



## VACANCY ANNOUNCEMENT

### BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa – Tanzania with funding support from MasterCard Foundation, and Technical Assistance from Africa CDC implements the Phase II Saving Lives and Livelihood project to support the country's transitions from the COVID-19 emergency response to routine vaccination efforts, emphasizing the need to protect high-risk populations and youth and prepare for future emergencies. Service delivery will involve integrating COVID-19 vaccination with routine immunization services through existing healthcare channels and ensuring trained staff at Primary Health Centers. Key timelines include immediate implementation to reach zero-dose children, ongoing support for priority groups, and milestone evaluations at regular intervals to track progress. With the above background, Amref Health Africa Tanzania has the following vacancy:

**Job Title:** Project Technical Coordinator  
**Directorate/Unit:** SLL Project  
**Reports to:** Project Manager  
**Duty Station:** Dar es Salaam

### Job Summary

The Project Technical Coordinator will provide overall technical coordination of all aspects of the project and provide technical guidance to Regional Project Officers. S/he will represent the project and Amref to various technical working groups at the National and Sub-national levels.

### Specific Duties and Responsibilities

- Provide technical guidance to the project team throughout the implementation
- Ensure availability and utilization of national guidelines and standard operating procedures
- Assist in aligning project implementation modalities in accordance with government guidelines and guidance
- Ensure implementation of interventions in all project regions align to project objectives Support adaptation and roll-out of best practices into project regions as learnt from other regions
- Introduce new initiatives and innovations as collected from evidence-based approaches and lessons from other countries of similar context
- Develop project technical reports, briefs, and documentation of best practices

- Provide technical representation of the project to the donor and government stakeholders
- Participate in technical working groups and share lessons from project implementation to elevate its contribution
- Provide technical assistance to RHMT and CHMT in the execution of project interventions

### **Supervisory Roles**

- Supervises region project officers to ensure they adhere to Amref policy and regulations
- Provide technical guidance, mentorship, and coaching to regional project officers
- Drive the Amref staff culture initiatives to enhance collaboration across the organization.

### **Qualification and Experience**

#### **Education**

- Master's degree in Public Health, a first degree in medicine or health-related sciences

#### **Experience**

- 5+ years' experience implementing public health intervention
- Knowledge and experience working within the health sector and Familiarity with Tanzania Health System
- Demonstrable experience working with MOH – IVD & HPS, PORALG, RHMT and CHMT
- Demonstrated track record of working in teams and fostering strong partnerships with relevant stakeholders at national, regional and district levels
- Demonstrated ability to create and maintain effective working relations with MOH, PORALG, RHMT and CHMT, government personnel, stakeholders, national and local partners, and international donor agencies
- Experienced implementing global health security interventions
- Substantive knowledge of current best practices on COVID vaccination interventions in the Tanzania and across the globe

#### **Skills and Ability**

- Excellent verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- Ability to forge relationship with project stakeholders
- Strong writing and oral presentation skills in English and Swahili.
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Ability to work independently and under high pressure,
- Relevant computer software skills, including at a minimum, MS Word, Excel, Power Point

## **HOW TO APPLY: -**

If you meet the criteria given above and are interested in the vacancies, please visit Amref's website/ Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by 16.30 Hours on December 28, 2024.

1. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy
2. "Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"
3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above
4. Amref Health Africa -Tanzania regrets that only short-listed candidates will be contacted.

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**Job Title:** Region Project Officers (2)  
**Directorate/Unit:** SLL Project  
**Reports to:** Project Manager  
**Duty Station:** Njombe (1), and Zanzibar (1)

### Job Summary

The Region Project Officer will work closely with Region and Council Health Management teams (R/CHMTs) and provide overall coordination and oversight on the implementation of project activities in the particular region. The Region Project Officer, will coordinate supervision of vaccination activities, support vaccine stock management, and routine tracking of vaccine coverage performance in the particular region.

### Specific Duties and Responsibilities

#### Coordination

- Coordinate implementation of integrated delivery of vaccination services in the region including facility-led outreaches, campaigns, and supportive supervision
- Timely processing of payment for vaccinators and government officials
- Key liaison and project contact person with RHMT and CHMT in the project region

## **Vaccine supply monitoring including COVID-19**

- In collaboration with the Region and District Immunization and Vaccine officer (R/DIVO), ensures availability of vaccines including COVID-19 vaccines at the Region and District Vaccine Store (R/DVS) and at the health facility level at all times
- Work with R/DIVO to support the distribution and redistribution of vaccines from RVS to DVS and to the health facilities
- Conduct daily vaccine stock monitoring at RVS, DVS, and Health Facilities
- Assist R/DIVO in the project of vaccine utilization for a timely refill and reducing wastage

## **Project Monitoring and reporting**

- Ensure the availability of data collection tools at the facility level and to the outreach teams
- Support health facilities in the timely submission of their daily reports
- Review submitted reports at the council to ensure data quality and accuracy
- Review compiled data at the Region level to ensure consistency and accuracy before submission to the IVD program
- Ensure vaccination data is timely entered into a database (VIMS, Chanjo COVID) to avoid unnecessary data processing backlogs
- Conduct periodic data quality assessments in project support sites
- Conduct weekly performance progress reviews with RHMT and CHMT
- Prepare and submit weekly region performance project report to project manager for compilation and submission to donor
- Prepared region monthly, quarterly, and semi-annual narrative reports and submit to the project manager

## **Supervisory**

- Provide technical support, mentoring, and coaching to field support staff to effectively execute their routine activities
- Monitor the daily performance of field support staff to timely determine sites needing more attention
- Provide logistical support to field support staff for the smooth execution of planned activities

## **Qualifications, Experience & Skills required:**

- Health related degree, Degree in Epidemiology, Statistics, or Social Science
- At least 3 years of “hands-on experience” in the Monitoring and Evaluation field. Experience in working with COVID and vaccination interventions will be an added advantage
- Familiarity with Tanzania Health System, LGAs, RHMT and CHMT
- Demonstrated track record of working in teams and fostering strong partnerships with relevant stakeholders at regional and district levels
- Demonstrated ability to create and maintain effective working relations with LGAs, RHMT and CHMT, government personnel, stakeholders, and local partners

- Ability to work independently and manage a high-volume workflow
- Excellent time management skills, with the ability to perform multiple tasks and meet critical deadlines while maintaining accuracy and quality.
- Relevant computer software skills, including at a minimum, MS Word and Excel
- Excellent verbal and written communication skills and the ability to interact effectively with others, both internally and externally.

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