

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/37

20<sup>th</sup> February, 2022

### VACANCIES ANOUNCEMENT - CONTRACT EMPLOYMENT

On behalf of Ministry of Health (Global Fund Project), Public Service Recruitment Secretariat invites qualified Tanzanians to fill Thirty three (**33**) vacant posts as mentioned below;

#### 1.0 MINISTRY OF HEALTH

The Government of the United Republic of Tanzania through the Ministry of Health in collaboration with the Global Fund to fight against AIDS, TB and Malaria is implementing the Resilient and Sustainable Systems for Health Program with the goal to achieve Universal Health Coverage and reaching targets for health related Sustainable Development Goals.

##### 1.0.1 MONITORING AND EVALUATION SUPERVISOR - 1 POST:

##### 1.0.2 DUTIES AND RESPONSIBILITIES

- i. To assist the GF Coordinator with the communication between the MoH Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR) on M&E and progress reporting issues as outlined in these ToR;
- ii. To compile the monthly reports and financial disbursement progress reports and transfer the information into monthly flash reports for submission to GF Coordinator by the beginning of third week every month;
- iii. To scrutinize quarterly progress reports from the GF supported HIV/AIDS and HSS grant programmes; compare with planned activities; summarize findings in brief reports to GF Coordinator by end of the month into the subsequent quarter. Also provide written feedback on the reports to individual programmes

- iv. To prepare background documentation for and/or participate in ad hoc consultations with the MoHSW Permanent Secretary, the GF supported programmes and the external agencies;
- v. To write feedback reports to GF supported programmes and external agencies on all progress reports submitted to or through the GFCU. These feedback reports should be discussed at GFCU's weekly coordination meetings and final reports should be transmitted to programmes/agencies within ten days of receiving the reports;
- vi. To prepare and participate in regular two-monthly meetings with programmes and external agencies;
- vii. To prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator;
- viii. To scrutinize and submit recommendations for endorsement of GF Coordinator regarding GF supported programmes' performance in terms of timely and high quality progress reporting to;
- ix. To report monthly to GF Coordinator on status and progress with compliance on CPs, SCs, and TBAs;
- x. To facilitate and participate in the LFA's verification of PUDRs on request by the GF Co ordinator;
- xi. To participate in the planning and preparation of new GF projects, project phases and support modalities, as directed by the GF Coordinator;
- xii. To assist the GF Coordinator to provide relevant information and otherwise facilitate the PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related event
- xiii. To assist programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities as directed by the GF Coordinator;
- xiv. To facilitate and monitor GF funded programmes' participation in TNCM - TWG meetings to discuss dash board reports;
- xv. To coordinate and facilitate the preparation of GF supported programmes' oversight plans;
- xvi. To maintain in-debt insight with GF programmes' and external agencies' M&E systems, visit all programmes/agencies at least once every two months, record findings from these visits, and write feedback reports initially for discussion at the GFCU coordination meetings and subsequently – within ten days of each visit – provide the endorsed feedback to programmes/agencies;
- xvii. To act on behalf of the GF Coordinator when specifically designated and requested to fulfil such tasks;
- xviii. To participate in weekly GFCU coordination meetings;
- xix. To Submit monthly work plan for consideration by the GF Coordinator one day before the last GFCU meeting in a preceding month;
- xx. To abide by work plans approved by the GF Coordinator unless otherwise specifically agreed with the GF Coordinator;
- xxi. To ensure that relevant M&E documentation is shared with colleagues in the GFCU; and

- xxii. To ensure that all documentation under the purview of M&E Supervisor is submitted to the GF Grants Officer for soft and hard filing.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Doctor of Medicine Degree (MD) plus three years working experience in the M & E field. Master of Monitoring and Evaluation, Public Health or Epidemiology will be an added advantage.

### **1.0.4 OTHER COMPETENCIES AND SKILLS REQUIRED**

- i Be able to collect and understand the evidence that is already available;
- ii Data collection and survey development skills in social science research;
- iii Strong data analysis skills;
- iv Strong communication skills, such as good data visualization skills and creative Presentation techniques;
- v Strong proficiency in English and Kiswahili languages;
- vi Flexible, Adaptable, Detail-oriented and Team Player; and
- vii Computer literate.

### **1.0.5 DUTY STATION: DODOMA.**

### **1.0.6 SALARY SCALE: According to Programme Scales.**

### **1.0.7 BIOMEDICAL ENGINEER – 25 POSTS**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To establish and implementing preventive maintenance plans for all Medical equipments;
- ii. To carry out inspection and calibration of Medical equipments;
- iii. To diagnose and repair fault therapeutic and Medical equipments;
- iv. To provide technical support on procurement of new Medical equipments;
- v. To ensure timely availability of spares for repairs and maintenance of Medical equipments and installations of machines and equipment;
- vi. To Supervise Technicians in maintenance of equipment, ground, and buildings;
- vii. To carry out independently specified routine technical tasks which require a higher degree of technical knowledge and skills;
- viii. To give professional advice and guidance to Medical equipment users;
- ix. To assist in formulation of policies relating to maintenance of Medical equipment; and
- x. To perform any other duty assigned by the supervisor.

### **1.0.9 QUALIFICATIONS AND EXPERIENCE**

Holder of Degree in Biomedical Engineering from a recognized Institution and must be registered with Engineers' Registration Board.

### **1.0.10 DUTY STATION: REGIONAL REFERRAL HOSPITALS**

### **1.0.11 SALARY SCALE: ACCORDING TO PROGRAMME SCALES**

### **1.0.12 DATA CLERK – 3 POSTS**

#### **1.0.13 DUTIES AND RESPONSIBILITIES**

- i. To supervise collection of data from various sources;
- ii. To verify and clean data collected from various sources;
- iii. To provide guidance to subnational coordinators on recording and reporting of subnational data;
- iv. To provide technical routine guidance on the use of DHIS2 ETL system;
- v. To ensure storage and data security; and
- vi. To do any other duties as assigned by data manager.

### **1.0.14 QUALIFICATIONS AND EXPERIENCE**

Diploma either in Computer Science, Records Management or Information Technology with least 3 years' experience.

### **1.0.15 OTHER COMPETENCIES AND SKILLS REQUIRED**

- i. Knowledge and skills using DHIS2 ETL System
- ii. Knowledge and experience of reporting Global Fund and other partners system such as PUDR and DATIM
- iii. Knowledge in Microsoft word package, spreadsheets and data base programs.

### **1.0.16 DUTY STATION: DODOMA**

### **1.0.17 SALARY SCALE: ACCORDING TO PROGRAMME SCALE.**

### **1.0.18 DATA MANAGER – 1 POST**

#### **1.0.19 DUTIES AND RESPONSIBILITIES**

- i. To ensure accurate and consistent inputting of data received from partners into database;
- ii. To perform data analysis and produce reports in various formats including graphs, charts etc. as required;
- iii. To maintain and further develop the structure or format of the database as required, incorporating ideas and amendments accordingly;
- iv. To provide additional updates and data analysis as required;

- v. To provide technical support on the specific data required from them in relation to the different indicators they are monitoring (telephone support or travel to other offices) as required;
- vi. To train on the use of the data base review, update and maintain documentation database design;
- vii. To document and operate manuals on how to use the Database;
- viii. To maintain a web interface for the Database;
- ix. To maintain strict confidentiality in all aspects of the work;
- x. To participate, as a resource person, in the training sessions for malaria focal persons as far as data is concern;
- xi. To develop related training material and training plan; and
- xii. To undertake any other tasks assigned by the Supervisor.

#### **1.0.20 QUALIFICATIONS AND EXPERIENCE**

University Degree either in Computer Sciences, Information Technology, Health Information Systems or related Technical Field plus minimum of 3 years work experience in database design or database administration, data management and data analysis.

#### **1.0.21 OTHER COMPETENCIES AND SKILLS REQUIRED**

- i. He/She must be fluent in English and Swahili;
- ii. Significant experience analyzing data and producing reports;
- iii. Ability to use Microsoft Access databases i.e. enter data, update records and fields, modify database structure, generate customized reports;
- iv. Experience of using DHIS2;
- v. Experience with SQL and VBA;
- vi. Ability to design the structure of the database and write appropriate interfaces (eg Microsoft Excel) for data entry and ensure data quality and security;
- vii. Experience in training project personnel in the use of database management software applications;
- viii. Experience in writing and maintaining database design documentation and operating manuals; and
- ix. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with NMCP and even after the contract ends.

**1.0.21 DUTY STATION: DODOMA**

**1.0.22 SALARY SCALE: AS PER PROGRAMME SCALE.**

#### **1.0.23 GRANTS OFFICER – 1 POST**

#### **1.0.24 DUTIES AND RESPONSIBILITIES**

- i. To assist the GF Coordinator with the communication between the MoH Permanent Secretary and GF supported programmes (NACP, NMCP, NTLP, HSS) and external agencies (MSD, TFDA, NIMR) as outlined in these ToR;
- ii. To develop and maintain soft and hard copy filing systems and directives for filing of all GFCU documentation;

- iii. To oversee that GFCU staff's adhere to the documentation directives as endorsed by Head of GFCU;
- iv. To work with GFCU staff to ensure that monthly financial disbursement flash reports, PSM indicator reports, quarterly progress and financial oversight reports, and feedback reports are compiled and submitted timely, and ensure proper distribution of and filing of reports in the GFCU filing system;
- v. To request from GF Coordinator assist with preparation of background documentation for and/or participate in ad hoc consultations with the MoH Permanent Secretary, the GF supported programmes and the external agencies;
- vi. To draft minutes of ad hoc meetings for submission to GF Coordinator within two days after conclusion of meetings;
- vii. To ensure proper filing of documentation and minutes;
- viii. To arrange, prepare and invite participants for the regular two-monthly meetings with programmes and external agencies;
- ix. To draft and distribute minutes as endorsed by the GF Coordinator;
- x. To prepare documentation, reports, presentations etc. for GF programmes' external stakeholders (LFA and GF; TNCM; MoF; and PMO-RALG) as outlined in these ToR or requested by the GF Coordinator;
- xi. To assist the GF Coordinator with preparation of correspondence and relevant documentation required to communicate effectively with external stakeholders;
- xii. To establish and maintain an effective oversight system for monitoring the timely submission from GF supported programmes and forwarding of endorsed financial and progress reports to external stakeholders;
- xiii. To keep the GF Coordinator informed about reports that are delayed for submission and remind on behalf of the GF Coordinator GF supported programmes on late incoming reports;
- xiv. To develop a format for controlling the timely execution of financial controls according to the LSR financial management roles and responsibilities outlined in the Operations Manual for GF grants;
- xv. To assist the GF Coordinator with verification of timely execution of financial controls;
- xvi. To visit GF's websites regularly and update GFCU on new funding modalities etc. as posted by GFATM;
- xvii. To assist the GF Coordinator to coordinate the GFCU's facilitation and participation in LFA's verification of PUDRs;
- xviii. To assist the GF Coordinator to coordinate and facilitate the planning and preparation of new GF projects, project phases and support modalities;
- xix. To ensure that records from PS, CMO, and Programme Managers' participation in TNCM, GF Missions, and other GF related events are included in the GFCU soft and hard filing systems; and
- xx. To assist the GF Coordinator to coordinate the GFCU's assistance to programmes and external agencies with assessment of capacity enhancement requirements and advise on capacity building opportunities.

### **1.0.25 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Business Administration, Public Administration, International Development, International Affairs and Policy, or a related discipline, plus three (03) years professional experience in grant management. Having an MBA will be an added advantage.

### **1.0.26 OTHER COMPETENCIES AND SKILLS REQUIRED**

- i. Excellent organizational skills with the ability to prioritize multiple responsibilities and meet deadlines;
- ii. Experience managing budgets and cost projections in donor funded projects;
- iii. Proven ability managing, and guiding project staff and partners regarding donor rules and regulations;
- iv. Good Communication and Interpersonal Skills;
- v. Strong proficiency in English and Kiswahili languages; and
- vi. Computer literacy.

### **1.0.27: DUTY STATION: DODOMA**

### **1.0.27 SALARY SCALE: AS PER PROGRAMME SCALE.**

### **1.0.28 ICT OFFICER – 1 POST**

### **1.0.29 DUTIES AND RESPONSIBILITIES**

- i. To advise the Program Manager on ICT equipment and services;
- ii. To manage of ICT equipment and systems;
- iii. To manage daily required updates /upgrades of all Program's ICT systems and networks ie. computer hardware, computer programs, network systems, websites and systems;
- iv. To provide IT technical support, administration and maintenance;
- v. To manage the program's electronic data bases;
- vi. To undertake Capacity building to program coordinators and health care workers at all levels on ICT usage.

### **1.0.30 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Information Technology, Computer Science or related field plus 3 years of work experience ICT systems. Certification in core areas of networking, ICT security and systems including DHIS2 ETL, work flow and data base management will be an added advantage.

### **1.0.31 DUTY STATION: DODOMA**

### **1.0.32 SALARY SCALE: AS PER PROGRAMME SCALE.**

### **1.0.33 DATA QUALITY OFFICER – 1 POST**

#### **1.0.34 DUTIES AND RESPONSIBILITIES**

- i. To supervise data verification and cleaning as guided by data manager;
- ii. To review data accuracy in accordance to Ministry's' guidelines;
- iii. To produce summary statistics of key outcome and covariate variables;
- iv. To supervise collection and verify data collected from various sources;
- v. To make security and maintenance of data bases; and
- vi. To do any other duties as assigned by data manager.

#### **1.0.35 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in either Biostatistics, Data Management or related degree from recognized university plus at least 2 years of experience.

#### **1.0.36 OTHER COMPETENCIES AND SKILLS**

- i. Knowledge and skills in using DHIS2 System;
- ii. Experience in processing health research/assessment and data analysis;
- iii. Proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel;
- iv. Experience in working with international or national partners including international or regional organizations and national institutions;
- v. Proven ability to manipulate and present data by using standard tabulation and statistical software packages;
- vi. Experience in data management; and
- vii. Excellent written and oral presentation skills.

#### **1.0.36 DUTY STATION: DODOMA**

#### **1.0.37 SALARY SCALE: AS PER PROGRAMME SCALE.**

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **50 years**;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. **All posts are in contract terms of two years renewable depending on availability of funds and good performance;**
- iv. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;



- Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
- Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letters should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma (UDOM), Utumishi Building/Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **5<sup>th</sup> March, 2022;**
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

Released by:

Ag. SECRETARY,

PUBLIC SERVICE RECRUITMENT SECRETARIAT