

VACANCY ANNOUNCEMENT

Job Description

Position: Driver (2 positions)
Report to: Human Resources and Administration Manager
Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

Support JHU's operations and program implementation by ensuring proper usage, regular maintenance and repairs of assigned vehicles for high performance and to undertake driving assignments within and outside assigned areas as required.

Specific responsibilities

- Drive assigned company vehicles on assigned routes within and outside the duty station, safely operate JHU's vehicle in accordance with Tanzania Traffic Laws and also ensure safety of staff and other passengers.
- Take responsibility for ensuring that he/she possess the necessary personal documentation as required under the Traffic laws of the host country (Tanzania).
- Ensure that the JHU vehicle used is fully insured and the cover is up to date.
- Timely liaison with the supervisor to identify any major repairs needed and get relevant clearance for major repair work to be undertaken.
- Responsible for accurate maintenance of the vehicle log books, and timely reporting to the supervisor on mechanical status, to ensure efficient vehicle use, supporting accurate accounting and cost-efficiency of fuel consumption, keeping track of the scheduled service time of the vehicle, in order to make sure that servicing is timely performed.
- Keeping vehicle clean and in good condition all the time
- Ensure that before each journey the vehicle has the required security and safety equipment according to the list made and procedures to be followed, all required documents are valid and safely kept, up to date tool kit, fire extinguisher, first aid kit, spare tyre.

- Prevent the carrying of any dubious cargo or non JHU's passenger which may bring JHU into conflict with relevant authorities e.g., the smuggling/transport of contraband items etc
- To ensure that all records for fuel use, car service and maintenance are updated in office Log book and preserved in good order at all times. To prepare and submit vehicle monitoring report including records of vehicle operations, maintenance, expenses, mileage at the end of each month.
- Follow established rules and regulations for field deliveries and/or in cases of an accident, and report immediately to the supervisor on any apparent problems, to seek for instructions and facilitate informative decisions on the way forward.
- Meet official personnel and visitors at the airport or other entry points and provide basic assistance with relevant formalities to facilitate smooth and safe entry at arrival to the authorized destinations.
- To refuel the vehicle whenever necessary or when the level gets below 1/2 of the tank capacity.
- Fully understand and adhere to all JHU security practices, procedures and protocols
- Ensure that the vehicle is used for official business only and to resist attempts by any party to use JHU vehicle for personal or unofficial use.
- To ensure the safe parking all the time.
- Adhere to JHU vehicle policy all the time.

Admin support

- Perform basic office related tasks such as filing, photocopying and maintaining stores when required including delivery/collection of various items, mailing service and payment of office telephone and other bills to facilitate administrative support to clients.
- Assist with office administrative support such as photocopying, filling, binding of documents and any other official duties as assigned by supervisor.
- Facilitate the incoming and outgoing mails, parcel, and couriers
- Perform other duties as assigned by the supervisor
- Technical support
- Assist the program and admin teams in all field activities (photocopying, attendance taking, setting up of equipment etc).
- Report to a head of teams on any faults which require immediate or long-term attention.
- Assist the client by setting up equipment and conduct maintenance in all basic faults.
- Perform any other relevant field activity as assigned by supervisor/program official.

Qualifications:

- At least a certificate of Secondary education qualification (Form Four) with NIT Advanced Driving Certificate.
- Valid class "C" driving license.
- At least 3 years' experience (driving Tanzania environment)
- An experience of working within similar capacity in International NGO will be an added advantage

Knowledge, Skills, and Abilities:

- Basic vehicle servicing and maintenance skills.
- Basic logistics knowledge
- Knowledge of the vehicle loading capacity and other parameters.
- Knowledge of safety standards and safety equipment (e.g. fire extinguishers, buoyant wearable safety devices, etc.).
- Basic skills to assist in case of emergency, knowledge of first aid basic methods.
- Knowledge and ability to use radio, email, telephone and other applications.
- Ability to assess vehicles for mechanical fitness and skills in minor vehicle repairs.
- Flexibility and willingness to work long. Personal commitment to working as reliable, honest, & trustworthy member of a team.
- Demonstrated ability to organize and priorities work.
- Must be Committed to Safeguarding and Promoting the respectful communication and teamwork spirit.
- Demonstrated ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Language: Fluency in both English and Kiswahili languages.

Travel Requirements:

- This position may require up to 85% regional travel.

All candidates are encouraged to submit e-mail applications to BATanzania.opps@gmail.com with copies of current CV, cover letter and three professional referees. Please indicate the name of the position you are applying for in the subject line of the email.

Deadline: 12:00pm EAT on December 18, 2022



Johns Hopkins Center for Communication Programs (CCP-TZ)
Office Loc: Plot 372 Chole Road - Oysterbay
P. O. Box 105303, Dar es Salaam, Tanzania
Website: <http://www.ccp.jhu.edu/>

VACANCY ANNOUNCEMENT

Job Description

Job Title: Program Officer, Risk Communication and Community Engagement (RCCE) and Global Health Security Agenda (GHSA)

Report to: Director of SBC Design and Implementation

Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Program Officer (PO) will coordinate project implementation with national and sub-national level technical units, service delivery partners, and other RCCE and GHSA stakeholders. S/he will regularly produce content related to COVID-19 and other general infectious diseases, health security projects and interventions. S/he will report to the Director of SBC Design and Implementation, with additional reporting lines to the Director of SBC Coordination and Capacity Strengthening, and works closely with external partner organizations and team members to design, implement, and supervise activities to ensure that stakeholders' guidance is integrated into program implementation to continuously improve the quality of interventions and outcomes. The incumbent will attend all relevant technical working group and USG partner meetings as a representative of Breakthrough ACTION Tanzania.

Responsibilities:

- Provide day to day technical assistance and capacity strengthening to RCCE and GHSA initiatives that are aligned to national priorities and guidelines.
- Support the development of SBC strategies, materials, approaches and tools that ensure inclusion of relevant RCCE- and GHSA-related priorities.
- Manage relationships with implementing partners and relevant Technical Working Groups.
- Represent Breakthrough ACTION Tanzania in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.
- Work with senior staff to facilitate RCCE- and GHSA-related meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.
- Support staff to appreciate RCCE and GHSA issues and integrate these into their activities in order to widen reach.
- Proactively remain up to date with key RCCE national and global recommendations and guidelines and integrate these into day-to-day programming. Be knowledgeable about GHSA 2024 strategic framework and overall country progress toward health security
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Support results reporting to USAID by providing written documentation on RCCE and GHSA activities, as appropriate.
- Work closely with the monitoring, evaluation, research, and learning (MERL) team to harmonize and streamline collection and use of data for RCCE and GHSA program activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.
- Format, edit, and create documents and presentations as needed.
- Initiate, track and monitor procurements, contracts, work plans and other administrative and programmatic documents.
- Work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally).
- Liaise with internal and external partners.
- Adhere to JHU, CCP and donor rules, regulations and policies.
- Upload and save deliverables on relevant knowledge management platforms.
- Assist with other activities as directed by the supervisor.
- Work with senior staff to facilitate RCCE- and GHSA-related meetings, trainings, and workshops, including the creation of agenda, curriculum, manuals and materials.

Qualifications:

- Master's degree (M.A., MHS, MPH) required. Three years' work experience in a related field. Additional relevant experience and/or training may substitute for some education.



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- Tanzania national
- Fluency in English and Kiswahili for both, English and Kiswahili

Knowledge, Skills, and Abilities:

- Demonstrated experience of working in partnership with host governments, international donors, and implementing partners
- Experience of working with SBC and/or RCCE or GHSA programs.
- Experience of working in COVID-19 and global infectious disease projects
- Ability to work in a fast-moving environment with multiple tasks, competing deadlines and multiple stakeholders
- Experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility
- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences
- Excellent interpersonal and teamwork skills; and,
- Excellent past performance references.

Travel Requirements:

- This position may require up to 25% regional travel

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VACANCY ANNOUNCEMENT

Job Description

Job Title: Senior Program Officer, Risk Communication and Community Engagement (RCCE) and Global Health Security Agenda (GHSA)

Report to: Director of SBC Design and Implementation

Location: Dar es Salaam, Tanzania

Background:

Breakthrough ACTION Tanzania is a new, three-year (2022-2025) cooperative agreement between the United States Agency for International Development (USAID) and the Johns Hopkins Center for Communication Program (CCP). The social and behavior change (SBC) activity aims to catalyze opportunities for Tanzanians to improve their health status by transforming socio-cultural norms and supporting the adoption of healthier behaviors. The activity will provide technical assistance to the Government of Tanzania (GoT) to improve the policy and implementation framework around SBC activities, and design, implement and monitor specific SBC interventions at the sub-national level as required. Breakthrough ACTION Tanzania will promote integrated SBC approaches to support family planning/reproductive health, maternal, neonatal, and child health (including nutrition), HIV, malaria, TB, risk communication and community engagement (RCCE) and other infectious diseases as needed.

Job Summary:

The Senior Program Officer (SPO) will coordinate project implementation with national and sub-national level technical units, service delivery partners, and other risk communication and community engagement and COVID-19 stakeholders. S/he may supervise and mentor staff and will regularly produce content related to COVID-19, RCCE and GHSA projects and interventions. S/he will report to the Director of SBC Design and Implementation, with additional reporting lines to the Director of SBC Coordination and Capacity Strengthening and work closely with external partner organizations and team members to design, implement, and supervise activities to ensure that stakeholder guidance is integrated into program implementation to continuously improve the quality of interventions and outcomes. The Senior Program Officer will lead technical work on RCCE and GHSA initiatives independently and contribute to strategic partnership development, with support. S/he will attend all relevant technical working group and USG partner meetings as a representative of Breakthrough ACTION Tanzania.

Responsibilities:

- Lead and manage technical work independently, including strategies, toolkits, communication materials, scripts, job aides, needs assessments, etc.
 - Generate and envision new RCCE and GHSA activities, ideas, frameworks, and strategies that further high-level goals
 - Use tools, processes, best-practices and colleague review to ensure all products and documents are of the highest quality possible
 - In collaboration with research and evaluation division, contribute to design and implementation of RCCE and GHSA research plans and activities
- Demonstrate high level technical communication, including writing reports, creating and giving presentations, and facilitating trainings or group discussions related to and COVID-19 other GHSA initiatives that are aligned to national priorities and guidelines.
- Provide day to day technical assistance and capacity strengthening to RCCE and GHSA initiatives that are aligned to national priorities and guidelines.
- Support the development of SBC strategies, materials, approaches and tools that ensure inclusion of relevant RCCE and GHSA priorities.
- Manage relationships with implementing partners and relevant Technical Working Groups.
- Represent Breakthrough ACTION Tanzania in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration.
- This position may not have official supervisory duties; the RCCE SPO will engage in coaching and mentoring of staff. If the position does eventually have official supervisory duties, the RCCE and GHSA SPO will supervise staff with support, including orienting and training new staff members, conducting regular (at least quarterly) check-ins and annual performance reviews with all supervisees, identifying and recommending appropriate professional development opportunities for supervisees, and providing coaching and mentoring to promote continued growth and improvement among supervisees and other staff.
- Work with senior staff to facilitate RCCE-related meetings, trainings and workshops, including the creation of agendas, curricula, manuals and materials, as necessary.
- Support staff to appreciate RCCE issues and integrate these into their activities in order to widen reach.
- Proactively remain up to date with key RCCE-related national and global recommendations and guidelines and integrate these into day-to-day programming. Be knowledgeable about GHSA 2024 strategic framework and overall country progress toward health security
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the Breakthrough ACTION Tanzania team.
- Support results reporting to USAID by providing written documentation on RCCE and GHSA activities, as appropriate.
- Work closely with the monitoring, evaluation, research and learning (MERL) team to harmonize and streamline collection and use of data for RCCE and GHSA program

activities and learning, routinely review performance data, and initiate adaptations to program management and implementation.

- Format, edit, and create documents and presentations as needed.
- Initiate, track and monitor procurements, contracts, work plans and other administrative and programmatic documents.
- Work closely with finance and administrative staff to ensure timely and compliant spending. Monitor budgets and make strategic decisions to reallocate funding according to strategic priorities, with support.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally).
- Liaise with internal and external partners and consultants, ensuring statement of work, contract, and deliverables are in place.
- Adhere to JHU, CCP and donor rules, regulations and policies.
- Upload and save deliverables on relevant knowledge management platforms.
- Contribute to strategic partnership development with support.
- This position may lead proposal development (technical, budget, coordination) with support.
- Assist with other activities as directed by the supervisor.
-

Qualifications:

- Master's degree (M.A., MHS, MPH) required. At least five years' work experience in the related field. Additional relevant experience and/or training may substitute for some education.
- Tanzanian national
- Fluency in English and Kiswahili.

Knowledge, Skills, and Abilities:

- Demonstrated experience working in partnership with host governments, international donors, and implementing partners
- Experience working with SBC and/or RCCE or GHSA programs
- Experience working on COVID-19 projects
- Ability to work in a fast-moving environment with multiple tasks, competing deadlines and multiple stakeholders
- Experience with monitoring and evaluation of health programs demonstrating a progressively increasing level of responsibility
- Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences
- Excellent interpersonal and teamwork skills; and,
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