



KOFIH Tanzania Office in Dar es Salaam was officially opened in 2017 to implement various global health projects, although the cooperation with Tanzania first kicked off in 2009. KOFIH office, in collaboration with the Ministry of Health (MOH), has devoted itself to the improvement of the healthcare system and led some projects such as the Maternal, Neonatal and Child Health Care project in Pwani and Dodoma Region, Hospital Management Technical Support Program for Muhimbili National Hospital (MNH) Mloganzila Campus, Strengthening the National Public Health Laboratory through capacity building of infectious disease control and management, Dr LEE Jong-wook Fellowship Program, a training program for healthcare workers to build up their capacity which leads to contribution of achieving sustainable development goals and also training for biomedical engineers and technician for capacity enhancement of medical equipment services (CEOMETs).

As KOFIH Office is expanding healthcare support projects, including the upcoming projects, KOFIH seeks a qualified candidates for the following position:

1. Job Title: Office Administrator

Position Summary

Location: Dar es salaam, Tanzania

* Duty station is subject to change depending on the terms of reference and the condition of the office

Position type: Contract-based / 3 months' probation

Annual Salary: Competitive

Job role: Experienced

Organisation type: Foreign Governmental Organisation

Application deadline: 20 th December 2023

Role Summary

The role of an office administrator is crucial in maintaining the smooth and effective operation of the office environment. At the heart of this position is the responsibility to provide comprehensive administrative support, ensuring that day-to-day activities unfold seamlessly. This entails collaborating closely with the project coordinators and liaising with the organization's experts. In order to excel in this multifaceted role, the office administrator must possess a diverse skill set encompassing organizational, communication, and managerial capabilities. Organizational skills are imperative for managing tasks, schedules, and resources efficiently. The ability to communicate effectively is essential for facilitating smooth interactions within the office and serving as a bridge between various stakeholders. Additionally, strong managerial skills are necessary to oversee and coordinate diverse activities, fostering a productive and harmonious work environment.

Essential duties and Responsibilities:

- Provide comprehensive administrative support by managing calendars, scheduling appointments, and handling correspondence. This involves organizing meetings, preparing agendas, and taking minutes.
- Facilitate effective communication within the office and act as a point of contact between different departments, management, and external stakeholders. This includes responding to inquiries, relaying messages, and ensuring information flows efficiently.
- Manage tasks, deadlines, and priorities to ensure that day-to-day operations run smoothly.
- This involves coordinating schedules, tracking projects, and assisting in time-sensitive activities.
- Oversee office resources, including supplies, equipment, and facilities.

- This includes procurement, inventory management, and ensuring a well-maintained and organized workspace.
- Collaborate closely with the project coordinators to support the planning and execution of various projects.
- This may involve tracking project milestones, assisting in resource allocation, and ensuring project timelines are met.
- Assist expatriates within the organization by providing administrative support, helping with logistics, and addressing any specific needs they may have.
- Address day-to-day challenges that may arise in the office, troubleshoot issues, and implement solutions to enhance efficiency and resolve operational problems.
- Maintain accurate and organized records, including files, documents, and databases.
- This is crucial for easy retrieval of information and compliance with organizational policies.
- Ensure that office procedures and policies are followed, and recommend improvements where necessary.
- This includes staying informed about company policies and procedures and communicating them to staff.
- Organize and coordinate office events, conferences, or workshops.
- This involves handling logistics, managing invitations, and overseeing the smooth execution of the event.
- Handle sensitive information with discretion and maintain confidentiality in dealing with various aspects of the organization.

- Be adaptable and responsive to changing priorities, ensuring a flexible approach to meet the dynamic needs of the office and organization.

Qualification

- A minimum of a Bachelor's degree in public administration, international relations, or a social science field.
- A background in health and population studies is considered a valuable bonus.
- 1-2 years or more of working experience in the relevant field, particularly in governmental or international agencies, and non-governmental organizations (NGOs).
- Preference is given to candidates with experience working with international development organizations and a solid understanding of international reporting procedures.
- Exceptional English written and oral communication skills are essential. The ability to articulate complex ideas and information effectively is crucial for this role.
- Strong critical thinking skills and a proactive approach to problem-solving are important attributes.
- The role requires the ability to analyze situations and develop effective solutions.
- Attentiveness to detail is paramount, ensuring accuracy and precision in handling information, reports, and administrative tasks.

- A working-centric approach, combined with purpose-driven thinking, is expected. The candidate should be motivated by a commitment to the goals and objectives of the organization.
- The ability to take ownership of tasks, meet deadlines, and exhibit a high level of accountability. Time- punctuality is crucial for ensuring the smooth flow of work processes.
- Demonstrated ability to work independently while maintaining a consultative and collaborative approach within the team and under the supervision of a manager.

Skills and Proficiencies

- Must be an excellent computer literacy with strong knowledge of Microsoft office package
- Excellent presentation skills
- Excellent interpersonal, communication, and coordination skills
- Reporting, writing, professionalism, accuracy, attention to details, multitask, teamwork, and discretion

Cultural Sensitivity and Professional Conduct:

- We highly value cultural respect and diversity in our work environment.
- The successful candidate should demonstrate a genuine appreciation for Korean culture, displaying respectful behavior, good manners, and a humble demeanor.

- We believe that a positive attitude contributes to a harmonious workplace, and we encourage applicants to embody these qualities in their professional interactions.

How to apply

All qualified candidates should submit their Curriculum Vitae and a Cover Letter to

Email: tanzania@kofih.org

Interview mode:

- Written exercises interview
- Oral / Verbal Interview, including presentation

Do not attach testimonials, only shortlisted candidates will be contacted.

Please indicate the Current Annual Salary and Expected Annual Salary in the Cover Letter.

2. Job Title: Project Coordinator

Position Summary

Location: Dar es salaam, Tanzania

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Position type: Contract-based / 3 months' probation

Annual Salary: Competitive

Job role: Experienced

Organisation type: Foreign Governmental Organisation

Application deadline: 20th December 2023

Role Summary

The general roles and responsibilities are to contribute to how the health challenges in various health sectors in Tanzania would figure out through innovative public health methodologies. The person in charge will work closely in collaboration with the MOH, Project Management Committee (PMC) and other relevant stakeholders. Also, she/he should be involved in project planning as per requirement. She/he will advise and coordinate the implementation of the project activities in providing accountability and ensuring efficiency and success from start to finish of the project. She/he will be responsible for establishing, modifying and monitoring key performance indicators to report the physical progress of the project. In addition, she/he should be good at office work in harmonisation with other colleagues, preferably good at numerical capability.

Essential duties and Responsibilities:

- Be responsible for planning and management of the project in order to achieve targets in accordance with the approved work plan and approved monitoring and evaluation performance framework
- Ensure timely and quality completion of all program technical and financial deliverables and reports in accordance with KOFIH – Tanzania guideline
- Provide technical guidance and leadership to ensure that activities related to the Health system strengthening are implemented and monitored, and objectives are implemented as planned
- Establish / refine monitoring systems and tools to measure project progress
- Provide guidance and oversight of technical components of the project to ensure implementation that complies with the KOFIH work plan, performance, framework, and budgets
- Support and conduct onsite field supervisions to ensure the execution of baseline, periodic, and final evaluations to monitor the progress of project activities

- Manage all aspects of M&E data collection, analysis and reporting on performance indicators by project team members and project counterparts
- Foster strong partnerships and collaborations with MOH, President's Office, Regional Administration and Local Government Tanzania (PO-RALG) and other relevant stakeholders
- Promote sustainability of project activities with effective networking, linkages to other programmes
- Be responsible other relevant duties such as paper work given by supervisors according to the organogram

Qualification

- At least Bachelor degree in public health, social science, Statistics, Health science, Developmental Studies, Statistics, Health science, Nurse, Medicine. But, preferred the advance level such as Master degree in such fields or other related fields
- 2-4 years or more of working experience in the relevant field such as governmental/international agencies, non-governmental organisations is preferred
- Experience working with an international development organisation and knowledge of reporting procedures
- Exceptional English written and oral communication skills, strong critical thinking, problem solving, attentiveness to detail, working-centric approach, purpose-driven thinking, accountability, and time-punctuality

- Ability to work independently, but in a consultative environment with other staff and supervisor

Skills and Proficiencies

- Must be an excellent computer literacy with strong knowledge of Microsoft office package
- Excellent presentation skills
- Excellent interpersonal, communication, and coordination skills
- Reporting, writing, professionalism, accuracy, attention to details, multitask, teamwork, and discretion

Cultural Sensitivity and Professional Conduct:

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