



KANISA LA KIINJILI LA KILUTHERI TANZANIA

EVANGELICAL LUTHERAN CHURCH IN TANZANIA

P. O. Box 3033, Arusha, Tanzania

VACANCIES ANNOUNCEMENTS FOR THE ANTICIPATED PROJECT

The Evangelical Lutheran Church in Tanzania (ELCT) is a faith-based organization registered in 19th June 1963 with Headquarter offices at Arusha. Mission of the ELCT is to provide holistic care to all people. ELCT is headed by the Presiding Bishop who is elected among the serving Diocesan Bishops. The management and leadership oversight is provided by the ELCT Secretary General assisted by four Deputy Secretary Generals (DSG) - including the DSG for Mission and Evangelism, DSG for Social services, Women and children services, DSG for Planning and Development and DSG for Finance and Administration. ELCT has applied for a USAID funding to implement an OVC support Project - an opportunity proposed to take place in six regions of Tanzania – including Morogoro, Dodoma, Singida, Arusha, Kilimanjaro and Tanga.

ELCT is therefore, seeking for qualified and competent applicants for various positions **for this Anticipated Donor Funded Project** to be implemented in North-Eastern zone of Tanzania. Positions in this proposed Project covers Senior, middle and lower management including technical personnel for the proposed technical areas in the project. The project's intervention will be aiming at facilitating delivery of comprehensive services that aim to keep all OVC sub-population and adolescent healthy, safe, schooled and stable.

NB:

These positions advertised and eventual recruitment process is subject to approval of funding by prospective donor.

1. VACANCY: TECHNICAL MANAGER-OPERATIONS AND LINKAGES (1 POSITION)

Reporting to: DEPUTY CHIEF OF PARTY

Location: Arusha

Overall duties: H/She will take part in ensuring availability of required resources and materials for technical team to perform. Will accelerate linkages with governments (Ministerial, Regional, Districts), community and community leaders, CSOs, other organizations working with key populations, and private-sector providers to plan and implement OVC services. Operations and Linkages Manager being, senior member of the team, will provide technical and management leadership to the anticipated OVC next generation activity.

Detailed activities:

- Facilitates major technical meetings with stakeholder's government, CSOs, community leaders to ensure project deliverables are attained
- Must be able to bring to the project the vast experience in government and ministerial engagement such PMORALG, MoH, Regional, Local and community levels. Further, be able to engage community and interfaith network and translate those linkages to quick start up and implementation of the project in all technical areas.
- Coordinates and meets with, as appropriate, USAID, the Ministry of Health, and local and international partners and other stakeholders implementing the same as the linkage point person for interactions with USAID, implementing partners, and the Government including MOH and PMORALG.
- Supervises and provide technical guidance and mentorship related to operations and linkages and technical assistance during project implementation.
- Oversees the development and monitoring of local organization sub awards in compliance with donor (and or government) rules and regulations.
- Ensures project achieves high quality results in accordance with the targets identified in the work plan and Performance Monitoring Plan. Ensure program quality according to standards including quality assurance and quality improvement initiatives.
- Ensuring all operations are carried on in an appropriate, cost-effective manner
- Improving operational management systems, processes and best practices
- Carry out supervisory responsibilities in accordance with projects policies and applicable laws.
- Analyze and improve organizational process and workflow, employee and space requirements, and equipment layout; implement changes
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures; complying with legal regulations
- Provide technical support to ensure implementation of comprehensive OVC programming with a focus on, linkage to HTS, HIV care and treatment; retention among both children and their caregivers; and violence prevention and response.

Required qualification:

- Master's degree in Project/Development Studies
- Strong project Management skills
- 10+ years working experience in NGO/INGOs in project management at senior

levels.

- 10+ Experience of working in health-related projects
- Strong ability to analyze complex information
- Strong understanding of government working systems
- Strong understanding of government policies
- Proficiency in all Microsoft suites
- Strong interpersonal, coordination, and communication skills.
- Excellent writing and organizational skills.

2. VACANCY: TECHNICAL MANAGER SERVICES DELIVERY (1 POSITION)

Reporting to: DEPUTY CHIEF OF PARTY

Location: Arusha

Position summary:

Job holder will be responsible for the project leadership, coordination, directing quality and timely delivery of the project activities aligned with the OVC Next Generation project goal and objectives. She/he provides technical support to the Senior project officers at head office and zonal managers in the delivery of timely and quality support to their teams for smooth project implementation. The job holder will bring in expertise in the delivery of services to OVC and their families in achieving the 95/95/95 UNAIDS goals in the paediatric HIV clinical cascading, HIV and violence prevention and livelihood and economic strengthening. Will liaison and coordinate with the Technical Manager Operations and Linkages on daily basis for ensured project implementation across all arenas.

Detailed duties:

- Job holder will directly be involved in supporting the DCOP office in operations in all technical aspects of the projects at HQ and zone levels
- Must be able to bring to the project the vast experience in OVC management and programming and translate it to quick scale up and implementation of the project in all technical areas.
- Provide technical leadership to senior officers (Health and HIV, Case Management and Child Protection, Gender and ASRHR, Quality Improvement and Livelihood and Economic Strengthening) and zonal managers on project implementation.
- Support designing of service packages and Standard Operating Procedures for comprehensive service delivery
- Coordinate with zonal managers on daily implementation of the project and take necessary actions to hasten activities in achieving the project objectives and set indicators
- Liaison with Technical Manager Operation and Linkages on project logistical arrangements
- Coordinate with MEL to track progress in project implementation, areas of learning, research and improvement planning.
- Support and coordinate with training and quality improvement officer to ensure adherence to laid down project standards and procedures

Qualifications

- University degree in the fields of health or social sciences
- Experience of not less than 5 years in working with Donors funds preferably PEPFAR
- Experience in implementation of OVC projects

- Experience in working with various stakeholders including the Government structures
- Fluency in written English and Kiswahili required
- Experienced in child safeguarding and protection
- A Master's Degree in Public Health (MPH) is a plus

3. VACANCY: ZONAL MANAGER (2 POSITIONS)

Reporting to technical managers service delivery and operations

Location: Arusha and Dodoma

Overall duties: To provide overall leadership and management of anticipated OVC next generation Project implementation at zone level and ensure efficient and effective linkages, collaboration and networking with CSOs and LGA authorities

Detailed Description: Provide overall technical, operational, administrative support to project staff and promotes an organizational culture where policies and values are observed.

- Approve travel request, staff liquidations, and review and approves all program expenses.
- Focal project person at zonal office implementing OVC Next generation
- Project lead at zonal level responsible and accountable for timely, quality program implementation across councils where ELCT implements OVC Next generation project.
- Ensure preparation and timely completion and submission of both financial and narrative reports (monthly, quarterly, semi-annual and annual)
- Work with technical teams of M& E, Service Coordinators (HIV and Health, Case Management, Livelihood, Child protection,) and Finance to ensure smooth implementation and quality timely reports.
- In collaboration with organization management, mentors project staff as appropriate in program management, organization development and other technical aspects of the project.
- Ensure staffs are supported to deliver quality results in all program implementation activities.
- Providing a mentoring and guidance to the team members and models best practices, advises and train other team members on organization policies, procedures, tools, and methodologies as needed.
- Performs other related tasks as required

Preferred Qualification:

- Master Degree in Sociology, Public Health, Development Studies, Project management, Business Administration or Economic Development,
- At least 8 years relevant experience in donor funded projects
- Previous experience managing staff.
- Experience in at least one of the following technical areas: Economic Strengthening, Youth and Adolescent work, project management or Child Protection.
- Fluency in English and Kiswahili

4. VACANCY: SENIOR LEARNING AND RESEARCH OFFICER (1 POSITION)

Reporting to: MEL Manager

Location: Arusha, with frequent travel to rural settings of Tanzania

Detailed duties:

- Support the project's Adaptive Learning Director on the implementation of a global, regional, and country-level learning agendas to facilitate adaptive management and continuous improvement across a variety of mixed health systems activities, building on and connecting across several country buy-ins.
- Independently manage associated learning partnerships and processes, theory of change development, and quality improvement cycles at the regional and country-levels, ensuring timely accomplishment of activities and effective sharing of learnings across project levels.
- Establish clear learning engagement goals and results that can be tracked and summarized over time; design and improve in-country activities to meet established goals using continuous quality improved and adaptive learning approaches.
- Facilitate relationship building, collaboration, and learning with consortium partners (especially those directly contributing to MEL actions), USAID representatives, government stakeholders, and local implementing partners, ensuring appropriate, coordinated, and joint planning.
- Support the communication manager to manage learning events and processes, working with technical team members to ensure ongoing adaptations to programmatic activities and ToCs as new evidence is generated.
- Promote peer-to-peer learning, knowledge sharing and application, and evidence and data utilization in support of continuous quality improvement.
- Provide technical guidance to activity teams in the design and implementation of research activities to support iterative learning and adaptive processes.
- Work closely with the Project M&E Manager and Communications Manager on the preparation of internal and external MEL reports
- Liaise with other project teams working on MEL for systems change, connecting best practices across project areas.
- Other responsibilities as agreed upon with the Senior Management.

Required qualification:

- Degree in a social science, with social research component.
- Advanced degree is a plus
- 5+ years' experience in a related field
- Demonstrated skills in project-related research Strong project management skills
- Clear understanding of international development and gender equality
- An ability to analyze complex data in a technical area and to summarize and communicate this in ways that are accessible to a range of audiences
- Good computer literacy and knowledge of multiple statistical and/or qualitative software packages
- Experience in conducting field research in projects and able to manage research team

5. VACANCY: SENIOR MONITORING AND EVALUATION OFFICER (1POSITION)

Reporting to: MEL Manager

Location: Arusha Head office

Position Description: The Senior M&E Officer will support the M&E Manager in data management, analysis and packaging of program reports and evaluation for wider dissemination. Will be responsible for overseeing the implementation of the project's monitoring and evaluation activities, analysis, learning and quality reporting of data from M&E team that can be utilised to further inform programming and advocacy. Ensure that the MEL system is cost effective, results-oriented and provides Donor and the program with the necessary information to assess the progress, effectiveness and outcome of activities.

Detailed Duties:

- Assist and support the M&E Manager in the full implementation of the OVC Next generation implementation MEL plan.
- Analyses data, including quantitative survey program data, quantitative program data for periodic reporting, and qualitative data gathered during interviews.
- Assist in research on monitoring and evaluation activities. Will take part in the implementation of evaluation studies, including arranging logistics for fieldwork, data collection via interviews in the field or by phone, and/or through online surveys, and contributing to data analysis and report writing.
- Contribute to the annual review of the M&E Strategy and Framework and assist in reflecting the changes in the technical sheets of indicators.
- Support in the packaging of M&E results work with the Communications and learning team in preparing info graphics for reports and debriefs
- Draft data collection instruments (i.e surveys, interview protocols) to be used in special studies and/or for distribution online to target groups.
- Interpret and use results for program improvement. This involves analyzing data with a view toward feeding lessons and recommendations back into project implementation.
- In consultation with the Communications Team prepare individual pieces and thematic stories based on M&E outputs for wide circulation.
- Identify training and development needs within an organization through job analysis, appraisal schemes and regular consultation with other teams including human resources departments
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E/MIS
- Organize and conduct training on M&E/MIS for project and CSOs staff

Required qualification:

- University Degree preferably in Economics, Statistics, Agri-economics or related field.

At least 5 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs such as USAID

- Knowledge of evaluation concepts and procedures
- Experience in designing tools and strategies for data collection, analysis and production of
- Proven ICT skills, especially in the development of MIS software using database software;
- Expertise in analyzing data using statistical software
- Strong training & facilitation skills.
- Master degree in Public Health, Statistics, Economics, Sociology, Computer Science, Monitoring and Evaluation, Demography, Health Informatics is a plus

6. VACANCY: SENIOR DATA SYSTEMS MAINTANANCE OFFICER (1 POSITION)

Reporting to: MEL Manager

Location: Arusha, with frequent travel to rural setting of Tanzania

Position Description: The primary responsibility of this job is to develop and/or apply methods, standards, technology/automation tools, and techniques for the collection, processing, validation, and dissemination of data to internal and external users. Data Management Officer supports the development, implementation, and adherence to processes and policies for effective data handling throughout the project. Liaise with the Information Technology team in creation of technical requirements, development, and adoption of data coding standards, and to ensure existing technologies support the projects objectives. Foster relationships with data end-users to assess business needs. This position which requires strong technical experience in software development, especially in data warehouse design and implementation in the following areas

- 1. Support the design of data storage and data sharing strategy under protection principles*
 - i. Leading the technical development and maintenance of national data set (s) and associated documentation
 - ii. Developing database structures and features according to organizational needs.
 - iii. Performing database maintenance, migration, and upgrading hardware and software.
 - iv. Documenting processes and complying with best practices in database management.
 - v. Keeping up to date with developments and trends in database management
- 2. Support in the design and development of a data portal platform*
 - i. Responsible for designing, coding and modifying websites from layout to function according to program needs.
 - ii. Developing systems and tools for collecting, entering, editing, cleaning, storing, validation, archiving, retrieving, organizing, and transferring of data; and carrying out data review, validation, query generation and resolution, and report generation of all records generated from the database.

- iii. Developing and implementing processes and procedures for data management and movement
- iv. Implementing and enforcing regular data security activities such as storage, backups, archiving and user administration and resolving queries that arise
- v. Providing a link between ICT and other departments for effective implementation and usage of data
- vi. Documenting system and data management procedures and processes in a manual and updating them periodically
- vii. Coordinate roles and monitor progress of Data Management Team and Analytics team – build capacity of team through on-job training as required – provide monthly updates to Pls
- viii. Provide support in training of field data collection teams including developing training materials, preparation of hardware / software, training schedules and conducting training.

Maintain study databases as required including ensuring regular updates, cleaning, backups and archiving and ensure all related records and reports are handled and managed in line with data governance protocols

Desirable Qualification

- At least five years' experience as a Data Manager in a similar position complex project, in research or large health institution.
- Demonstrated competence in information management and statistical analysis
- Excellent skills in systems analysis, data management, database design and structures
- Excellent computing skills, including LINUX, REDCap, OpenClinica and R and other Open-Source software
- Experience in managing multiple large database system in multisite locations, distributed data collection and integration
- Experience of developing system documentation
- Ability to handle large databases and troubleshoot issues involving complex data integration
- Expert knowledge of maintaining and debugging live software systems and of writing and editing program documentation
- Advanced degree is a plus

7. VACANCY: SENIOR INTERNAL CONTROL OFFICER (1 POSITION)

Reporting to: Finance Manager

Location: Arusha, with frequent travel to rural setting of Tanzania

Position Description:

Senior Internal Control Officer conducts internal review of operations, systems, and procedures for internal controls and compliance in accordance with the terms and conditions and requirements of the project and donor as assigned and guided by the Finance Manager

Specific duties:

- Support and participates in planning and conducting internal control reviews including confirmation programs and compliance testing;

- ensure all internal control activities are in compliance with guidance provided by the projects Finance Manager as per the standards set out
- Prepares written reports of review findings, including specific recommendations for corrective action, where appropriate as assigned by the Pact Tanzania Senior Internal Control Manager.
- Supports the reviews of projects operations for internal controls and compliance with terms and conditions and requirements of the donor as well as in accordance with the required accounting standards and projects policies.
- Supports the reviews and tests of procedures and systems of internal controls at project level and at sub-recipient organizations to ensure they are functioning as planned and in accordance with sound managerial principles.
- Support to conducts internal reviews of project operations, including, but not limited to procurement, accounts payable, travel expense reimbursement, cash management, and human resources processes
- Under projects guidance he/she will support to guide internal stakeholders regarding best internal control practices that minimize risk to the organization; works cooperatively with project staff head office and zonal office to explain and improve processes and enhance internal controls and compliance

Required qualification

- Degree in Finance, Accounting, or related field and Professional Accounting/Auditing Certification required. Higher Degree a plus.
- Minimum of 5 years of Audit experience and supervisory experience required.
- Experience in the financial management of US Government contracts and/or subcontracts a must, preferably USAID.
- CPA/CIA certification with at least 3 years of post-qualification experience.
- Must be registered with the National Board of Accountants and Auditors as an Associate Certified Public Accountant (ACPA) / Associate Certified Public Accountant in Public Practice (ACPA-PP) or higher level.
- Fluent English and Swahili

Preferred

- Experience in the federal government or SEC company internal audit
- Knowledge of OMB circulars and Federal Acquisition Regulations
- Knowledge of Sarbanes-Oxley requirements

8. VACANCY: COMMUNICATION AND KNOWLEDGE MANAGER (1 POSITION)

Reporting to: Chief of Party

Location: Arusha

Overall duties:

The Communications and Knowledge Manager will oversee internal and external communications and knowledge management strategies to strengthen communication and knowledge-sharing between OVC Next Generation Project, ELCT, Implementing CSOs, Subgrantees and the donor, to advocate for key OVC programing and community health activities and messages, and to demonstrate project value, and impact in the field. Will be responsible to write/review, edit and the design all project reports including Monthly, Quarterly and Annual reports. Will

also publish the monthly/quarterly e-newsletter, sharing out the latest from the project, the implementing partners and field. Will also create and update promotional materials, including one pager, brochures, presentations, and case/success stories from the project.

General responsibilities will include, but not be limited to the following:

Develop and oversee the implementation of an annual communications and knowledge management strategy.

- Develop a communication protocol and strategy for all communications within the program and externally with the government, partners and donors
- Develop and update a communications and knowledge management strategy based on Project work plan. The strategy should include an implementation plan with measurable outcomes.
- Maintain a communications calendar with key events, dates, and deadlines throughout the year.
- Identify print, electronic, and in-person vehicles to communicate with key audiences and increase project awareness and partnership opportunities.
- Conduct regular evaluations of communications and knowledge management outcomes, and adjust the strategy as needed.
- Support implementation of program governance activities with respect to communications at both headquarters and the zones.

Strengthen collaboration and cross learning between the project, its membership, and the International Community Health Network.

- Manage communications during the planning, execution, and follow-up of project Conferences and other events, including event promotion, knowledge capture during events, and reporting and dissemination after events. Provide additional event support as needed. Events may be domestic, international, or online/virtual.
- Conduct membership and community outreach in-person and online to strengthen knowledge sharing and solicit input on member and community needs.
- Ensure that all program branding and communication policies are well-documented and accessible to staff on a monthly basis
- Seek out and develop opportunities for increased partner engagement and support.
- Provide communications support to the project Working Groups (Subgrantees/Implementing CSOs and stakeholders) in implementing their annual work plans.

Oversee Projects' online platforms, including websites and social media.

- Actively seek out new and creative ways to effectively reach Projects network in Tanzania and around the world via online platforms.
- Regularly update and maintain ELCT OVC Next Generation website and other social media content with new and engaging content, including news/announcements, new resources, events, job postings, project updates, new members, and more.
- Work with an outside firm on more in-depth and longer-term website adjustments and improvements.

- Manage Projects social media presence on Twitter, Facebook, LinkedIn, and YouTube, ensuring active engagement on all accounts.
- Monitor website and social media statistics, developing and analysing quarterly reports, and providing recommendations to increase online traffic and engagement.

Develop, update, and disseminate Project materials.

- Write and oversee the design of the project Annual Report.
- Publish the monthly/quarterly e-newsletter, sharing out the latest from the Project, the implementing partners and field.
- Create and update promotional materials, including one pager, brochures, presentations, case/success stories from the project
- Conduct interviews with project staff, beneficiaries and partners at events and through field visits to develop new promotional materials, learning materials, case stories, etc. through a variety of media (print, online, video, etc.).
- Ensure that all print and online communications are consistent with USAID messaging and brand marketing policies and strategies.

Qualification.

- Master of Public Health, Communications, Media Studies, Public Relations or related Master's degree strongly preferred.
- Minimum of five years of experience in the communications field, planning, writing, editing, and producing communications through a variety of print and online media.
- Exceptional written, oral, interpersonal, and presentation skills. Demonstrated ability to convey messages through clear and concise writing.
- Creativity and entrepreneurial spirit encouraged.
- Experience managing websites and social media. WordPress experience preferred.
- Experience with webinars and online learning platforms. Adobe Connect experience a plus.
- Proficiency with Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat, and Premiere). Graphic design experiences a plus.
- Photography and/or video production skills preferred.
- Ability to multi-task, remain calm and organized under pressure, and supervise multiple contractors is required.
- Strong attention to detail is required.
- Fluency in written English and Kiswahili required.
- Knowledge of French or Spanish a plus.

9. VACANCY: SENIOR CASE MGT AND CHILD PROTECTION OFFICER (1 POSITION)

Reporting to: Technical Manager – Services Delivery

Location: Arusha

Position Summary;

Oversees all case management and child protection activities at the Head Office level, including developing guidance and training materials, monitoring implementation progress, identifying and

cascading solutions to improve service delivery, and sharing best practices. Case management is the main platform that is used by the project across all sites to deliver services to OVC households to improve beneficiaries' health and social wellbeing. Will work closely with all team members including Case Management Assistants, Community Case Workers, Community Mobilisers, and Education Officers Supervising, mentoring and technical support to Case Management Assistants and Community Case Workers

Detailed Duties:

- Work in close collaboration with the Zonal case management coordinators to strengthen relationship with the CSOs and Community and to strengthen the referral system.
- Work with the child protection team to ensure close links between case management and with Child Protection Committees
- Ensure internal referral mechanisms (with other sectors) are in place and cases are appropriately managed and followed up when referred
- Provide ongoing capacity building of case workers
- Submit regular case management reports and ensure that information is kept up to date
- Coordinate with other partners offering case management services to children on referral and transfer of cases
- Technically supervise Case Management and Child Protection program activities including the design, development, and implementation of technical guidance as it relates to Case Management and Child Protection, ensuring all activities are in line with state-of-the-art, recognized best practices for addressing needs of OVC, young people, and their caregivers.
- Train, coach, and mentor technical staff and sub-grantees responsible for the delivery of case management services, including identifying, enrolling, assessing, developing, and monitoring care plans, referring, and linking to service providers, and graduating beneficiaries as well as child well-being.
- Develop clear guidance, standard operating procedures, tools, and job aids on case management steps (enrolment through graduation and case closure) and CCWs/CHWs service delivery (i.e., nutrition assessment and counselling, psychosocial support, parenting education, education support, and identifying and responding to cases of abuse and violence)
- Oversee all child protection and parenting activities, including monitoring, and ensuring response to violence against children and gender-based violence cases.
- Build awareness of key Case Management and Child Protection concepts and principles among staff, sub-grantees, and institutions.
- Develop materials and support project officers' methodologies for effective identifying appropriate child protection interventions for specific households, depending on the needs and resources of those households.
- In collaboration with Senior Health and HIV officers ensure PreP services are available in accordance with government guidance at all levels
- Work with consortium partner responsible for gender mainstreaming and the Technical Director and ensure case management and child protection activities are gender sensitive
- Work in partnership with other OVC technical experts in the implementation of the program
- Remain up-to-date with the latest methodologies, best practices, national and donor requirements

Supervision, Monitoring and Learning.

- Work at the Head office level to coordinate with zonal teams to ensure pre and in-service trainings for CCWs/CHW; this includes developing materials for monthly meetings as well as tracking and monitoring meeting.
- Oversee the training carried out by the technical officers, sometimes serving as a co-trainer, to ensure that they are consistently delivering project training effectively and conveying

information and new ideas accurately and in a participatory manner that is appropriate for adult learners.

- Provide guidance and monitor monthly progress towards OVC_SERV, ensuring that the same families are provided with services each quarterly; problem solving with Zones teams and M&E staff if targets are not achieved.
- Work closely with CSOs through the coordination units to identify and monitor targets in compliance with M&E plan, maintain and facilitate joint operational plans, and develop or refine methodologies to track case management and child protection services over time.
- Review, analyze, and use data for Project Monitoring and Evaluation to identify issues and develop solutions to improve service delivery and implementation.
- Compile regular status, progress, and final reports regarding project case management and child protection work.
- Conduct supportive supervision to technical officers and CSO staff for mentorship and coaching and to ensuring quality delivery of services per the national and donor requirements.
- Ensure proper documentation of OVC case files i.e National Most Vulnerable Children Monitoring System Forms are correctly and filled and filed.
- Lead the development of the technical work plan for CSOs including drafting guidance, standard narratives, Gantt charts, and budget inputs; review CSOs' work plans and budgets.

Work on quarterly report preparations including specifying data needs, coordinating with other advisors and compiling and reviewing the report for further review.

10. VACANCY: SENIOR TRAINING AND QUALITY IMPROVEMENT OFFICER (1 POSITION)

Reporting to: Technical manager (Services delivery)

Location: Arusha

Overall duties: develop and maintain a professional, dedicated training program throughout the project. Map out training plans and schedules, designing and developing training programs for staff and CSOs.

Detailed duties:

- To provide high quality training across the organisation (staff and CSOs)
- Develop training curriculum for new and existing project staff and CSOs
- To maintain effective communication with clients to establish training needs
- To evaluate the Ensures that all training materials, and programs are current, accurate, and effective.
- Maintains knowledge of new methods and techniques for training, and training requirements applicable for the project
- Develops teaching aids and standard operating procedures, such as quality improvement, training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works
- Cascade the Site Improvement Monitoring Systems (SIMS) to staff and CSOs including support its implementation
- Ensures that training milestones and goals are met while adhering to approved training budget.
- Effectiveness of training and modify materials as appropriate.
- To develop and maintain training material to the highest standards for internal and external facilitation
- Supervising and monitoring progress made after each training program
- Drafting instructional manuals, on boarding materials, Aides, other relevant documentation.

- Monitor and evaluate trainings and performance of individual master trainers, document progress and continued needs through observation forms and request for extra training when necessary.
- Liaise with training providers, partners and stakeholders to ensure entire curriculum coordination, good quality of the training content, and successful delivery of the training program.

Qualification required:

- Minimum of Bachelor's degree Business Administration, Management, Public Relations, English, Communications, Science or related discipline
- Superb computer competence, including database management
- Knowledge of quality assurance terminology, methods, and tools
- Analytical, problem-solving, and decision-making skills
- Demonstrated knowledge of testing best practices, version control practices and defect management practice
- At least five (5) years of work experience with proven track record and exposure to capacity and quality development or professional development program
- Exposure working in a disaster management and emergency response operations organization in a government or international organization;
- Experience in managing a broad range of activities dealing with various international organizations and related institutions is a plus

11. VACANCY: SENIOR GENDER AND ASRHR OFFICER (1 POSITION)

Reporting to: Technical Manager services delivery.

Location: Arusha Head Office

Overall functions:

Under the direct supervision of the technical manager, the job holder will implement the reproductive health related activities S/he will conduct evidence-based advocacy for incorporating adolescents and youth SRH needs in regions, policies, and programs. S/He will contribute to increased utilization of quality integrated GBV/SRHR services in the target project areas and improved provision of quality integrated GBV and SRHR services. Ensures that the implementation of the guidelines for Interventions for Gender-Based Violence and Sexual

Provides strategic support and guidance as part of a broader team in advancing key SRHR interventions encompassing Sexual and Reproductive Health and Rights including HIV; Gender Equality and Women's Empowerment, including Ending Sexual and Gender-Based Violence; Adolescent and Youth Empowerment

Detailed duties:

- Developing and supervising the implementation of gendered program and lead in the projects fight against gender-based violence and discrimination
- Supporting the development of professional competencies on gender issues and delivering gender training sessions to project and CSOs
- Act as a gender focal person on all gender matters in relation to policy priorities, program development and donor funding

- Conduct regular monitoring visits to the various project sites, ensuring that projects utilize standardized protocols, policies and guidelines, as outlined by the Ministry of Health.
- Identify technical quality and/or other implementation issues and provide solutions and follow-up to ensure projects are on track to meet goals and are consistent with established standard methodologies
- Develop and draft policy guidance, policy positions, issues papers and factsheets on gender, for a range of audiences
- Lead in conducting evidence-based analysis, and policy dialogue with relevant stakeholders on Gender issues
- Ensure capacity building to staff and teams to set and deliver against gender specific targets
- Support and ensure linkages of sexual and reproductive health across the project
- Provide overall Reproductive Health technical oversight of all activities to ensure interventions is evidence based culturally appropriate, cost-effective, and high impact.
- Updates Reproductive Health technical guidelines using evidence-based and high impact practices
- Develop, review, and disseminate guidelines, standards of practice, protocols and other tools to improve quality RHR services delivery
- Participate in development, preparation, and dissemination of IEC materials.
- Assist with development of behavior change messages around Reproductive Health
- Prepare quality report for internal, external and donor purposes, management and other internal and external reports and ensure their timely submission.

Required qualification:

- Bachelor Degree in Public Health with strong background in reproductive health.
- Minimum 5 years of experience in the similar role in health projects, as well as program quality assurance of programs in Reproductive Health.
- Advanced degree is a plus
- Familiarity with USAID approaches, policies and regulations is highly desirable.
- Sound knowledge of community and health service-based FP programming in Tanzania.
- Experience providing technical assistance, coaching and mentoring health providers and others in team and beyond.
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in a team.
- Creative problem-solving skills with the ability to work effectively in resource-constrained environment are highly preferred.
- Excellent English and Arabic Languages (Writing and speaking) are required.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Reporting Skills are required.

12. VACANCY: SENIOR HEALTH AND HIV OFFICER (1 POSITION)

Reporting to: Technical Manager Service's delivery

Location: Arusha Head office

Detailed duties:

- Will provide technical oversight to the design and implementation of key components of the program, ensure adherence to global standards in HIV service delivery programs especially Pediatric HIV services
- Schedule quarterly sexual Reproductive Health Education outreaches to teen clubs and organize HTC outreach for adolescent with high-risk behavior
- Monitor implementation, bottlenecks, performance metrics of the zonal bi-directional referral systems; proactively offer solutions, conduct quality improvement activities and implement adjustments to improve referral outcomes.
- Will support the technical strategy and capacity building for the design, implementation, monitoring and evaluation of the HIV programming focused on key populations (KPs)
- Coordinate zonal levels quality improvement meetings with relevant bidirectional referral system stakeholders; ensure actions from the meetings are implemented and the bi- directional referral system is improved.
- S/he will provide technical assistance for HIV care, treatment and support for key populations across the pediatric clinical cascade by ensuring innovative, evidence-based programming and develop approaches to address the positive health dignity and prevention of key populations PLHIV
- Collaborate with M&E officers to ensure all bi- directional referral data are accurate and produced weekly; use data for decision-making.
- Ensure that appropriate technical interventions and strategies are incorporated into work plans and reports including innovative approaches to fight HIV/AIDS.
- Lead the development of the service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.
- Support zones to conduct nutrition activities, including nutrition assessments, counseling and linkage to other nutrition services providers.
- Provide continuous supportive supervision to CSOs to ensure provision of health and HIV-related services and referrals and linkages to beneficiaries.
- Facilitate submission of timely updates to the Technical Manager for inclusion in the quarterly, semi-annual and annual reports.
- Document lessons learned, success stories and best practices for experience sharing and replication across project.

Required qualification:

- Advanced degree (MPH or other advanced degree related to health);
- Minimum of 5-8 years of demonstrated experience working in HIV/AIDS prevention, care or treatment programs with prior experience of working in PEPFAR funded project
- Experience of productive involvement with governmental health systems, processes and service delivery models
- Comprehensive knowledge of theories, concepts and practices with project management, process development and execution;

- Strong critical thinking and problem-solving skills to plan, organize, and manage resources for successful completion of projects;

13. VACANCY: SENIOR LIVELIHOOD & ECONOMIC STRENGTHENING OFFICER (1 POSITION)

Reporting to: Technical Manager services delivery

Location: Arusha Head office

Overall duties:

Incumbent will be responsible for the technical and managerial aspects of project implementation to improve well-being outcomes for children. She/he reports directly to the technical manager services delivery and ensuring the project meets stated goals, expected results and reporting requirements. She/he will take a technical leadership role designing and promoting use of evidence-based activities to diversify and stimulate growth in household income and integrate economic activities with complementary interventions across the project

- Provides technical and management leadership including designing and implementing technical strategies, programs or tools in specific technical areas related to household and AGYW economic strengthening.
- Demonstrate technical leadership and coordination to project staff and CSOs, setting forth a vision and plans for achieving project goals through collaboration with national and local governments and NGOs, civil society and other partners.
- Mentor economic strengthening/livelihoods staff of CSOs, conduct trainings, lead workshops, and facilitate group interaction as part of project execution toward specific outputs and objectives.
- Travel to project areas periodically to monitor program activities and provide support to field staff.
- Manage project activities and set high quality performance targets ensuring adherence to technical standards, best practices and donor guidelines.
- Provides technical advice based upon expertise and knowledge of evidence-based methods and strategies, current practice and established operational and standards to ensure quality and rigorous design.
- Builds demonstrated capacity of local implementing partners to implement high quality programs with results.
- Shares new knowledge/evidence and best practices through collaboration with staff members, CSOs, and other partners
- Develops tools for the design and implementation of specific technical component

Required qualification:

- Degree in development studies, agricultural economics, economics, business administration, international relations or a closely related field, or equivalent work experience. Masters will be added advantage
- Minimum of 5 years of experience in economic strengthening/livelihoods, in large projects
- 5 years prior USAID experience preferred.
- 5 years OVC work experience preferred.
- Practical experience in training design and implementation.

- Ability to manage projects, set realistic priorities, and plan for the successful implementation of activities.

14. VACANCY: SENIOR PROJECT OPERATIONS OFFICER (1 POSITION)

Reporting to: Finance Manager

Location: Arusha

Overall duties:

The Senior Project Operation Officer supervises and leads project staff, and coordinates their workflows. Will work in a close finance team and assure compliance of the project to set rules and regulations. S/he will receive strategic guidance from the Finance Manager. Will contribute to execution and assurance of project success in a fast changing and dynamic environment with multiple priorities and pressing demands.

Detailed duties:

- Support project audit preparations as required
- Supervises project support staff and provide high quality and timely operational guidance to project teams;
- Review risk and issue logs, and regularly prepare updates and corrective actions;
- Monitor partner reports and conduct report and indicator audits to maintain quality control of internal and external reporting;
- Analyse M&E activity findings and reports and provide project management with timely, accurate information for decision – making;
- Monitor financial performance of the project activities; prepare budgets, monitor spending and execution of activities;
- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organization
- Performs internal quality control check for the project
- Participate in preparation of annual budgets, schedule expenditure, and initiate corrective action to meet financial objectives
- Coordinate higher level visits to project sites including donors and top management of the project

Required qualification:

- Bachelor's degree in project management, business management, or related area of study.
- Advanced degree is a plus
- 5-7 years of experience as a Project Manager or similar position responsible for defining and managing project scope, timelines and effective delivery of services.
- Experience in planning projects with large data sets and making decisions for data-driven analytics.
- Demonstrated communication skills, including the ability to clearly communicate ideas.
- Proven leadership skills.
- Ability to balance and prioritize multiple projects and priorities

15. VACANCY: SENIOR FINANCE OFFICER (1 POSITION)

Reporting to: Finance Manager

Location: Arusha

Overall duties:

Overall support of financial management of the Project, including office operations, ensures compliance with relevant donor guidelines. Activities along with support for audit, budget, and year end preparation. This position will respond to general department inquiries, provide administrative and accounting support, and coordinate designated projects designed to strengthen the finance and accounting functions

Detailed duties:

- Coordinate and maintain records of all fiscal documents with appropriate support materials
- Update and maintain organization files including but not limited to audit, tax, legal, contracting, and regulatory documents
- Oversee and manage daily program-wide accounting and finance functions including timely recording of transactions, fund management, banking, payroll, inventory, receivables, and payables.
- Assist with documenting finance and account processes to be included in the Finance Manual
- Ensure the financial data entries in accounting systems with high level of accuracy.
- Prepare monthly financial accounting reports according to monthly financial cycle
- Check and verify supporting documents, including coding, authorization level, validity, and sufficiency
- Prepare payroll for Head Office staff and provide relevant data to Finance Manager
- Follow-up on project budget and extract reports from Finance Systems for senior management on demand. Provide Analysis for budget follow-up sheets to budget holder
- Overseeing the year-end procedure, and ensure that all financial returns are completed accurately and to the required timescale.
- Prepare monthly standard accounting submissions to Finance Manager, including general ledger files, account reconciliations, expenditures by cost center/project, as well as other financial information in a timely and accurate manner.
- Prepare financial reports, for review by the Finance Manager, to donors in line with donor requirements and templates.
- Assist in developing annual fiscal year budgets together with the Finance and Administration Manager
- Coordinate during internal and external audit

Required qualification:

- Bachelor degree accounting and Finance or equivalent in accounting or finance is required. An advanced degree is preferred.
- Minimum of four years of progressive financial management experience is required

- Professional qualification in accountancy such as ACCA or Certified Public Accountant Minimum three years of experience from an international NGO is required; international NGO field office experience is preferred.

16. VACANCY: SENIOR GRANTS AND COMPLIANCE OFFICER (1 POSITION)

Reporting to: Finance Manager

Location: Arusha

Position summary:

Coordinate the grants making process for the sub-grantees. Facilitate the fund disbursement as per the approved budget, monitor the implementation of sub grantee activities and build the capacity of the sub grantees to ensure effective management of funds and timely reporting

Will lead the administration and management of sub-awards and procurement functions (consultants, services and supplies) and will provide high level grants and contract management, with a focus on ensuring compliance to donor rules and regulations. He/She will monitor workflows and help to develop and implement systems to provide sound management, control and compliance with procurement, award terms and conditions as per project policy and will support sub-awardees in the establishment and/or strengthening of their own internal compliance systems to build capacity for USG fund management

Detailed duties:

- Interpret and apply funding regulations to ensure that all procedures for procurement, sub-award management and auditing are met; ensure that adequate records and audit trails are maintained.
- Reviews all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in the calculation of salaries, direct and indirect expenses; compliance with established regulations; and makes recommendations to program staff for revisions when appropriate.
- Manage all sub-award work processes, including review and some negotiation of proposed instruments, developing and implementing procedures to ensure compliance with projects award terms and standardized procedures and policy.
- Coordinate the development, modification and close-out of all sub-awards to ensure that adequate records and audit trails are maintained.
- Manage and maintain sub-award documentation and input/maintain information in projects sub-award tracking system.
- Facilitate the expedited review of sub-award implementation activities and other contractual arrangements.
- Develop, implement and monitor sub-award monitoring plans with each sub-awardee and conduct or follow-up on site visits to ensure and support on-going compliance with sub-award terms and conditions and strengthen capacity of sub-awardees.
- Conduct periodic on-site audit of sub-awardees to verify on-going compliance with sub-award terms and conditions.
- Review consultant requests for completeness and accuracy; support the development of consultancy scopes, contracts and modifications, ensuring compliance to project policies.

- Review consultant invoices and timesheets before forwarding the documents to finance for payments. Includes contract administration activities for contracts and assists in the monitoring of contractor's performance, approval of progress payments, verification of deliveries, and similar activities.
- Update the projects consultancy database with new agreements, modification and other information.
- Maintain productive working relationships with project staff in HQ, zones and staff within other implementing partners CSOs
- Provide technical assistance to staff and grantees on administrative policies and procedures for Agreements management.
- Ensuring compliance with federal, state, and local legal requirements by enforcing adherence to requirements; with financial aspects of contract requirements including liability, property, and other insurance matters, and audit requirements.

Required qualification

- Bachelor's degree Accounting, Finance, Business Administration or related field with 5-7 years of experience with sub-award administration and compliance for USG-funded projects (USAID/PEPFAR preferred);
- Master's degree with 3+ years of experience with sub-award administration and/or compliance for USG-funded projects is added advantage.
- Strong working knowledge of USG rules and regulations.
- Familiarity with federal OMB (Office of Management and Budget) circulars
- Experience working in an international NGO environment is desirable.
- Familiarity with Tanzanian social services, non-governmental organizations (NGOs) and community-based organizations (CBOs) in Tanzania is highly desirable.
- Strong project management and time management skills; highly organized and detail oriented
- Demonstrated experience managing large volumes of high value sub-awards with local partners
- Ability to interpret financial and other quantitative information and reports.
- Ability to work collaboratively, productively and sensitively within a multidiscipline, multicultural and multi-gender environment.
- Ability to manage tight deadlines and deliver high volumes of work with computer skills

17.VACANCY: FINANCE OFFICER (2 POSITIONS)

Reporting to: Senior Finance Officer

Location: Arusha

Position summary:

Jobholder will be responsible for ensuring the timely and accurate payment, receipt and recording of the program's finances. Will facilitate preparing financial reports and maintaining records of assets, liabilities, revenue and expenditure,

payments and other financial activities. S/he conducts regular checks of the internal controls, leads the preparation of the monthly accounts closure of the operation, and ensures that disbursements are in accordance with the budget and the projects financial rules.

Detailed duties:

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliation
- Ensure all expenses are within assigned project budget and verify the completeness of all required supporting documentation for all payments vouchers;
- Produce periodic financial reports and other financial documents for the management of the project in accordance with the prevailing policies and procedure
- Ensure timely and accurate monthly and year end closure of accounts, including bank reconciliation, and submit reports to the Senior Finance Officer as per prescribed deadlines
- Ensure account receivables and payables activities are performed accurately and timely;
- Assist the Finance Manager in reviewing budget proposals of sub-grantees and sub-contractors
- Ensure proper and complete documentation and filing for easy retrieval of all accounting related documents;
- Identify and provide feedback and suggestions to management related to improvements to the projects policies, procedures, processes and financial systems and related programs
- Ensure that financial transactions are properly updated and recorded

Qualification required:

Bachelor's degree in finance, accounting or relevant field.

A minimum of 5 years' experience in a similar role.

In-depth knowledge of financial regulations and accounting processes.

Outstanding analytical and time management skills

18. VACANCY: PROJECT HUMAN RESOURCES OFFICER (1POSITION)

Reporting to: Finance Manager

Location: Arusha

Position summary:

The Jobholder will provide timely, accurate advice, education information and support to management and staff on a range of Human Resources (HR) Management related policies, procedures, systems and issues

S/He will be responsible for transparent implementation of HR strategies in project, effective delivery of HR services and management of the HR unit of the Project.

He/she analyses, interprets and applies HR policies, rules and regulations,

establishes internal procedures and provides solutions to a wide spectrum of complex HR issues.

Detailed duties:

- Work closely with various department and assisting line managers to understand and implement policies and procedures
- promote equality and diversity as part of the culture of the organisation
- Liaise with a range of people involved in policy areas such as staff performance and health and safety
- Developing and updating job descriptions and person specifications
- Develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management
- Prepare staff handbooks
- Advise on pay and other remuneration issues, including promotion and benefits
- Undertake salary reviews where applicable
- Manage redundancy programmes
- Administer payroll and maintain employee records
- Interpret and advise on employment law
- Deal with grievances and implement disciplinary procedures
- Develop HR planning strategies, which consider immediate and long-term staff requirements
- plan and sometimes deliver training, including new staff inductions
- Analyse training needs in conjunction with departmental managers.

Required qualification:

- Bachelor's degree in human resources.
- Minimum 3 years of relevant experience in human resources.
- Additional training/certification in Payroll Management – may be advantageous.
- Labor Relations certification – may be advantageous.
- Experience as a Skills Development Facilitator – may be advantageous.
- Experience of working in multi funded project with complex information

19. VACANCY: TECHNICAL SERVICES COORDINATOR- HEALTH AND HIV/AIDS (2 POSITIONS)

Reporting to: Technical Manager services delivery

Location: Arusha and Dodoma

Position Summary:

To contribute towards strategic service delivery to OVCs and their caregivers, address critical barriers to service access, uptake, and adherence to scale up impact service delivery, advance progress towards 95-95-95 goals and improve health and social outcomes among OVC and their families.

Will ensure sound and vibrant bi-directional referral and linkage system, improved case identification, linkages to ART and Viral Load suppression among Children and Adolescents Living with HIV/AIDS.

Detailed duties:

- Represent ELCT and coordinate with the CSOs in regarding HIV and health related activities at project areas
- conduct coordination meetings with SCOs in implementation area to support shared confidentiality, facilitate case conferencing, improve the bi-directional referral system, and ensure HIV positive beneficiaries receive needed services
- Ensure implementation of Childhood Development (ECD) corners including regular monitoring and supportive supervision at project areas
- Support CSOs to support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into to Project, and link them back to CTCs.
- Work with other stakeholders to roll out a supplemental HIV curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers in project areas
- Provide technical support to CSOs to support CCWs to strengthen the capacity of caregivers to support HIV positive OVC and ensure CCWs refer HIV positive OVC and caregivers to PLHIV support groups.
- Support the roll out of evidence-based curriculums relating to HIV prevention (e.g. No Means No World, Coaching Boys Into Men, Steppingstone, Furaha Lifelong Parenting (Sinovuyo), Sexual Reproductive Health Education, Care for Child Development, etc.)
- Participate in quarterly partners level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved at Councils Team level.
- Work with the M&E officer (s) to ensure all bi-directional referral data are accurate and produced weekly and data are used for decision-making
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year at Councils Team level.
- Provide continuous supportive supervision to partners to ensure provision of health-related services and referrals and linkages to beneficiaries.
- Submit timely updates to the zonal Manager for inclusion in the quarterly, semi-annual, and annual reports at zonal level.
- Document lessons learned and best practices for experience sharing and replication at zonal level.

Required qualification:

- Bachelor degree Public health, nursing or medicine
- 5+ years of experience in similar position with an organization in public health implementing OVC programming.
- Experience in implementation of community programs in health/HIV
- Experienced with PEPFAR 3.0 funded project in Tanzania
- Experience implementing program and donor regulations, systems, and procedures

20.VACANCY: PROCUREMENT OFFICER (1 POSITION)

Reporting to: Senior project operations officer

Location: Arusha

Position Summary: The Jobholder will be responsible to Implement procurement processes in a transparent, objective, economic and efficient manner that is consistent with relevant ELCT and USAID guidelines, policies, regulations and national legislation.

Procurement

- Coordinates and facilitates the procurement requirements of the project office on the basis of the procurement policy guidelines.
- Pre-qualification of suppliers as provided in the procurement policy
- Compliance with procurement procedures as per Field Operations Manual.
- Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached
- Ensuring that invoices received reconcile to purchase orders and created and matching receipts to purchase orders
- Ensure three way matching of purchase order, Invoice and GRN and carry out monthly Oracle Purchase Module closing procedures, including month end reconciliations and adjustments

Logistics & Administration

- Liaises with CSO's and provides logistical support in coordinating deliveries of project supplies and in obtaining customs clearance for imported goods
 - Prepare documentation and drafts correspondence for duty and tax exemption certificates and ensures timely submissions to the relevant government authorities
- Carries out periodic controls to ensure that the filing system are properly used and that documents being regularly filed and easily accessible
- Develops and maintains an archive policy for the regional office based on contractual and legal requirements; supports the country offices to develop and maintain archiving policy

Fixed Assets

- Develop appropriate physical inventory count procedures, adapted to the local requirements of each site, with a strong accent on control and separation of duties.
- Develop procedures for the disposal of fixed assets with a strong accent on appropriate approval levels and control over eventual sales values and resulting receipts.
- Develop appropriate systems, policies and procedures for the management of the project assets, adapted to the specific needs of each zone.

Motor Vehicle Management

- Ensure appropriate policies are in place for management of motor vehicles
- Ensure a policy is in place; areas to concentrate – records, use, acquisition, organizational needs, Fuel procedures, disposal procedures etc.
- Takes responsibility for managing the vehicle in projects areas (head office and zones)

Other key duties:

- Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stage of the procurement cycle
- Establishes and maintains work and schedule for ongoing contracts and newly-planned ones;
- Participates in negotiations with senior supplier representatives; approves and signs procurement orders up to the authorized limit, and, in cases where the amount exceeds authorized limit, prepares submissions to the Senior Management for review and subsequent approval by the authorized official;
- Contributes to the identification of new technologies, and products/services, evaluates and recommends potential supply sources;
- Oversees adherence to contractual agreements, recommends amendments and extensions of contracts, and advises concerned parties on contractual rights and obligations;
- Prepares a variety of procurement-related documents, contracts, communications, guidelines, instructions, etc.;

Required qualification:

- Bachelor degree in procurement, commerce or Business administration where procurement is an option
- Previous experience as a Procurement Officer, or similar role in complex organization
- Computer literacy qualification is essential. Proven ability to utilize and develop computerized spreadsheets and word processing applications
- Procurement Software and Asset Software experience is essential
- Accounting Software is an advantage

21.VACANCY: INFORMATION AND TECHNOLOGY OFFICER (1 POSITION)

Reporting to: Senior project operations officer

Location: Arusha

Position Summary:

The incumbent will be mainly responsible for the smooth running of computer systems, routers, and switches, Internet and ensure users get maximum benefits from them.

Maintain the computer networks of all types, providing technical support and ensuring the whole systems run smoothly, as they monitor and maintain all computer systems, installing and configuring hardware and software as well as solve technical problems

Detailed Duties

- Maintain and troubleshoot all network and computer related issues;
- Integrate security, physical control solutions for all confidential data and systems;
- Monitor performance and manage parameters to provide fast responses to front-end users;
- Integrate and configure computer networking for best performance;
- Troubleshoot and repair of hardware, operating systems and applications;
- Monitor and maintain computer systems and networks;
- Identify security gaps and provide relevant solutions in consultation with the Operations manager;

- Test and evaluate all new technology including M&E systems e.g. database systems, websites etc.;
- In collaboration with other IT staff, develop participatory strategies and tools for monitoring and evaluating the project;
- Conduct electrical safety checks on computer equipment;
- Enhance office IT system through appropriate upgrades and advise operations Unit on changes or improvements required;
- Help install and support of all ICT hardware and software;
- Repairing equipment and replacing parts, checking computer equipment for electrical safety
- Setting up accounts for staff, educate them on log in and resolve issues arising
- Investigating, diagnosing and solving computer software and hardware faults
- Repairing equipment and replacing parts, checking computer equipment for electrical safety

Required qualification

- BSc in Computer Science/Engineering, or related field
- At least 5 years of experience providing information communications technology (ICT) and administrative support in a complex project
- Knowledge of systems engineering, computer maintenance, server administration, installation, repair and troubleshooting.
- Knowledge of computer networking, LAN, WLAN installation, configuration, troubleshooting.
- Experience working on USAID or other international donor-funded projects a plus
- Good interpersonal skills, should be able to interact with all staff across project

22. VACANCY: OFFICE ADMINISTRATOR (1 POSITION)

Reporting to: Senior project operations officer

Location: Arusha

Position Summary:

Overall performs general administration work. S/he will be coordinating office activities and operations to secure efficiency and compliance to company policies, supervising administrative staff and dividing responsibilities to ensure performance, Keep stock of office supplies and place orders when necessary

- Diary management and arranging appointments, booking meeting rooms and conference facilities
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Track and replace office supplies as necessary to avoid interruptions in standard front office procedures
- Keep stock of office supplies and place orders when necessary
- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analysing special reports
- Maintains office staff job results by coaching, counselling, and disciplining employees, and planning, monitoring, and appraising job results

Required qualification:

- Advanced diploma or a bachelor's degree in business, administration, or a related field.
- 3-5 or more years' office administration experience.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access).
- Comfortable handling confidential information.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.

23. VACANCY: OFFICE ASSISTANTS (3 POSITIONS)

Reporting to: Senior project operations officer

Location: Arusha and Dodoma

Position Summary

Manages general office duties to ensure company processes run smoothly. Assists with director duties and corresponds with clients, customers, and vendors.

Detailed duties:

- Coordinate with various departments and reserve conference room and equipment for customer visits and staff meetings.
- Attend, screen and divert all incoming calls and forward messages to appropriate staff and carry out night office duties.
- Administers and inform staff regarding packages supplied by vendors and postal services for timely delivery.
- Maintains stock of supplies by anticipating work requirements, ordering supplies, and distributing supplies where necessary
- Work as receptionist and provide support to front desk operations in office.
- Develop and manage office files and records and prepare file storage list to enable easy access to files.
- Collaborate with Office Operations Manager to carry out front desk procedures and maintain phone system manual.
- Prepare schedule for front desk relief team and use conference room for various listed purposes.
- Ensure neat and clean front office area maintain effective environment both employees and customers.
- Maintain all office equipment's such as copiers, fax machine and first aid kit to facilitate smooth office functioning.

Required Qualification:

- Advanced diploma or general education degree in Public Administration
- 1-3 years of relevant experience in an office setting, preferably in an administrative or clerical role
- Excellent organizational skills, ability to prioritize, and comfortable working independently

- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment

24. VACANCY: ASSISTANT PROCUREMENT OFFICER (1 POSITION)

Reporting to: Senior project operations officer

Location: Arusha

Position Summary

Will be responsible for the effective delivery of procurement services to the project. S/He will be responsible for advising and guiding the project in sourcing and ensuring supply of optimal and cost-effective goods and services, promotes a collaborative, client focused, quality and result oriented approach in the procurement Unit

Detailed duties:

- Assistance with the preparation of request for quotation, Initiations to Bid, Requests for Proposal and co-ordination of their timely dispatch by fax and messenger
- Assist the Procurement unit in maintaining current up to date procurement documents and Manuals
- Routing copying and circulation of quotes, bids and proposal for evaluation;
- Researching pricing obtaining quotes locally on low value items;
- Assist with the coordination with the selected bidder to ensure completion of administrative processes including Bid Security, contract award notice and that contract documents are distributed accordingly.
- Assist with managing the administrative process throughout the duration of the preparation of the all documentation until the award of the contract
- Preparation of management information and statistical report;
- Receive the approved requisitions and process the appropriate documents procedures for local or oversea purchases/Services/Contracts;
- Check and classify the precedence of the requisition and process as priority setting of the material needed.
- Process and appropriate document and forms for issuing the petty cash from the cashier;
- Coordinate with requestors and make sure the right materials needed. Find out the sample of material to be purchased if necessary;
- Provide purchased materials to the responsible receiving office and do all actions for completing the process.
- Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.

Required qualification:

- Advanced Diploma/Bachelor's Degree in, Finance, Procurement, Logistics Management or a relevant field is a distinct advantage
- 3 to 4 years of progressively responsible experience in procurement.
- At least 2-year experience with international organization is essential

- Knowledge procurement procedures for INGO is highly desirable
- Registered with relevant bodies
- Good working knowledge of MS Office application (Word, Excel), email and able to easily navigate the Internet
- Flexible and adaptable

25.VACANCY: LOGISTICS ASSISTANCE CUM DRIVER (10 POSITIONS)

Reporting to: Senior project operations officer

Location: Arusha and Dodoma

Driver activities:

- Drive project vehicle as allocated and planned.
- Ensure that general state of the car has been checked before and after use.
- Keeping vehicle clean and in good condition all the time.
- Ensure all required documents are valid and safely kept, up to date tool kit, fire extinguisher, first aid kit, spare tyre.
- Ensure that vehicles are serviced as planned.
- Maintain log books.
- Adhere to project vehicle policy all the time.
- Prepare and timely submit vehicle reports in regards to, fuel consumption, general vehicle usage or any adverse observation of project vehicles
- Remind/advice management to matters pertaining to services and repairs of vehicles.

Logistics facilitation:

- Work closely with Logistics and procurements unit to follow up on processing, permits, dispatch of letter, collecting recommended/sourced quotations, statutory filling, and other logistical activities as required.
- Facilitate the incoming and outgoing mails, parcel, and initiate payment with respective cost centres.
- Timely coordinate office maintenance and repairs.

Staff and visitors transport facilitation:

- Ensure projects visitors are timely facilitated with transport especially airport pickups according to project standard.
- Coordinate the hired vehicles and ensure timely pick up and delivery.
- Facilitate business trip in day by arranging routes as per received request and approval.
- Ensure that the vehicle log books are dully filled and cross checked before initiating for payment

Qualification required:

- Form Four with a valid driving license
- 5 years of good driving history.
- Form Four with NIT Driving Certificate.

Technical Skills & Abilities:

- Ability to communicate in English and good command of Kiswahili.
- Good relationship with other staff.

26. VACANCY: TECHNICAL SERVICES COORDINATOR- GENDER AND ASRHR (2 POSITIONS)

Reporting to: Zonal Manager

Location: Arusha and Dodoma

Position Summary:

Will contribute to the co-ordination and management of quality, timely and integrated technical and program support, ensuring that programs are implemented well. She/he is in charge of ensuring sound and adequate technical integration of ASRHR and gender

- Provide technical assistance to support high quality design, implementation and evaluation of projects SRH and ASRH including efforts on young adolescents, strengthening demand and supply of SRH and family planning services
- Lead the process of developing, implementing, monitoring and reporting on a gender and ASRHR strategy.
- Analyses monitoring data and other information to capture progress on gender and reproductive health outcomes, indicators and targets and support project team in data analysis and annual work planning
- Ensure that SRHR programs are evidence-based and aligned with standardized protocols, policies and guidelines, as outlined by project and the Ministry of Health and, and projects are designed and implemented according to projects priorities as well as donor requirements.
- Set up a system for documenting projects SRH program outcomes and outputs in collaboration with CSOs, MEAL and other Coordinators
- Work with other technical coordinators to develop well thought and evidence based Gender and SRH focused program model, integrated with GBV, Child Protection and Education as guided by project guideline
- Identify capacity building needs and support CSOs through technical assistance, mentoring, training, cross-partner learning, and capacity development initiatives.

Required qualification:

- A university graduate with in Public Health, Gender and Development/ Women's Studies/ International Development and/or related field;
- Certification or studies in rural development, community development, social work, and/or maternal and new-born child health.

Essential Professional Background/Competencies

- 5-8 years of related work in development projects with strong gender mainstreaming/women's rights focus
- Knowledge and understanding of the Gender Equality context and SRHR
- Demonstrated knowledge in Results Based Management and reporting;
- Familiarity with donor compliance requirements such as USAID;
- Excellent computer skills using Microsoft Office (Word, Excel, Power Point), and internet use;

- Exceptional skills in building productive working relationships with team colleagues, field offices, and other partners;
- Ability and willingness to work in rural areas and new cultural and professional settings;

27. VACANCY: TECHNICAL SERVICES COORDINATOR- ECONOMIC STRENGTHENING AND LIVELIHOOD (2 POSITIONS)

Reporting to: Zonal Manager

Location: Arusha and Dodoma

Position Summary:

Jobholder will work with CSOs and specifically will strive to integrate evidence based financial literacy modules to empower AGYW and OVC Caregivers to establish and sustain viable Income

Detailed duties:

- Directly supervise and provide technical support to Livelihood Volunteers (LVs) and Independent Livelihood Volunteers (ILVs) in his or her zone
- Provide consistent monitoring, coaching and mentorship support to Livelihood Volunteers (LVs) in the zone and ensure that they master the skills to graduate into Independent Livelihood Volunteers (ILVs) at Councils Team level
- Ensure that LVs provide facilitation support to groups and ensure that 60% of project enrolled caregivers; destitute household members with lower savings levels and interest join the groups.
- Ensure that HAZINA Yetu Groups establish Community Resource Mobilization Committees (CRMC) to map community resources for social protection.
- In collaboration with CSOs, Conduct overarching mapping of economic strengthening service providers in implementation areas
- Work with district-level TASAF to ensure the project is aware of new expansion areas and that TASAF can refer TASAF beneficiaries to ACHIEVE Project Tanzania for screening and enrollment.
- Roll out a Household Financial Literacy and Money Management curriculum to LVs and ensure a quality roll out to HAZINA Yetu members at Councils Team level.
- Lead in conducting market assessments and creation of business networks and learning and sharing cohorts within industry types at Councils Team level.
- Train LVs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Provide continuous supportive supervision to LVs to ensure quality economic strengthening programming through Instruction, Modeling, Rehearsing and Feedback (IMRF) approach at Councils Team level
- Submit timely economic strengthening and youth updates to the Zone Manager for inclusion in the quarterly, semi-annual, and annual reports
- Document Economic Strengthening specific lessons learned and best practices for experience sharing and replication
- Perform any other relevant duties as assigned by the zone manager.
 - Qualifications required:
- Bachelor degree in Business Administration, or economics, Community Development, Community Economic Development (CED), social work etc.

Skills:

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills (Swahili and English) with excellent training skills in working with adult learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision

Experience:

- At least two 5-8 years' experiences in a field position with an organization in public health or OVC programming. Experience in establishment, formation, and supporting community groups, IGAs etc. are preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience in implementing program and donor regulations, systems, and procedures.

28. VACANCY: TECHNICAL SERVICES COORDINATOR- CASE MANAGEMENT AND CHILD PROTECTION (2 POSITIONS)

Reporting to: zone Manager

Location: Arusha and Dodoma

Position Summary;

Oversees all case management and child protection activities, including developing guidance and training materials, monitoring implementation progress, identifying and cascading solutions to improve service delivery, and sharing best practices. Case management is the main platform that is used by the project across all sites to deliver services to OVC households to improve beneficiaries' health and social wellbeing. Will work closely with all team members including Case Management Assistants, Community Case Workers, Community Mobilisers, and Education Officers Supervising, mentoring and technical support to Case Management Assistants and Community Case Workers

- Work in close collaboration with the community mobilizers to strengthen relationship with the community and to strengthen the referral system.
- Work with the child protection team to ensure close links between case management and with Child Protection Committees
- Ensure internal referral mechanisms (with other sectors) are in place and cases are appropriately managed and followed up when referred
- Provide ongoing capacity building of case workers
- Submit regular case management reports and ensure that information is kept up to date
- Coordinate with other partners offering case management services to children on referral and transfer of cases
- Technically supervise Case Management and Child Protection program activities including the design, development, and implementation of technical guidance as it relates to Case Management and Child Protection, ensuring all activities are in line with state-of-the-art, recognized best practices for addressing needs of OVC, young people, and their caregivers.

- Train, coach, and mentor technical staff and sub-grantees responsible for the delivery of case management services, including identifying, enrolling, assessing, developing, and monitoring care plans, referring, and linking to service providers, and graduating beneficiaries
- Develop clear guidance, standard operating procedures, tools, and job aids on case management steps (enrolment through graduation and case closure) and CCWs/CHWs service delivery (i.e., nutrition assessment and counselling, psychosocial support, parenting education, education support, and identifying and responding to cases of abuse and violence)
- Oversee all child protection and parenting activities, including monitoring, and ensuring response to violence against children and gender-based violence cases.
- Build awareness of key Case Management and Child Protection concepts and principles among staff, sub-grantees, and institutions.
- Develop materials and support project officers' methodologies for effective identifying appropriate child protection interventions for specific households, depending on the needs and resources of those households.
- In collaboration with TSC Health and HIV, ensure PreP services are available in accordance with government guidance.
- Work with consortium partner responsible for gender mainstreaming and the Technical Director and ensure case management and child protection activities are gender sensitive
- Work in partnership with other OVC technical experts in the implementation of the program
- Remain up-to-date with the latest methodologies, best practices, national and donor requirements

Supervision, Monitoring and Learning.

- Coordinate with zone teams to ensure pre and in-service trainings for CCWs/CHW; this includes developing materials for monthly meetings as well as tracking and monitoring meeting.
- Oversee the training carried out by the technical officers, sometimes serving as a co-trainer, to ensure that they are consistently delivering project training effectively and conveying information and new ideas accurately and in a participatory manner that is appropriate for adult learners.
- Provide guidance and monitor monthly progress towards OVC_SERV, ensuring that the same families are provided with services each quarterly; problem solving with Zones teams and M&E staff if targets are not achieved.
- Work closely with CSOs through the coordination units to identify and monitor targets in compliance with M&E plan, maintain and facilitate joint operational plans, and develop or refine methodologies to track case management and child protection services over time.
- Review, analyze, and use data for Project Monitoring and Evaluation to identify issues and develop solutions to improve service delivery and implementation.
- Compile regular status, progress, and final reports regarding project case management and child protection work.
- Conduct supportive supervision to technical officers and CSO staff for mentorship and coaching and to ensuring quality delivery of services per the national and donor requirements.

- Ensure proper documentation of OVC case files i.e National Most Vulnerable Children Monitoring System Forms are correctly and filled and filed.
- Lead the development of the technical work plan for CSOs including drafting guidance, standard narratives, Gantt charts, and budget inputs; review CSOs' work plans and budgets.
- Work on quarterly report preparations including specifying data needs, coordinating with other advisors and compiling and reviewing the report for further review.

29. VACANCY: ZONAL HEALTH INFORMATICS COORDINATOR (2 POSITIONS)

Reporting to: zone Manager

Location: Arusha and Dodoma

Position Summary:

S/he will be responsible for training, providing technical support, and capacity building on data management systems, including GIS mapping at the zonal level. He/ she will also contribute to building the capacity of the zone staff in data visualization, interpretation, and promoting the culture of data use for decision-making in the project. Health Informatics coordinator will take part in training zone and CSOs staff, and volunteers on the use of the developed data systems for data collection and data management. He/she will be the first point of contact for providing support on all electronic data collection applications and data collection devices management.

Detailed Duties:

- Take part in training zone level staff, CSO and other staff on the use of data management systems
- Provide technical support related to the use of data mgt systems at the zone level including CSOs
- Provide technical support related to use of electronic devices for data collection at all levels
- Generate data reports from the data management systems to provide to the zone and CSO staff with outputs on time for daily, monthly, quarterly, annual, and ad hoc reports
- Take part in the provision of orientations to the use of data management systems user manuals and standard operating procedures (SOPs)
- Liaise with the Senior Data system maintenance officer and other members of the M&E team to coordinate and streamline information systems, mapping and project Health initiatives with M&E and Research activities of the project
- Develop custom reports in DHIS2, run data quality checks and data downloads for required reports and data requests to meet cluster and partner's needs
- Take part in reviewing tools on the mobile apps (where applicable) and provide training and technical support as needed to ensure efficient data capture
- Provide necessary support to zone offices on data management and reporting systems
- Liaise with Senior Data system maintenance officer as necessary to ensure that the M&E Unit is meeting the data management needs of the program

Qualification Requirements:

- Bachelor's Degree in Computer Science, Information Technology, Health Informatics or related field

Experience:

- Experience in national-level work on health informatics (work experience with the MOHSW will be an added advantage).
- Experience in working with DHIS2
- Experience in providing technical support on data systems partners and CSOs remotely or physically
- Experience in working with electronic data management tools
- Ability to develop data collections tool on mobile devices
- At least 3 years work experience supporting data management systems
- Knowledge of different database software
- Excellent time management, peoples, and partnership skills
- Excellent writing, English, and Kiswahili skills
- Experience with PEPFAR 3.0 funded projects in Tanzania will be an added advantage
- The candidate should have experience in training/workshop facilitation, particularly for electronic data collection

Skills:

- Computer programming skills with a basic understanding of CSS, HTML, and SQL
- Proficiency in word processing and Microsoft Office especially using Ms. Excel for data analysis and visualization
- Proficient with MS Excel
- Ability to work effectively with multiple teams, partner agencies, and community members.
- Availability and willingness to travel up to 30% time

30. VACANCY: ZONAL MONITORING & EVALUATION COORDINATOR (2 POSITIONS)

Reporting to: zone Manager

Location: Arusha and Dodoma

Position Summary;

Will ensure that the project implements the monitoring and evaluation component as set out in the planning document. S/he will be ensuring that suitable monitoring and evaluation systems are in place, implemented as intended, and reporting in a comprehensive and timely manner to facilitate program coordinators and deliver programs that achieve the desired outcomes/impacts at zone levels.

Detailed duties:

Strengthening outcome / program / sectorial M&E practices

- Responsible for providing technical oversight & support for establishment and maintenance of routine monitoring systems, presentation of findings to program management and building staff competencies in M&E at zone level;
- Work with project and support staff to capture technical best practice, and includes a Theory of Change and SMART logical framework (projects core

indicators and enabling assessment of project progress, quality, outcomes, and impact)

- Responsible for ensuring that detailed and feasible project monitoring plans are developed in a way that:
 - i) provide an indicator matrix,
 - ii) map M&E roles and responsibilities of project support staff,
 - iii) consider ethical and safe collection and storage of data,
 - iv) consider data quality audits,
 - v) consider storing, protecting and sharing project documents, and
 - vi) consider the end of project learning review;
- Work with project and support staff to determine which monitoring activities will take place and which data collection methods will be used to ensure their adequacy and appropriateness;
- Work with project and support staff to ensure that monitoring activities are adequately resourced, with sufficient project and support staff and adequate budget;
Work with project and support staff to ensure that the project work plan includes monitoring activities (or that a stand-alone monitoring work plan is in place), is up-to date and progress tracked.
- Work with project and support staff to develop, translate, pilot and finalize data collection tools as needed;
- Work with project and support staff to establish project/program databases &/or tracking sheets, &/or set up in the data platform
- Assist in training of staff in zone in data collection methods, management, analysis and action techniques;
- Seek solutions for more complex data management requirements by working with IT colleagues, leading development of databases
- Work with project and support staff to ensure that data is collected and entered into databases &/or tracking sheets, &/or the data platform on a regular basis;
- Responsible for providing consistent, supportive supervision to strengthen staff performance as necessary to meet monitoring objectives and ensure data quality;
- Responsible for conducting data quality audits of projects & programs to identify and resolve systemic problems affecting data quality, and documenting and storing findings in project files on Box or similar applications;
- Work with project and support staff to provide M&E inputs for reports written during project implementation;
- Work with project and support staff to share reports written during project implementation with CSOs and other stakeholders and upload them to project files;

Technical oversight and support for surveys, assessments and other discrete Facilitation of organizational learning

- Assist in conducting and documenting end of project learning reviews, and sharing lessons learned and best practices, incorporating these into new project designs;
- Assist in identifying, documenting, storing and sharing lessons learned that have implications for refinement of best programmatic practice.

Establishing crosscutting M&E systems

- Responsible for providing technical oversight and leadership for crosscutting thematic M&E (such as trainings and sensitizations, beneficiary accountability mechanisms and establishing coherent approaches to beneficiary counting).

Required qualification

- University degree in statistics, social science, public health, development economics, or a related discipline
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Minimum seven years of experience within the health sector in similar position
- Proven technical skills in monitoring and evaluation, including experience with multi-sectorial and multi-donor funded programs and experience with qualitative and quantitative data collection and analysis;
- Proven abilities in developing monitoring plans, data collection, and information management, use of databases, and analysis and performance monitoring;
- Demonstrated ability to train and build capacity of others;
- Strong planning, organizational and interpersonal skills;
- Excellent data management and data analysis skills, with solid skills in Microsoft Excel;
- Experience using at least one software applications amongst Microsoft Access, Power BI, Tableau, SPSS, STATA, R software, Kobo ToolBox or CommCare;

31. VACANCY: ZONAL FINANCE OFFICER (4 POSITIONS)

Reporting to: Zonal Manager

Location: Arusha and Dodoma

Detailed Duties:

- Performs a variety of financial operations including appropriate disbursement and accounting of municipal funds, journal entry, fixed assets, accounting, reconciliation of bank statements, and preparation of monthly, quarterly, and annual financial reports;
- Oversees payroll and accounts payable functions.
- Manage operating budget; projects revenues and spending, maintaining records and disbursements; Provides information to zone Manager on a variety of financial issues;
- Monitors budget implementation during implementation;
- Prepares a variety of financial reports including monthly, quarterly and semi annually
- Prepare requests and reimbursements of grants.
- Performs budgetary accounting and general ledger preparation and maintenance; provides information and assistance to Finance Manager regarding financial reporting and budgeting.
- Monitor budgets and expenditures and contribute to budget planning and revision;
- Ensure the financial transactions are authorized, recorded, filed with adequate supporting documentation, and maintained;
- Prepare and submit timely and reliable financial updates, reports and statements;
- Supervise bank reconciliations to ensure data is properly captured and all transactions are in order.
- Process and manage invoices through Accounts Payable invoice automation.

- Ensure tax invoices comply with GST requirements and follow up non-compliance
- Preparation and prompt settlement of statutory and other payroll deductions i.e. PAYE, NSSF, NHIF, Withholding tax, HELB, Co-operative contributions, Pension
- Conduct periodic financial analysis to identify and resolve issues, gaps or variances
- Ensure all expenses are within assigned project budget
- Update financial records with recent transactions and changes
- Perform finance analysis, reporting and management tasks.
- Ensuring proper book of accounts are kept and maintaining a sound archiving (filing and retrieval) system
- Preparations of year end accruals and monthly reconciliation of the accruals and make journals where necessary
- Conduct visit to CSOs and review their financial and administrative policies and procedures, identify shortcomings and train partners in such areas.
- Discuss project performance with zone managers on a monthly basis

Required qualification:

- Bachelor's degree in finance, accounting, or relevant field.
- A minimum of 5 progressive years in a similar role is required.
- In-depth knowledge of financial regulations and accounting processes
- Experience from an international NGO is a plus
- Demonstrated experience and skills with budget preparation and analysis, financial reporting preparation and presentation and the proven ability to translate technical financial data into informative reports
- Advanced computer skills in MS Office programs, particularly Excel

32. VACANCY: ZONAL INFORMATION & TECHNOLOGY OFFICER (2 POSITIONS)

Reporting to Zonal Manager

Location: Arusha and Dodoma

- Install and configure computer hardware operating systems and applications
- Monitor and maintain computer systems and networks
- Installing and configuring computer hardware operating systems and applications.
- Ensure system and data security is maintained at a high standard, ensuring the Integrity of the Projects network is not compromised.
- Expedite the repair of hardware faults and software configuration problems
- Installing and configuring computer hardware, software, systems, networks, printers, and scanners
- Monitoring and maintaining computer systems and networks
- Repairing and replacing equipment as necessary

Required qualification:

- Holder of Bachelor's degree in computer science or computer engineering
- 5 years of progressively responsible work experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement

33. VACANCY: ZONAL OFFICE ADMINISTRATOR (1 POSITION)**Reporting to: Zone manager****Location: Arusha and Dodoma**

- Ensure general management of the office, overseeing operational efficiency, effective communications, and other types of strategic and tactical planning
- Maintain facilities management, including space planning/design, vendor contracts and relations, and facilitation of all office functions and services
- Act as primary liaison between the project staff, and office building management, providing information, answering questions, and responding to requests
- Oversee and achieve organizational goals while maintaining an efficient, productive, and positively cultured office and employee experience
- Perform a variety of administrative duties, such as generating and distributing memos, letters, spread sheets and forms; and sorting and distributing incoming mail
- Assist with billing by preparing and sending invoices; maintain client databases; track accounts; oversee the invoice workflow, and assist in copying and distributing other internal documents as requested
- Schedule and track meetings and appointments, and book flights and travel arrangements

Required qualification:

- Holder of advanced diploma in public administration, public relations
- 3-5 years progressive role in office management
- Excellent leadership, time management and organizational skills
- Proven excellence as an office assistant, office administrator or in another relevant position
- Outstanding abilities to communicate in person, in writing and over the phone
- Familiarity with common procedures and basic account principles used in the office
- Knowledge of Microsoft Office and other office management tools and applications

34. VACANCY: OFFICE ASSISTANT(2 POSITIONS)

Reporting to: Zone Manager

Location: Arusha and Dodoma

Detailed duties.

- Manage the front desk/reception operations, acting as the first point of contact for guests, employees, candidates, and vendors
- Perform general administrative tasks, including answering and directing correspondences, filing, meeting minutes, mailings and deliveries, and coordinating meeting room calendars
- Keep the office clean, stocked, and organized throughout kitchen, conference rooms, stock and storage rooms/closest, and communal areas
- Oversee and order office supplies, anticipating requirements, stocking supply stations, and making sure equipment is in working order
- Maintain filing system, contact database, employee list, and inventories
- Provide ad-hoc support to office and other staff members and departments as needed, including organizing team events onsite and offsite
- Provides administrative support to ensure efficient operation of office.
- Carries out administrative duties such as filing, typing, copying, binding, scanning
- Makes travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations.
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Develops administrative staff by providing information, educational opportunities, and experiential growth opportunities.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.

Required qualification:

- Holder of diploma or general education in public administration/Human resources management
- 3-5 years of relevant experience in an office setting, preferably in an administrative role
- Excellent organizational skills, ability to prioritize, and comfortable working independently
- Exceptional oral and written communication skills, including strong spelling, grammar, and punctuation
- Must be committed to providing outstanding customer service and demonstrate strong interpersonal skills
- Strong attention to detail
- Proficient computer skills and ability to operate general office equipment

DESIRABLE QUALITIES FOR ALL APPLICANTS

ELCT is seeking for experienced, self-motivated, highly competent individuals with exemplary ethical conduct to join the Anticipated OVC Next Generation program

Dependable: Applicant must be dependable and can be relied on to uphold his/her responsibilities without having to be micromanaged

Good Communicator: Must have superior communications skills. Need to understand the message and deliver it clearly to the target audience

Productive: The project demands productivity from its participants,

Qualification: All applicants must meet the minimum requirements stipulated in each position

Mode of Application: Email your application letter and resume with names of **current three references and their contact information** before the Application Deadline.

Applications should **be sent by email only** to the addresses below and should **note the position title in the Subject Line:**

The 3 Referees: These must include your current employer (if employed), your peer or immediate supervisor, and A same rank colleague or subordinate who can make a honest recommendation or reference for you.

All application should be sent to:

Secretary General
Evangelical Lutheran Church in Tanzania
P.O. Box 3033
Arusha, Tanzania.
Email: elcthq@elct.or.tz

Deadline for submitting the application is on 28th January 2022 at 4pm.

Due to large volume of application expected, only shortlisted candidates will be contacted for discussion and interviews.

ELCT is an equal opportunity employer