



Tanzania Health Promotion Support

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Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministries of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care services to all Tanzanians; through strengthening of health systems for quality health services. THPS is currently implementing projects in comprehensive HIV/AIDS Prevention, Care, Support and Treatment among general and key populations in Pwani, Shinyanga and Kigoma regions; key & vulnerable populations across 15 district councils across 4 mainland Tanzania regions, HIV and TB prevention among police and prisons officers, staff, prisoners and Health laboratory services strengthening in all mainland regions and Zanzibar.

In response to Notice of Funding Opportunity Request for Application Number 72062122RFA00002, THPS is seeking experienced, young, dynamic and qualified candidates for Chief of Party (COP), Deputy Chief of Party – Programs and Operations (DCOPP, DCOPO) and Monitoring and Evaluation (M&E) Director positions in an anticipated opportunity through USAID/Tanzania to lead implementation of a four years Youth Empowerment and Skills (YES) Activity. This Activity will support the Government of Tanzania (GOT) to increase empowerment, productivity, and community engagement of youth through integrated cross-sectoral activities. The positions will function as the key personnel and will provide overall leadership, management and technical and operations support; and will be responsible for overseeing implementation of the Activity including technical and program management, administration, performance monitoring and will be accountable for results.

In that regard THPS will invite successful candidates for dialogue and potential engagement for the below roles, YES Activity in Tanzania **should THPS be awarded the program.**

The position is subject to a successful award be granted to THPS.

1.Chief of Party (COP)

Reports to: THPS Executive Director (ED)
Position Location: Dar es Salaam, Tanzania

Overall Job Function

The Chief of Party (COP) will serve as the primary technical and managerial lead for the YES Activity in Tanzania which focuses on increasing the empowerment, productivity and community engagement of youth integrating other areas of intervention including health, education, democracy and governance, and economic growth enabling them become full actors in their own well-being. The COP will provide leadership and coordination in strategic planning, program development and management, and overseeing the implementation and evaluation of all activities related to this Activity in Tanzania; while ensuring that resources are used as planned. This position will serve as the point of contact regarding the YES Activity with the GOT and USAID/Tanzania and will provide oversight for quality implementation of the Activity complying to rules, regulations and policies.

Key Responsibilities

- Provide overall strategic, technical leadership and coordination in planning, implementation, and evaluation of all USAID YES Activity in Tanzania.
- Provide oversight on administration, management and implementation of approved work plans in line with budget allocations
- Ensure quality and timeliness of work and the completion of deliverables including submission of quality reports
- Serve as the overall liaison with USAID/Tanzania, GOT relevant ministries, sub awardee partners and other national/international agencies, institutions, and stakeholders.
- Communicate in a timely fashion with THPS Executive Director and senior management team (SMT) and USAID on the coordination of activities and regarding status/problems associated with activities and offer proposed solutions.
- Supervise, and manage all program staff and consultants working on this Activity.
- Provide program and technical direction, lead annual work plan development, as well as completion of required reports.
- Oversee the planning, monitoring, management and control systems to ensure informed decision-making and implementation of activities.
- Oversee monitoring of activities and ensure incorporation of lessons learned into ongoing activity tasks.
- Ensure performance against targets. Take corrective action where necessary.
- Ensure Activity financial systems and controls comply with generally accepted accounting practices and USG standards and GOT.
- Ensure compliance with THPS and USAID policies, rules and regulations.
- Lead development and implementation of sustainability plans and ensure continuous engagement of local government authorities and stakeholders
- Ensure accuracy and timely submission of all quarterly/annual reporting requirements
- Supervise the development, implementation and reporting of evaluation and performance management including mid and end term program evaluation

Qualifications and Experience

- Master's Degree in relevant field such as Social Sciences, Community Development, Education, Public Health, Project Management
- Seven (7) years or more of program and/or project management experience including youth programming, community engagement, capacity development and entrepreneurship
- Previous work experience in managing and leading USAID-funded programs at senior level capacities

- Demonstrated knowledge of USAID rules and regulations; knowledge and experience in project start-up activities in Tanzania
- Demonstrated knowledge and experience in implementing Positive Youth Development principles highly preferred
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other staff, sub awardees, GOT counterparts at national, regional and community level, USAID/Tanzania, private sector, consultants and other stakeholders
- Excellent oral and written skills with fluency in Swahili and English.
- Must be a citizen of Tanzania

2. Deputy Chief of Party Programs (DCOPP)

Reports to: Chief of Party
Position Location: Dar es Salaam, Tanzania

Overall Job Function

The DCOPP will be responsible for overseeing management and technical operations of the program to ensure achievement of results as per YES Activity goals, objectives and plans. Under the supervision, guidance and support of the Chief of Party, the DCOPP will coordinate the provision of technical services and harmonize efforts and integration between key intervention areas and technical units. Specifically, the DCOPP will follow up performance with central technical and regional teams and serve as the representative in absence of the COP in dealing with USAID, GOT counterparts and other stakeholders. Like the COP and all other senior staff, the DCOPP will set a positive tone for the entire project and inspire staff to apply results-based approaches for timely delivery of services to the clients we serve.

Key Responsibilities

- Provide managerial and technical support to the COP, assisting in areas including work planning, performance management/review, quality assurance, strategic communications and coordination
- Share responsibility with the COP in backstopping and leading technical teams
- Technically guide, coordinate and lead technical teams in consolidated work plan development and ensure alignment with budgets, effective use of resources in compliance with THPS, USAID and GOT rules, regulations and policies
- Supervise project technical planning and implementation in close collaboration and coordination with the COP
- Manages and supervise technical work of project personnel and sub grantees
- Supervises the technical team on timely implementation of planned activities, and lead effective communication internally and externally
- Leads capacity building and transition effort to ensure institutionalization and sustainability of project support to local government and other partners
- Create and sustain strong and healthy relationships to advance implementation of work plans with all partners and stakeholders and attain quality results
- Collaborate with all partners and stakeholders to integrate the mix of technical specialization and expertise according to the set objectives of the program

- Serves as the program’s key liaison with USAID, government counterparts, and local partners/stakeholders in absence and on behalf of the COP

Qualifications and Experience

- Master’s degree in education, political science, public administration, business administration, economics, youth development or related field.
- Demonstrated strong experience in application of Positive Youth Development principles, youth in youth programming, capacity and economic development, youth empowerment, gender mainstreaming and services integration
- Over five years’ working experience in senior leadership management position for USAID or other donor funded projects
- Demonstrated knowledge of USAID rules and regulations is key
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other staff, sub awardees, GOT counterparts at national, regional and community level, USAID/Tanzania, private sector, consultants and other stakeholders
- Excellent oral and written skills with fluency in Swahili and English.
- Must be a citizen of Tanzania

3. Deputy Chief of Party Operations (DCOPO)

Reports to: Chief of Party
Position Location: Dar es Salaam, Tanzania

Overall Job Function

The Deputy Chief of Party Operations (DCOPO) will serve as the overall in-charge of finance, procurement, administration, human resource information technology functions.

Key Responsibilities

Finance responsibilities:

- Prepare the project budget in line with the project proposed activities in the annual work plan of YES Activity
- Ensure compliance to the funding protocols as per the funding agreement
- Ensure timely addressing all budgetary issues raised by Agreement Officer
- Review and update internal control, to make it capable to mitigate financial and operational risks
- Prepare and submit timely, the quarterly financial reports and annual final financial report to the funder
- Prepare the pine line analysis, and spending forecast to ensure the project is maintaining sufficient cash to fund the approved program activities
- Report quarterly to the donor VAT, claimed and paid back to the project by the government
- Ensure the annual Schedule of Expenditures of Federal Awards (SEFA) audit is being done each year for the prime recipient, and all sub awardees receiving funding of USD 750,000 or more
- Respond and address budgetary restrictions placed by the Agreement Officer timely.

Procurement responsibilities:

- Ensure running transparent procurement for the items listed and approved in the budget
- Seek funder's prior approval for all capital expenditure items in the budget, if they are restricted.
- Ensure competitive procurement process and value for money for all items procured
- Put in place strong supply chain systems, that includes, receiving of inventory, recording, storage, issues, and transportation to intended users without leakage
- Administration
- Ensure all funded assets and equipment are labelled, well maintained and used for the program purpose.
- Work closely with the program team to ensure the planned activities that requires admin support are served.

Human resources responsibilities:

- Put in place open and transparent recruitment process to attract competent skills, and provide equal opportunities for all who fulfil job requirements to participate in the recruitment process(interviews)
- Ensure the project is staffed with right candidates to the right positions
- Manage staff skills matrix to address project needs and results
- Create good working conditions for all project staff, and provide working tools needed and good working atmosphere.
- Ensure staff full coverage in all technical areas of the program
- Ensure targeted oriented performance appraisal processes in line with measurable achievements.

Information technology responsibilities:

- Ensure the project has strong management information systems at both level of software and hardware
- Put in place strong security system to protect program data
- Develop and put in place the strong communication systems ie internet, Zoom, et

Qualifications and Experience

- Master's degree in accounting, finance or related field
- Certified Public Accountant
- At least ten years of experience in accounting and financial management on donor funded- Projects.
- Previous work experience in managing and leading USAID-funded programs at senior level capacities
- Knowledge of USG cost Principles, USAID rules and regulations;
- Demonstrated knowledge and experience in project start-up activities in Tanzania
- Knowledge with SAGE Accounting package will be of added advantage
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other staff, sub awardees and other stakeholders
- Excellent oral and written skills with fluency in Swahili and English.
- Must be a citizen of Tanzania

4. Monitoring and Evaluation Director

Reports to: Chief of Party
Position Location: Dar es Salaam, Tanzania

Overall Job Function

The Monitoring and Evaluation (M&E) Director is responsible for providing technical leadership and innovation and all forms of monitoring, evaluation and learning (MEL) related to the program. In addition, the M&E Director leads the implementation of the program's MEL activities including linking with the relevant stakeholders to provide support for meeting the key objectives of the program. This includes increasing access, coverage, and utilization of quality youth empowerment skills services at program focus areas in Tanzania and Zanzibar. The M&E Director provides guidance and supervises system strengthening, strategic information, quality and monitoring, evaluation and learning team to ensure the timely and quality implementation and reporting of program activities in collaboration with technical teams.

Key Responsibilities

- Support the MEL needs of the project and ensure that robust M&E systems are in place to routinely collect, analyze and report on relevant project data
- Establish and/or maintain robust project MEL systems in line with relevant National policies and guidelines and in accordance with donor reporting requirements
- Lead and participate in quality assurance and improvement exercises, including standards settings and regular measurement of performance according to those standards
- Ensure the timely update of MEL plan and performance monitoring plan as per changes in donor, government requirement
- Ensure implementation and monitoring of weekly, monthly, quarterly and annual Activity progress reporting
- Strengthen and initiate collaborative partnerships with government, donor and other stakeholders in order to ensure harmonized and functional M&E systems in supported areas
- Provide technical leadership in documentation, results packaging and dissemination
- Maintain cohesive and motivated MEL team
- Compile all project level and donor reports; documents, best practices, package for national and international dissemination of THPS program results and lessons learned as approved by USAID/Tanzania
- Analyze project performance on monthly and quarterly basis and recommend appropriate actions in collaboration with technical team
- Work closely with the COP and THPS Executive Director on the strategic information agenda in order to meet the goals of the YES Activity
- Lead annual performance reviews, goal setting, and assist with professional development of supervisees

Qualifications and Experience

- Master's Degree demography, sociology, epidemiology, biostatistics, or a related field
- 5+ years of experience in monitoring, evaluation, and research related to health development programs

- Demonstrated experience in target setting and reporting against development programs
- Excellent knowledge of data collection protocols for quality data collection and verification
- Exceptional ability to analyze multiple sources of data to identify data trends and provide recommendations on program performance and improvement
- Demonstrated experience and familiarity with behavioral surveillance surveys, research methodologies, qualitative and quantitative research methods, data analysis, sampling methods, and establishment of M&E systems in developing country contexts
- Demonstrated experience in managing and supervising a team
- Exceptional English written and oral communication skills; fluency in Swahili also required

How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to (recruitment@thps.or.tz) by **23rd March, 2022** with a position title as a subject line, for example ‘**Chief of Party YES Activity**’. Only shortlisted applicants will be contacted. Please do not attach any certificates when submitting online.

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