

BENJAMIN WILLIAM MKAPA FOUNDATION



Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to contribute towards the attainment of better health outcomes through innovative health and related system solutions. BMF's Vision and Mission can be achieved through an empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks innovative, self-driven, dynamic, and competent qualified candidates to fill the below vacancies.

1. FIELD ADMINISTRATIVE AND FINANCE OFFICER(Mbeya)

Reporting to the Program Manager, the incumbent will be managing day-to-day office activities, information flow in the office, logistics for meetings and conferences, and organizing and tracking numerous assignments and processes in support of program Implementation.

Key Roles and Responsibilities

- a) Coordinating program documents
- b) Filing of applicable administrative requests and reports (e.g., travel reimbursements, procurement requests, personnel actions, and office assets).
- c) Coordinates in-country and out-of-the-country travel arrangements.
- d) Office inventory management and advice on proper usage of office assets
- e) Management of office fund for day-to-day office activities
- f) Assists in compiling data and background information for reports.
- g) Preparation of variance analysis and report of project budget versus actual expenditure
- h) Invoices and log sheet verification for hired vehicles.
- i) Preparation of activities budget, internal memo and concept note before activity commencement.
- j) Contact cooperative agreement recipients and other external collaborating partners to obtain updates and data required for routine and special reports.

Qualifications and Experience:

- a) Degree or Diploma in Administration or Financial management or equivalent qualification
- b) 2-3 years' experience working in structured institution.
- c) Effective communication and teamwork abilities.
- d) Attention to details.
- e) Organization and networking skills.

MODE OF APPLICATION:

For all interested candidates, kindly fill the application form via: [Application form - Field Admin & Finance Officer](#) and attach the required documents. The deadline for application is on **Friday 2nd February 2024**

2. PROGRAM OFFICER- PREVENTIVE SERVICES (Mbeya)

Reporting to the Program Manager; the incumbent will be responsible to provide a comprehensive public health technical and prevention support by serving as a public health expert on HIV/AIDS prevention for the implementation and monitoring of HIV/AIDS activities in the Southern Highlands.

Key roles and responsibilities

- a) Responsible for the day-to-day coordination on technical leadership in Prevention activities Quality Improvements (QI) and the Zonal HIV/AIDS Response Framework (ZHARF) Initiative in the Southern Highlands.

- b) Participates in prevention program management and leads the testing and linkage initiatives.
- c) Ensures the Regional/Council Health Management Teams(R/CHMTs) and Implementing Partner (IPs) work in response to improvement of the prevention and treatment cascade performance as part of the effort in the Southern highlands, Tanzania.
- d) Assists on technical Monitoring and Evaluation on HIV/AIDS prevention Cascade and provides technical assistance and guidance to R/CHMTs and Ips to ensure implementation of activities are consistent with policies and guidance of the Government of Tanzania (GOT).
- e) Works closely with the Technical Program Manager to ensure that prevention programs are carried as designed.
- f) Maintains contacts with R/CHMTs and IP medical staff to provide updated information on treatment of HIV/AIDS patients.
- g) Facilitates in giving feedback on data generated by partners on a quarterly/semi-annual basis and develops partner specific strategies to address challenges in implementation of the prevention cascade based on the data reviews.
- h) Participates in SIMS visits and Site Supervision to inform and guide QI, HIV testing and linkage to care efforts, monitoring, and evaluation on data quality assurance, the ZHARF initiative in the Southern Highlands zone.

Qualifications and Experience:

- i) Degree in medicine, public health, or related field.
- j) 3-5 years' experience working in similar field.
- k) Demonstrated experience collaborating with Donor -funded projects.
- l) Effective communication and teamwork abilities.
- m) Maintain High level of confidentiality.
- n) Able to maintain networks.

MODE OF APPLICATION:

For all interested candidates, kindly fill the application form via: [Application Form - Program Officer](#) And attach the required documents. The deadline for application is on **Friday 2nd February 2024**

3. DIRECTOR OF STRATEGY AND PERFORMANCE MANAGEMENT (HQ - Dar es Salaam)

Reporting to the CEO, He/she will be supporting the CEO in strategic management through the development of innovative tools, systems, and techniques for ensuring the foundation execute its strategic goals, objective, and initiatives to deliver better results while remaining focused and relevant with the country strategies. The DSPM will lead and create the learning atmosphere within the Foundation through the development of systems that supports the process of generating, collecting, analyzing, synthesizing, and sharing knowledge to maintain BMF visibility in Tanzania and beyond Africa.

Key roles and responsibilities

- a) Responsible for the development, management and monitoring the implementation of the Institutional Strategic Business Plan to achieve long term goals based on analysis of competitive environment and make recommendations to the Senior Management Team.
- b) Deliver strategic directions for periodic monitoring of the institutional performance and evaluate its efficiency, effectiveness, relevancy, and its sustainability to the country context.
- c) Provide strategic directions and technical guidance to innovative and digital solutions and platforms that facilitate efficient execution of strategic interventions or initiatives.
- d) Ensure strategic engagement with Donors, development partners and relevant stakeholders through collaborative sessions, and technical assistance.
- e) Supports the directorate of programs and Business development by formulating implementation strategies and tools that enables the execution of program activities in more results oriented and less on routine.

- f) Assists all Units, Departments, and Directorates in aligning departmental goals, processes, and resource allocation with the Foundations strategic plans.
- g) Effectively collects, analyses, and integrates multiple information to apply in relevant information systems and technology.
- h) Enhance BMF's learning creation, transition and visibility through policy and advocacy by providing direction on the development of Knowledge Management guideline and its implementation including the Foundation applying knowledge management systematically and strategically in their programs.
- i) Oversees the organizational Information and Knowledge Management systems by enhancing a culture of knowledge sharing, utilization, and learning.
- j) Provides direction for all M&E related systems, processes and reporting, data management, information systems across the BMF departments.
- k) Lead research and evaluations development to identify areas for business expansion through social enterprise ventures and other innovations.
- l) Oversees ICT Plan and implementation and ensure it includes information on people, staffing, governance, and a roadmap to achieve business outcomes.
- m) Oversees architectural initiatives and innovations for the growth of BMF program initiative in the health sector, and when making changes to ICT structure and designs within the business process of BMF.

Qualifications and Experience:

- a) Master's degree in business administration, Planning, IT, Statistics, Public Relations, Economics or equivalent combination of education and professional experience.
- b) 10 years' experience in relevant field, 5-7 years' experience in senior level in donor funded projects or non-Government entity.
- c) Exceptional understanding of business operations and procedures
- d) Excellent communication, Planning and Project management skills
- e) Outstanding research abilities and Analytical skills
- f) Innovative with strong leadership and decision-making skills

MODE OF APPLICATION:

For all interested candidates, kindly fill the application form via: [Application Form - Director of Strategy Performance Management](#) And attach the required documents. The deadline for application is on **Friday 2nd February 2024**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting you complains via <http://whistleblow.mkapafoundation.or.tz/>

RELEASED BY:

**CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION**