



Tanzania Health Promotion Support

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Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministry of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care and social welfare services to all Tanzanians; through strengthening of health and community systems.

THPS therefore is seeking competent, experienced, dynamic and qualified candidates to fill the positions listed below:

Position: District Manager/ Cluster Lead

Reports to: Regional Program Manager

Location: Tanga

Overall Job function

To provide THPS technical and managerial leadership on supporting the R/CHMT and HMTs in implementation of HIV prevention, care, treatment and support in the district. Specifically, responsible for the planning and coordination of HIV care and treatment activities at THPS supported sites in the district clusters ensuring excellent program performance and working relationship with district authorities

Key Specific responsibilities: -

- Oversee the overall planning, initiation and implementation of quality Care and Treatment, PMTCT/EID, APSC, PSG, TB/HIV, HTS, GBV and VAC, Cervical Cancer screening, Palliative care, Lab and Pharmacy services including integrated QI initiatives at THPS supported sites in the district
- Lead, supervise and coordinate THPS district technical team on program implementation and compliance to THPS policies
- Provide the technical leadership to the supported program in the respective district, in close collaboration with, Regional Manager, Technical Advisors and other senior management officials
- Ensure that THPS technical team in the district support program implementation by building capacity to CHMTs in program management and various technical domains for program sustainability
- Work closely with the THPS Regional team and Central Technical Team in programmatic aspects of HIV/AIDS implementation programs.
- Participate in THPS strategic planning sessions with district sub grantees, implementation, monitoring, evaluation, capacity building and timely reporting program activities with councils.
- Review sub-grantees technical reports before submission to the Regional manager.
- Participate in CHMTs planning (CCHP), implementation, monitoring, evaluation, negotiations, capacity building and reporting program activities with Council

- Provide direct technical assistance to health care facilities supported by THPS such as: - startup activities, training staff on HIV/AIDS management, clinical mentoring (including CME), patient flow analysis, improvement of adherence, data driven program.
- Ensure and maintain good work relationship and communication with CHMT, health facility in charges and other health facilities staff in the district.
- Ensure that THPS supported clinical care activities at all service delivery points conform to the National guideline in sites supported in the district.
- In collaboration with Regional team and Technical advisors coordinate ART related trainings, CMES and mentorship session activities for health workers in continuum of care.
- In collaboration with regional team coordinate quarterly joint R/CHMT supportive supervision to be held in the district.
- Work with APSC field officer and Technical advisor to strengthen linkage and retention on ART services and community HIV/AIDS services through collaboration internally and also with other key stakeholders in the region.
- Ensure programmatic donor's key result priority areas are well implemented, clearly communicated to CHMT, the THPS supported staff and achievement is on an increasing trend.
- Assist the THPS program Regional manager on programmatic and financial management to all THPS sub granted ART activities to CHMT in the district
- Provide technical assistance, facilitate, and monitor the development and implementation of TB-HIV integration activities at district and site level.
- Ensure all THPS supported staff in the district effectively contribute to THPS projects goals achievement and are a catalyst to performance in their respective health facilities.
- Coordinate development and presentation of best practices during planned THPS meetings and wherever relevant.
- Coordinate all planned and emerging meetings with CHMTs and Health facility staff in the district.
- Lead the team to timely prepare the weekly and monthly district reports.
- Coordinate and finance HCPs in all planned and approved interventions by high level of accountability and efficiency to realize THPS meets its planned objectives.
- Coordinate and handle district phones where financial transactions to supported districts to HCPs are being financed and delivered to respective HCPs
- Perform all other duties as assigned by your supervisor

Qualifications, Experience and Skills required:

- Medical Doctor (MD) (or equivalent) from a recognized University. Post graduate training will be an added advantage.
- At least four years' experience in donor funded HIV program implementation managing Clusters/districts
- Familiarity with national, regional and district level health care programs in Tanzania.
- Ability to work independently with strong problem-solving skills
- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially on MS Word, Power Point and Excel.

Position Title: Project Accountant

Reports to: Afya Hatua Project Finance Manager

Position Location: Dar es Salaam, Tanzania

Overall Job Function

The Accountant is responsible provide financial maintenance for Dar es Salaam and zonal field offices.

Key Specific responsibilities: -

- Ensure maintenance of accurate bookkeeping records. Receiving reviewing, scrutinizing, processing invoices and ensure timely and accurate payment of those invoices.
- Processing staff advances and reviewing travel expense report (TER) before approval
- Support preparation of monthly advances reconciliation and ageing report.
- Reinforce Staff advance accountability in accordance with THPS Policies and Procedures
- Ensure verification of the accuracy and correct billing of expenditures to the multiple project's allocation
- Prepare and post transactions into paper-based and computerized accounting systems.
- Maintain accounts payable modules
- Maintain control account for expenses with many transactions a month, such as air tickets to avoid double payments
- Make arrangement for upcountry office payments, such as fund transfer to up country staff.
- Ensure adherence to THPS policies and procedures and donor financial management requirements.
- Maintain a separate memorandum of payments made to ensure we have enough cash flow in both account every month.
- Work as part of the team to achieve departmental objectives.
- Timely preparation of financial reports and meet reporting compliance
- Facilitate and support internal review and external Audits, comply with reviewer requirements and liaise with their recommendations
- Perform other duties as assigned

Qualifications, experience & skills required

- The candidate must hold Advanced Diploma in Accountancy, or Bachelor degree in Finance or Accounting, Business Administration, or Corporate Management with accounting professional qualifications CPA or ACCA.
- Minimum of three years working experience in finance or accounting position.
- Knowledge of donor funded project preferably USG financial policies and procedures.
- Knowledge of finance, accounting, budgeting and cost control.
- Skills in analyzing financial data and prepare financial reports.
- Strong analytical skills in applying accounting principles and ensure that best practices are observed.
- Knowledge of automated financial and accounting reporting systems preferable SAGE 300 ERP.
- Knowledge of federal and state financial regulations.

How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to recruitment@thps.or.tz by **Feb 29, 2024** with a subject line of 'Position' *example "Project Accountant"*. Only shortlisted applicants will be contacted. Please do not attach any certificates at this stage.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.