationships with staff at all levels.
- Organized, time-conscious and have the ability to deliver even under tight deadlines.
- Professional attitude with the highest level of integrity.
- Result-oriented.

### Remuneration

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### Equal Opportunity

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### Mode of Application

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#### Bagamoyo Branch

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Senior Data Manager (1 post)  
**Reports To:** Regional Manager  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Senior Data Manager** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Manager will support and maintain the data systems of the Activity in close collaboration with the IT Coordinator/Software Developer. He/she will support the Activity team through developing data management and data cleaning plans, reviewing and analysing data discrepancies, managing and resolving data quality issues together with the field-based staff, and writing routine reports to the Activity team.

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### Duties and Responsibilities

- Set up the various data systems associated with the Activity.
- Contribute to the design and programming of the data collection tools.
- Develop the data management and analysis plan together with the Activity team.

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## VACANCY ANNOUNCEMENT

- Set up Activity monitoring dashboards to monitor data collected from the field.
- Conduct regular data quality checks and data cleaning.
- Liaise with the district-based teams to resolve any data discrepancies.
- Develop technical manuals, SOPs and training materials for the data-related components of the Activity.
- Build capacity of R/CHMTs and health care workers in data collecting quality data, analysis, interpretation and use for improvement
- Together with the IT coordinator, monitor adherence to standards related to data security, including user access and database documentation, performing backup and recovery of program databases.
- Together with the IT coordinator, troubleshoot technical problems and escalate issues that could potentially impact timelines and deliverables of the Activity.
- Maintain collaborations with local institutions to ensure that the tools of the TMSA integrate with the eHealth vision of Tanzania (e.g., interoperability and data exchange with the national HMIS and/or Electronic Medical Records system).
- Participate in data analysis and report writing.
- Regularly report on the progress of assigned tasks to the Activity team.
- Perform other additional job-related duties as assigned by the supervisor.

### Qualification and Experience

- A Master's in Computer Science/Information Technology/Health Informatics or Statistics.
- 5 years of experience with data systems, programming, and analytic experience (experience in the health sector with health information systems would be an asset).

### Skills and Competencies

- Knowledge and interest in IT and computer systems.
- Knowledge of SQL language (querying and manipulating), and a good understanding of relational databases.
- Experience with one or more programming languages such as R, STATA or Python (experience with data visualization tools would be an asset).
- Experience with data management, including quality-checking, cleaning, anonymizing, dispatching, and backing up.
- Proactive attitude, including willingness to learn new technologies and skills quickly.
- Good problem-solving skills.
- Good communication skills – both written and verbal.
- Good organization skills and attention to detail.
- Team working spirit as well as the ability to work independently.
- Excellent communication skills in English and Swahili, both spoken and written.
- Willingness to sometimes travel to implementation areas, which could be remote.

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Case Management & Malaria in Pregnancy (CM & MiP) Advisor (1 post)  
**Reports To:** Chief of Party (COP)  
**Duty Station:** Dar es Salaam  
**Apply By:** September 15, 2022

### Institute Overview

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### Position Summary

Ifakara Health Institute seeks a **Case Management and Malaria in Pregnancy (CM & MiP) Advisor** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Advisor will be responsible for providing technical assistance to strengthen case management and malaria in pregnancy prevention by supporting the implementation of Malaria Service and Data Quality Improvement (MSDQI) to improve malaria services in both public and private health facilities.

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The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Provide overall technical guidance and leadership for designing, implementing, and monitoring activities related to malaria in pregnancy (MiP) and malaria case management (MCM) interventions.

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## VACANCY ANNOUNCEMENT

- Ensure technical excellence related to the training and quality assurance across MiP and MCM interventions and service delivery in program-focused region and districts.
- Coordinate integration of MiP and MCM activities across other technical areas for both community and facility-based interventions.
- Provide technical support towards strengthening facilities for providing comprehensive quality malaria case management and ANC services including MiP.
- Provide support to regional project teams to ensure quality malaria services at the community and facility levels.
- Identify evidence-based practices related to malaria programming and facilitate application in TMSA and broadly to the national malaria programme.
- Keep up-to-date on developments and new evidence concerning MCM and MiP and facilitate sharing of updated knowledge with other technical staff.
- Ensure timely planning, development and implementation of MCM and MiP activities in accordance with national malaria strategies, guidelines and protocols.
- Represent the project's interests in public and professional circles through meetings, conferences and presentations at the national and international levels.
- Contribute to the overall project's strategies in malaria programming to ensure integration and comprehensive services.
- Contribute to the preparation of quarterly and annual technical reports and other technical publications.
- Identify and disseminate best practices and new technical strategies and approaches in MCM and MiP.
- Compile and analyze data for performance monitoring of the program and utilize the data to take corrective actions.
- Participate in Malaria training, mentorship, meetings and workshops.
- Strengthen support supervision at the Councils and Regional level.
- Provide leadership in writing abstracts for conferences and manuscripts for publication.
- Perform other duties as directed by the supervisor and other project leaders.

### Qualifications and Experience

- Degree in Medicine with a Master degree in Public Health / Epidemiology or related fields.
- Strong clinical experience in Malaria case management and Antenatal care including malaria in pregnancy (MiP).
- At least 5 years of professional experience in public and/or development health programs.
- Demonstrated knowledge and experience working on PMI or other donor-funded projects.
- Demonstrated knowledge of Tanzania's national issues impacted by malaria, including demonstrated success collaborating with NMCP, and local government institutions.

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 P.o. Box 74 Bagamoyo  
 Phone: +255232440065



## VACANCY ANNOUNCEMENT

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and the host government.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Clinical training and mentorship skills.
- Ability to work in a complex environment with multicultural teams.
- Excellent analytical, communication and report writing skills.
- Fluent in Kiswahili (level four is preferred).
- Demonstrated skills in both English written and oral communication.
- High level of integrity, commitment and team working spirit.
- Computer literacy particularly in the use of MS word, Excel and PowerPoint.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **23:59hrs on Thursday, September 15<sup>th</sup> 2022**. All e-mail application subject lines should include: **CASE MANAGEMENT & MALARIA IN PREGNANCY ADVISOR – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
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Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Monitoring and Evaluation Officer (1 post)  
**Reports To:** Regional Manager, partly to the Senior M&E Officer  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Monitoring and Evaluation Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Officer will work with Senior M&E Officer and the M&E Director on the design, coordination and implementation of the monitoring and evaluation of the TMSA project. The Officer will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. The Officer will also provide technical assistance to the health facilities, particularly in relation to monitoring, reporting and governance issues.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Assist the Senior M&E officer and MEL Director with the development of the M&E Plan for the TMSA project.
- Coordinate implementation of the TMSA monitoring system at the regional and district level.

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## VACANCY ANNOUNCEMENT

- Coordinate M&E capacity building (e.g., training and mentorship of key implementers at the regional and district level).
- Work with regional and council teams to analyze and present M&E data as periodically and when requested by the region and/or Council(s).
- Familiarize with and manage USAID geographical information system (GIS) tool for reporting facilities reached by location.
- Undertake M&E advocacy at the Council level.
- Liaise with stakeholders concerning the implementation of TMSA monitoring systems.
- Perform data quality assessment (DQA) to ensure good quality data before submission.
- Promote data use during decision making and planning of interventions and use data for decision making.
- In collaboration with other TMSA M&E Team members manage program monitoring data dissemination at regional and council levels.
- Take lead in the compilation of regional level quarterly progress reports.
- Perform other duties as may be assigned by Regional Project Manager / Senior M&E / MEL Director.

### Qualification and Experience

- A Bachelor's degree in quantitative discipline (preferably in Social Science, Economics, or Statistics). A master's degree will be an added advantage.
- At least 2-3 years of professional experience in the field of Monitoring and Evaluation.

### Skills and Competencies

- Knowledge of major quantitative & qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools and plans.
- Excellent coordination and communication skills gained through experience in the supervision of monitoring field staff.
- Proven technical skills in M&E technology applications.
- Broad experience in the design and implementation of capacity building activities in M&E.
- High level of proficiency in Windows Excel and/ or Statistical Software (SPSS, STATA).
- Excellent analytical skills combined with a proactive, energetic approach to problem solving.
- Demonstrated skills in quantitative and qualitative data analysis, data management and report writing.
- Strong ability of writing and public speaking skills with good command of English and Swahili.
- Good interpersonal and people management skills, a team player and builder.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

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## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Senior Program Officer (1 post)  
**Reports To:** Chief of Party  
**Work Station:** Dar es Salaam  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Senior Program Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Officer will provide programmatic support and overall coordination to the technical team in the day-to-day implementation of PMI | TMSA Project activities at all levels. The Officer will also coordinate project operations and provide logistical support to implementation in Katavi and sites for the Thera; coordinate the planning of field activities for efficient implementation and will support technical teams with timely reporting; and will be responsible for supporting the organization of all meetings and workshops, oversee the preparation of activity budgets, and initiating the procurement process for various program supplies and equipment in alignment with the IHI policies.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

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## VACANCY ANNOUNCEMENT

### Duties and Responsibilities

- Provide overall organization and coordination of project activities across all technical areas (malaria case management, malaria in pregnancy, malaria surveillance, TES).
- Facilitate timely implementation of project activities in Katavi region and TES sites by leading the coordination of project operations and logistical support.
- Collaborate and communicate with council-based stakeholders in the planning of field activities to ensure maximum service integration and quality improvement in TMSA activities.
- Work closely with TMSA Finance, Administration and Procurement teams to ensure timely implementation as well as adherence to donor and IHI policies and procedures.
- Assist technical staff in the Katavi region to prepare financial forms to advance/reimburse funds for ongoing activities.
- Prepare and submit timely monthly and quarterly programmatic implementation plans as per the Project workplan as well as TMSA programmatic reports to the Deputy Chief of Party.
- Support the programmatic team by organizing the central project filing system ensuring the integrity of official documents including correspondences with the Ministry, donor and other partners.
- Support the Deputy COP and other managers to keep track and ensure access to contracts and other documents for Project collaboration.
- Contribute to documenting and dissemination of project success stories during routine programming.
- Collect notes and reports of the project's progress meetings for documentation and follow-up.
- Establish and maintain program management tools across project teams and field offices.
- Build capacity of program officers and program assistants in project coordination, organization and reporting.
- Facilitate coordination among technical teams and other stakeholders.
- Archive primary project records and related events, meetings, press releases and other technical and implementation documents.
- Manage the Project Resource Library, to regularly document scientific papers and abstracts in the project implementation areas and quantities of publications produced under the project, including the distribution plan.
- Assist to review process and reconcile payment documentation from trainers, program, technical and management staff as well as from consultants.
- Provide support in the analysis of reports received from the field, including financial reports.
- Liaise with project consultants to facilitate arrangements for office space, secretarial assistance, special equipment, etc.
- Travel as appropriate to program sites to assist in program logistics, including financial arrangements, equipment and supply coordination and travel arrangements.
- In consultation with the project management, conduct regular updates of partners and stakeholders' contacts lists and make it available to staff.
- Ensure materials needed for project activities including pieces of training are available in time.
- Help ensure that required technical and administrative reports are submitted in a timely way.

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## VACANCY ANNOUNCEMENT

- Assist with the organization of meetings, field visits, and other activities.
- Assist with other programmatic and administrative duties as required.
- Assist in preparation of monthly, quarterly and annual work plans.
- Assist with gathering technical updates for program planning, training, components of evaluations and other studies on related programs.
- Facilitate training /capacity development of MOH, NMCP, PORALG and other partner staff.
- Assist in the development of materials to include formatting, typesetting, content flow and finalization of the document ready to print.
- Support sub-grantees in program and financial management and reporting.

### Qualification and Experience

- Master's degree in Public Health, Social Sciences or Development Studies or demonstrated equivalent through experience.
- 5 years of work experience in the public, private sector or NGOs.
- Ability to coach, mentor and develop technical capacity in regional and national programs and technical staff in malaria case management, malaria in pregnancy, and malaria surveillance.
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.
- Excellent verbal, written communication, and presentation skills.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, consultants, and partners to achieve results.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Computer literacy, particularly in the use of MS word, Excel and PowerPoint Experience.
- Excellent written and oral English and Kiswahili skills.

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and host government.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Demonstrated knowledge of Tanzania national issues impacting malaria, including demonstrated success collaborating with NMCP, and local government institutions.
- Knowledge of U.S. Government health initiatives and related reporting requirements and funding parameters.
- Demonstrated High level of integrity, commitment and team working spirit.

### Remuneration

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