

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH



JOB VACANCY

The Ministry of Health Tanzania in collaboration with Christoffel Blinden Mission (CBN) International is looking for enthusiastic, creative and energetic person whom will work for one (1) year as a Project Coordinator.

NATIONAL EYE CARE PROGRAM

Job Title: Project Coordinator – (Position)

Location: Dodoma

Job Type: Contract

Project Name: Health System Strengthening for Comprehensive Eye Services Delivery in Tanzania.

Duration: The Employment Contract will be twelve (12) months, with the possibility to extend depending on the availability of funds.

Duties and Responsibilities:

1. Ensure effective and efficient implementation of the Health System Strengthening for Comprehensive Eye Services Delivery in Tanzania in general, in accordance with the activities stipulated in the project contract between Ministry of Health and CBM International
2. Establish and monitor implementation schedules and cost plans.
3. Under the supervision of the PM-NECP and in collaboration with other senior financial personnel, prepare and monitor project budgets and cash flow projections.
4. Work hand in hand with National Eye Care Program Manager to spearhead the project activities.

5. Monitor and supervise Project activities in collaboration with National Eye Care Program Manager as leading supervisor.
6. To identify and build relationships with key stakeholders and decisions makers, ensuring their expectations and involvement is effectively managed.
7. To communicate effectively and appropriately regarding key messaging about the Programme to ensure clear understanding.
8. To support the smooth running of the programme from a programmatic stand-point liaising with the Project Lead and users.
9. To prepare and submit reports such as Data collection tools, Cataract Surgical Outcome Monitoring (CSOM), quarterly, semi –annual and annual.

Qualifications and Experience

1. Holder of Bachelor Degree in Project Management, Business Administration/Management/Social Sciences or its equivalent qualification from a recognized University/Institution
2. A Master Degree in the field mentioned above is a definite advantage
3. Minimum of 3 years' experience in Project/Programme Management within a reputable development organization
4. Proven experience in project monitoring and budget control
5. Proven competence in project report writing (Narrative and Statistical)
6. Experience in procurement of goods and services
7. Financial management background as a plus
8. Skills on M&E

GENERAL CONDITIONS:

1. All applicants must be citizens of Tanzania and Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
2. Applicants should apply on the strength of the information given in this advertisement;
3. Applicants must attach their certified copies of the following;
 - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;

- c) Form IV and Form VI National Examination Certificates;
 - d) Full Registration & Valid License
 - e) Internship Certificate
 - f) Birth certificate.
 - g) National ID.
 - h) Attaching copies of the following certificates is strictly not accepted
 - i) Form IV and form VI results slips;
 - j) Testimonials and all Partial transcripts.
4. Applicants employed in the Public Service **should route their application letters through their respective employers.**
 5. If your names in your academic certificates are different from Birth Certificate and National ID you are required to have (Deed Pool from The Registrar of Oath at the Ministry of Lands, Housing and Human Settlements Development.
 6. Applicants should indicate three reputable referees with their reliable contacts.
 7. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
 8. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
 9. Applicants with special needs/case (disability) are supposed/advised to indicate.
 10. Presentation of forged certificates and other information will necessitate to legal action.

NB: All application should be submitted to Ministry of Health Recruitment Portal ajira.moh.go.tz. Closing date will be two (2) weeks from this advertisement. Only successful candidates will be contacted and all interview costs will be borne by the applicants.

All applicants are reminded to comply with the application guidelines when filling the required information.

PERMANENT SECRETARY

MINISTRY OF HEALTH

P.O BOX 743 DODOMA

08/03/2024

JAMHURI YA MUUNGANO WA TANZANIA
WIZARA YA AFYA



TANGAZO LA AJIRA KWA MKATABA

Wizara ya Afya inalo jukumu la kusimamia Kada za Madaktari, Madaktari wa Meno na Wataalamu wa Afya Shirikishi nchini kupitia Baraza la Madaktari Tanganyika (MCT) lililoundwa chini ya Kifungu cha 4 cha Sheria ya Udaktari, Udaktari wa Meno na Wataalamu wa Afya Shirikishi (Sura Na. 152). Lengo kuu la Baraza ni kuhakikisha kuwa jamii inapata huduma bora na salama kutoka kwa Wanataaluma.

Katika kuimarisha na kuboresha huduma za Afya nchini, Wizara inatarajia kuajiri Afisa Habari mmoja (01) na Watoa Huduma kwa Wateja (Call Centre Agents Watatu (03) kwa mkataba wa miezi Kumi na Moja (11). Sifa na Majukumu kwa kila kada zimeainishwa kama ifuatavyo: -

NA	KADA ZINAZOHITAJIKA
1	<p>Afisa Habari Daraja la II - (Nafasi 1)</p> <p>SIFA ZA MWOMBAJI</p> <p>Kuajiriwa mwenye Shahada ya uandishi wa habari au sifa nyingine inayofanana na hiyo kutoka vyo vyovyotambulika na Serikali na uzoefu usiopungua miaka mitatu (3).</p> <p>Kazi na Majukumu:</p> <p>Afisa Habari Daraja la II atawajibika na mahitaji yote ya kitaaluma yanayohusiana na kuharakisha mawasiliano baina ya Baraza na Wanataaluma/wateja wa Baraza.</p> <ul style="list-style-type: none">i. Kukuza Sera, kazi na Program za Baraza.ii. Kukusanya na kuandika habari.

	<ul style="list-style-type: none"> iii. Kuandaa na kutekeleza mkakati wa mawasiliano ya Baraza na Jamii. iv. Kufanya mazungumzo na wananchi pamoja na vyombo vya habari kuhusu masuala mbalimbali yanayohusu Baraza. v. Kutoa na kusambaza nyaraka kama vile vipeperushi, makala na majarida. vi. Kuratibu taarifa kwa Waandishi wa Habari. vii. Kupiga picha za matukio yote yanayohusu Baraza na kuhudumia Maktaba na marejeo. viii. Kukusanya takwimu mbalimbali. ix. Kutekeleza majukumu mengine utakayopangiwa na Mwajiri.
<p>2</p>	<p>Watoa Huduma (Call Center Agents) – (Nafasi 03)</p> <p>SIFA ZA MWOMBAJI</p> <p>Kuajiriwa mwenye Shahada ya Mahusiano ya Umma (Public Relations), Mawasiliano ya Umma (Mass Communication), Utawala, Usimamizi wa Rasilimali watu, au sifa nyingine zinazofanana na hizo kutoka katika vyuo vinavyotambulika na Serikali.</p> <p>Kazi na Majukumu:</p> <ul style="list-style-type: none"> i. Kupokea simu za Wanataaluma na wateja wengine wa Baraza na kutoa majibu sahihi ya kuridhisha, kwa wakati; ii. Kutoa usaidizi kwa Wanataaluma na Wateja wa Baraza kupitia simu na mitandao; iii. Kutatua matatizo yaliyo ndani ya uwezo wake na kuyashughulikia kutoka kwa wateja wanaopiga simu; iv. Kuwasilisha kwa rufaa matatizo yaliyo juu ya uwezo wake kwa wasimamizi wake, na kutoa mrejesho kwa Wanataaluma baada ya kupatiwa ufumbuzi; v. Kupiga simu kwa Wanataaluma na wateja wengine wa Baraza na kuwafahamisha kuhusu masuala mbalimbali ya Baraza la Madaktari; vi. Kuwaongoza Wanataaluma wanaopiga simu juu ya namna ya kutumia mfumo wa TEHAMA wa Baraza la Madaktari; vii. Kutunza rejista ya simu;

	<ul style="list-style-type: none"> viii. Kupitia akaunti za Wanataaluma wanaopiga simu katika mfumo wa TEHAMA na kuelimisha, kutoa ushauri na maelekezo mengine kuhusu masuala yatakayobanika; ix. Kutoa mapendekezo kwa msimamizi wake juu ya masuala yanayohusiana na kituo cha huduma kwa wateja cha Baraza; x. Kushirikiana na wataalamu wengine wa vituo vya huduma kwa wateja ili kuboresha huduma; xi. Kufanya kazi nyingine yoyote kama atakavyoagizwa na msimamizi wake; xii. Kuingiza taarifa kwenye mfumo wa ukusanyaji taarifa; xiii. Kufanya ufuatiliaji wa hoja na malalamiko yaliyowasilishwa na wananchi; na xiv. Kutekeleza majukumu mengine utakayopangiwa na Mwajiri.
<p>3.</p> <p>4.</p>	<p>Maelekezo ya kuzingatiwa kwa waombaji:</p> <ul style="list-style-type: none"> i. Waombaji watakoachaguliwa watapangiwa kazi Dodoma (Makao Makuu ya Baraza). ii. Nakala za vyeti vyote zithibitishwe na Mahakama au Wakili. <p>Sifa za ujumla kwa Mwombaji:</p> <ul style="list-style-type: none"> i. Awe raia wa Tanzania; ii. Awe na umri usiopungua miaka 18 na usiozidi miaka 50; iii. Asiwe mwajiriwa wa Serikali au mwajiriwa wa Hospitali za Mashirika ya Dini ambaye mshahara wake unalipwa na Serikali; na iv. Awe na sifa na weledi kwa Mujibu wa Waraka wa Maendeleo ya Utumishi Namba. 1 wa mwaka 2009. <p>Maombi yote yaambatishwe na; -</p> <ul style="list-style-type: none"> i. Nakala ya Cheti cha kuzaliwa; ii. Nakala ya Cheti cha Kidato cha Nne/Sita na Stashahada/Shahada kulingana na Kada iliyoainishwa; iii. Kwa aliyesoma nje ya nchi au mitaala ya nje waambatishe cheti cha Ithibati kutoka Baraza la Mitihani Tanzania (NECTA); iv. Nakala ya Vyeti vya Taaluma (Cheti na Transcripts). Aidha, waliosoma vyo vya nje ya nchi, waambatishe cheti cha Ithibati

	<p>kutoka TCU;</p> <ul style="list-style-type: none">v. Wasifu (CV);vi. Picha ndogo (Passport size) mbili za hivi karibuni;vii. Nakala ya Kitambulisho cha uraia (NIDA)/Namba ya Utambulisho ya NIDA; naviii. Iwapo majina yako yanatofautiana katika vyeti vyako pamoja na Cheti cha kuzaliwa na NIDA hakikisha unawasilisha kiapo cha majina (Deed Pool) kutoka kwa Msajili wa Viapo na kusajiliwa na Msajili wa Hati, Wizara ya Ardhi na Maendeleo ya Makazi. <p>Namna ya kuwasilisha maombi:</p> <p>Muda wa kutuma maombi haya ni ndani ya wiki mbili (2) kuanzia tarehe ya kutoka kwa Tangazo hili. Maombi yote yawasilishwe kupitia mfumo wa ajira wa Wizara unaopatika kupitia tovuti ajira.moh.go.tz</p> <p>Waombaji wote mnakumbushwa kuwa makini mnapowasilisha maombi kuhakikisha umejaza vizuri vipengele vyote vinavyotakiwa kwenye mfumo ikiwa ni pamoja na kuambatisha nyaraka zote zinazohitajika.</p>
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Limetolewa na:

KATIBU MKUU
WIZARA YA AFYA
S.L.P 743 DODOMA
08/03/2024