



## **JOB VACANCY**

The Global HOPE-MUHAS Pediatric Haematology and Oncology Program (Global HOPE-MUHAS PHO) is a program that aims at building capacity in Paediatric Haematology and Oncology in Tanzania through training, provision of evidence-based medical care and research. As part of the implementation of its activities, the Global HOPE-MUHAS PHO is seeking to hire staff to work with the program. The program is therefore looking for enthusiastic and energetic individuals to apply for the following vacant position.

**Job Title: Program Coordinator, MSc. Pediatric Hematology & Oncology- 1 post**

**Work Station:** Dar es salaam, Muhimbili University of Health and Allied Sciences (MUHAS) and its affiliated hospitals

**Expected starting date:** July 2022

### **Required qualifications**

- Master Degree in Paediatric & Child Health with a minimum of 4.0 GPA
- Degree of Doctor of Medicine with a minimum of 3.8 GPA
- Interest in Pediatric Hematology & Oncology is an added advantage
- Ability to work in a team environment, including the ability to coordinate effectively with diverse individuals and stakeholders to achieve results
- Knowledge of Microsoft Office, data interpretation, report-writing and presentation skills.

### **Duties and responsibilities:**

- Develop and implement a strategic training work plan with the department to enable the program to reach and sustain its milestones
- Oversee daily operations and coordinate program activities

- Prepare schedule/timetable for the daily operation of the program including organization of online training sessions
- Coordinate external faculties teaching schedules and their availability including handling invitations itinerary and accommodation during their visit
- Coordinate examination/assessment schedule and handling of the results within the department using the existing university platforms in collaboration with the head of the department
- Oversee the availability and functionality of equipments and supplies necessary for teaching needed by faculty and fellows
- Develop and implement a training monitoring and evaluation (M&E) plan with the department to monitor progress of the program per its work plan.
- Develop and manage the program's training database and other relevant data
- Provide support in compiling and reviewing high quality reports to donors and program management in a timely fashion
- Participate in educational and other relevant departmental activities as needed
- Participate in the conduct of research as per standard operating procedures (SOPs) and IRB-approved protocols
- Participate in program and departmental meetings as needed
- Undertake any other duties as requested by the Head of Department or Program Director

### **Experience**

- 2-3 years of experience in the health setting.

### **How to Apply:**

If you are interested and you have the qualifications, please submit your Academic Certificates, application letter describing why you are the right candidate for this position, curriculum vitae detailing your experience and current place of employment to the following address; -

Director, Global HOPE-MUHAS Paediatric Haematology and Oncology Program

Muhimbili University of Health and Allied Sciences

CHPE Building, 3<sup>rd</sup> Floor, 9 Upanga West, United Nations Road, Upanga

OR submit documents via email to Lulu.Chirande@bcm.edu, CC:Alice.Mutagonda@bcm.edu

## **Deadline for submission of the Applications**

Two weeks from the date it Appeared/Posted on the website

## **GENERAL CONDITIONS FOR ALL POSTS**

(i) Applicants shall make sure they take into consideration all information given in this advertisement and attach an up to date Curriculum Vitae (CV) including a reliable contact Postal address, email address and telephone numbers.

(ii) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.

(iii) Applicants must attach their relevant certified copies of Academic certificates and transcripts as follows: - (a) Medical Degree (b) Successful completion of medical internship (c) Registration as medical practitioner with the country's local licensing authority (d) Form IV and Form VI certificates (e) Computer Certificates where applicable. (f) Professional Certificates from respective councils where applicable. (g) One recent passport size picture and copy of birth certificate. (h) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.

(iv) Applicants shall indicate three reputable referees with their reliable contacts.

(v) National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}, should verify certificates from foreign Countries.

(vi) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.

(vii) Only shortlisted candidates will be informed about the date of the interview.

**Job Title: Monitoring and Evaluation Officer - 1 post**

**Reporting to:** Program Director Global HOPE-MUHAS PHO Program

**Work Station:** Muhimbili University of Health and Allied Sciences

**Qualification:**

- Bachelor's degree in Statistics, Computer Science/ Information Technology or (a community-based course or public health- Nurse/Doctor) plus specialized training in data management, analysis and interpretation or other relevant academic backgrounds.
- At least of 1-2 years of working experience in the health/medical data management.
- The following is preferred: Master's degree in MPH or Diploma in epidemiology

**Duties and Responsibilities:**

- Collaborates with Program Leadership and internal / external stakeholders in the development of a data collection framework for the program.
- Develop key performance indicators to track program's outputs and outcomes.
- Design and implement data collection system and methodology to properly document and capture program progress.
- Develop standardized data collection tools to collect data at as needed by the program.
- Updates data collection framework as needed.
- Updates records with data clerks and backs up database
- Implements and participates in program evaluations and surveys, analyzes and interprets the data collected using M&E tools, evaluate information and recommend strategies to increase program performance and results.
- Analyzes program data, output and outcomes.
- In Collaboration with M&E Program Leadership, develops quality control processes, prepares data system implementation measurement and evaluation.
- Participates in the PHO Services' quality improvement projects
- Conducts ongoing review of administrative, educational, medical and research records, metrics and verifies the accuracy of reported data into databases /M&E system.
- Reviews metrics to assure project progress is accomplished toward specifically-intended objectives and carries out investigations of indicators failing to meet targets and suggests appropriate corrective and preventative actions to management

- Formulates testing and piloting of new processes and systems.
- Reviews records, metrics and assessments to assure project progress is accomplished toward specifically-intended objectives
- Formulates testing and piloting of new processes and systems
- Regularly shares M&E outputs and outcomes with program staff and primary stakeholders
- Develops strategic communications (e.g. presentations, dashboards, reports,) for administrative Leadership and physician leadership pertaining to analysis of the Programs investment and operations.
- Coordinates with Program Leadership in submission of monthly/quarterly reports in a timely manner to key stakeholders/donors
- Submits compiled reports periodically or on-request to the Program Director.
- Documents lessons learned and best practices.

How to Apply: If you you are the ideal person we are looking for, please submit your Academic Certificates, application letter describing why you are the right candidate for this position, curriculum vitae detailing your experience and current place of employment to the following address;-

Director, Global HOPE-MUHAS Paediatric Haematology and Oncology Program

Global HOPE-MUHAS,

Muhimbili University of Health and Allied Sciences

CHPE Building, 3rd Floor

9 Upanga West, United Nations Road, Upanga

Dar es Salaam, Tanzania.

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