



Bugando Medical Centre is a consultant and teaching hospital for the Lake and Western zones of the United Republic of Tanzania. It is situated along the shores of Lake Victoria in Mwanza City. It has 950 beds and over 1300 employees. It is a referral centre for tertiary specialist care for eight regions, namely; -Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma.

It serves a catchment's population of over 14 million people. Bugando Medical Centre is therefore inviting suitably Tanzanians to fill the following vacancy.

## **1. JOB TITLE: PROJECT MANAGER -1 POST**

### **Qualifications**

Must have a University degree in Social science, Health Management, Project Management, or related field; A Master's degree in these fields is a definite advantage; Must be a current employee at Bugando Medical Centre; Experience in the field of managing construction projects is an advantage; Proven experience in project monitoring and budget control; Proven competence in project report writing; Experience in developing different funded project Proven skills in people and team management; Experience in procurement of goods and services; Financial management background is a plus.

### **Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization of which two (2) years must be served at a Managerial level.

### **Duties and Responsibilities**

- Ensure effective and efficient implementation of the project in general, in accordance with the activities stipulated in the project contract between BMC, CBM and the funder BMZ;
- Establish and monitor implementation schedules and cost plans;

- Under the supervision of the BMC Director of Finance and in collaboration with other senior financial personnel, prepare and monitor project budgets and cash flow projections;

### **Other duties and responsibilities as may be assigned by the BMC Director General**

- Ensure timely preparation of tender documents for the selection of a construction company to renovate selected health facilities;
- Ensure the organization of the procurement process and the selection of the construction company in accordance with BMC and BMZ policy and guidelines;
- Regular supervision of renovation works in close cooperation with the local architect consultant/advisor;
- Ensure timely preparation of the tender documents to procure the medical equipment for the Health facilities;
- Supervision of the equipment delivery;
- Plan, organize and monitor training and outreach activities;
- Ensure proper monitoring and quality control of the project activities.
- Prepare and present progress reports to the Head of Ophthalmology, Director General and CBM Tanzania.
- Prepare, or as appropriate supervise the preparation of progress reports, annual reports, project completion reports and other reports that may be required by CBM Tanzania
- Timely reporting of all project reports include semi-annual and annual reports as per deadline
- Organize and coordinate field visits for CBM Tanzania, SDL and other stakeholders as directed by the senior management of the hospital.
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks at all levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Create and maintain comprehensive project documentation of good practice

**Term of engagement:** Two years renewable contract.

## **2. JOB TITLE: PROJECT ASSISTANT -1 POST**

### **Qualifications**

Certificate of the secretariat or any other related certificate: Certificate of information and communication technology: Diploma in Business Administration with certifications in Secretarial studies: Min 2 years of relevant experience in a similar role preferably in donor-funded projects: Professional and pleasant personality with good written and verbal communication and interpersonal skills Mature, with an attention to detail and highly resourceful: Excellent written and spoken English; Proficient in MS Office applications (Excel, Words and Power point) is a must.

### **Experience**

Must have work experience of at least two (2) years in a related field from a reputable organization.

## **Duties and Responsibilities**

- Ensure effective and efficient implementation of the project in general, in accordance with the activities stipulated in the project contract between BMC, CBM and the funder BMZ;
- Establish and monitor implementation schedules and cost plans;
- Under the supervision of the BMC Director of Finance and in collaboration with other senior financial personnel, prepare and monitor project budgets and cash flow projections;

## **Other duties and responsibilities as may be assigned by the BMC Director General**

1. Ensure timely preparation of tender documents for the selection of a construction company to renovate selected health facilities;
2. Ensure the organization of the procurement process and the selection of the construction company in accordance with BMC and BMZ policy and guidelines;
3. Regular supervision of renovation works in close cooperation with the local architect consultant/advisor;
4. Ensure timely preparation of the tender documents to procure the medical equipment for the Health facilities;
5. Supervision of the equipment delivery;
6. Plan, organize and monitor training and outreach activities;
7. Ensure proper monitoring and quality control of the project activities.
8. Timely reporting of all project reports include semi-annual and annual reports as per deadline
9. Organize and coordinate field visits for CBM Tanzania, SDL and other stakeholders as directed by the senior management of the hospital.
10. Manage the relationship with the client and all stakeholders
11. Perform risk management to minimize project risks at all levels
12. Track project performance, specifically to analyze the successful completion of short and long-term goals
13. Create and maintain comprehensive project documentation of good practice

**Term of engagement:** Two years renewable contract.

## **3. JOB TITLE: PROJECT OFFICER CBID -1 POST**

### **Qualifications**

University degree in Social works, Project Management, or related field; A Master's degree in the fields mentioned above is a definite advantage; Experience in the use of DHIS2 for data management is an added advantage. Proven experience in project monitoring and budget control; Proven competence in project report and proposal writing; Financial management background as a plus.

### **Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization of which two (2) years must be served at a Managerial level.

### **Duties and Responsibilities**

- Provide management leadership on disability inclusion activities in health facilities, decision making process, schools and in social setting.
- Capacity building of People with disability organizations, NGOs, and other humanitarian stakeholders on disability inclusion in target region.
- Offer technical support in the implementation of the disability inclusive activities
- Advocate for increased resource allocation for delivery of quality health service for people with disabilities

### **Other duties and responsibilities as may be assigned by the Project Manager**

In close collaboration with the related staff from BMC, the program officer shall;

- Ensure timely data collection, analysis and reporting for disability inclusive.
- Regular supervision of field works, document success stories and lesson learnt related to disability inclusion.
- Prepare work Plan, organize and monitor training and outreach activities related to disability inclusion;
- Ensure proper monitoring and quality control of the project activities related to disability inclusion. o Prepare and presents progress reports related to disability inclusion activities to the Project Manager
- Assist the manager to organize and coordinate field visits for CBM Tanzania, BMZ and other stakeholders as directed by the senior management of the hospital.
- Build the capacity of Organization of Persons with Disabilities on advocating for disability inclusion in the planning process.
- Perform risk management to minimize project risks at all levels o Track project performance, specifically to analyze the successful completion of short and long-term goals for activities related to disability inclusion.
- Create and maintain comprehensive project documentation of good practice
- Ensure resource mobilization including writing new proposals and concept note

**Term of engagement:** Two years renewable contract.

## **4. JOB TITLE: PROJECT ACCOUNTANT -1 POST**

### **Qualifications**

Bachelor degree in Accounting, finance or business administration; Any relevant training in financial accounting, auditing, taxation, business law and business management; Proficient in MS Office applications (Excel, Words and Power point) is a must and experience in using SAP software is advantageous; Experience of five years in managing donor funded program.

### **Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization of which two (2) years must be served at a Managerial level.

### **Duties and Responsibilities**

- Working in accordance with the BMC financial manual, partner agreements, BMC internal audit controls, and financial checklist in close liaison with CBM Operations team, Administration and Accounts Office
- To prepare annual financial budgets and monitor expenditure against the approved budgets.
- Ensuring that the BMC submit timely and quality Financial Reports on a quarterly basis or as per agreed reporting schedule, annual audit and financial statement reports.
- Participate in preparing and managing the financial risk of the Project
- Prepare the BMC project payroll, and ensure tax calculations, social security and other statutory contribution are made in line with relevant BMC internal and national regulations
- Ensure that internal control procedures and donor regulations are adhered to for all cash and bank disbursements, receipts, transfers and include appropriate backup of supporting documentation.
- As a member of the procurement committees, ensure that any purchase, lease or sale of assets is done in accordance with procurement guidelines and receives the required approvals.
- Control and maintain a BMC country asset register and inventory, in line with BMC or donor requirements, as applicable. Plan and execute the asset verification on a quarterly basis and update the register. Report on any variances.
- Organize and manage the annual audit of BMC accounts and prepare, manage and implement follow-up plans based on given recommendations.
- In charge of proper preparation, circulation, filing and archiving of all accounting, financial and contractual documents in conformity with BMC procedures and standards.
- To process all payments (cash and bank) for the Project ensuring that they are properly approved by the Authority.
- To reconcile all ledgers, cash & banks and payroll to ensure that all transactions are accurately recorded and reported.
- To ensure that travel claims are well prepared and supported and prepare adjusting journals.
- Reconcile all ledgers, to ensure that all transactions are accurately recorded and reported.
- Monitor costs versus budget, bank balances, cash balances and asset purchases, with a view to advice on any arising financial issues with potential budget holder.

**Term of engagement:** Two years renewable contract.

## **5. JOB TITLE: DRIVER -1 POST**

### **Qualifications**

Must have a PSV or VIP driving Certificate from recognized vocational training; Must have a Driver's License with at least class C, D, E and etc: Valid Public Driving Permit; Able to proficiently read, write and speak English; Minimum experience of 5 years.

### **Experience**

Must have work experience of at least five (5) years in a related field from a reputable organization.

### **Duties and Responsibilities**

- Manage all transport affairs.
- Assist project teams with any logistics or coordination related to the project activities
- Manage vehicle performance, this including i.e. fuels, vehicle service and maintenance requirements.
- Have an understanding of compliance requirements for donor funded project.

In close collaboration with the related staff from BMC, the Driver shall;

- Transport workers during field visits • Perform projects related logistics.
- Obey all traffic laws
- No driver will report to work or drive a vehicle while under the influence of alcohol
- Conduct regular car service
- Ensure that the vehicle is washed inside and outside
- Notify the Project Manager in case of mechanical failure or lateness
- Transport only authorized workers
- Maintain discipline when workers are on the vehicle
- Work overtime if required
- Complete fuel and oil log when filling the vehicle with petrol

### **Main Tasks**

#### **Driving:**

- Drives staff members and official visitors for project-related trips, activities and assignments as requested.
- Facilitate the transfer of project visitors to/from their respective hotels to the office as well as airport transfers upon request
- Induct staff on vehicle SPOs before embarking on a field mission; ensure that passengers adhere to the traffic rules and regulations
- Maintain an up-date record of the log book (mileage, destinations, times & passengers, maintenance) for each trip in the book provided;
- Acts as interpreter when carrying passengers who do not understand the local languages and whenever required
- Uphold and abide by the Vehicle policy and local traffic rules and standards
- Ensures that all vehicles assigned are serviced and properly checked before undertaking a long drive
- Ensures that the steps required by rules and regulations are taken in case of involvement in an accident
- Present proper receipts on any expenditure incurred on their vehicle to the Officer in charge
- **Submit a written report if any damage** is done or noticed on the vehicle.

#### **Vehicle management:**

- Assist in the preparation of a weekly travel schedule for staff in consultation with the **project/program team**; ensure all vehicles have all accessories, submission of status

reports, maintenance, fuel, vehicle cleanliness and general observation of the BMC. Standard Operating Procedures, and as per donor's requirements.

- In liaison with the line supervisor, ensure that the Licenses are up-to date and that vehicles are well maintained and serviced on time as the need arises.
- Ensure that all vehicles are fitted with the necessary security apparatus.
- Receive all utility bills and present to the Finance office in a timely manner
- Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean
- Ensure availability of all the required documents/supplies including insurance, vehicle logs, map of the city/country, first aid kit, necessary spare parts are in each BMC vehicle

#### **Clerical Operations:**

- Collects and delivers mail or documents as when required
- Conduct bi-monthly checks on the functionality of the office property, vehicles, generator, and communicate on any aspects that require further attention

#### **Additional Duties**

- Comply with all safety and health procedures and requirements at BMC and, at all times ensure your own safety and health and that of other persons who may be affected by your acts or omissions at BMC.
- During office events and field visits, carry out other tasks as may be required from time to time for in support of programme activities. These shall include, distribution of material, as guided by the event team leader.
- Run office errands such as the delivery of documents, equipment, mail and other errands as may be required from time to time for the smooth running of the office
- Assist with office tasks such as photocopying, pick up of supplies etc

**Term of engagement:** Two years renewable contract.

#### **MODE OF APPLICATION**

Letter of application should be written in English preferably handwritten attaching a detailed curriculum vitae, certified copies of academic and professional qualifications, should put in a sealed envelope addressed to ;

Director General,  
Bugando Medical Centre  
P.O.BOX 1370,  
MWANZA.

Or

Submit the application documents in PDF format to email address; [hospbugando@gmail.com](mailto:hospbugando@gmail.com)

**DEADLINE:**

The deadline for submissions of applications is **14<sup>th</sup> September, 2022 at 18:00 pm**. This advertisement is also available through the hospital website **[www.bugandomedicalcentre.go.tz](http://www.bugandomedicalcentre.go.tz)**