

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Supply Chain Assistant -Intern (1 post)  
**Reports To:** Senior Supply Chain Manager with dotted line Branch Manager  
**Work Station:** Bagamoyo  
**Apply By:** April 17<sup>th</sup> 2024

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

IHI is looking for an individual to work as Supply Chain Assistants who will join the Institute through an internship program. The Supply Chain Intern will assist in ensuring an effective and efficient flow of Supply Chain activities.

### Duties and Responsibilities

- Update daily procurement reports.
- Assist in document approval follow ups.
- Assist to ensure that right materials requested are issued on time.
- Assist on timely submission of vendor invoices to the payment approval circle.
- Assist on proper storage of items according to their nature and conditions.
- Assist on maintaining the filing system that ensure all documents are preserved and easily retrieved.
- Participate in special and scheduled stock counts as required.
- Perform any other duties that may be assigned by their supervisors.

### Qualification and Experience

- Holders of Diploma in Procurement and Supply Management or Procurement and Logistics Management may also apply.

### Skills and Competencies

- Fluence in both English and Swahili Languages.
- Computer Skills.
- Customer service oriented.
- Good skills in problem solving, teamwork.
- Effective Communication skills.

### Remuneration

IHI shall provide transport and meal allowance only to a successful candidate as per the policy

### Equal Opportunity

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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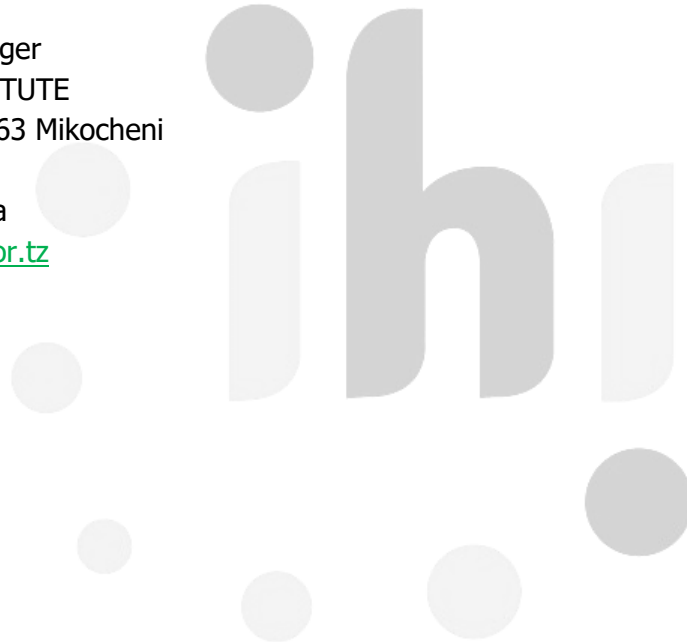
IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above position requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **[5pm] on [Wednesday] [April/17/2024.]** All e-mail application subject lines should indicate post and location: **[Supply Chain Assistant Intern – Bagamoyo]. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)



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# VACANCY ANNOUNCEMENT

## Job Summary

**Position:** Communication and Engagement Officer (1 post)  
**Reports To:** Principal Investigator  
**Work Station:** Dar es Salaam  
**Apply By:** 17<sup>th</sup> April 2024

## Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

## Position Summary

**Ifakara Health Institute (IHI)** is seeking a **Communication and Engagement Officer** who will be responsible for developing and implementing effective communication strategies to promote awareness to and reaction from the public on the Transmission Zero Program that aims to develop transgenic mosquitoes for malaria elimination in Africa. This role involves creating accessible and engaging health information materials, managing social media and digital content, and coordinating with various stakeholders to enhance Transmission Zero project visibility and its successful implementation.

## Duties and Responsibilities

- Developing, coordinating, and supporting the implementation of the project's communication strategy and related activities organized across online and offline channels in alignment with the project's priorities, corporate communications, and country needs.
- Working closely with the project team and institutional communication unit to deliver compelling content and imagery for both local and global audiences, showcasing the project's work in Tanzania and the impact.
- Liaising closely with global communications to regularly contribute to the editorial calendar through the development of multi-format content to position the project strongly regionally and globally.
- Developing media plans to coordinate outreach to the public and media ensuring messaging to be consistent with the project brand and institutional core values.
- Managing media relations and delivering media briefing kits including press releases or live streaming press conferences as well as after event transcript files for high level selected milestones.
- Strengthening and positioning the project's digital communication at country level through targeted digital engagement and positioning.
- Ensuring the project's digital media platforms (currently X (twitter), potentially in the future Facebook, Instagram) are well maintained, updated, and aligned to the project's corporate digital communications.
- Populating and delivering quality audio-visual services and when needed, commissioning

[info@ihi.or.tz](mailto:info@ihi.or.tz) | [www.ihi.or.tz](http://www.ihi.or.tz)

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external vendors to ensure we have availability of quality multimedia tools such as photos, infographics, and videos.

- Building internal communications capacity by providing timely and effective information on key communication developments and initiatives to project staff and promote stronger staff engagement.
- Supporting end-to-end event management and coordination of key high-level events.
- Track the effectiveness of communication activities, using data to refine strategies and improve outcomes. Prepare reports on communication success and public engagement thereof.
- Experience in a client-facing role, with an ability to navigate complex situations in cross-cultural settings.
- Experience developing communication and campaign strategies and supporting advocacy initiatives in a fast-paced environment.
- Implement crisis communication plans as needed, ensuring timely and accurate information dissemination during crisis or serious issues following prior and post public communication.
- Stay current with the latest public health issues, communication technologies, and best practices in health communication.

### Qualification and Experience

- A bachelor's degree in communications, public relations, journalism, international relations and development, or a related field with equivalent qualifications. A master's degree is preferred.
- Proven experience in social media, digital media, content creation, photography, and videography are required. Must also be proficient in Microsoft Office.
- Minimum of 5 years of experience in communication, public relations, or a similar role, preferably in a public health or implementation space.

### Skills and Competencies

- He/she should possess excellent communication skills, be fluent in written and verbal English, and be able to work in a multicultural and cross-functional team environment.
- Strong writing skills with the ability to produce a wide range of communication content including reports, fact sheets, news, articles, features, case studies, etc.
- Excellent interpersonal and presentation skills, with the ability to engage and persuade diverse audiences.
- He/she should have expertise and experience working in communication across multiple sectors. Candidates with experience working with government, UN, development partners, media, and research agencies would be an advantage.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

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The **deadline** for this application is **17:00 hrs on Wednesday, April 17 2024**. All e-mail application subject lines should include: **[Communication and Engagement Officer – Transmission Zero]**. **Only shortlisted applicants will be contacted for interview.**

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