

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Senior Program Officer (1 post)  
**Reports To:** Chief of Party  
**Work Station:** Dar es Salaam  
**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 **Senior Program Officer** to join the PMI | Tanzania Malaria Surveillance Activity (TMSA) team. The Officer will provide programmatic support and overall coordination to the technical team in the day-to-day implementation of PMI | TMSA Project activities at all levels. The Officer will also coordinate project operations and provide logistical support to implementation in Katavi and sites for the Thera; coordinate the planning of field activities for efficient implementation and will support technical teams with timely reporting; and will be responsible for supporting the organization of all meetings and workshops, oversee the preparation of activity budgets, and initiating the procurement process for various program supplies and equipment in alignment with the IHI policies.

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).

#### Ifakara Branch

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

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
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Phone: +255222774756

#### Bagamoyo Branch

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

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### Duties and Responsibilities

- Provide overall organization and coordination of project activities across all technical areas (malaria case management, malaria in pregnancy, malaria surveillance, TES).
- Facilitate timely implementation of project activities in Katavi region and TES sites by leading the coordination of project operations and logistical support.
- Collaborate and communicate with council-based stakeholders in the planning of field activities to ensure maximum service integration and quality improvement in TMSA activities.
- Work closely with 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 Katavi region to prepare financial forms to advance/reimburse funds for ongoing activities.
- Prepare and submit timely monthly and quarterly programmatic implementation plans as per the Project workplan as well as TMSA programmatic reports to the Deputy Chief of Party.
- Support the programmatic team by organizing the central project filing system ensuring the integrity of official documents including correspondences with the Ministry, donor and other partners.
- Support the Deputy COP and other managers to keep track and ensure access to contracts and other documents for Project collaboration.
- Contribute to documenting and dissemination of project success stories during routine programming.
- Collect notes and reports of the project's progress meetings for documentation and follow-up.
- Establish and maintain program management tools across project teams and field offices.
- Build capacity of program officers and program assistants in project coordination, organization and reporting.
- Facilitate coordination among technical teams and other stakeholders.
- Archive primary project records and related events, meetings, press releases and other technical and implementation documents.
- Manage the Project Resource Library, to regularly document scientific papers and abstracts in the project implementation areas and quantities of publications produced under the project, including the distribution plan.
- Assist to review process and reconcile payment documentation from trainers, program, technical and management staff as well as from consultants.
- Provide support in the analysis of reports received from the field, including financial reports.
- Liaise with project consultants to facilitate arrangements for office space, secretarial assistance, special equipment, etc.
- Travel as appropriate to program sites to assist in program logistics, including financial arrangements, equipment and supply coordination and travel arrangements.
- In consultation with the project management, conduct regular updates of partners and stakeholders' contacts lists and make it available to staff.
- Ensure materials needed for project activities including pieces of training are available in time.
- Help ensure that required technical and administrative reports are submitted in a timely way.

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- Assist with the organization of meetings, field visits, and other activities.
- Assist with other programmatic and administrative duties as required.
- Assist in preparation of monthly, quarterly and annual work plans.
- Assist with gathering technical updates for program planning, training, components of evaluations and other studies on related programs.
- Facilitate training /capacity development of MOH, NMCP, PORALG and other partner staff.
- Assist in the development of materials to include formatting, typesetting, content flow and finalization of the document ready to print.
- Support sub-grantees in program and financial management and reporting.

### Qualification and Experience

- Master's degree in Public Health, Social Sciences or Development Studies or demonstrated equivalent through experience.
- 5 years of work experience in the public, private sector or NGOs.
- Ability to coach, mentor and develop technical capacity in regional and national programs and technical staff in malaria case management, malaria in pregnancy, and malaria surveillance.
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.
- Excellent verbal, written communication, and presentation skills.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, consultants, and partners to achieve results.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Computer literacy, particularly in the use of MS word, Excel and PowerPoint Experience.
- Excellent written and oral English and Kiswahili skills.

### Skills and Competencies

- Demonstrated leadership skills and experience in building and maintaining productive working relationships with colleagues and 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 national issues impacting malaria, including demonstrated success collaborating with NMCP, and local government institutions.
- Knowledge of U.S. Government health initiatives and related reporting requirements and funding parameters.
- Demonstrated High level of integrity, commitment and team working spirit.

### Remuneration

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

### Equal Opportunity

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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: **SENIOR PROGRAM OFFICER – TMSA. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
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Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)

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