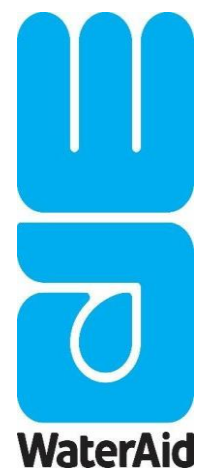


**Job description: Program Manager, Public Health.**



## Program Manager, Public Health

### A. About the role

<b>Job Title</b>	<b>Programme Manager, Public Health</b>
<b>Place of work:</b>	Dar es Salaam, Tanzania
<b>Grade:</b>	F
<b>Contract type:</b>	Fixed term
<b>Reports to:</b>	Head of Programs
<b>Direct Report (s)</b>	Project Coordinator
<b>Work Relationships</b>	<p>Internal: MEAL Manager, Head of Finance, Head of POD, Business Development Manager, Programme staff, WaterAid East Africa Regional team, UK and other WaterAid offices.</p> <p>External: Line ministries, government officials in districts, cities, and municipalities, public health professionals, partners, donors, CSO networks and platforms, communities, private sector, private sector, and other I/NGO's.</p>

### Introduction

WaterAid has operated in Tanzania since 1983 and has been engaged in the WASH sector for 40 years with a vision of *everyone everywhere has access to clean water, sanitation, and hygiene*. During the last 40 years WaterAid Tanzania has grown to become a nationally recognized leader in the water, sanitation, and hygiene sector (WASH), working closely with the government in the country and respected for innovation on best models with lasting change in the WASH sector. WaterAid operation is in alignment with the WASH Sector Programme in Tanzania “Water Sector Development Programme - WSDP but recognizing that service levels are low in hard-to-reach areas. This present significant opportunity to implement WaterAid Tanzania Country Programme Strategy aligned to WaterAid’s ambitious Global Strategy (2022 – 2032) on a bold commitment to “ending the water, sanitation, and hygiene crises together – for everyone, everywhere”. WAT developed a five-year strategy 2023 – 2028 that focus on 2 Aims: (1) *Achieve universal, sustainable, and safe WASH services in focused geographic areas to influence wider change; and (2) Prioritize WASH across the health sector to improve public health*. Approaches to deliver the AIMS are: *System strengthening, influencing, innovative modelling, research & learning, partnership and alliances, gender equality and social inclusion (GESI), empower and support, strategies on sustainable WASH services and behavior change*. WaterAid Tanzania is aspiring for a country where no woman/girl will walk long distances and que for hours to collect water. Where no community is held back

## B. Job Purpose

### Job Purpose

The Programme Manager Public Health will provide thought leadership, strategic advice and support on WASH and Public Health programming. S/he will work collaboratively with other specialists across the wider WaterAid Tanzania Country Program to embed knowledge and approaches on WASH and Public Health. S/He will develop a Public Health and WASH policy and program concepts to inform the design of projects to deliver WAT's Public Health Aim; identify and ensure delivery of relevant research, advocacy and campaign initiatives for Health and WASH; provide technical support for program development and fund raising; and ensure PMER core procedures are followed in all relevant and related areas of public health and WASH work including periodic reflection, review and learning.

## C. Main Responsibilities and Duties

### Technical Programme Leadership:

- Provide leadership in the development of the technical approach of WaterAid Tanzania Public Health Programmes.
- Develop health and WASH policy and program concepts to inform the design of such initiatives to deliver WAT strategic priorities.
- Provide technical support for program development and fundraising.
- Contribute to strategic planning processes for developing and reviewing program strategies and the country strategy.
- Cultivate and maintain functional relationships and network with relevant stakeholders including government and civil society to influence integration of WASH in the Health sector.
- Lead innovations and adapt to required context to ensure an effective and meaningful response.
- Responsible for setting the technical standards to be adhered to by all implementing staff and partners.
- Provide thorough leadership in the implementation of the Public Health Programme.
- Review and approve all the technical reports prepared from the field.
- Prepare and produce technical programme reports for dissemination to various stakeholders.
- Develop practical tools for evaluation and monitoring the technical programme.
- Ensure MEAL core procedures are followed in all relevant and related areas of public health and WASH work including high quality PPRs for periodic reflections, reviews. Facilitate organisational learning in WASH and health
- Develop operating business plan for the technical area in collaboration with the other technical leads and departments.
- Provide Public Health technical and strategic input into the development of the Country Strategy.

- Responsible to provide technical input and support to relevant teams to ensure effective integration and monitoring of WASH in Health activities working closely with the planning and monitoring team.
- Provide and coordinate targeted technical support to regional offices on WASH and health programming.
- Support specific WASH and health initiatives.

**Programme Development and Grants Acquisition:**

- Develop and execute in collaboration with grants team, a strategy to increase funding portfolio for technical programme.
- Actively support the roll out of WAT's Resource Mobilization and Grants Acquisition plan.
- Provide advice on donor management (government/private donors and institutions) ensuring proper resolutions.
- Productively manage donor concerns (government/private donors and institutions) ensuring proper resolutions for both parties that have been reached.
- Participate in proposal development processes for Pre-proposal, Proposal development, Post-submission.
- Research new proposals in close coordination with other teams to ensure high quality proposals that meet the requirements of the donors.
- Actively participate in the "Go / No-go" decision making process and ensure that all risks are addressed consistently.
- Research and draft resources in preparation for grant bidding activities, such as capability statements, project summaries, partner profiles, etc.

**Advocacy and Influencing:**

- Provide technical advice on WaterAid Tanzania policy influencing and advocacy strategies that aim to strengthen the capacity and effectiveness of the sector to deliver sustainable WASH services for all.
- Identify and ensure delivery of relevant research, advocacy and campaign initiatives for Health and WASH.
- Ensure adequate documentation of WASH in Health policy and advocacy initiatives and learning from program/ project interventions.
- Identify and lead key policy initiatives on WASH in health working closely with WAT policy team to uphold alignment and effectiveness..
- Generate evidence and advocate for the conditions necessary for strengthened institutions, policies and sector performance at national and sub-national levels.
- Provide sector leadership and acting as a recognized authority in sector debates on WASH sector governance.
- Provide leadership and guidance in shaping National WASH in Public Health sector planning processes, and bottlenecks preventing the development of an effective and functioning WASH sector in collaboration with the International Programs Department.

**Accountability, Learning and Innovation:**

- To ensure quality programming, innovative designs, evaluation, reflection, learning and dissemination and reporting of all projects in the Public Health Programme.

- Ensure that findings and recommendations from various accountability mechanisms such as Reviews, Operational and Finance Audits, Programme Evaluations, External and Internal Evaluations, are acted upon in a timely and effective manner.
- In close collaboration with Head of People & OD participate in recruitment and selection processes to ensure skilled programme staff are recruited, retained, and provided with, mentoring and coaching for development.

**Networking and Coordination:**

- Manage, coordinate and enable strategic partnerships and engagements for effective relation with Government institutions, international, local, and collaborative organisations.
- Maintain effective communications and pro-active relationships with donors and government partners, including visits by donors.
- In coordination with Head of Programs and others, develop and maintain pro-active relationships with bilateral and multilateral representatives in country.
- In coordination with the Head of Programmes, develop and maintain good relationships with national government ministries, other NGOs and the development sector in general.
- In coordination with other members of the Technical Services team, work closely with field staff on capacity building of national office staff and knowledge sharing within the region.

**Others**

- Perform any other duty as may be assigned by supervisor or designee from time to time.
- Participate and contribute to committees and task forces e.g. Procurement Committee.

**Safeguarding & Safety & Security:**

- Ensures that Safeguarding, Child Protection, and Gender Equality policies are fully embedded in project design, during implementation and as principles applied in day-to-day work of Program team.
- Ensures that comprehensive health, safety, and security measures (e.g. risk management plans, local security protocols) have been put in place when designing programs / project and are consistently upheld during their implementation.
- Ensures that any partner agencies that WAT works with are adopting the same health, safety, and security standards (as defined in any applicable WAT health, safety, and security policies), and arrange for capacity building support where gaps or weaknesses are identified.
- Understands and puts into practice the responsibilities under Safeguarding, Child Protection and Gender policies and Code of Conduct (CoC).
- Adheres to any local security protocols that have been put in place when working in the office, travelling to the field, or undertaking project / program activities.
- Immediately reports any health, safety and security incidents or near-misses that occur to their line manager, Security Focal Point or CD.
- Behaves and acts in a manner that does not put colleagues or anyone that interacts with WA in immediate danger or harm's way.

**Other**



Perform any other responsibilities, tasks or activities as reasonably required as the above given that the duties and are not intended to be a complete description of all tasks. Responsibilities may change to meet the evolving needs of WaterAid.

## **D. Key Competences, Skills, Experience, and Knowledge**

### **Qualifications, Knowledge, and Experience**

#### **Essential**

- Master's degree in Public Health or relevant discipline
- Minimum 7 years of experience in similar managerial roles
- Experience and understanding of working modality of Health sector.
- Experience in WASH or Public Health program delivery and coordination of program/project.
- Competency in WaterAid common approaches to work including partnerships, convening, inclusion, systems strengthening, creating behavioral change, and mainstreaming gender and inclusion of youth.
- Ability to create networks between central government ministries, local governments and stakeholders that further sustain behavioural change interventions.
- Good communication skills in written and verbal English, with good interpersonal, negotiating, and persuasive skills and experience
- IT skills particularly MS Word, Excel, and Outlook

#### **Desirable**

- Experience in research in public health and WASH development issues.
- Excellent skill in community consultation, organizing group discussions with different and diverse group of people, field observation, interviewing with people and facilitating meetings internally and externally.
- Ability to work flexibly, to manage varying competing priorities under your own initiative, meet strict deadlines.
- Ability to design, manage and evaluate behavioural change interventions.
- Experience of managing and supporting staff or volunteers.
- Experience of working effectively within a culturally diverse and matrix organization.

### **Behavioural competencies**

- Extensive commitment, experience and demonstrable knowledge and skills in the area of the integration of WASH and health, WASH and health systems thinking, public health, environmental health, sustainable WASH in developing countries, demonstrated through a progressive career record with at least the most recent significant experience being in a similar level role.
- Very strong analytical ability and writing ability in English.
- Experienced in producing practical knowledge products targeting needs of diverse audiences.
- Proven success in offering technical assistance, consulting, and/or advisory services to empower and to develop capacities.

- Demonstrated ability to drive tasks to completion in a timely manner while maintaining high quality.
- A team player, able to work responsibly, under pressure, and collaboratively across diverse groups and culture.
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity, and Innovation.

### E. Signatures

Approval		
Approved by:	Date	Signature
Supervisee		
Head of Department		
Head of People, OD & Culture		
Country Director		



WaterAid

## **APPLICATION FORM**

Please complete by typing all six pages of this form in black ink.

Post applied for:

Do not attach a CV, as only the information contained in this form will be considered during the selection process.

Where did you see this post advertised?

**Please return this form to:**  
[wateraidtz@wateraid.org](mailto:wateraidtz@wateraid.org)

### **Personal Details**

First Name:

Last Name:

Other name:

Male/Female:

Email address:

Telephone Nos:

Permanent Address:

Temporary Address/Current Location:



## IMPORTANT INFORMATION - GUIDANCE NOTES ON COMPLETING APPLICATION FORM

### COMPLETING THE FORM

Remember - make sure your application form is well presented to create a good impression.

- Please type in black ink.
- **Job Description and Person Specification** - read these carefully as they list the skills, knowledge, qualifications and experience required.
- The text boxes in the “career history” section are expandable. Take a copy of your completed form for your own reference.
- Education and Professional Qualifications – WaterAid is primarily interested in the highest educational level you have achieved, as well as whether you have basic numeracy and literacy skills in English.
- Please do not send in your CV unless specifically asked to. The application form is the only information used for the final short-listing.

### RETURNING THE COMPLETED FORM

Your completed application form should be returned to the email address [wateraidtz@wateraid.org](mailto:wateraidtz@wateraid.org) and should arrive no later than the stated closing date. We are unable to consider late applications.

Only applicants who are short -listed will be contacted.

Please inform us if at any stage after submission of your form you decide not to proceed with your application.

## Application Form

Please complete clearly and electronically and send to [wateraidtz@wateraid.org](mailto:wateraidtz@wateraid.org)

Date Of Application

Position Applied for

### Personal Details

First name

(Ms/Miss/Mrs/Mr/Other)

Last Name:

Other Name:

Permanent Address

Temporary Address/  
Current Location:

Telephone no.

Home	<input type="text"/>	Work (discretion will be used)	<input type="text"/>
------	----------------------	--------------------------------	----------------------

Email Address

### Qualifications / Training

Schools, Colleges, University etc.: *If offered a post with WaterAid, you may be required to provide evidence of your qualifications.*

Institution	From	To	Qualification/results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other relevant training or short in-service courses:

Course	From	To	Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please continue on a separate sheet if necessary)

## Employment

Present or most recent employer (if appropriate): *If offered a post with WaterAid, you will be required to provide evidence of your employment*

Name and address of employer			
Dates employed (month & year)	From:		To:
Line Manager's Job Title:			
Your Job Title			
Summary of duties			
Current / most recent net salary			
Reason for leaving			
Notice Required			

### Other employment / experience (most recent first)

Please include experience relevant to this post, which you may have gained outside paid employment, including voluntary work

Employer's name & address	From	To	Position held and duties	Reason for leaving

### Further Information

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post.

Please indicate your experience and what your actual role was in the following competency areas:

<b>COMPETENCY 1).</b> Technical Programme Leadership
<b>COMPETENCY 2).</b> Programme Development and Grants acquisition.
<b>COMPETENCY 3).</b> Strategic leadership and people management
<b>COMPETENCY 4).</b> Strategic experience in accountability, innovation, learning & knowledge management.
<b>COMPETENCY 5).</b> Advocacy and Influencing
<b>COMPETENCY 6).</b> Networking and Coordination
<b>COMPETENCY 7).</b> Safeguarding & Safety & Security

**References** (your current or most recent employers)

In event of your being offered a position with WaterAid – Tanzania, we shall take up references **covering the full five years preceding your start with us.** Wherever possible, referees should be from the place(s) of employment, or education/training, or other establishments you have been attached to during this period. Please name three referees even if you have been at the same establishment for the past five years.

	Referee 1
Name	
Job Title	
Employer	
Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

	Referee 2
Name	
Job Title	
Employer	
Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

	Referee 3
Name	
Job Title	
Employer	
Address	
Telephone no.	
Email address	
Relevant Dates of Employment & Relationship with Reference	

I declare that, to the best of my knowledge, the information on this form is correct

Signed:

Date: