

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Accounts Officer Intern – (1 post)  
**Reports To:** Project Accountant  
**Work Station:** Dar es Salaam  
**Apply By:** October 1, 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** seeks a qualified **Accounts Officer Intern** to join the PMI Shinda (Defeat) Malaria project. The Accounts Officer will be responsible for supporting the finance and accounting functions of the project. This role involves maintaining accurate financial records, assisting with updating the assets register, and ensuring compliance with internal policies and external regulations.

The PMI Shinda (Defeat) Malaria Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI Shinda (Defeat) Malaria project works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. Shinda Malaria will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI Shinda (Defeat) Malaria project will primarily work to support both facility- and community-based malaria activities in all councils of Kagera region, as well as making contributions to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Assist in reviewing and processing payments through the system.
- Maintain and keep records of project transactions.
- Assist in updating the assets register.

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232625164

#### 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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- Assist in compiling VAT claims for donor and Ministry of Health review and submitting them to TRA for refund.
- Assist in preparing monthly bank reconciliations.
- Provide clerical support to the Grants unit.
- Maintain finance and grants files to ensure all necessary documentation is included.
- Work with the Senior Grants & Finance Officer in reviewing subgrantees' expenditure reports and their fund reconciliations.
- Assist in verifying the accuracy and compliance of subgrantees' expenditures and gather the necessary information.
- Undertake other duties as assigned by the Project Accountant and Senior Grants & Finance Officer.

### Qualification and Experience

- A fresh undergraduate with a degree in Accounting/Finance, Business Commerce or a related discipline is required.
- Knowledge and understanding of accounting principles, theories, practices, and terminologies.
- Knowledge and understanding of Donor Funded Projects.

### Skills and Competencies

- Proficiency in Microsoft programs (i.e., Excel, Word, PowerPoint) and the ability to use various commercially available accounting software programs.
- Strong organizational and work prioritization skills.
- Excellent communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English.
- Self-management is necessary (i.e., motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.
- High level of integrity, commitment, and team working spirit.

### Remuneration

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

### Equal Opportunity

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 job 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.

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The **deadline** for this application is **17:00hrs on Tuesday, October 1<sup>st</sup> 2024**. All e-mail application subject lines should include: **ACCOUNTS OFFICER INTERN – PMI SHINDA (DEFEAT) MALARIA**. **Only shortlisted applicants will be contacted for an 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:** Regional Coordinator - NEST360 Project (2 posts)  
**Reports To:** Senior Program Coordinator  
**Work Station:** Mwanza & Kilimanjaro  
**Apply By:** September 30, 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** seeks a qualified and experienced **Regional Coordinator** to join the Newborn Essential Solutions and Technologies (NEST360) Project. NEST360 is a global consortium committed to reducing newborn deaths by 50% in hospitals, currently conducted in Tanzania, Kenya, Malawi, and Nigeria.

Under the direct supervision of the Programme Coordinator, the Regional Coordinator will work on a full-time basis during the assigned period. The role will include a dotted reporting line to the program's thematic leads. In addition to other regional administrative duties, the Regional Coordinator is expected to:

### Duties and Responsibilities

- Coordinate with the Program Coordinator to plan and manage the overall work in the region.
- Coordinate monitoring efforts, measuring results and impact of program, and activities in liaison with the head office including reporting on regional developments and trends.
- Work closely and coordinate activities with the Regional and Council health management teams, demonstrating a good understanding of their processes and work streams.
- Liaise with thematic leads and their respective tracks, providing support in the thematic areas and timely feedback to Regional and Council Health Management teams, maintaining the feedback loop.
- Facilitate and maintain regular communication with members in the region (R/CHMT) and other stakeholders.
- Update and maintain a stakeholder database and other relevant partners.
- Establish professional relationships with Regional and Council Health Management members, partners, and other key constituencies.
- Collaborate with other Regional Coordinators to identify areas of synergies and opportunities for joint initiatives.

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- Administer the Regional Office filling system, maintaining, logging, filling, and updating records in the prescribed format for subsequent use.
- Provide operational and logistical support towards the implementation of program activities and the fulfillment of Regional Office obligations.
- Provide technical assistance and support at the regional level.

### Qualification and Experience

- At least a Master's degree in public health, demographics, community medicine, health policy, health system administration, or equivalent discipline.
- A minimum of five (5) years of relevant professional experience with clinical background, health system strengthening, maternal and newborn health, and health service delivery is required.
- Experience in the management of programs in the NGO Sector is an added advantage.
- Previous demonstrated experience working with Regional and Council Health Management Teams and Regional Governments.
- Previous experience working with and through development partners.
- Demonstrated knowledge and understanding of local and international NGOs, government, and development partners.
- Excellent verbal, and written communication, and presentation skills.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, and partners to achieve results.
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform.

### Skills and Competencies

- **Professionalism:** Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability in advocacy, management, writing, and editing to meet tight deadlines; thorough knowledge of development issues, understanding of, and experience in, dealing with the media.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

### Remuneration

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