



1. JOB TITLE: Procurement Officer

Job Overview

- Vacancy: 01
- Job Type: Full time
- Experience: 2 Year(s) Minimum
- Job Location: Dar es Salaam, Tanzania
- Category: Vacancy
- Gender: Both
- Application Due: 30th December 2024

Who we are

With 50 years of experience, working in over 60 countries, Population Services International (PSI) is the world's largest leading non-profit social marketing organization. PSI is reimagining healthcare, by putting the customer at the center, and wherever possible bringing care to the front door. We are working to fix market failures, shape future health markets and shift policy and funding to better support consumer empowered healthcare.

There are over 8,000 PSIers around the world. We are a diverse group of entrepreneurial development professionals with a wide range of backgrounds and

experience. All with unique skills that we bring to the critically important work that we do.

Job Purpose:

Ensure that PSI procures the right products and services at the right time, quantity, and price by following PSI policies and procedures.

Duties and responsibilities:

- Procurement of various goods and services for the organization.
- Ensure that purchase requisition have been correctly converted into purchase order in a timely manner.
- Evaluate quotations from local suppliers, compile comprehensive bid analysis and ensure approval by respective signatories and budget holders prior preparing orders.
- Follow up with supplies and update user divisions/ departments about the status of their orders to ensure awareness.
- Ensure that approved purchase order has been sent to the supplier.
- Follow up on VAT exemptions certificate.
- Manage vendor relations and vendor performance issues in respective areas.
- Ensure that procurement records are well maintained and p

What are we looking for?

- Degree in procurement/supply chain or any related field
- Registration with Board of Procurement and Supplies Professionals and Technician Board (PSPTB)
- Experience in Procurement of not less than two years
- Excellent interpersonal and communication skills

- Excellent oral and written communication skills in both English and Swahili.

How to apply

Application for the position must include :

- Cover letter illustrating your suitability for the position against the listed requirements.
- Detailed curriculum vitae showing contact address, email, and day & time mobile phone number (s) and three (3) referees, ONE being your last employer.

Application will be considered valid, if sent/received before 1700hrs, Monday, 30th December, 2024. Please note that only short listed candidates meeting the above requirements will be contacted. Send you application to recruitment@psi.or.tz in MS Word or PDF file. Indicate the name of position on the subject line of your email.

Note:

PSI is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of actual or perceived race, religion, color, sex, age, national origin, disability, sexual orientation, marital status, personal appearance, matriculation, political affiliation, family status or responsibilities, gender identity or expression, pregnancy, childbirth, related medical conditions or breastfeeding, genetic information, amnesty,

2. JOB TITLE: Malaria Surveillance & Epidemiology Officer

Job Overview

- Vacancy: 01
- Job Type: Full time
- Experience: 5 Year(s) Minimum
- Job Location: Dar es Salaam, Tanzania
- Category: Vacancy
- Gender: Both
- Application Due: 30th December 2024

Organisation Location

Who we are

With 50 years of experience, working in over 60 countries, Population Services International (PSI) is the world's largest leading non-profit social marketing organization. PSI is reimagining healthcare, by putting the customer at the center, and wherever possible bringing care to the front door. We are working to fix markets failures, shape future health markets and shift policy and funding to better support consumer empowered healthcare.

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Join Us

PMI Dhibiti (Control) Malaria project, a five-year Cooperative Agreement, seeks to reduce the burden of Malaria and move towards the long-term goals of Malaria elimination. This activity is focusing on Malaria Case Management, quality improvement for Malaria in pregnancy, Malaria Surveillance, Entomology monitoring, and drug efficacy monitoring, targeting pregnancy women and children under five in the Tanzania Mainland and Zanzibar.

Your contribution

The Surveillance and Epidemiology Officer will be responsible for designing and implementing strategies to assist The Government of United Republic of Tanzania in strengthening and expanding Malaria Surveillance systems on Mainland and in Zanzibar. In addition, the Surveillance and Epidemiology Officer will lead capacity building efforts to strengthen capabilities for evidence-based decision-making use for surveillance systems to improve malaria programming.

Duties and responsibilities:

- In collaboration with the CoP, project leadership and Country stakeholders provide strategic input on issues related to improving routine malaria surveillance, and in applicable situation work with the Government Institute state of the art, rapid malaria case detection and response capabilities.
- Provide input into all reports related to malaria surveillance and response.
- Coordinate across projects technical areas and with various Government leaders and local partners to ensure that surveillance systems are responsive to different epidemiological settings and their diverse needs and are used to inform decision making across all areas of malaria prevention and management.
- Lead capacity building efforts at the National Malaria Control Program (NMCP) and Zanzibar Malaria Elimination Program (ZAMEP), districts and community levels to improve the ability to reports, analyze, visualize, and use surveillance to make evidence-based decisions to improve malaria programs.
- Coordinate with Entomology and vector control officer and entomology local partners to ensure entomology monitoring is included in surveillance systems and data is used for decision-making.
- Overall, in charge in the management of both disease and entomological surveillance data.
- Responsible in providing inputs into case management and entomological reports related to malaria surveillance and response activities.
- In collaboration with the Monitoring and Evaluation Advisor, install a culture of learning and data use across the project with governance and local partners including through routine meeting to reflect on and use to inform decision.

- Support timely submission of project deliverable for surveillance activities as requested.
- Support the development of success stories and lessons learned related to Malaria Surveillance systems.
- Present the result of surveillance milestones and achievements and outputs in written reports and conference and meetings.
- Maintain close working relationship with the surveillance staff at NMCP and ZAMEP.
- Supervise direct reports with particular focus on their key tasks and the quality of projects deliverables.

What are we looking for?:

- Master's degree in public health, demography, epidemiology, biostatistics, or a related discipline.
- A minimum of five years on progressive and responsible experience in management of malaria or other infectious disease.
- Excellent knowledge of data collection protocols for quality data collection and verification.
- Demonstrated experience working closely with others and fostering collaboration to achieve project goals.
- Experience in designing epidemiology studies and analysis plan, writing up study protocols, and managing study implementation.
- Demonstrated ability to function as an active member of team and to lead a team when needed.
- Advanced knowledge of analytics software (e.g Excel, Stata, R, SAS). Knowledge of GIS and database management is desired.
- Demonstrated skills in oral and written communication in Swahili will evaluate favorably.
- Experience working with malaria program in country is highly desirable.

How to apply

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