



JOB TITLE: Program Intern (2 positions)

Program · Dar es Salaam, Victoria Area

Department: **Program**

Employment Type: **Intern**

Minimum Experience: **Entry-level**

Compensation: **600,000 - 906,500**

Reports to: Program Manager.

Location: Dar es Salaam, Tanzania

Compensation: 600,000 to 906,500 per month as internship allowance based on experience

Start date: July, 2024

Duration: 6 months internship

Eligibility: Tanzanian nationals only

Who we are

D-tree is a digital health organization expanding access to high-quality, essential healthcare in sub-Saharan Africa, by enabling better decision-making at every stage of a person's health journey. Founded in 2004 and with experts in public health and digital technology, we develop solutions that make health systems more personalized, accessible and coordinated. We partner with governments and like-minded organizations to improve the performance of health systems so that people receive the right care at the right place and time. We are currently improving health decisions in Malawi, Tanzania, Zanzibar and Zambia. Our vision: a world where everyone, no matter where, has access to the healthcare they need to live longer, healthier lives.

In Tanzania, We are currently collaborating with the Tanzanian government on a digitally-enabled primary health care program, which connects public and private health care service providers and has gained significant interest as it is poised to strengthen government digital health systems in Tanzania. We are also supporting Early Childhood Development (ECD), whereby we are designing digital tools to facilitate integrated community-based health and ECD programs. We have an opportunity to expand our engagement with the national government to serve as a key digital health partner for strengthening primary health care services, which will help deepen and expand our work and impact.

Who you are

We are seeking a full-time Project Intern to support D-tree's role in several funded programs. As a Project Intern, you will be responsible for assisting the Program Manager and Project Coordinator in ensuring that digital health projects are delivered within scope, on schedule, and within budget. Working alongside the Project Coordinator, you will collaborate with the program consortium and the D-tree team to strengthen Tanzania's digital community health system and lead its implementation across select regions, including Arusha and Dodoma. Your key responsibilities will include supporting project implementation, closely working with project partners to understand and document needs,

proposing solutions in collaboration with the D-tree team, actively monitoring project progress, and troubleshooting to ensure smooth implementation.

This is a dynamic role that offers significant opportunities for professional growth, particularly in the field of digital health. We are looking for individuals who are quick learners, flexible, passionate about technology, and capable of working effectively with diverse teams.

By joining D-tree, you will contribute to meaningful projects that have a positive impact on community health in Tanzania.

Duties

As an intern at D-tree, you will fulfill all assignments and provide your designated supervisor with all requested reports in a timely manner. Your responsibilities include, but are not limited to, assisting with the following tasks as requested by the D-tree team:

Project Implementation

Key Responsibilities:

- Assist in the development and implementation of project work plans, timelines, and budgets.
- Support the coordination of project activities, meetings, and events, ensuring alignment with project goals and objectives.
- Assist in tracking project progress and milestones, and report on program performance to the program manager.
- Provide technical assistance and user support to healthcare providers and other end-users using digital health platforms and tools.
- Facilitate communication and collaboration between program partners, ensuring effective information sharing and coordination.
- Support the implementation of monitoring and evaluation frameworks for program activities.
- Collect, analyze, and interpret data to assess program impact and effectiveness.
- Assist in preparing regular progress reports and contribute to program evaluations to inform decision-making and program improvements.
- Assist in budget tracking and financial reporting, ensuring compliance with donor requirements and organizational policies.
- Work closely with partners and Council Health Management Teams (CHMTs) to support CHW and ADDO/pharmacy project-related activities at the field level.

Technology

Key Responsibilities:

- Understand the content of mobile applications and dashboards deployed in D-tree programs.
- Test mobile applications and dashboards for content and usability.
- Troubleshoot hardware and software issues with devices and applications among users.

Communication

Key Responsibilities:

- Participate in meetings/calls with partners, government teams, and other stakeholders.
- Write field reports from training and follow-up/supervision activities.
- Develop and foster effective working relationships with partners and government officials at the regional, district, and community levels.
- Compile success stories and project achievements to be disseminated through various channels as agreed upon by the program team.

Cross-Cutting Project Support

Key Responsibilities:

- Support the Program Coordinator during program design, development, testing, and implementation activities.

- Contribute to the design and development of digital solutions; system testing; training preparation and execution.
- Design supervision processes and user payment or motivation schemes.
- Monitor and troubleshoot post-implementation issues.

What We Are Looking For

We seek motivated, passionate individuals willing to wear multiple hats and do what it takes to make our projects succeed. The following attributes are a general overview, but we will consider individuals who do not meet all the details below if you have the right skill set and attitude.

Basic Requirements:

- - Bachelor's degree in a relevant field (e.g., public health, global development) OR Advanced Diploma with at least 1 year of experience in public health programs.
 - Some experience in Public Health, Health Administration, Health Sciences, Community Development, Social Work, Digital Health, or working with the Government of Tanzania is a plus.
 - Strong coordination skills; good communication and interpersonal skills.
 - Good analytical skills; ability to think logically and rationally about problems and solution-oriented.
 - Must be able to collaborate effectively with a team but should be self-motivated and able to work independently.
 - Some experience in adult capacity building/training is a plus.
 - Proven computer skills in Microsoft Word, Excel, and PowerPoint are required.
 - Fluent in Swahili and good written and spoken English.

Application information

To apply for this role please click the application link and follow the instructions. Applications which do not meet these requirements will not be considered. Please note that by applying to this position, you consent to your name being checked against a terrorist watch list prior to an offer of employment.

Deadline for receiving applications: :21st June,2024.

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