



VACANCY ANNOUNCEMENT

Amref Health Africa –Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, New-born and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. Amref Health Africa in Tanzania has been awarded by Africa CDC through its SAVING LIVES AND LIVELIHOOD INITIATIVE to support the Government of Tanzania’s initiative to accelerate uptake and coverage of COVID 19 vaccine services within ten regions of Tanzania (Iringa, **Katavi, Kilimanjaro, Lindi, Manyara, Mbeya, Mtwara, Rukwa, Singida and Songwe**). With this regard, Amref Tanzania is seeking competent candidates to fill the following positions.

1. Job Title:	Region Project Officer (10 posts)
Reports to:	Project Technical Coordinator – SLL Project
Duty Station:	Iringa, Katavi, Kilimanjaro, Lindi, Manyara, Mbeya, Mtwara, Rukwa, Singida and Songwe
Start Date:	August 2022

Job Purpose:-

The Region Project Officer will work closely with Region and Council Health Management teams (R/CHMTs) and provide overall coordination and oversight on the implementation of project activities in the particular region. The Region Project Officer will coordinate supervision of vaccination activities, support vaccine stock management, and routine tracking of vaccine coverage performance in the particular region.

Key Duties/Responsibilities/Key Results Areas:

Coordination

- Coordinate and support the implementation of project-supported COVID 19 vaccination activities in the region including facility-led outreaches, campaigns and supportive supervision
- Timely processing of payment for vaccinators and government officials

- Key liaison and project contact person with RHMT and CHMT in the project region

COVID 19 Vaccine Supply Monitoring

- In collaboration with the Region and District Immunization and Vaccine officer (R/DIVO), ensures availability of COVID 19 vaccines at the Region and District Vaccine Store (R/DVS) and at the health facility level at all the time
- Work under the guidance of R/DIVO to support the distribution and redistribution of vaccines from RVS to DVS and to the health facilities
- Support R/DIVOs to Conduct daily vaccine stock monitoring at RVS, DVS, and Health Facilities
- Assist R/DIVO in the project of vaccine utilization for a timely refill and reducing wastage

Project Monitoring and reporting

- Ensure availability of data collection tools at the facility level and to the outreach teams
- Support health facilities on timely submission of their daily reports
- Review submitted reports at the council to ensure data quality and accuracy
- Review compiled data at the Region level to ensure consistency and accuracy before submission to the IVD program
- Ensure vaccination data is timely entered into the Chanjo COVID database to avoid unnecessary data processing backlogs
- Conduct periodic data quality assessments in project support sites
- Conduct weekly performance progress reviews with RHMT and CHMT
- Prepare and submit weekly region performance project report to project manager for compilation and submission to donor
- Prepared region monthly, quarterly, and semi-annual narrative reports and submit to the project manager

Supervisory

- Provide technical support, mentoring, and coaching to field support staff to effectively execute their routine activities
- Monitor daily performance of field support assistants to timely determine sites needing more attention
- Provide logistical support to field support assistants for smooth execution of planned activities

Qualifications, Experience & Skills required:

- Degree in Epidemiology, Statistics, Medicine, or Social Science
- At least 3 years of “hands-on experience” in the Monitoring and Evaluation field. Experience in working with COVID and vaccination interventions will be an added advantage
- Familiarity with Tanzania Health System, LGAs, RHMT, and CHMT
- Demonstrated track record of working in teams and fostering strong partnerships with relevant stakeholders at regional and district levels

- Demonstrated ability to create and maintain effective working relations with LGAs, RHMT and CHMT, government personnel, stakeholders, and local partners
- Ability to work independently and manage a high-volume workflow
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Relevant computer software skills, including at a minimum, MS Word and Excel
- Excellent verbal and written communications skills and the ability to interact effectively with others, both internally and externally.

2. Job Title:	Project Monitoring and Evaluation Assistant
Reports to:	Program Manager
Duty Station:	Dar es Salaam
Start Date:	August 2022

Job Purpose:-

The Monitoring and Evaluation Assistant will provide overall project monitoring support and leadership. S/he will ensure the continuous monitoring of project progress in close collaboration with the government stakeholders, Africa CDC, and other implementers in project regions. S/He will develop the capacity of various stakeholders in data collection, analysis, reporting, and evaluation. S/He will help identify and evaluate best practices and workable approaches for the project and facilitate the dissemination of project results to relevant stakeholders. This position reports to the Project Manager and technically to M&E Officer at Amref Tanzania Country Office.

Key Duties/Responsibilities/Key Results Areas:

- Ensure effective implementation of Project monitoring and evaluation plan which entails collection of all relevant data, management of the information, and using it in preparation of required periodic reports
- Support the undertakings of COVID 19 vaccination monitoring and evaluation activities in project regions
- Maintain the established reporting system including databases and support routine reporting.
- Ensure the quality of data by conducting regular data verification, cleaning, and data quality audits on planned and on situational environment
- Generate CVC level daily data summaries for project monitoring.
- Collect, document, and disseminate best practices and lessons learned from the implementation sites
- Prepare project reports and trends analysis in summary form for weekly, monthly and quarterly monitoring forums and reporting
- Monitor daily data processing into Chanjo COVID and project databases
- Timely development and upload of weekly reports to donor database
- Ensure availability of COVID 19 Vaccine monitoring tools
- In collaboration with the Region Project Officer, coordination and conduct regular data review meetings

Qualifications, Experience & Skills required:

- Diploma in Monitoring and Evaluation; Health Informatics, Computer science, Social sciences, or Statistics. Degree holders will have an advantage
- At least 2 years of hands-on experience” in the Monitoring and Evaluation field. Experience in working with COVID intervention will be an added advantage
- Strong data analysis, graphical data presentation, dissemination and report writing skills
- Experience working in NGO active in health-related services.
- Excellent computer skills specifically with Ms Excel, Ms Access, and PowerPoint applications.
- Demonstrated skills in quantitative data analysis, data management, and report writing.
- Strong ability of writing and public speaking skills
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.

3. Job Title:	Communication Assistant
Reports to:	Head of Communications & Partnership
Duty Station:	Dar es Salaam
Start Date:	August 2022

Job Purpose:-

The Communication Assistant will provide overall communication support to the Africa CDC SLL project with guidance from the Head of Communications and Partnership. S/he will be fully responsible for the documentation and appropriate packaging of project success and facilitate its dissemination using various communication channels.

Key Duties/Responsibilities/Key Results Areas:

- Daily, promoting project visibility through digital communications channels.
- With support from the project team develop relevant and interesting audio-visual content.
- Photography, packaging of project success stories, testimonies, articles, and best practices.
- Developing/updating project profile, media content, and project report for in-house publications.
- Translation of technical and scientific project content for the specific target audience.
- Collaborate with MOH – HPS to ensure alignment of messaging with government guidance.
- Ensure appropriate branding in project support sites, project event, and outreach activities.
- Assist with planning and logistics during project events. With guidance from the head of Communications -Provide all technical support on media relations issues.
- Draft project communication strategies to ensure greater visibility and public understanding of the project’s goals and results.

- Create project IEC materials and various print materials aligning with a brand guide for internal and external use.
- Support organization of various events at local and national levels in order to achieve a better Programme understanding, recognition, and visibility.

Qualifications, Experience & Skills required:

- Minimum of Bachelor's Degree in Journalism, Mass Communication, Public Relations, Marketing, and other related fields
- Minimum of four (4) years of experience working preferably in a Non-Governmental Organization (health sector)
- Good knowledge of computer tools such as Adobe Illustrator, Adobe InDesign, Adobe Photoshop, Adobe Premiere, etc.
- Strong communication skills, both English and Kiswahili, and translations of the same.
- Experience in media relations and digital communication.
- Ability to design project communication strategies and activities for the project.
- Excellent writing skills. Must be able to precisely communicate through various situations and platforms for diverse audiences; including press, magazines Newsletters, websites, and social media
- Flexible, Reliable, and able to work under pressure.
- Able to work with multidisciplinary teams in a multicultural and multinational environment.

4. Job Title:	COVID 19 Vaccine Field Support Assistants (8 positions)
Reports to:	Region Project Officer
Duty Station:	Iringa, Katavi, Kilimanjaro, Lindi, Manyara, Mbeya, Mtwara, Rukwa, Singida and Songwe
Start Date:	August 2022

Job Purpose:-

To support the acceleration of COVID 19 vaccine uptake in targeted project regions. The COVID 19 Vaccine Field Support Staff will provide overall assistance to Region Project Officer in the district/sub-office and to the respective District Immunization and Vaccine Officer. Field Support staff will work close, sit in the assigned district council and report to DIVO.

Key Duties/Responsibilities/Key Results Areas:

- Assist the Region Project Officer in execution of daily vaccination activities in health facilities and communities
- Coordinate filling and submission of payment forms to Region Project Officer timely
- Assist with routine data collection from health facilities and submission to DIVO
- Assist on daily data validation/verification with guidance from DIVO and Region Project Officer

- Conduct site visits to health facilities for data verification and validation with guidance from DIVO and Region Project Officer
- Assist DIVO to monitor availability of vaccine stock and monitoring tools in health facilities in the respective district
- Follow up with health facilities and outreach teams to ensure timely data entry into Chanjo COVID database
- Assist DIVO to monitor processing of data entry into Chanjo COVID database system for the individuals vaccinated
- Provide daily feedback on assigned duties to DIVO and weekly to DMO with guidance from Region Project Officer
- Assist to monitor daily performance of health facilities as per assigned target and conduct site visits to health facilities with poor performance for support and mitigation measures
- Collaborate with health facility in-charge, outreach team leader or vaccinators for timely data submission to Region Project Officer for verification and reporting to donor
- Provide inputs in preparations of weekly reports
- Participate on daily and weekly project progress review meetings with the project team and R/CHMTs.

Qualifications, Experience & Skills required:

- Diploma, Advanced Diploma in health informatics, Computer science, Social sciences, or Statistics. Degree holders will have an advantage
- Ability to work under pressure
- Familiarity with the health system at the sub-national level
- Computer skills specifically with Ms Excel, Ms Access and PowerPoint applications.
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

5. Job Title:	Partnership & Public Relations Content Officer.
Reports to:	Head of Communications & Partnership
Duty Station:	Dar es Salaam
Start Date:	August 2022

Job Purpose:-

The Partnership and Content Officer will provide overall support to the Communications and Partnership department with guidance from the Head of Communications and Partnership. S/he will be fully responsible for the Partnerships & Public Relation Content. This role requires strong personal skills, reliable and flexible candidate who has a passion for creative writing, review, and editing of official content that will support various Public relations, and Partnerships activities in the organization.

Key Duties/Responsibilities/Key Results Areas:

Partnerships

- Work closely with the Head of Communications and Partnership to identify opportunities to build and strengthen relationships with key internal and external stakeholders, which will lead to quantifiable outputs.
- Work closely with the Head of Communications and Partnership to manage the partnership database, and communication between various partners, supporters, and individuals.
- Work closely with the ICT unit to create and enable the availability of digitalized PR communication contact list and PR feedback tracker
- Facilitate the PR events and meetings, and issue monthly PR reports which give insights and trends on Partnership initiatives.
- Assist in all the fundraising initiatives through execution of partnership and fundraising strategy.

PR Content

- Develop, package, and work closely with the Graphic Designer to attain the final layout/product needed.
- Work closely with the Head of Communications and Partnership in writing strategic and exciting content for partnership engagements.
- Supports in creating, editing, and proofreading various communications content.
- Work closely with the Head of Communications and Partnership in the production of specific/customized fundraising or Project content.
- Responsible for coordinating content for quarterly/annually IECs materials such as Newsletter, Annual Report, invitations, FR events packages, website content, etc
- Responsible for Amref social media content and digital campaign.
- Support all health projects in various content development, review, and publication plan.
- Facilitate media and press content to enable accuracy and quality content distribution.

Qualifications, Experience & Skills required:

- Minimum of Bachelor's Degree in Public Relations, Communications for Development, International Relations, International Development, Public Administration, Marketing, and other related fields
- Minimum of four (4) years of experience working preferably in a Non-Governmental Organization (health sector)
- Experience in fundraising and partnership such as event planning and organizing.
- Strong communication skills, both English and Kiswahili, and translations of the same.
- Experience in digital communication.
- Must be able to precisely communicate through various situations and platforms for diverse audiences; including partnership reports, fundraising reports, press, magazines, newsletters, websites, and social media.

- Able to work with multidisciplinary teams in a multicultural and multinational environment.
- Experience in managing public or social events.
- Experience developing, managing, editing, and writing distinctive content.
- Passionate about forming partnerships with organizations in diverse sectors and industries.
- Strong relationship management, customer service focused, and positive thinking.
- Exceptional skills in time management, including multi-tasking, goal-setting, and workload prioritization.
- Motivated, takes initiative, ability to work under a tight deadline.
- Excellent Writing skills
- Networking experience
- Event planning
- Content management
- Flexible, Reliable, and capable of working under pressure.

6. Job Title:	Graphic Designer
Reports to:	Head of Communications & Partnership
Duty Station:	Dar es Salaam
Start Date:	August 2022

Job Purpose:-

The Graphics Designer will provide overall support to the communications and Partnership unit with guidance from the Head of Communications & Partnership. S/he will be fully responsible for both organization creatives and Graphics related activities. This role requires a committed and enthusiastic person who is competent with modern & digital software and embraces creativity and innovation.

Key Duties/Responsibilities/Key Results Areas:

As part of the Communications team, the graphic designer will undertake a range of Graphic Designer duties;

- Take lead and Champion all the creative related works at Amref Tanzania
- Ensure all visuals and various materials are well branded and adhere to the organization's brand guidelines.
- Responsible for developing and designing various IECs including newsletters, Annual reports, presentations, Abstracts Posters, brochures, project flyers, invitations, infographics, leaflets, booklets, calendars, web content, banners, SBCC materials, etc
- Responsible for all digital platforms and campaign creatives/artworks.
- Facilitate the packaging of Amref's project works for visibility and wide distribution
- Understand the design needs of Amref Health Africa Programmatic Communication activities to enable packaging of project progress and results through artworks.

- Responsible for event and exhibition venue/booth layout which observes both brand look and feel.
- Facilitate and contribute to all the joint creative works between Amref, Implementing Partners, Beneficiaries, Ministry of Health Promotion Unit, etc
- Responsible for developing/updating/maintaining the official templates while providing technical support on the usage of the same.
- Responsible for interpreting project information and synthesizing it into various designs/visuals for communication.
- Liaise with procurement for IECs materials quality check before the actual production/delivery.
- Any other duties as assigned by the supervisor.

Qualifications, Experience & Skills required:

- Minimum Diploma level in graphic & design, Visual Communication, digital creatives, advertising & marketing, and other related fields. Having a Bachelor's Degree will be added advantage.
- Minimum of 6 years of experience working preferably in a Non-Governmental Organization (health sector) in graphic & designs/Communications activities.
- Excellent written and verbal communication skills.
- Strong theoretical and practical background in graphic layout, information packaging, data visualization, audio-visual production, newsroom skills, and digital content creation.
- Strong and dynamic in graphical works
- Strong knowledge of the use of different design platforms/software (ie Adobe Design Premium, In-Design, Corel Draw, WordPress, web design, Mailchimp, etc.)
- Proven experience in graphic design and IECs production
- Exposure to new evolving technologies and digital platforms.
- Explorative, creative, flexible, reliable, and ready to work under pressure
- Knowledge and ability to create and use social media platforms – Facebook, Twitter, YouTube, and other forms of digital technology

How to Apply:-

If you meet the criteria given above and are interested in the vacancies, please send an application letter and CV combined as one PDF document indicating your present employer and position, daytime telephone contact, names, and addresses of three referees. All interviews will be conducted at Amref Health Africa country Office in Dar es Salaam for shortlisted applicants. To be considered, your application must be received by **16.30 HOURS on July 26, 2022**. The subject line of your job application email should mention the job position that you are applying for as it appears in this advertisement. Failure to do that your application may not be easily retrieved. All correspondences and

applications should be emailed to: jobs.tanzania@amref.org. Direct application through mail or hand delivery will not be accepted.

- 1. *Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy; Women and People with disability are encouraged to Apply***
- 2. *“Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”***
- 3. *Note that Amref Health Africa does not require applicants to pay any fee at whatever stage of the recruitment and selection process***
- 4. *Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, WhatsApp, SMS, text emails, and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above***
- 5. *Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.***