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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, in partnership with consortium members, is funded by the BAND Foundation and UCB to reduce the stigma, impact, and burden of epilepsy and other neurological disorders, and to improve the quality of life (QoL) for individuals with these conditions, as well as their caregivers and families in Dodoma region, Bahi and Chamwino Districts, Tanzania. Amref Health Africa – Tanzania, works in collaboration with the Ministry of Health, President’s Office Regional Authority and Local Government, Regional and Council Health Management Teams, and Communities.

Job Title: Project Manager – EECA Project (1)
Reports to: HSSD Portfolio Lead
Duty Station: Dodoma

Job Summary

The Project Manager will provide overall project management, technical support, and leadership in the implementation of the Enhancing Epilepsy Care in Africa -Tanzania. The project manager will provide high-level coordination, stakeholder engagement, and relationship management between Amref Health Africa – Tanzania, the Ministry of Health, the President’s Office Regional Authority and Local Government, consortium partners, and the donor. S/he will provide managerial support to the project team through coordination and supervision of the implementation of planned project activities and ensure an integrated delivery of services in Primary Health Facilities. S/he will oversee monitoring project achievement as per the overall project’s objectives.

Specific Duties and Responsibilities

Project Management

- Provide day-to-day management of the project in line with Amref Health Africa - Tanzania and Donor policies and regulations
- Ensure timely and efficient achievement of project objectives through appropriate engagement of stakeholders and project staff
- Provide sound technical guidance to project staff to align with MOH priorities and enhance COVID-19 vaccine deployment
- Lead the development and implementation of the project’s technical strategies in line with the approved project proposal, and government and international standards.

- Lead development of project work plans i.e. weekly, monthly, quarterly, and annual in alignment with donor-approved work plans.
- Ensure alignment of activities with donor-approved work plan and budget throughout the implementation period
- Provide general oversight of project management terms of activities, budget, work plans, and Project staff
- Manage project budget and ensure all expenses are according to donor-approved budget and meet standards with regard to financial management, including accountability and good governance.
- Provide technical guidance in Monitoring, Evaluation, and Learning (MEAL) and evidence generation across countries to inform project implementation and integrated Primary Health Care program strategic priorities, continuous quality improvement, and development of knowledge products.
- Maintains a good relationship with stakeholders in project regions, MOH and PORALG
- A key liaison between the project stakeholders and Amref - Tanzania

Monitoring and Evaluation

- Provide technical guidance in the development of project MEAL framework.
- Provide technical guidance to M&E officer on planned M&E activities
- Ensure timely internal and external technical and financial reporting following donor-specific requirements and in compliance with relevant policies and regulations.
- Lead in weekly stakeholder review meetings and prepare technical reports relating to the Project as per donor requirements and internal purposes.
- Provide technical input and oversight in developing knowledge products and promote continuous learning to inform epilepsy efforts in the country and beyond.

Supervisory Roles

- Supervises all project staff to ensure they adhere to Amref policy and regulations
- Identify staff development needs, provide coaching and mentoring, and link to training and development opportunities to spur performance
- Drive the Amref staff culture initiatives to enhance collaboration across the organization.
- Support the Project staff in adhering to operational regulations and the set standards for project management and financial procedures.
- Carry out other activities as may be assigned to his/her by the supervisor

Qualification and Experience

Education

- Master's Degree or higher in public health, health communication or social sciences is required

Experience

- 5+ years' experience in managing projects with national and sub-national level engagements
- Experienced implementing public health interventions, and executing epilepsy projects
- Substantive knowledge of current best practices on epilepsy interventions in the country
- Demonstrable experience working with MOH, 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
- Knowledge and experience working within the health sector of Tanzania

Skills and Ability

- Proven management experience in supervision of staff in cross-functional teams.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.
- 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 manage a high volume work flow
- Relevant computer software skills, including at a minimum, MS Word and Excel

HOW TO APPLY: -

If you meet the criteria given above and are interested in the vacancies, please send your application via jobs.Tanzania@Amref.org 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 January 27, 2025.

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 channeled to the provided official correspondence email above
4. Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted.