

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Regional Manager (1 post)  
**Reports To:** Deputy Chief of Party (DCOP)  
**Work Station:** Katavi  
**Apply By:** September 15, 2022

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a **Regional Manager** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Manager will be responsible for leading and supervising case management and malaria in pregnancy, and all other activities of the Tanzania Malaria Surveillance Activity (TMSA) in Katavi region. The Manager will also link and facilitate communication between TMSA headquarters and Katavi region.

The PMI | Tanzania Malaria Surveillance Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI | TMSA works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. The PMI | TMSA will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI | TMSA project will primarily work to support both facility- and community-based malaria activities in all districts of Katavi region, as well as making contribution to the national malaria priorities through the National Malaria Control Programme (NMCP).

### Duties and Responsibilities

- Oversee coordination and implementation of all project activities across all technical areas at regional level
- Manage both technical and administrative operations at the regional project office

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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- Support and facilitate timely implementation of project activities in designated districts in Katavi region by leading the coordination of Activity operations and logistical support.
- Collaborate and communicate with regional and district-based stakeholders in the planning of field activities to ensure maximum service integration and quality improvement in TMSA activities.
- Work closely with PMI | TMSA Finance, Administration and Procurement teams to ensure timely implementation as well as adherence to donor and IHI policies and procedures.
- Assist technical staff in the region to prepare financial forms to advance/reimburse funds for ongoing activities.
- Prepare and submit the monthly and quarterly programmatic implementation plans as well as the PMI | TMSA programmatic reports timely as per the Activity work plan.
- Support the programmatic team by organizing the central Activity filing system ensuring the integrity of official documents including correspondences with the RHMTs, CHMTs and other partners.
- Manage relationships with community structures including CSOs, community leaders and community health workers involved in project activities
- Represent the project leadership in regional coordination platforms
- Contribute to documenting and disseminating project success stories during routine programming.
- Collect and share minutes, notes and reports from attended meetings for documentation and follow-up.

### Qualification and Experience

- Degree in Medicine or Bachelor of Science in Nursing or related field.
- Master's degree in Public Health will be an added advantage
- At least 5 years of work experience in a public, private sector or NGO, with at least 2 years in leadership role.

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and the host government.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Demonstrated knowledge of Tanzania's national issues impacted by malaria, including demonstrated success collaborating with NMCP, and local government authorities.
- Demonstrated knowledge and experience working on PMI or other donor-funded projects.
- Ability to coach, mentor and develop performing teams
- Self-management is necessary (i.e., motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Excellent verbal, written communications and presentation skills.

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- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, Government counterparts and partners to achieve results.
- Ability to work in a complex environment with multicultural teams.
- Fluent in Swahili (level four is preferred).
- Demonstrated skills in both English written and oral communication.
- Computer literacy, particularly in the use of MS word, Excel and PowerPoint.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **23:59hrs on Thursday, September 15<sup>th</sup> 2022**. All e-mail application subject lines should include: **REGIONAL MANAGER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
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P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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