



Tanzania Health Promotion Support

## JOB ADVERTISEMENTS

### **Anticipated USAID Tanzania Orphans and Vulnerable Children (OVC) Next Generation NOFO Number 72062121 RFA 00003**

Tanzania Health Promotion Support (THPS) is an indigenous NGO established under non-governmental organization Act No 24 of 2002 in 2011. THPS works in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Regional Administration and Local Government (PORALG), Ministry of Home Affairs and Ministry of Health (MoH) Zanzibar with a goal of ensuring accessible high-quality health care and social services to Tanzanians.

THPS is seeking interested and competent individuals to apply for the following key positions as part of its application to the anticipated USAID OVC NOFO: Tanzania Orphans and Vulnerable Children (OVC) Next Generation NOFO Number **72062121RFA00003**

<b>1. Job title:</b> Chief of Party/Project Director	<b>Directly Reports to:</b> THPS Executive Director
<b>Dual reporting:</b> Not Applicable	<b>Location:</b> THPS HQ - Dar es Salaam
<b>Supervises:</b> Deputy COP/Technical Director, MEL Manager – USAID (OVC) Next Generation	
<b>Purpose and Scope of Job:</b> The COP provides overall strategic, technical leadership, management and coordination in planning, implementation, and evaluation of Tanzania OVC Next Generation NOFO and ensures quality and timeliness of work and completion of all activities within approved budget. Responsible for day-to-day oversight of the NOFO to provide strategic vision, management guidance in collaboration with sub recipient members group, and THPS Executive Director S/He will serve as project and technical representative with USAID, MOHCDGEC and other national/international agencies, institutions, and stakeholders. The COP will communicate in timely manner with THPS Executive Director and USAID on coordination of activities and status/challenges associated with activities and propose solutions as necessary. Provide program and technical direction, leads annual work plan development, and complete required reports. Oversee planning, monitoring and evaluation, management, and control systems to ensure informed decision-making and implementation of project activities. Ensures adherence to USG funding policies, rules and regulations during project implementation. manage the work plan and activities budgets to meet Activity objectives, and responsible for reporting on Activity performance and progress.	

### **Principal duties and responsibilities:**

- Facilitate linkage between the OVC project and THPS Senior Management.
- Oversee project work plan and budget development, implementation of activities, monitoring and evaluation and ensure incorporation of lessons learned into ongoing activity tasks.
- Ensure clear communication with donors
- Ensure performance against targets. Take corrective action where necessary.
- Coordinate and plan meetings with USAID, MOHCDGEC, POLARG and other partners at national level.
- Ensure project financial systems and controls comply with generally accepted THPS and USG standards and GOT accounting practices.
- Ensure compliance with THPS and USAID policies, rules and regulations.
- Lead development and implementation of sustainability plans and ensure continuous engagement of local government authorities regional and district social worker in supportive supervisions.
- Advocate for resource allocations to OVC Next Generation by the local government authorities.
- Communicate regularly with THPS Senior management team, sharing information in a timely manner.
- Ensure accuracy and timely submission of all quarterly/annual reporting requirements.
- Supervise the development, implementation and reporting of evaluation and performance management including mid and end term project evaluation.
- Monitor and appraise performance of senior project staff.
- Responsible for program performance results and reporting

### **Required Qualifications and Experience**

- **M.D. preferred**, minimum of Master's Degree in public health, Medicine or other appropriate field, or health management field
- **7 +** years of senior level managing programs of similar size, complexity, and settings/ experience in HIV/AIDS and TB is added advantage
- Experience in OVC programming is an added advantage
- Excellent oral, written, and interpersonal skills.
- Previous work experience managing PEPFAR USAID-funded projects.
- Knowledge of USG health initiatives
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other project staff, host country counterparts, USAID, consultants, donors, and international organizations
- Able to travel domestically to project sites as needed.
- Must be citizen of Tanzania

<b>2. Job title:</b> Deputy COP/Technical Director	<b>Directly Reports to:</b> Chief of Party – OVC next Generation Project
<b>Dual reporting:</b> N/A	<b>Location:</b> THPS HQ - Dar es Salaam
<b>Supervises:</b> Technical Advisors, Regional Project Managers – USAID (OVC) Next Generation	
<p><b>Purpose and Scope of Job:</b></p> <p>The Deputy Chief of Party/Technical Director (DCOP/TD) will be responsible for overseeing management and technical operations of the project to ensure achievement of results as per project goals, objectives and plans. Under the supervision, guidance and support of the Chief of Party, the DCOP/TD will coordinate the provision of technical services and harmonize efforts and integration between key project program areas and technical units. S/He shall oversee program planning, monitoring and evaluation to ensure that measurable outcomes are attained; and facilitate regular internal technical meetings with program staff to discuss progress of the project, challenges and formulate implementable solutions. The Deputy COP will supervise and guide Regional Project Managers and Technical Advisors to implement all OVC Next generation supported activities in collaboration with MOHCDGEC, POLARG, USAID, R/CHMTs and other Implementing Partners to ensure services provision of comprehensive case management and preventive service packages to eligible OVC according to national guidelines and standards. Lead OVC Next Generation staff to implement innovations that support OVC case management across the seven critical steps. Work with project MEL Manager to ensure a robust ME system is in place that reflects the project Activities as per USAID NOFO requirements. S/He will serve as the representative in absence of the COP in dealing with USAID, GOT counterparts and other health stakeholders. Like the COP and all other senior staff, he will set a positive tone for the entire project and inspire staff to apply results-based approaches for timely delivery of services to the clients we serve.</p>	

**Principal duties and responsibilities:**

- Collaborate with Chief of Part to develop project work plan and budget,
- Technically oversee implementation of project activities, monitoring and evaluation and ensure incorporation of lessons learned into ongoing activity tasks.
- Serve as a member of THPS leadership team overseeing programmatic and technical part of the OVC Next Generation program
- Supervise and line manage program and administrative staff to ensure efficient office function and support for programs.
- Oversee the development and management of OVC Next Generation program budgets.
- Participate in preparation of regular reports on program activities for donors.
- Facilitate regular program staff meetings for OVC Next Generation program staff.
- Represent THPS in meetings with government officials, USAID and other stakeholders as directed by the COP
- Provide managerial and technical support to the COP, assisting in areas including work planning, performance management/review, quality assurance and strategic communications
- Share responsibility with the COP in backstopping and leading technical teams

- Technically guide, coordinate and lead technical teams
- Supervise project technical planning and implementation in close collaboration and coordination with the COP
- Serves as the project’s key liaison with USAID, government counterparts, and local partners/stakeholders in absence and on behalf of the COP
- Manages and supervise technical work of project personnel and sub grantees
- Supervises the project’s technical team on timely implementation of planned activities, and lead effective communication internally and externally
- Leads project’s capacity building and transition effort to ensure institutionalization and sustainability of project support to local government and other partners
- Prepare and participate in Partner Management Meetings (PMM) as per USAID guidance.

**Required Qualifications and Experience:**

- Master’s Degree in Public Health, Medicine, Social sciences, Community development or a related degree.
- Technical experience of implementing public Health programs and services delivery including OVC for at least five years
- Excellent oral, written, and interpersonal skills.
- Previous work experience managing PEPFAR USAID-funded projects.
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other project staff, host country counterparts, USAID, consultants, donors, and international organizations

<b>3. Job title:</b> Monitoring, Evaluation, and Learning (MEL) Manager	<b>Directly Reports to:</b> Chief of Party – OVC next Generation Project
<b>Dual reporting:</b> THPS Strategic Information Director)	<b>Location:</b> THPS HQ - Dar es Salaam
<b>Supervises:</b> Senior MEL Officers, Data Managers and Regional MEL Officers– USAID (OVC) Next Generation	
<p><b>Purpose and Scope of Job:</b>  The Monitoring Evaluation and Learning Manager (MELM) is responsible for providing technical leadership and innovation and all forms of MEL related to OVC Next Generation activities. MELM leads the implementation of the project's monitoring and evaluation activities including linking with the relevant stakeholders to provide support for meeting the key objectives of the project. This includes increased use of OVC platforms for pediatric HIV case finding, linkage to treatment, and viral suppression, increase in access to HIV prevention, violence prevention, and response services for OVC and youth and Improve socio-economic capacity of at-risk adolescent girls and young women (AGYW) and OVC caregivers. Provides guidance and supervises MEL technical staff to ensure timely and quality implementation and reporting of project activities.</p>	

## **Responsibilities:**

- Support the MEL needs of the project and ensure that robust M&E systems are in place to routinely collect, analyze and report on relevant project data
- Work closely with THPS Strategic Information Director to ensure that the MEL systems are in line with relevant National Policies and guidelines and according to donor reporting requirements
- Lead and participate in quality assurance and improvement exercises, including standard, target settings and regular performance measurements according to those standards e.g. Data Quality Assurance (DQA)
- Ensure timely update on the MEL plan and performance monitoring plan (PMP) as per changes in donor and government requirements
- Ensure implementation of monitoring activities as per needs including on weekly, monthly, quarterly and annual basis.
- Responsible for Activity progress reporting
- Leads the analysis of project performance on monthly and quarterly basis and recommend appropriate actions in collaboration with the Activity teams
- Strengthen and initiate collaborative partnerships with government, donor and other stakeholders in order to ensure harmonized and functional M&E systems Provide technical leadership to the MEL team for accurate documentation, results packaging and dissemination
- Maintain a cohesive and motivated MEL team
- Compile and submit all project reports and work with THPS SI Director to review prior to submission to USAID, and MOHCDGEC
- Work with project technical teams to document OVC Next generation activity results, best practices and lessons learned including packaging for dissemination at national and international forums after USAID approval
- Work closely with the COP and SI Director on the MEL agenda in order to meet the goals of the OVC Next generation activity
- Lead annual performance review, goal settings and assist with professional development of supervisees.

## **Qualifications and Experience**

- Master's Degree in Public Health, Epidemiology, and Statistics, Demography or its equivalent with a degree in a health or social sciences related area.
- Training in Monitoring & Evaluation of projects is desired
- Minimum 5 years' experience working in health-sector programs in Africa specifically in OVC Next generation, HIV&AIDS and TB programming
- Familiarity with NACP/PEPFAR Monitoring, evaluation and reporting tools is desirable
- Experience in working with USAID-supported programs and knowledge of US Government and procedures.
- Experience in developing methodologies and appropriate tools to capture, disaggregate and analyze data and report on activities, outputs and outcomes

- Experience with implementing PEPFAR OVC Next generation supported programs and in tracking monitoring, evaluation and reporting (MER) indicators as well as with semi-annual and annual PEPFAR progress reports (SAPR and APR)
- Excellent written and oral communication in Kiswahili and English including writing progress reports, case studies, presentations,
- Ability to work as part of a team and to motivate and manage others for maximum productivity

<b>4. Job title:</b> Finance Manager	<b>Directly Reports to:</b> Chief of Party – OVC next Generation Project
<b>Dual reporting:</b> Chief Operations Officer	<b>Location:</b> THPS HQ - Dar es Salaam
<b>Supervises:</b> Project Accountant, Administration Officers – USAID (OVC) Next Generation	
<p><b>Purpose and Scope of Job:</b>  The Finance Manager for USAID OVC next generation will oversee and maintain financial management and administrative procedures for the project as per THPS and USAID Policies and Guidelines. Responsible in providing scheduled (i.e Monthly, Quarterly, Semi-annually and annually) and ad hoc reports where needed. Also providing advice the Chief of Party (COP) and Chief Operations Officer (COO) in all financial and administrative issues including the compliance and adherence to THPS financial and administrative policies and procedures. To effectively support payments to all THPS/USAID OVC next Generation Project</p>	

**Principal duties and responsibilities:**

- Oversee and implement systems for proper management of program finances as per the donor requirements.
- Provide guidance and make sure that all financial transactions are recorded in accordance with THPS Policies and Procedures, and USAID requirements.
- Develop and maintain proper internal control procedures for all receipts and payments.
- Participate and provide key inputs in all activities in the development of annual Program Budget.
- Prepare Monthly, Quarterly, Semi-annually and annually expenditure reports to assist in decision making of the management in their approved budget utilization status.
- Ensure timely financial reporting to donors and provide clarifications to queries raised by donor agencies.
- Assist the Chief of Party and Chief Operations Officer in addressing Cooperative Agreement (CA) related issues, ensuring that CA financial controls and system comply with donor requirements.
- Work closely with other key headquarters staff to refine and adapt guidelines for local office procedures.

- Checks on all payment documents for complete documentation and availability of sufficient budget/funds before payment is affected.
- Ensure timely payment of project's staff salaries.
- Ensure timely reconciliation of cash and bank account.
- Keep track of trainings to be conducted each month and ensure that all trainings conducted during the years align with the approved trainings budget.
- Ensure vehicles are managed carefully, by reviewing vehicle log when spares that are needed and review fuel reconciliation before issuing new orders.
- Supervise and oversee all finance and Admin operations under USAID OVC Next Generation Project to assure smooth running of the office.
- Ensure all offices are kept clean including the zonal offices, with all equipment to support staff operations.
- Facilitate and support external Audits for USAID OVC Next Generation, comply with Auditors requirements and liaise with their recommendations.
- Ensure SAGE Accounting package is up running with all agreed modules.
- Ensure each zonal budget under USAID OVC next Generation that are being followed to implement activities and expenditures against budgets are shared accordingly each month.
- Supervise all trainings and meetings including planning, venue booking and arrangements through HQ and Zonal Administration Officer.
- To assist COP, THPS Finance and Administration Manager, and COO to supervise all administrative activities of THPS.
- Provide training on financial policies and procedures to program staff and others as required from time to time.

### **Required Qualifications and Experience**

- Master's degree in accounting, finance or related field
- Certified Public Accountant
- At least ten years of experience in accounting and financial management on donor funded- Projects.
- Knowledge of USG cost Principles, rules, and regulations preferred
- Knowledge with SAGE Accounting package will be of added advantage

### **How to apply:**

Interested applicants should send an email [recruitment@thps.or.tz](mailto:recruitment@thps.or.tz) attaching their application cover letter one page maximum and CV four pages maximum by **July 14<sup>th</sup> 2021** with a position title as a subject line, for example: '**Finance Manager**'. Only short-listed applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.