



Aga Khan Health Services

Aga Khan Health Service, Tanzania (AKHST) – an agency of the Aga Khan Development Network (AKDN), a not-for-profit international organization that supports social development programs in Tanzania. It has completed a major expansion to position the institution to become a leading and integrated tertiary and teaching health care system in Tanzania.

As part of its health systems strengthening initiatives in working with and supporting Government health programmes, AKHST and (BMZ / KFW) are partnering on a new comprehensive COVID 19 vaccination project aiming at increasing access to and scaling up COVID 19 vaccination through Private Public Partnership (PPP) with Tanzanian-based partners: Regional and Council Health Management Teams in delivering a full range of vaccination services. The Project implementation areas include; Dar es Salaam, Mwanza, Arusha, Morogoro Coastal Regional and Tabora.

AKHST is seeking for enthusiastic and qualified experienced personnel for the following positions to be part of this exciting project:

1. JOB TITLE: VACCINATION NURSE (7 POSITIONS)

Reporting to: The Project Manager

POSITION SUMMARY

The Vaccination Nurse will be responsible for managing COVID-19 vaccinations, vaccine administration, tracking and reporting adverse reactions and providing patient care at vaccination sites and during community events. She/he will take the overall supervision and running of the vaccination at the mobile clinics, this includes managing vaccine stock in the mobile clinics, patient registration for COVID-19 vaccine, ordering of relevant supplies, adherence to policies and procedures, compliance with infection control principles and safe vaccine management and use. He/She will participate in community events, campaigns and other demand creation activities

Education and Experience requirements:

- Minimum of 2 years' experience in Health Facility in community settings
- Minimum Certificate in Nursing from recognized University /School of Nursing
- Current registration with the Tanzania Nurses and Midwives Council (TNMC)
- Maintains a Valid Nursing Licensure in the United Republic of Tanzania
- Ensures compliance with policies and procedures regarding service operations, fire, safety, and infection control.
- Well versed in the required discipline of vaccines and vaccine administration
- Motivated to learn and accept work related challenges
- Expresses commitment to nursing practice and confidentiality
- Possesses good interpersonal skills and displays positive energy to be a good team member.

2. JOB TITLE: PHARMACY TECHNICIAN – (2 POSITIONS)

Reporting to: Project Manager

POSITION SUMMARY

Vaccination Pharmacy Technician will provide assistance in all aspects of vaccination cold chain, inventory control and ancillary medication management at the Vaccination Centers. He/She will provide technical support to the project team stationed at Vaccination Centers.

- He/She will ensure vaccine storage, handling, inventory management, transporting of vaccine to different
- Vaccination Sites or Events and monitoring & reporting of Adverse Drug Events Following Immunization (AEFI). He/She will monitor adverse drug events and engage the Chief Pharmacist on such matters and will work closely with Data Clerk on all reports

Education and Experience requirements:

- Minimum Diploma in Pharmaceutical Sciences from recognized College
- Certificate of Enrolment from Tanzania Pharmacy Council of Tanzania
- Maintain Licensure in good standing as a Registered Pharmaceutical Technician in the United Republic of Tanzania
- Minimum 2 years relevant experience working in a Community or Hospital Pharmacy, Laboratory, or other relevant setting where accurate measuring is required.
- Demonstrated experience with pharmacy computer systems.
- Excellent inter-personal, communication and negotiation skills

3. JOB TITLE: FINANCE OFFICER (1 POSITION)

Reporting to: Finance Manager

POSITION SUMMARY

Finance Officer will be responsible for Planning, Directing and Controlling accounting and financial operations and preparing payments. He/She will prepare reports and documents covering accounting transactions for management review while ensures that accurate records are kept by standard practices. The Finance Officer will also support budget planning, forecast future cash flows and providing periodic financial analysis.

Education and Experience requirements:

- Minimum Bachelor Degree in Business Administration, Finance or Accounting from recognized University/College
- Minimum of 3 years of experience in financial management and administration.
- In-depth knowledge of financial regulations and accounting processes.
- Readiness to work travel extensively in rural areas
- Integrity and accountability
- Proficiency in Word, Excel, Outlook, PowerPoint, and other applications; always demonstrate a positive and enthusiastic attitude.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT:

Aga Khan Health Service, Tanzania (AKHST) is an Equal Opportunity Employer. By embracing diverse skills, perspectives, and ideas, we choose to lead. Applicants from all age, sex, religion, race, national origin, and individuals with disabilities are strongly encouraged.

DUTY STATIONS:

Dar es Salaam and Mwanza the incumbents should be willing to travel in Project target areas which include Dar es Salaam, Mwanza, Arusha, Morogoro Coastal and Tabora.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS. APPLICATIONS, CV AND EDUCATION CERTICATES SHOULD BE SUBMITTED ELECTRONICALLY TO: hr@akhst.org WITH THE SUBJECT LINE OF THE POSITION OR HAND DELIVERED TO **HUMAN RESOURCE DEPARTMENT, P. O. BOX 2289, OCEAN ROAD, DAR ES SALAAM**. CLOSING DATE FOR SUBMISSION OF APPLICATIONS IS END OF BUSINESS DAY ON **18th SEPTEMBER, 2022**.

“AKHS Is concerned about the climate and environmental crises we face and is doing everything possible to reduce our own impact, encouraging others to do the same, and advancing understanding in this field. AKHS has set itself the task of getting as close to net-zero carbon operations as possible by 2030. We expect all staff to contribute to achieving these alms In the

context of their roles. We encourage applicants with previous experience or an interest in this field to apply”