



Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non- Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others. MDH through Afya Kwanza and Afya Jumuishi Projects seeks to recruit qualified candidates to fill the below vacancies:

1. JOB TITLE: GENERAL SERVICES DRIVER (4 POSTS)

LOCATION: GEITA

REPORTS TO: ADMINISTRATION OFFICER

Position Summary:

As MDH driver he/she will perform duties of driving a vehicle to ensure safe transportation of authorised personnel from various destinations. He/she will make sure all passengers are assisted on entry and exit if need be. The driver is required to drive all types of vehicles of the organisation. He/she will be responsible to transport individuals to and from various places like senior services offices, human services organisations, work sites, health educational institutions, medical facilities, drug stores and other desired locations. He/she will be required to keep travel records of the vehicle, will request passenger to fasten seat belt before start of any journey for their safety purposes.

Duties and Responsibilities:

- Drive the project vehicle safely; transporting authorized personnel/passengers.

- Maintain a clean record of all journeys, daily mileage, fuel consumption, oil changes and greasing.
- Ensure day to day maintenance of the assigned vehicle, perform minor
- Comply with laws and regulations for safe
- Observe all the safety and security
- Ensure that all accessories of the vehicles are maintained and checked at all
- Keep a valid driving License and the vehicle's insurance up to date all the
- Perform any other related duties as may be assigned by the supervisor.

Requirements: Education, Work experience and Skills:

- An advanced or Ordinary Secondary School education is
- Holder of Driving Certificate from a credible
- At least 3 years of work experience in similar position. Experience of driving in rural settings will be an added
- Keen on the well-being of the given
- Highest level of integrity.
- Ability to record trips in a log book as trained/
- Ability to work long hours even after office
- Ability to work under pressure and stringent
- Must be flexible and able to adapt to abrupt changes in project/transport needs at short notices.

2. JOB TITLE: PROCUREMENT OFFICER (1 Post)

LOCATION: MDH HEAD OFFICE

REPORTS TO: PROCUREMENT MANAGER

Position Summary:

This is an immediate assistant to the Procurement Manager and will be a good link between Staff and Procurement Manager who is focusing on procurement and user departments as well as vendors. A procurement Officer is responsible for assessing products, services and suppliers and negotiating contracts.

Duties and Responsibilities:

- Secure regular service and maintenance contracts for all office equipment.
- Assist in Preparation of all supplies and service contracts.
- Assist the Procurement Manager in the preparation of procurement reports such as procurement plan, commitment report, undelivered goods and services report, tax exemption report and other reports prescribed by management.

- Assist the establishment of required procurement Standard Operating Procedures (SOPs)
- Analyze market condition for present and future pricing, availability and capacity of goods and services.
- Assist to Interview, identify and qualify new vendors /suppliers in order to secure more cost effective source of products and service
- Prepare and deliver purchasing inventory reports, bids proposals requirement documentation and tender documents.
- Work closely with finance department by providing information on Asset Register for MDH.
- Assist in out sourcing and identifying international vendors /suppliers for all supplies that cannot be found in the country
- Oversee custom clearance and communicate with international vendors regarding the required documents for the custom clearance of Goods.
- Applying for tax exemption for goods and services as per country and donor requirements
- Perform any other related duties as may be assigned by the Supervisor.

Requirements: Education, Work Experience and Skills:

- Bachelor Degree in Procurement and Logistics, Business Administration, Finance /Accounting with logistics and procurement background or related field.
- A minimum of three (3) years of experience working in Procurement, Logistics and Management.
- Certified Procurement and Supplies Professional (CPSP) by the Procurement and Supplies Professionals and Technicians Board (PSPTB) will be an added advantage.
- Must be familiar with PEPFAR and other donors' rules and regulations.
- Must have sufficient knowledge of contract management.
- Highest level of integrity.
- Ability to work and deliver under pressure and tight deadlines with minimum supervision.
- Excellent analytical and writing skills
- Very well developed interpersonal and communication skills (written and spoken) in both English and Kiswahili languages.
- Must be a Computer Literate – Conversant with Microsoft Office, ie: Word, Excel and Power Point.

3. JOB TITLE: ADMINISTRATION AND OPERATIONS MANAGER (1 Post)

LOCATION: MDH HEAD OFFICE

REPORTS TO: DIRECTOR OF HUMAN RESOURCES

Position Summary:

The Administration & Operations Manager's is a motivated individual who works to ensure effective management of organizational assets, facilities, transport and oversee the entire administration and operations of the entire organization across MDH supported Regions.

Duties and Responsibilities:

- Ensure Office procedures is kept up to date and changes are communicated to all employees.
- Ensure systems are in place to safeguard MDH assets, including negotiating fair terms for MDH contracts on rents, purchases and ensuring maintenance of premises and other MDH properties to MDH audit standards.
- Manage MDH service contracts with all service providers.
- Advise Staff on the use of resources to minimize waste, be environmentally friendly and cost effective.
- Ensure systems are in place to provide adequate Health & Safety standards in all MDH Offices. Set up systems to monitor, evaluate and report on the status of MDH Offices in terms of services, procedures and budget expenditure.
- Ensure MDH has proper insurance for the company properties both those in HQ and those which are up country.
- Manage leases for MDH buildings and offices in Dar es salaam and other regional offices and ensure they meet the required standards.
- Establish relationships with hotels in Dar and in the regions so that staff when in the field will be able to use the selected hotels and MDH will pay those hotels directly.
- Ensure efficiency usage of fuel for the generators. Ensure that generator fuel and cash power are always available and manage their usage, electricity and phone bills paid in time, monitor and charge staff on personal use of office phone.
- Plan and schedule maintenance of office Air conditions, fire extinguishers, office equipment and service for generator and vehicles.
- Manage the day to day office security but also ensure all offices and furniture repairs are reported and dealt with quickly.
- Ensure proper insurance, services and maintenance, ensure road licenses are renewed on time, rotating drivers where necessary and other cars management functions needed at MDH.
- Ensure drivers are properly maintaining the vehicles and not abusing the usage of the vehicles.
- Review the vehicle life span against costs incurred in services and fuelling and advice the management on the best cause of action.

- Ensure the office have a Register of Contracts (including landlords, service providers, bank, telephone, IT services, insurance, guards, cleaning, etc) is maintained.
- Ensure staff members are following a standard template when drawing up MoUs between MDH and its partners to ensure key clauses are always included.
- Perform any other related duties as may be assigned by the Supervisor.

Requirements: Education, Work experience and Skills:

- A minimum of first degree in business management, IT or related field.
- Masters' Degree in Logistics or Business Administration is an added Advantage.
- Minimum of 7 years relevant working experience.
- Experience working with a Non-Government Organization will be an added advantage.
- Prior experience managing logistical operations involving transport and security.
- Sharp, keen and attentive to details.
- Good coordination skills – methodical and self-organized.
- Proficiency in Information Technology knowledge (Word, Outlook, Excel).
- Good written and verbal communication skills.
- Demonstrable commitment to delivering excellent logistical and administrative services.
- Highest level of integrity and interpersonal skills.
- Ability to think quickly and respond to immediate requests.
- Flexibility to adapt, positive attitude towards change, and a constructive and creative approach to problem solving.
- Willingness to travel outside of the region for extended periods of time.

4. JOB TITLE: REGIONAL TB/HIV MANAGER(1 Post)

LOCATION: TABORA

REPORTS TO: REGIONAL PROJECT MANAGER

Position Summary:

The Regional TB/HIV Manager is a technical expert in all matters pertaining to TB/HIV programs and services. She/ He provides technical leadership and oversight of TB and TBHIV related interventions and services. This includes; keeping abreast with key advances in the area of TB/HIV; translating into practice, key program, national and global priorities in Tuberculosis and HIV; as well as working with and providing substantive and technical direction and assistance to other MDH staff at supported regions and districts, key stakeholders at regional and local government authorities.

Duties and Responsibilities:

- Lead and oversee planning, implementation, M&E & reporting of TB and TBHIV services under the Afya Kwanza project, as well as other relevant activities across supported
- Provide substantive and timely input in the implementation of the Tuberculosis and TB/HIV projects, including reporting on progress vis-à-vis planned activities and expected outputs.
- To oversee implementation of key program initiatives to address program, donor and national priorities – such as Intensified TB case finding, TB infection control and Isoniazid Preventive Therapy – in line with national guidelines.
- To oversee needs assessment on TB programs and services and organize efforts to address these needs -; including capacity building and health system strengthening – in collaboration with the R/DPMs, R/DACCs and R/DTLCs.
- Ensure timeliness and accuracy of relevant TB data – as well as support strengthening of the related M&E systems – in collaboration with the M&E team.
- Ensure timely collection and provision of requested information for the quarterly progress reports.
- Lead efforts to robustly analyse and utilize TB/HIV data to inform plans, priorities and resource allocation and write reports, best practices and lessons learned for wider dissemination.
- Lead efforts to identify gaps in TB and TBHIV services; design and implement operational research (OR), PHE, secondary data analyses and CQI initiatives to address these gaps
- Participate in district and regional meetings and consultations to share and disseminate MDH experience and models of TB/HIV services integration and coordination.
- Assist the program and country to rollout and scale-up suitable models for TB/HIV, in collaboration with Ministries of Health, Global Fund and other stakeholders.
- Implement & manage a robust capacity building program HCPs supporting TB and TBHIV clinics; capitalizing on supportive supervision, mentorship & on-job training in line with national guidelines.
- Supervise program staff under her/him across all supported regions and councils.
- Engage and facilitate strategic collaboration with key technical and community-based stakeholders, in TB control and TBHIV including community leaders and IPs.
- Lead efforts in writing technical program documents including project proposals, work-plans, reports, best practices, lessons learned and other relevant documents, as required by the RPM.
- Support and advise the regional project manager on all TB and TBHIV issues and perform other relevant duties as assigned by her/his supervisor.
- Perform any other related duties as may be assigned by the Supervisor.

Requirements: Education, Work Experience and Skills

- Medical Doctor degree with current registration from the Medical Council of
- Master's degree in Public Health or related field is an added

- At least 3 years of experience working in public health programs/
- At least 3 years of experience in design, implementation, management and M&E of HIV testing, ART linkage or related clinical and public health programs and
- Experience in using CQI, PHE and OR techniques to address public health
- Excellent command of Swahili and English languages, in written and oral
- Experience in basic computer applications such as MS Word, Excel, Power point and
- Ability to work under pressure and stringent

5. JOB TITLE: REGIONAL MATERNAL AND CHILD HEALTH MANAGER (1 POST)

LOCATION: GEITA

REPORTS TO: REGIONAL PROJECT MANAGER

Position Summary: The Regional Maternal and Child Health Manager is MDH's overall regional technical expert in all matters pertaining to reproductive, maternal, new born and child health (RMNCH) programs and services. She/ He provides technical leadership and oversight of RMNCH related programs and services-including reproductive and child health, couple HIV testing at antenatal clinic, prevention of mother-to-child transmission of HIV, Early Infant Diagnosis of HIV, as well as Pediatric, adolescent and youth HIV care – in collaboration with other program and government staff at the region, relevant ministries and MDH HQ.

Duties and Responsibilities:

1. Lead and oversee planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and relevant RMNCH services under the Afya Kwanza project, in her/his respective region.
2. Lead implementation of key program initiatives in her/his unit – to address program, donor and national priorities such as index HIV testing, Option B+, male involvement, tracking of mother-infant pairs, follow up of EID results and accelerating children's treatment (ACT) in line with national guidelines.
3. Provide training to the R/DMOs, R/DACCs, R/DRCHCos, CHMTs and HFs in planning, implementation, M&E and reporting of PMTCT, EID, Paediatric ART and related RMNCH programs and services.
4. Conduct needs assessment, on PMTCT, EID, Paediatric ART & RMNCH programs and services in her/his region, and organize efforts to address these needs including capacity building and health system strengthening in collaboration with the RPM, R/DACCs and R/DRCHCos.
5. Ensure timely collection and submission of PMTCT, EID, Paediatric ART and RMNCH data as well as support strengthening of the related M&E systems in collaboration with the M&Eteam.

6. Lead efforts to robustly analyse & utilize PMTCT, EID, Paediatric ART & RMNCH data to inform plans, priorities and resource allocation and write reports, best practices and lessons learned for wider dissemination.
7. Lead efforts to identify gaps in PMTCT, EID, Paediatric ART and RMNCH; design and implement operational research (OR), PHE, secondary data analyses and CQI initiatives to address the gaps.
8. Implement and manage a robust capacity building program, for PMTCT, EID, Paediatric ART and RMNCH HCPs; capitalizing on supportive supervision, mentorship and on-job training in line with national guidelines.
9. Supervise program staff under her/him in her/his respective region.
10. Actively participate in writing technical program documents including project proposals, work-plans, reports, best practices, lessons learned and other relevant documents, as required by the RPM.
11. Support and advise the RPM on all PMTCT, EID, Paediatric ART and RMNCH issues and perform other relevant duties as assigned by the RPM. 12. Perform any other related duties as may be assigned by the Supervisor.

Requirements: Education, Work Experience and Skills:

1. Medical Doctor degree with current registration from the Medical Council of Tanzania.
2. Master's degree in Public Health or related field is an added advantage.
3. At least 3 years of experience working in public health programs/services.
4. At least 3 years of experience in design, implementation, management and M&E of PMTCT, EID, Paediatric ART, RMNCH or related clinical and public health programs and services.
5. Experience in using CQI, PHE and OR techniques to address public health challenges.
6. Excellent command of Swahili and English languages, in written and oral communication.
7. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
8. Ability to work under pressure and stringent deadlines.

TO APPLY:

Interested candidates should submit an application letter indicating clearly the position applied for, a detailed copy of their CV, and names and contact information (email addresses and telephone numbers) of three work related referees.

Applications should be submitted by **13th May 2022**, to the Director of Human Resource through e-mail hr@mdh.or.tz

Kindly note that only shortlisted applicants will be contacted.

Please note MDH don't have any recruitment agents and don't charge any fees to the interested candidates