



Tanzania Clubfoot Care Organization

JOB OPPORTUNITY

POSITION: COASTAL ZONE ADMINISTRATIVE COORDINATOR

Tanzania clubfoot care organization (TCCO) is hiring a Coastal Zone Admin Coordinator.

JOB DETAILS:

Reports to: The Program Manager

Location: Dar es Salaam, Tanzania

Start Date: July 2022

Application deadline: Friday 17th June 2022

Description

TCCO is an NGO whose vision is 'a Tanzania free of clubfoot disability'.

TCCO's Mission:

As a coalition of providers and organizations committed to a Tanzania without clubfoot disability TCCO facilitates the treatment, training of providers, education of parents and communities and advocates so that children with clubfoot can have quality and timely care.

An estimated 2600 babies in Tanzania are born with clubfoot each year. To address the needs of these children TCCO is supporting existing clubfoot clinics in government and mission hospitals all over Tanzania so that children have access to timely and quality clubfoot treatment.

Job Description

Administrative and financial

- Assist the Technical Coordinator and Senior Finance Officer with preparation of Scope of Work and budget for the coastal Zone for a new Fiscal year.
- Ensure that MoU's are circulated to all partner hospitals/ clinics for the management to sign at the beginning of each new fiscal year.
- Maintain or establish relationships with vendors to ensure reliable and cost-effective supplies
- Ensure constant supply of treatment materials (POP, cotton, fiber casts, SFAB's, tenotomy materials) to all clinics at the beginning of each quarter and make sure that consumables are always available.
- In case the other zones have issues with getting (cost effective) supplies, assist them in purchasing in Dar es Salaam and organize transport to the zones.
- Ensure that all clinics in the zone use the data collection system CAST appropriately and report all CAST problems as soon as they arise to the TC/M&E coordinator and the CAST administrator.



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Training

- Together with the technical coordinator, plan all the trainings in the zone per quarter.
- Make sure that all reports on training are done in a timely manner and according to the requirements of TCCO.
- Work with the Technical Coordinator in implementing the EDR plan for the coastal zone.
- Create good working relationship with local organizations involved in identifying/referring children with clubfeet from within the zone.

Requirements:

Basic Requirements;

- Working experience at least 1 year working with health care projects.
- A certificate, diploma or degree in Human Resource Management, Administration, Records management, any medical field, from recognized institution.
- Knowledge of clubfoot an added advantage.
- Should have strong project management skills.
- Experience managing and motivating a team preferred, with demonstrated success in cultivating a positive, empowering environment for team members
- Should have superior analytical skills, the ability to think logically and rationally about problems and solution oriented
- Must be able to handle complex priorities, collaborate effectively with a team, be persistent and work under tight deadlines with minimal supervision
- Excellent written and spoken Kiswahili and English languages.
- Report writing skills and Computer literacy
- Ability to work effectively and respectfully with people of varying socio-economic and educational backgrounds.
- Background on accounting and finance an added advantage.

Mode of application:

- i. Application letter and detailed resume (**not more than 4 pages**)
- ii. Two Referees
- iii. Interested candidates should send their applications to:

The Program Manager,

Tanzania Clubfoot Care Organization (TCCO)

Through: recruitment@tanzaniacubfootcare.or.tz