

Job Description

Job Title: Social and Behavior Change Communication (SBCC) Specialist
Report to: Director of SBC – Design and Implementation
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Social and Behavior Change Communication (SBCC) Specialist will provide technical guidance and capacity strengthening to the project through the design and rollout of high-quality SBC interventions and provide technical guidance and capacity strengthening for SBC to the project. They should have extensive knowledge of SBC theories and approaches. Additional knowledge of behavioral economics and human-centered design (HCD) is desirable. This position role reports to the Director of SBC Design and Implementation and involves 40% in-country travel.

Key Responsibilities & Tasks:

- Support the Director of SBC Design and Implementation and serve as the SBCC expert and technical authority.
- Work with the team members to conceptualize, design and implement SBC strategies and interventions.
- Participate in the development, review, pretesting, refinement, and finalization of SBC materials and tools including the design, planning, implementation, and monitoring of social and behavior change programming.
- Ensure SBC and demand creation activities are implemented in coordination and harmonization with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDEC), implementing partners, and other relevant stakeholders all levels.
- Help develop and facilitate a behavioural prioritization process together with the MOHCDEC, implementing partners and other relevant stakeholders to re-align with current messaging priorities.

- Work together with USAID Tulonge Afya to determine which existing SBC interventions should be continued and/or adapted under Breakthrough ACTION, and ensure a smooth transition in implementation between the two projects.
- Assist with the design and/or adaptation of quality, evidence-based SBC resources for use by service delivery partners in fixed and mobile sites, community partners, and civil service partners. Materials should reflect priorities outlined in SBC strategies and guidelines, meet the standards of National Programs, and emerge from a participatory process.
- Work with the Director of SBC Coordination and Capacity Strengthening to strengthen the capacity of government and partners to produce, disseminate, use and monitor the materials co-developed with Breakthrough ACTION Tanzania.
- Work together with the health area Program Officers (i.e., HIV/Tuberculosis; Family Planning and Maternal and Child Health; Malaria) to develop high-quality SBC programs promoting specific health areas, such as access and use of insecticide-treated nets (ITNs), as necessary.
- Co-develop provider behavior change initiatives that address identified barriers to service uptake, such as provider motivation, biases and/or client-provider interactions.
- Help develop and co-facilitate human-centred design processes, including discovery research, insights generation, ideation, prototyping, testing, and iteration.
- Support creative agencies and consultants to interpret insights from research, ideation sessions and other SBC and HCD processes in order to design materials, approaches and/or SBC interventions that respond to the needs of the intended audiences.
- Develop and implement an SBC capacity strengthening plan for Breakthrough ACTION staff, interns, IPs, MOHCDEC, CBOs and other project stakeholders in partnership with the SBC Coordination and Capacity Strengthening team.
- Review SBC information for feasibility and adherence to project objectives.
- Stay up to date on SBC trends and technical content in Tanzania and globally to provide specific direction and solutions to complex problems.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Ensure timeliness and high integrity of activity implementation in accordance with the work plan.
- Work together with the Monitoring, Evaluation, Research and Learning Manager and the Knowledge Management, Learning and Adaptation Specialist to monitor SBC and demand creation activities, document and share success stories and lessons learned, and make program adaptations based on the results.
- generate media briefs, reports, success stories, and other program documentation.
- Format, edit, and create documents and presentations as needed.
- Maintain frequent, open, ongoing communication with program team members in all locations (country and headquarters offices)
- Perform any other duties as assigned by the supervisor.

Minimum Qualifications:

- Bachelor's degree in mass communication, advertising, education, public health, social sciences or related field. Master's degree preferred.
- A minimum of three (3) years of experience in a programming role with an international development organization.

- Previous experience of working for SBC/SBCC or health communication program is an added advantage.
- Strong knowledge of MOH structures at national, district, and community level.
- Tanzania national preferred.
- Oral and written fluency in English and Kiswahili.

Knowledge, Skills and Abilities:

- Proficiency with design and presentation applications (i. e. Adobe Photoshop, Illustrator)
- Excellent organizational, communication, interpersonal, and collaboration skills.
- Previous experience working in social and behavior change communication
- Have a strong grasp of research methods and data analysis, both quantitative and qualitative.
- Ability to interpret research insights into design solutions and design improvements, with an understanding of user empathy, voice of the customer, and organizational context and constraints.
- Excellent organizational, communication, interpersonal, and collaboration skills.
- Ability to work in a fast-paced environment.
- Possession of excellent leadership skills to be used for consensus building and mentoring.
- Comfortable interacting with key stakeholders and acting as the voice of the customer.
- Self-starter that can work under minimum direction in a highly collaborative, team-based environment
- Has a passion for problem-solving and believing that all problems are solvable.
- Excellent written and verbal communication skills.

Travel Requirements:

- This position may require up to 25% in-country travel

All candidates are encouraged to submit e-mail applications to:
BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Program Officer, Malaria
Report to: Director of SBC Coordination and Capacity Strengthening
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Program Officer (Malaria) will coordinate project implementation with national and sub-national level technical units, service delivery partners, and other malaria stakeholders. They will regularly produce content related to malaria projects and interventions. They will report to the Director of SBC Coordination and Capacity Strengthening, with additional reporting lines to the Director of SBC Design and Implementation. The Program Officer works closely with external partner organizations and team members to design, implement, and supervise activities to ensure that stakeholder guidance is integrated into program implementation to continuously improve the quality of interventions and outcomes. The Program Officer will attend technical working group and USG partner meetings as a representative of Breakthrough ACTION Tanzania.

Responsibilities:

- Provide day to day technical assistance and capacity strengthening to malaria initiatives that are aligned to national priorities and guidelines.
- Support the development of SBC strategies, materials, approaches and tools that ensure inclusion of relevant malaria-related priorities.
- Manage relationships with the U.S. President's Malaria Initiative, Government of Tanzania, the Ministry of Health, Community Development, Gender, Elderly and Children National Malaria Control Program, USG implementing partners and relevant Technical Working Groups.
- Represent Breakthrough ACTION Tanzania in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.
- Work with senior staff to facilitate malaria-related meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.

- Support staff to appreciate malaria issues and integrate these into their activities in order to widen reach.
- Proactively remain up to date with key malaria-related national and global recommendations and guidelines and integrate these into day-to-day programming.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Support results reporting to USAID by providing written documentation on malaria activities, as appropriate.
- Work closely with the monitoring, evaluation, research and learning (MERL) team to harmonize and streamline collection and use of data for malaria program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Format, edit, and create documents and presentations as needed.
- Initiate, track and monitor procurements, contracts, work plans and other administrative and programmatic documents.
- Work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally).
- Liaise with internal and external partners.
- Adhere to JHU, CCP and donor rules, regulations and policies.
- Upload and save deliverables on relevant knowledge management platforms.
- Assist with other activities as directed by the supervisor.
- Work with senior staff to facilitate malaria-related meetings, trainings and workshops, including the creation of agenda, curriculum, manuals and materials, as necessary.

Qualifications:

- Master's degree (M.A., MHS, MPH) required. Three years' related experience required. Additional relevant experience and/or training may substitute for some education.
- Tanzania national
- Oral and written fluency in English and Kiswahili

Knowledge, Skills, and Abilities:

- Demonstrated experience working in partnership with host governments, international donors, and implementing partners
- Experience working with SBC programs
- Experience working in malaria programs
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility
- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences

- Excellent interpersonal and teamwork skills; and,
- Excellent past performance references.

Travel Requirements:

- This position may require up to 25% regional travel

How to apply:

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Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Program Officer, HIV & TB
Report to: Director of SBC Coordination and Capacity Strengthening
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Program Officer (HIV and TB) will coordinate project implementation with national and sub-national level HIV and TB technical units, service delivery partners, and other HIV and TB stakeholders. S/he will regularly produce content related to HIV and tuberculosis (TB) projects and interventions. S/he works reports to the Director of SBC Coordination and Capacity Strengthening, with additional reporting lines to the Director of SBC Design and Implementation. The Program Officer works closely with external partner organizations and team members to design, implement, and supervise activities to ensure that stakeholder guidance is integrated into program implementation to continuously improve the quality of interventions and outcomes. They will attend technical working group and USG partner meetings as a representative of Breakthrough ACTION Tanzania.

Responsibilities:

- Provide day-to-day technical assistance and capacity strengthening to HIV and TB initiatives that are aligned to national priorities and guidelines.
- Support the development of SBC strategies, materials, approaches and tools that ensure inclusion of relevant HIV- and TB-related priorities.
- Manage relationships with the National AIDS Control Program (NACP), the Tanzania Commission for AIDS (TACAIDS), the National TB and Leprosy Program (NTLP), USG implementing partners and relevant Technical Working Groups.
- Represent Breakthrough ACTION Tanzania in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.
- Work with senior staff to facilitate TB and HIV-related meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.

- Support staff to appreciate HIV and TB issues and integrate these into their activities in order to widen reach.
- Proactively remain up to date with key HIV- and TB-related national and global recommendations and guidelines and integrate these into day-to-day programming.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Support results reporting to USAID by providing written documentation on HIV and TB activities, as appropriate.
- Work closely with the monitoring, evaluation, research and learning (MERL) team to harmonize and streamline collection and use of data for HIV and TB program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Format, edit, and create documents and presentations as needed.
- Initiate, track and monitor procurements, contracts, work plans and other administrative and programmatic documents.
- Work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally).
- Liaise with internal and external partners.
- Adhere to JHU, CCP and donor rules, regulations and policies.
- Upload and save deliverables on relevant knowledge management platforms.
- Assist with other activities as directed by the supervisor.
- Work with senior staff to facilitate TB and HIV-related meetings, trainings and workshops, including the creation of agenda, curriculum, manuals and materials, as necessary.

Qualifications:

- Master's degree (M.A., MHS, MPH) required. Three years related experience required. Additional relevant experience and/or training may substitute for some education.
- Tanzania national
- Oral and written fluency in English and Kiswahili

Knowledge, Skills, and Abilities:

- Demonstrated experience working in partnership with host governments, international donors, and implementing partners
- Experience working with SBC programs
- Experience working in HIV and/or TB programs
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility

- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences
- Excellent interpersonal and teamwork skills; and,
- Excellent past performance references.

Travel Requirements:

- This position may require up to 25% regional travel

All candidates are encouraged to submit e-mail applications to BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Program Officer, Family Planning and Maternal and Child Health (MCH)
Report to: Director of SBC Coordination and Capacity Strengthening
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Program Officer (Family Planning and MCH) will coordinate project implementation with national and sub-national level technical units, service delivery partners, and other family planning and MCH stakeholders. S/he will regularly produce content related to family planning and MCH projects and interventions. S/he works reports to the Director of SBC Coordination and Capacity Strengthening, with additional reporting lines to the Director of SBC Design and Implementation, and works closely with external partner organizations and team members to design, implement, and supervise activities to ensure that stakeholder guidance is integrated into program implementation to continuously improve the quality of interventions and outcomes. They will attend all relevant technical working group and USG partner meetings as a representative of Breakthrough ACTION Tanzania.

Responsibilities:

- Provide day to day technical assistance and capacity strengthening to family planning and MCH initiatives that are aligned to national priorities and guidelines.
- Support the development of SBC strategies, materials, approaches and tools that ensure inclusion of relevant family planning- and MCH-related priorities.
- Manage relationships with the Reproductive and Child Health Section (RCHS) of the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDEC), USG implementing partners and relevant Technical Working Groups.
- Represent Breakthrough ACTION Tanzania in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.

- Work with senior staff to facilitate family planning and MCH-related meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.
- Support staff to appreciate family planning and MCH issues and integrate these into their activities in order to widen reach.
- Proactively remain up to date with key family planning and MCH-related national and global recommendations and guidelines and integrate these into day-to-day programming.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Support results reporting to USAID by providing written documentation on MCH and family planning activities, as appropriate.
- Work closely with the monitoring, evaluation, research and learning (MERL) team to harmonize and streamline collection and use of data for family planning and MCH program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Format, edit, and create documents and presentations as needed.
- Initiate, track and monitor procurements, contracts, work plans and other administrative and programmatic documents.
- Work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally).
- Liaise with internal and external partners.
- Adhere to JHU, CCP and donor rules, regulations and policies.
- Upload and save deliverables on relevant knowledge management platforms.
- Assist with other activities as directed by the supervisor.
- Work with senior staff to facilitate family planning- and MCH-related meetings, trainings and workshops, including the creation of agenda, curriculum, manuals and materials, as necessary.

Qualifications:

- Master's degree (M.A., MHS, MPH) required. Three years' related experience required. Additional relevant experience and/or training may substitute for some education.
- Tanzania national
- Oral and written fluency in English and Kiswahili

Knowledge, Skills, and Abilities:

- Demonstrated experience working in partnership with host governments, international donors, and implementing partners
- Experience working with SBC programs
- Experience working in family planning and/or MCH programs

- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility
- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences
- Excellent interpersonal and teamwork skills; and,
- Excellent past performance references.

Travel Requirements:

- This position may require up to 25% regional travel

How to apply:

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Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Monitoring, Evaluation, Research and Learning Manager
Report to: Chief of Party
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Monitoring, Evaluation, Research and Learning (MERL) Manager provides technical support to monitoring, evaluation, learning, and quality assurance/continuous quality improvement activities/components of the Social and Behavior Change (SBC) projects in Tanzania. This position will support coordination, collaboration, learning, and program adaptation integrated in the knowledge management systems. They will work closely with the Chief of Party, Director of SBC Coordination and Capacity Strengthening and the Director of SBC Design and Implementation to coordinate the development and implementation of the MERL Plan and corresponding systems and use and promote the use of that information to guide performance management through well analyzed, rapid and timely feedback.

The MERL Manager will work to include appropriate indicators, baseline data, results and a plan to monitor and evaluate performance and produce timely, accurate and complete reporting. The Specialist will be responsible for ensuring effective bi-directional communication and learning between the project and service delivery implementing partners. This will include coordination and integration of knowledge management systems and work processes, fostering a culture of collaboration.

She/he will support other project partners, as well as USAID service delivery implementing partners to develop, train, and apply new and proven approaches to MERL with a lens on SBC. Travel within Tanzania will be required.

Responsibilities:

Support the project in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the project management in using the performance information for decision-making and resource allocation.

Apply M&E tools to monitor project results areas

- Lead the development and implementation of the MERL Plan and corresponding systems.
- Support in making adaptations to the project MERL Plan each year based on new or shifting program objectives, and ensure adherence to the plan.

- Lead the development and the process of updating standard operating procedures (manuals, trainings) for data collection, data entry, data analysis, and management of devices related to data collection or use.
- Assist teams to select data collection methods for adequate monitoring and evaluation of implementing partners' performance and of the program as a whole (these methods may include field visits, quarterly reports, specialized surveys and other sources of information like Government of Tanzania statistics).
- Lead the design, implementation and dissemination of evaluations, special studies and assessments.
- Encourage the use of performance information in resource allocation decisions by the Activity Team Leaders, Senior Management, and implementing partners through leading discussions, preparing analysis or other measures.
- Assist Senior Management in strengthening local capacities in MERL.

Data collection and quality assurance

- Support implementation of data collection activities (including all mobile data collection and GIS data, where relevant).
- Support development and implementation of quality assurance procedures for data collection to ensure data accuracy and the validity and reliability of monitoring data and study results.
- Conduct site visits to ensure quality, reliability, and consistency of data and seamless flow from the field to central office and onto the Baltimore HQ.
- Supervise the collection of data related to performance indicators required by the Project, and report data on a regular basis into CCP's global dashboard.

Data storage

- Create, maintain and safeguard electronic databases and any other data collection files in compliance with JHU data security requirements.
- Manage access permissions for data entry and dashboards to view monitoring output.
- Help prepare data for archiving as required by USAID's Digital Data Archive policies.

Data analysis and reporting

- Track, analyze and produce comprehensive and succinct reports and documentation on indicators and measures.
- Conduct data cleaning and analysis on a monthly basis and produce graphs and reports for quarterly reporting.
- Support in writing project reports and entering data into donor and partner led identified management information systems as required (i.e. USAID Performance Reporting System (PRS)).

Coordination and communication

- Work closely with partners and stakeholders within the MoH.
- Ensure timeliness and quality of service delivery data from partners.

- Work with the program team to ensure proper documentation via knowledge management approaches.
- Participate in the development and writing of strategies, work plans and assessments.
- Maintain efficient communication with Baltimore-based program and RMEL teams.

Minimum Qualifications:

- A minimum of five (5) years of experience in a performance monitoring and/or evaluation role with an international development organization.
- Master's degree in Public Health, epidemiology, biostatistics research methods, or behavioral science with relevance to SBC research, monitoring and evaluation or Bachelor's degree in a relevant field with a minimum of ten(10) years' experience above.
- Tanzania national.
- Oral and written fluency in English and Kiswahili.
- Experience working in USG/USAID supported projects preferred.

Knowledge, Skills and Abilities:

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
- Excellent research and data collection methodology skills
- Ability to create organizational work plans based on higher-level goals
- Ability to lead and coordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given)
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Strong interpersonal and teamwork skills
- Oral and written communication skills to deal effectively with mid and high-level partner contacts, the host government, and the local communities
- Skills in qualitative and quantitative analytic statistical software (e.g., STATA, SPSS) and qualitative software (e.g., Atlas.ti, NVivo), and proven ability in data visualization using graphs, charts, maps, and GIS
- Experience in web-based data management system (preferably DHIS2 and/or Open Data Kit), and/or mHealth and mobile data collection

How to apply:

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Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Media Specialist
Report to: Director of Social and Behavior Change Design and Implementation
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Media Specialist will be responsible for the design, adaptation, planning, procurement, implementation and monitoring of all mass, social and digital media executions for Breakthrough ACTION Tanzania. They will oversee the day-to-day implementation of SBC approaches across different media platforms to scale, ensuring maximum penetration, reach, intensity and dosage at national, regional, district and community levels, as appropriate. The Media Specialist will be directly responsible for ensuring that media houses and advertising/creative agencies consistently deliver high quality deliverables. This position will require coordination with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDEC), the President's Office – Regional Administration and Local Government (PO-RALG), service delivery implementing partners, and other project stakeholders. This Media Specialist reports to the Director of SBC Design and Implementation and may involve in-country travel.

Responsibilities:

- Participate in the conceptualization and development of various SBC interventions to ensure that appropriate products and content are developed for mass and digital media platforms. Types of content may include, but are not limited to: radio and television spots and programs, billboards, social media, SMS, interactive voice response (IVR), webpages, and hotlines.
- Work with the Director of SBC Design and Implementation, the Social and Behavior Change Communication (SBCC) Specialist, the Research, Monitoring, Evaluation and Learning (RMEL) Manager, and other Breakthrough ACTION Tanzania staff to lead the rollout of SBC approaches on mass and digital media channels.
- Supervise the day-to-day operations of advertising agencies, media firms, and consultants in designing, implementing and monitoring SBC interventions on mass and digital media channels.
- Develop and implement sub-contract monitoring plans for vendors and support physical and online documentation and archiving of agency materials and deliverables.

- Create content for and manage social media pages, including developing social media strategies and content calendars, posting on pages, monitoring responses, and data analytics.
- Work with the RMEL team to conduct routine monitoring, evaluation, research and learning to inform targeted design and rollout of interventions. Harmonize and streamline collection and use of data program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Network and develop partnerships with media houses and ad agencies to secure bonus airtime, cost share, and leverage their other owned resources like social media pages.
- Provide technical assistance to MoHCDEC and implementing partners in implementing SBC approaches on mass and digital media channels.
- Identify relevant capacity strengthening needs for MoHCDEC, USG IPs, and Breakthrough ACTION Tanzania interns and work with the Director of SBC Coordination and Capacity Strengthening to address them.
- Foster health reporting among media houses/personnel through media trainings, mentorships and excursions.
- Establish and maintain relationships with private sector players to leverage opportunities for sponsorship and deepening rollout of interventions.
- Keep up to date with national and international guidelines and requirements about mass and digital media and ensure that these are adhered to when developing and implementing SBC approaches.
- Lead the documentation of lessons learned and success stories from implementation of SBC approaches on mass and digital media channels, and upload and save deliverables on relevant knowledge management platforms.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Format, edit, and create documents and presentations as needed.

Qualifications:

- Bachelor's degree in mass communication, advertising, education, public health, social sciences or related field.
- At least 5 years of experience working with or supervising advertising or media agencies.
- At least five years of hands-on experience managing communication campaigns.
- Relevant computer software skills (including, at a minimum, the standard applications in MS Office).
- Prior experience with USAID-funded SBC projects is an added advantage.
- Tanzania national.
- Oral and written fluency in English and Kiswahili.

Knowledge, Skills, and Abilities:

- Demonstrated experience and expertise in integrated communication and marketing.

- Experience in working with media houses, and working knowledge of audio/visual production approaches, tools, techniques and technology.
- Knowledge of media buying and monitoring.
- Excellent communication, coordination and negotiation skills.
- Experience in successfully engaging the private sector.
- High level of interpersonal, technical, and analytical skills including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Demonstrated experience working in partnership with host governments, international donors, and implementing partners.
- Excellent interpersonal and teamwork skills.
- Excellent past performance references.

Travel Requirements:

- This position may require up to 25% in-country travel

How to apply:

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Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Knowledge Management (KM), Learning and Adaptation Specialist
Reports to: M&E Manager
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Knowledge Management (KM), Learning and Adaptation Specialist will be responsible for closely coordinating with the SBC Coordination and Capacity and the SBC Design and Implementation teams to gather and file project documentation, reports, success stories, case studies, lessons learnt, and other relevant information. They will do this in close collaboration and coordination with the MERL Manager, ensuring that they are appropriately packaged, stored and disseminated, per Breakthrough ACTION policies, plans, procedures, and guidance.

Responsibilities:

Documentation

- Closely coordinate with focus area teams to gather project documentation, reports, success stories, case studies, lessons learnt, and other relevant information in close collaboration and coordination with the program officers, MERL Manager, and communication focused staff
- Promote and support *use* of lessons learnt, best practices and proven innovations in program design, implementation, monitoring and reporting to improve implementation of work plan activities
- Coordinate closely with other project teams, including partner organizations, project managers, technical officers, to ensure required technical knowledge is captured, documented, synthesized, and shared
- Work closely with various stakeholders to document program successes and processes

Presentation, Dissemination and Archiving

- Administer Breakthrough ACTION Tanzania intranet space
- Support project teams to ensure timely submission and archiving of reports
- Maintain a project inventory of final project materials, reports, curriculum, and SBC products
- Draft, verify and circulate, in coordination with the MERL Manager, project updates (such as Monthly/Quarterly/Annual Progress Reports)
- Serve as active member in the Breakthrough ACTION KM Focal Points group by attending group meetings and participating in group discussions on the CCP intranet (HIVE)
- Strategically consider opportunities for deploying KM tools, including but not limited to pause and reflect, after action reviews, peer assists, and virtual whiteboarding
- Prepare presentations for sharing/dissemination of project learning/successes
- Ensure that the project documentation products are appropriately packaged, stored, and disseminated, per Breakthrough ACTION guidance and practice
- Promote project documents and learnings on relevant platforms such as Springboard, Compass for SBC, and other community of practice and discussion platforms and forums
- Provide support to develop case studies and success stories
- Use the project space on the project intranet to bring together relevant digital and virtual tools including but not limited to Airtable, Shared Libraries, Mural, and Welo that support project work
- Support the MERL Manager to establish and maintain functional collaboration and coordination between Breakthrough ACTION projects

Minimum Qualifications (Required)

- Bachelor's degree in mass communication, advertising, education, public health, social sciences or related field. Master's degree preferred
- A minimum of three (3) years of experience in a programming or knowledge management role with an international development organization
- Previous experience of working for SBC/SBCC or health communication program is an added advantage
- Solid understanding of KM practices and their applications
- Additional relevant experience and/or training may substitute for some education
- Strong knowledge of MoHCDEC structures at national, district, and community level.
- Fluent in English and Kiswahili, both written and spoken
- Excellent written and oral communication skills
- Tanzania national preferred

Knowledge, Skills, and Abilities

- Proven record of accomplishment of working in a fast-paced dynamic environment with multiple partners
- Effective communication skills
- Demonstrated ability to exercise confidentiality, professionalism, and diplomacy

- Patience explaining virtual platforms to colleagues with varying levels of technological experience
- Ability to efficiently seek assistance with virtual platforms through help forums and help desks, both internal and external to Breakthrough ACTION
- Ability to ensure adherence to applicable donor rules and regulations and local in-country laws
- Ability to effectively present information and interact with government officials, funding organizations, public groups, and community members
- Skills in MS Word, Excel, PowerPoint, Zoom, Adobe Acrobat, basic layout and design skills

Travel Requirements:

- This position may require up to 25% in-country travel

How to Apply:

All candidates are encouraged to submit e-mail applications to: BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Human Resource and Administration Manager
Report to: Director of Finance and Operations
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

General Summary:

The Human Resource and Administration Manager will oversee all administrative and human resource activities of a three-year USAID-funded project in Tanzania, pending funding confirmation. This position will support the Director of Finance and Operations. She/he will ensure the efficient and effective operation of the Administration department and HR functions including sufficient staffing levels and coverage. The HR and Admin Manager will manage security and will work to ensure office safety – both for the staff and the HR systems. The HR and Admin Manager will work with the appropriate team members, liaising with HQ HR and support team as needed, to recruit, hire, and orientation all staff, maintaining compliance with local labor law. She/he will ensure confidentiality is maintained and staff have a safe space to work. Travel within Tanzania may be required.

Key Responsibilities & Tasks:

Administration

- Set up and maintain filing system relevant to assigned administrative functions
- Handle confidential and non-routine information and explain departmental policies when necessary
- Provide support to receiving deliveries of supplies and materials by confirming goods receipt against invoice or contract specifications
- Track all leases for leased office space and Memorandums of Understanding (MoUs) for shared office space, including timely renewal and termination. Draft Scopes of Work (SOWs) to prequalify vendors annually that provide routine and general contractual services or goods e.g. stationary, hotels, venue spaces, catering, vehicle maintenance, equipment maintenance, printing/photocopying, etc.

- Ensure the opening and closing of CCP office on a daily basis including as needed after hours and on weekends
- Ensure all CCP offices are equipped with the necessary supplies, materials, equipment and other resources needed for a functioning office
- Make external conference, workshop, training and travel arrangements for staff as requested including lodging, flights, car hire, and ferry/boat hire services, which are usually complex and ever-changing
- Arrange for transport services to facilitate staff movement

Inventory and asset management

- Monitor and schedule routine and as needed maintenance and repair services for major equipment items (e.g. vehicles, photocopiers, generators, etc.)
- Maintain vehicle logbooks, registration cards and other documents pertinent CCP vehicle ownership
- Provide training and guidance as needed to ensure the proper handling and management of all program and organization assets and inventory
- Request fuel card top-ups
- Before all assets, inventory or vehicles are put into use, update registers with required information in full when new items are purchased; ensure the appropriate marking/branding/etching of program assets before dissemination
- Track, monitor and update the asset and inventory registers based on asset and inventory movement including reassignment, location and condition
- Ensure the proper sign-out and return of inventory and assets and follow-up with staff to ensure the items are returned timely or update the return dates
- Adhere to CCP policies on the management of lost or stolen assets and inventory
- Maintain a just-in-time style consumable inventory register to ensure adequate and appropriate consumable inventory and utility levels
- Prepare the annual USAID-required non-expendable property report

Human resources

- Ensure the efficient and effective operation of the Administration department and HR functions including sufficient staffing levels and coverage.
- Coordinate the clearing and forwarding of goods for office and expatriates and TCNs.
- Make arrangements and liaise with appropriate host government ministries to obtain work permits for all expatriates and TCNs.
- Finalize job descriptions, advertise positions, short-list applicants, check references, and organize interviews.
- Assist in recruitment process of new staff, liaise with recruiting firms, and arrange interviews.
- Coordinate initial orientation with department leads.
- Orient all staff on office policies and procedures, HR manual, the organizational code of conduct, ethics policies and procedures, benefits and compensation packages.

- Obtain and file all relevant labor documents/policies and advise managers appropriately.
- Liaising with health insurance service provider to ensure all staff policies are up to date.
- Respond to inquiries regarding policies, procedures and programs.
- Assist managers in resolving and moderating staff conflicts.
- Ensure confidentiality for staff matters and records is observed.
- Consult local legal counsel, Baltimore CCP HR and represent CCP UG in labor matters as directed including but not limited to the investigation and resolution of employee issues, concerns and conflicts.
- Identify legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Collect timesheets monthly from staff.
- Review and apply policies from field finance manual and HR manual.
- Review timesheets for accuracy and completeness (e.g. leave type, tracking, project allocation).
- Collect leave request forms and update leave tracking.
- Follow-up with staff until all timesheets are received.
- Review and provide guidance on CCP HR policies and host country labor laws.
- Forward timesheets and leave requests to Finance for payroll processing.
- Manage the annual APR process timely ensuring completion of APR forms, issuance of annual increment letters and submission to Baltimore.
- Maintain accurate and complete personnel files in accordance with UG labor laws and CCP HR policy.
- In the case of promotions, reclassifications, etc. ensure that job descriptions are up-to-date, accurate, appropriately approved and filed in the personnel files.
- Ensure that CCP HR receives a copy of all letters, contracts and personnel correspondence for the main personnel files kept in Baltimore.
- File personnel records in a way that records can be accessed and sent easily in soft or hard copy when needed.
- Notify staff in advance of office closings due to public holidays or ad hoc closings prompted by the Country Director or University.
- Conduct assessment of medical insurance for market comparison and renewal annually or as needed ahead of expiration.
- Prepare employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Follow appropriate protocol for reporting suspected internal controls violations.

Security Coordination

- Manage security company, ensuring safety and security protocols are implemented as per contract.
- Communicate to and ensure adherence by staff of security and safety protocols for the office.
- Be the main contact person for the security company, which requires being on-call 24/7.

- Verify accuracy of invoices and deliverables before and forward them for payment processing.
- Establish and maintain the key and access management system to safeguard office spaces and assets.
- Receive vendor and consultant invoices, review for accuracy against contract or order payment terms and deliverables.
- Investigate accidents and prepare reports for insurance carrier.

Staff Supervision Responsibilities

- Manage the work of direct reports and provide supervisory responsibilities.
- Ensure that direct reports are implementing duties as assigned.
- Conduct timely annual performance reviews for direct reports.
- Manage performance of direct reports timely and in a way that facilitates growth and improvement in accordance with Breakthrough ACTION guidance.

Minimum Qualifications:

- Minimum of a University degree in Administration, Business Management, Human Resources, or other related field.
- At least seven (7) years' experience in the NGO sector within Tanzania in office administration.
- At least five (5) years' experience supporting USAID-funded projects.
- Tanzania national.

Knowledge, Skills and Abilities:

- Good working knowledge of Microsoft Word, Excel, Outlook and PowerPoint.
- Ability to perform under extreme pressure and take initiative in resolving problems.
- Ability to work independently in a high profile, fast-paced and multi tasked environment.
- Strong interpersonal and team building skills.
- Oral and written fluency in English.

How to Apply:

All candidates are encouraged to submit e-mail applications to BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Finance Manager
Report to: Director of Finance and Operations
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Finance Manager will oversee all financial and operational policies and procedures of Breakthrough ACTION Tanzania. This position will support the Director of Finance and Operations. They will ensure completeness, accuracy, timeliness, adequacy and appropriateness of all financial transactions. The Finance Manager will work to prepare monthly bank reconciliation and reporting, prepare payroll, and maintain petty cash. The Finance Manager will prepare all quarterly and annual tax paperwork and is responsible for ensuring effective bi-directional communication between administrative, program and finance staff. They will help support other project partners to ensure financial compliance. Travel within Tanzania may be required.

Responsibilities:

Oversight and development of financial systems and tools

- Provide guidance on CCP finance and operational policies and procedures where applicable
- Ensure the completeness, accuracy, timeliness, adequacy and appropriateness of all financial transactions and related support i.e. ensure all financial transactions meet audit standards
- Immediately inform, guide and request revision to supporting documents that do not meet donor, University or audit requirement (e.g. incomplete or inaccurate forms, missing support, illegible photocopies, missing printed names, signatures, dates, etc.)
- Prepare the monthly bank reconciliation and ensure the final financial reports and original supporting transactions are submitted to the CCP imprest team not later than the 15th after the month closes
- Prepare monthly payroll ensuring receipt of all timesheets and leave requests from HR, calculating and filing of PAYE, social security remissions and other statutory payroll requirements
- Maintain petty cash box securely as per country finance manual including issuing petty cash upon request, following up on receipts, reconciling the petty cash monthly, performing cash counts, monitoring physical cash to QB and immediately addressing discrepancies
- Prepare petty cash vouchers and ensure receipts are attached timely

- Maintain adequate and appropriate levels of petty cash formally requesting changes as needed via the CCP imprest team in Baltimore
- Ensure cash received is kept in the safe and is deposited into the bank within the specified in the country finance manual
- Prepare the annual USAID-required report of foreign taxes (VAT report)
- Prepare and remit timely all statutory taxes to the Tanzania revenue authority including payroll and other financial items as required
- Assist non-finance staff to prepare adequate justifications to support budgets and transactions
- Orient travellers on correct and appropriate travel policies and procedures before taking advances
- Follow-up weekly on outstanding advances for program activity or travel ensuring adherence to organizational policies and procedures
- Maintain and communicate to staff on appropriate allocations for shared office costs based on space and effort
- Make field visits as necessary to provide support, verify and document verifications of transactions as required
- Accrue for severance in QuickBooks
- Follow appropriate protocol for reporting suspected internal controls violations

Staff supervision responsibilities

- Manage the work of direct reports and provide supervisory responsibilities
- Promote staff development through training, counseling, and performance evaluation of the staff of Breakthrough ACTION Tanzania under your supervision
- Ensure that direct reports are implementing duties as assigned
- Conduct timely annual performance reviews for direct reports
- Manage performance of direct reports timely and in a way that facilitates growth and improvement in accordance with CCP Baltimore HR guidance

Minimum Qualifications:

- At least six (6) years' experience in the financial management of donor-funded programs of similar size
- Bachelor's degrees in Commerce Finance, Finance, Accounting, Business Administration or related field; Master's degree in related field is an added advantage
- Certified Public Accountant (CPA); part qualified or equivalent will also be considered
- Experience managing USAID cooperative agreements.
- Tanzanian national.
- Fluent in written and oral English and Kiswahili.

Knowledge, Skills and Abilities:

- Knowledge of U.S. Government cost principles, rules and regulations
- Working knowledge of the 2 CFR 200/700 is required
- Demonstrated experience in supporting program and technical staff to ensure resources are used efficiently and to accurately account for expenditures
- Strong organizational skills and the ability to work in a team-oriented environment
- At least an intermediate skill level using Microsoft Excel and Word and QuickBooks

- Ability to apply mathematical concepts that include but are not limited to algebra, probability, statistics and numerical analysis
- Ability to work independently in a high profile, fast-paced and multi tasked environment

How to apply:

Applicants are encouraged to submit e-mail applications to BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022

Job Description

Job Title: Director of Social and Behavior Change Design and Implementation
Report to: Chief of Party
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/ reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Director of SBC Design and Implementation will be responsible for leading the project's third intermediate result (IR3): Evidence-based SBC interventions designed, implemented and monitored at the national and sub-national level, as required and funded. S/he will lead the strategic and creative direction for the adaptation of existing and/or development of new SBC interventions at all levels. The Director will coordinate with a team of SBC and technical health area specialists. This position will be responsible for executing high quality SBC that is integrated across health areas, SBC approaches, and partner methodologies. The Director of SBC Design and Implementation will work closely with the other members of the Senior Management Team to ensure coordination, capacity strengthening, execution, and monitoring, evaluation, research and learning are happening in concert. The Director will be required to travel in Tanzania, and internationally, as needed.

Primary duties and responsibilities may include but are not limited to:

- Lead a behavioral prioritization process together with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDEC), implementing partners and other relevant stakeholders to re-align with current messaging priorities. Use results of the process to ensure key objectives are meaningfully and purposefully addressed.

- Work together with USAID Tulonge Afya to determine which existing SBC interventions should be continued and/or adapted under Breakthrough ACTION, and ensure a smooth transition in implementation between the two projects.
- Together with the Director of SBC Coordination and Capacity Strengthening, support the MoHCDEC to develop or adapt and manage integrated SBC platforms for priority populations.
- Lead the design and/or adaptation of quality, evidence-based SBC resources for use by service delivery partners in fixed and mobile sites, community partners, and civil service partners. Materials should reflect priorities outlined in SBC strategies and guidelines, meet the standards of National Programs, and emerge from a participatory process.
- Work with the Director of SBC Coordination and Capacity Strengthening to strengthen the capacity of government and partners to produce, disseminate, use and monitor the materials co-developed with Breakthrough ACTION Tanzania.
- Support Breakthrough ACTION Tanzania to create and strengthen strategic partnerships and alliances with key stakeholders including Government Ministries, USG and non-USG Implementing Partners at national and sub national levels.
- Actively participate in SBC national and sub-national technical working groups to ensure partners have a coordinated and harmonized approach to implementation of SBC initiatives.
- Scale up high-quality SBC programs promoting specific health areas, such as access and use of insecticide-treated nets (ITNs), as necessary. Ensure linkages to services and commodities.
- Lead provider behavior change initiatives that address identified barriers to service uptake, such as provider motivation, biases and/or client-provider interactions.
- Together with the Monitoring, Evaluation, Research and Learning (MERL) Manager, support the MoHCDEC to develop and implement a framework and system to monitor and evaluate SBC interventions' results, and increase the capacity of the MoHCDEC Health Promotion Section to manage and use SBC data for decision making.
- Ensure interventions are guided by the Tanzania Vision 2025, Health Sector Strategic Plan V: 2020-2025, Zanzibar Health Sector Strategic Plan III and HSSP IV, and Health Communication Strategy 2019-2024.
- Liaise with the Director of SBC Coordination and Capacity Strengthening , MERL Manager and the Finance Manager to ensure harmonized, coordinated efforts across the project.

- Provide day to day technical and programmatic support for supervisees. Conduct regular (at least quarterly) check ins and annual performance reviews with all supervisees, and identify and recommend appropriate professional development opportunities.
- Oversee and ensure the quality of work produced by the SBC design and implementation team. Develop processes, tools, and routines that ensure the quality of work.
- Provide strategic and technical input and direction on work plans, reports, documents, presentations and budgets.
- Oversee and work closely with finance and administrative staff to ensure timely and compliant spending.
- Oversee consultant activities and procurements, ensuring statements of work, contract and deliverables are in place.
- Contribute to SBC global technical knowledge.

Qualifications:

- A minimum of ten (10) years' professional experience in delivering Social Behavior Change programs with progressively increased responsibility working for health technical assistance programs or other health related services.
- A Master's degree in Medicine, Social Sciences, Public Health, Communications or other relevant degree or a bachelor's degree in a relevant field with a minimum of seven (7) years of professional experience in delivering SBC and professional experience working in mid to senior management positions.
- Tanzania national preferred.
- Excellent past performance references.

Knowledge, Skills and Abilities:

- Demonstrated experience building partnerships and alliances with Government Ministries, USG and non-USG implementing partners.
- Demonstrated leadership qualities, depth and breadth of management expertise and technical experience.
- Excellent communication and negotiation skills.
- High level of interpersonal, technical, and analytical skills including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders.
- Excellent skills and experience in collaborative working relationships with senior level government leadership.

- Experience with SBC for at least two priority health areas (reproductive health, MNCH including nutrition, HIV, malaria, TB, RCCE), with preference for experience within the context of integrated health programs.
- Experience with integration of gender and youth into health projects and services.
- Required oral and written fluency in English; oral and written fluency in Kiswahili desired.

How to Apply:

All candidates are encouraged to submit e-mail applications to BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate which position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on May 13, 2022