JOB ANNOUNCEMENT

Management and Development for Health (MDH) is a non-profit organization in Tanzania contributing to address public health priorities. MDH works with the Ministry of Health, Community Development, Gender, Elderly and Children; as well as academic and non-academic institutions to address the problems of tuberculosis, malaria, HIV/AIDS, nutrition, maternal and child health and to undertake initiatives to advance public health research, education, and services for improving the lives of people. MDH seeks to recruit qualified individuals to fill the following positions based in Kigoma.

1. SENIOR VOLUNTARY MEDICAL MALE CIRCUMCISION OFFICER (SVMMCO)

The SVMMC will report to the VMMC Manager and will be responsible for:

- Providing technical guidance, assistance, coordination for establishment and expansion of Voluntary Medical Male Circumcision (VMMC) and Early Infants Male Circumcision (EIMC) at Kigoma Ujiji MC and Kibondo DC in Kigoma Region.
- Working with region and district teams to support integration of VMMC/EIMC services into HIV prevention and other initiatives as appropriate.
- Providing assistance through clinical mentorship and supportive supervision to health care facilities implementing VMMC/EIMC Services in collaboration with CHMTs.
- Promoting Quality assurance and monitor adherence to National VMMC guidelines.
- Facilitating linkages of VMMC/EIMC services in both private and public health Facilities.
- Collaborating with local authorities and engage them in the VMMC/EIMC program from planning to implementation including but not limited to conduct regular joint Supportive supervision with the Local government authorities.
- Developing plan to implement VMMC demand creation activities in collaboration with the local media, local government authorities and other stake holders involved in the demand creation activity.
- Developing and updating quarterly work plans, indicators against targets.
- Developing annual work plan to achieve annual VMMC targets and oversee the implementation of work plan.
- Preparing, contributing and ensuring timely submission of monthly and quarterly VMMC reports and hence strengthen VMMC monitoring and evaluation of program.
- Collaborating with M & E unit and ensure availability of National M & E tools at all times and proper recording at the static and outreach sites.
- Ensuring documentation of best practices and Lesson learnt from program implementation.
- Perform any other related assignment as may be assigned by immediate supervisor.
- Ready to travel up to 80% of the time.

Education and professional qualification:

- Must hold a Medical Degree in clinical medicine
- A Masters Degree in Public Health is an added advantage.
Work experience:
- Must have technical expertise at least 2 years in VMMC service delivery
- Must have a strong understanding of barriers and facilitators of VMMC service
- Work independently with minimal supervision

Skills:
- Strong technical and managerial skills in VMMC/EIMC – scale up required.
- Excellent writing and presentation skills
- Must have ability to supervise and mentor health service providers
- Must have knowledge in quality improvement initiatives in VMMC
- Excellent interpersonal and communication skills, including the ability to work effectively with a culturally and linguistically diverse team of staff
- Strong technical and managerial skills in VMM/EIMC-scale up required

2. VOLUNTARY MEDICAL MALE CIRCUMCISION OFFICER VMMC

Duties and responsibilities

Reporting to the Senior VMMC Officer, VMMC Officer will be responsible for:

- Working with region and district teams to establish and integrate VMMC/EIMC services into HIV prevention and other initiatives as appropriate.
- Providing clinical mentorship and supportive supervision to health care facilities implementing VMMC/EIMC Services in collaboration with CHMTs
- Conducting Quarterly Quality assurance and monitor adherence to National VMMC/EIMC guidelines.
- Assisting to develop annual VMMC/EIMC work plan and ensures VMMC/EIMC targets achieved 100%.
- Collaborating with local authorities and engage them in the VMMC program from planning to implementation.
- Ensuring that VMMC/EIMC demand creation activities in collaboration with the local media, local government authorities and other stake holders are conducted.
- Collaborating with M&E unit and ensure:
  - Availability of national VMMC/EIMC, M&E tools at all the time
  - Proper documentation at the VMMC/EIMC static sites and outreach sites
- Facilitating Linkages of VMMC services in both private and public health Facilities.
- Ensuring documentation of best practices and Lesson learnt from program implementation.
- Perform any other related assignment as may be assigned by immediate supervisor.
- Ready to travel up to 80% of the time

Education and Professional qualifications:
- Must hold a medical degree in clinical medicine
Work experience
- Must have technical expertise of 2 years in VMMC service delivery

Skills:
- Must have ability to supervise and mentor health service providers
- Excellent interpersonal and communication skills plus ability to work independently with minimal supervision

3. FINANCE AND ADMINISTRATIVE OFFICER (Kigoma)

Duties and responsibilities include:
- Processing duly approved disbursements of both Cash and Bank in adherence to policy and procedures.
- Ensuring that all payment requisitions are complete with all the necessary support documentation such as pro-forma invoices/bids, local purchase order, selection minutes, delivery notes, tax invoices, etc. before making payment. Also, ensuring that all payments are properly coded and cancelled by PAID stamp.
- Liaise with the senior in all procurement activities of all items as per MDH Procurement policies.
- Recording and posting of approved financial transactions into the accounting system
- Making and processing advance payments.
- Expenses are identified and correctly apportioned and charged to the respective projects
- Preparation of Local Purchase Order and disbursement forms to enable payments.
- Reviews, analyses, researches and recommends to the management on cost cut and cost savings strategies in order to realize more targets and increase operational efficiency.
- Works closely with finance department and implementing partners in maintenance of fixed assets or inventory register. Organizes and participates in stock taking and analyse and reconcile variances. Performs periodic cost analysis of the organization properties and advice the management accordingly
- Maintaining of accounting records and filling them in an appropriate manner. Assist in preparation of report of financial Reports.
- Making payments through mobile money system.
- Accurate and timely preparation of monthly Bank reconciliation statements.
- Carry out various Human Resources functions as required
- Responsible for general and smooth running of all office activities and taking care of office building and fleet management
- Receive administrative concerns from staff and reporting them to respective department
- Supervising accountants, administrative assistants, office attendant and driver
- Ability to maintain a high level of accuracy in preparing financial and accounting information
- Perform any other task as assigned by your supervisor
Education and professional qualification:

- First degree in Business Administration OR Finance /Accounting
- CPA/Masters in related field would be an added advantage

Work experience

- Experience on duties and responsibilities mentioned above including accounts payable, receivable, cash, bank, and maintaining general ledger.
- At least 3 years work experience in similar or related field.

Skills:

- Skills in running any accounting software and the general computer literacy
- Report writing skills
- Ability to use various accounting software
- Honest and trustworthy
- Excellent interpersonal skills, bookkeeping skills, attention to details.

4. OFFICE ATTENDANT (Kigoma)

Duties and responsibilities:
Reporting to Finance and Administrative officer, Office attendant will be responsible for:

- Maintaining general safety and security
- Maintaining appearance, cleanliness and overall facility environment
- Manage equipment inventory by checking in/out items to members and reporting lost or damaged equipment to the Administrative Assistant
- Supervise users to ensure the facilities, equipment and supplies are used in a safe, responsible manner; address personal actions that are considered inappropriate as per policies set
- Respond to the needs of various users
- Coordinate and assist with facility setup.
- Perform custodial responsibilities and miscellaneous job related duties as directed by immediate supervisor and Finance and Administration Officer

Education and professional qualifications:

- Must hold a Form Six (A-Level) or hold ordinary diploma
- A certificate from VETA or any training institution is an added advantage

Work experience:

- At least 2 years work experience in similar position
- Be highly flexible and have team work spirit

Skills: Good communication and interpersonal skills
5. GENERAL SERVICE DRIVER (Kigoma)

Duties and responsibilities include the following:

- To safely drive authorized personnel/passengers and the project vehicle
- Maintain a clean record of all journeys, daily mileage, fuel consumption, oil changes and greasing.
- Ensure day to day maintenance of the assigned vehicle, perform minor repairs and report all required repairs and ensure the vehicle is kept clean at all times.
- Ensure all necessary steps required by laws and regulations are taken in case of involvement in accident and to report such accident immediately to transport officer or police.
- Observe the security procedures for the vehicles parking and make sure they are properly locked when parked and always parked in well recognized, specified and authorized areas.
- Making sure that running kilometers are equivalent to the fuel given with prior approval
- Ensuring that all accessories of the vehicles are maintained and checked at all times.
- Ensuring that driving License is valid and the vehicle’s insurance up to date all the time.
- Ability to work long hours even after office hours
- Perform all other duties as may be assigned by the transport officer/supervisor.

Educational and Professional Qualification:
- A level/ O level Secondary School education is essential
- Holder of Driving Certificate from a credible institution

Work Experience:
- At least 3 years of work experience in similar position. Experience of driving in rural settings will be an added advantage.

TO APPLY:

Interested candidates for any of the above Kigoma positions should submit an application letter indicating the position that they have applied for, a detailed copy of their CV, and names as well as contact information (email addresses and telephone numbers) of three work related referees.

Applications should be submitted by **14th September 2017**, to the Human Resource Manager through e-mail **hr@mdh-tz.org**.

Kindly note that only shortlisted applicants will be contacted.