



1. JOB TITLE: Administrative Assistant

Job ID: 2023-5283

Location: TZ-Dodoma

Category: International Positions

Employment Status: Full-Time

Overview

The Administrative Assistant intern will get opportunity to learn on how Jhpigo works with Government and Jhpigo Operation Systems at large, by supporting staff, the accommodation system and keeping the record at large.

Responsibilities

- Serve as a backup receptionist and takes charge of answering the telephone.
- Receive and dispatching all the letters to and from the Ministries and other government, agencies, e.g. Registrar of NGOs in Dodoma
- Maintain the record of document submitted at the office for dispatch at the ministry
- Opens and locks office doors, windows and blinds before and after the work day.
- Ensures the office has adequate stock of stationary and kitchen supplies.
- Ensures offices are well set-up with necessary furniture and equipment. Maintains office plants and decors.
- Ensures shared equipment including heavy duty staplers and punching machines, shredders, binding machines.
- Ensures the contacts of all officers at the Ministries and other stakeholders are compiled and shared to supervisor.
- Ensures the office is free of pests by ensuring regular fumigation.
- Assumes other duties as assigned by the supervisor to ensure the sound functioning of the office and achievement of project goals.

Required Qualifications

- University degree and/or college diploma in related field
- Secretarial training and/or office management/operations training

Preferred Qualifications

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2. JOB TITLE: Intern - Procurement

Job ID: 2023-5277

Location: TZ-Dodoma

Category: International Positions

Employment Status: Full-Time

Overview

The Procurement Intern will have the opportunity to learn and practice on organization procurement process from initial to final stages. The intern will assist in organization of procurement related documents for filing and other downstream processes. The Intern will work under the guidance of Procurement Manager.

Responsibilities

Perform purchasing functions including:

- Sourcing for quotations and negotiating for prices, terms, delivery and after sale services with vendors.
- Assist in preparation of basis for vendor selection for approval of procurement.
- Support in raising LPOs and forwarding to vendors/suppliers.
- Follow up with vendors to ensure timely delivery of goods and services.
- Work with Jhpiego user department to determine specifications for goods and services.
- Assist, as assigned, in all steps involved in procurement process which includes distribution of quotation requests, collection of proforma invoices, delivery of Purchase Orders, collection of goods, obtaining Goods Receiving Note's, and final submission of GRNs and receipts to Finance.
- Review completeness and accuracy of all documentation from product ordering to the actual delivery goods, confirming receipt of the right quantity.
- Work closely with the Procurement Manager and Officers to ensure timely procurement and proactively identify gaps and make suggestions for improvement.
- Ensure appropriate vendor management and coordinate timely payment to all vendors.
- Provide support in processing of VAT refund

Required Qualifications

- Bachelor's degree in Procurement & Supplies or any other related field
- Demonstrated interest to gain hands-on experience in procurement functions

- Experience in logistics/supply chain management including supply planning and public health procurement commodities management desirable.
- Ability to work with Microsoft Office software, specifically Word, Excel, Access and PowerPoint.

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3. JOB TITLE: Intern - Digitalization

Job ID: 2023-5282

Location: TZ-Dar es Salaam

Category: International Positions

Employment Status: Full-Time

Overview

A Digitalization Intern is responsible for organizing and managing hard copy files to digital files and documents within an organization. Ensuring efficient and accurate record keeping, retrieval, and storage of electronic information. The primary objective of a Digital Filing intern is to establish and maintain a wellorganized digital filing system that promotes easy access, and compliance of Finance files, HR files, and Operation files.

Responsibilities

- **File Organization:** Create and implement a structured digital filing system to store and categorize electronic files and documents. This involves designing a logical folder hierarchy and naming conventions for easy retrieval and efficient storage
- **Document Indexing:** Assign appropriate metadata and tags to digital files to facilitate quick and accurate searches. This includes capturing relevant information such as document type, date, and keywords to enable efficient retrieval.
- Data migration from physical documents to digital formats or converting files into appropriate electronic formats.
- **Quality Control:** Ensure the accuracy, completeness, and consistency of digital files and data. Perform regular audits to identify and resolve any inconsistencies or errors in the filing system.
- Sorting all files according to content, dates, significance, etc.
- Scanning and uploading files to SharePoint.
- Develop an efficient filing system to make updating and retrieving files easier for SharePoint.
- Follow confidentiality dictations to safeguard data and information.
- Develop the document management plan and update it, as needed.

- Labelling and updating paper files.

Required Qualifications

- Diploma/Degree in records management.

Preferred Qualifications

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4. JOB TITLE: Intern - Compliance

Job ID: 2023-5280

Location: TZ-Dar es Salaam

Category: International Positions

Employment Status: Full-Time

Overview

The intern will be equipped with skills to analyze internal controls, identify gaps and provide solutions, will also be equipped with skills to review documents with professional skepticism. Intern will have chance to put into practice accounting and auditing lessons learned at college/university.

Responsibilities

- VAT reconciliations
- Review of vendor payments
- Review of expense report
- Review of MWP payments
- Review of fuel reconciliations
- Review of petty cash

Required Qualifications

- Degree in Accounting and or finance

Preferred Qualifications
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5. JOB TITLE: Intern - Store Assistant

Job ID: 2023-5279

Location: TZ-Dar es Salaam

Category: International Positions

Employment Status: Full-Time

Overview

The intern will get opportunity to learn on how Jhpiego works in controlling stock from entry point to the issuing, also will be able to learn the System used by Jhpiego for both Asset and Inventory management. She/He will be able to learn how the inventory count is done and reporting of the inventory count.

Responsibilities

- Follow up on remaining unverified assets.
- Work on memo for disposal list of assets after the final report for verification.
- Work on raffle for disposition of the obsolete items for disposal.
- Generate GRN for received inventory.
- Tagging the received assets and update the system for Afya Yangu; expect delivery of 500 tablet and smartphones.
- Receiving, issuing and tracking the Jhpiego assets to make sure they are all updated to the system.
- Liaise with the regional office PA to get the list of asset procured at the regional level for reporting.
- Raise requisition for office supplies i.e. stationery, kitchen and IPC material as required.

Required Qualifications

- University degree and/or college diploma in Procurement or Material Management field.
- Secretarial training and/or office management/operations training.

Preferred Qualifications

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6. JOB TITLE: Intern - ICT

Job ID: 2023-5278

Location: TZ-Dar es Salaam

Category: International Positions

Employment Status: Full-Time

Overview

The intern will gain work experience that gives her/him a distinctive edge that is required to gain success in a future ICT career, to troubleshoot internet connectivity, remedy all issues relating to malware, Support office 365 to clients, provide IT support, maintain network equipment and Configure servers.

Responsibilities

- Assist installation of application software in the new computer.
- JEMS and JDR users support.
- Migrate user's old email, and files from old computer to new computer.
- Mobile Phone Outlook 365 Configuration.
- Printer Preventive Maintenance (PM).
- General IT user support.
- Computer auditing, removing unauthorized software, scanning and updating Antiviruses.
- Monitor antivirus software, updates, and repair computers infected with spyware, adware and/or viruses.
- Configure application settings (email, instant messaging, online meetings, web collaboration, OneDrive storage, Yammer).
- Support users using office 365.
- Any other IT-related tasks.

Required Qualifications

- Bachelor's degree in Computer Engineering or equivalent.

Preferred Qualifications

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7. JOB TITLE: Intern - Human Resources

Job ID: 2023-5274

Location: TZ-Mwanza

Category: International Positions

Employment Status: Full-Time

Overview

Intern- Human Resource will work under the supervision of the Director, Human Resources. He/she will provide human resource support to the Jhpiego Tanzania office to effectively deliver but not limited to human resource services and functions. These include providing HR support in recruitment, onboarding, HR administration, and employee relations.

Responsibilities

- Assist in the whole process of recruitment, including requisition forms, advertising, screening of applications, interview, selection, and reference checks.
- Provide administrative and logistics supports during staff onboarding, transitioning, and exiting.
- Provide administrative office support to the HR office and ensure smooth running of the office
- Assist in filing HR documents, including employees' records
- Follow-up with staff and managers in submitting various documents required due to HR periodical processes.
- Any other official duties as assigned

Required Qualifications

- Graduate with Diploma or higher qualification preferably in the field of Business Administration or Human Resources Management
- Basic knowledge of Tanzania labour laws
- Willingness to learn and gain workplace experience
- Availability to start immediately and willingness to commit for at least three months
- Be of high integrity and ability to maintain confidentiality
- Passion and desire to work with people at different levels and culture
- Good communication and presentation skills
- Computer literate in standard software including MS Office 365 (especially MS Word< MS Excel and MS Outlook)

- Resident of Mwanza are highly recommended

Preferred Qualifications

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8. JOB TITLE: Intern - Communications

Job ID: 2023-5273

Location: TZ-Mwanza

Category: International Positions

Employment Status: Full-Time

Overview

Jhpiego, an international health non-profit affiliated with Johns Hopkins University intends to strengthen the Communications department by engaging an intern who will participate in documenting and help projects gain visibility externally to the large audience. The intern will help to document, develop and share Tanzania's key collaborative achievements, impact, and success stories from the field.

Responsibilities

- Assist the communication team in the creation of all necessary communication materials within Jhpiego Tanzania scope, including suggesting ideas and writing copy for social media posts, story articles and other print material.
- Support communication and campaigns, driving growth for the Jhpiego profile in Tanzania via social media.
- Assist the communication team in branding-related activities.
- Assist the communication team to transform text-based communications materials into visual graphic designed materials such as infographic, brochures, backdrop.

Required Qualifications

- A Diploma or Bachelor's degree in journalism, Mass Communication, Public Relations, ICT or any related field.
- Strong graphic design skills and a keen eye for detail
- Familiarity with Adobe Creative Suite, including Photoshop, Illustrator or InDesign is a plus.
- Journalism skills (Interviews and writing skills)
- Excellent written and verbal communication skills in English

Preferred Qualifications

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