ADVERTISEMENT FOR VACANCIES

Tanzania Health Promotion Support (THPS) has been awarded by the US Centres for Diseases Prevention and Control (CDC) funds to implement the Project ‘Strengthening the Quality, Accessibility, and Sustainability of the National Health Laboratory Services (NHLS) in United Republic of Tanzania under the President’s Emergency Plan for AIDS Relief (PEPFAR). The goal of the project is empowering the National Health Laboratory System (NHLS) in the country to achieve and monitor progress towards the UNAIDS 95-95-95 goals. THPS will support national lab systems strengthening through this five-year award in the following key areas:

- Implementation of continuous quality improvement (CQI) on HIV rapid testing to increase access and improve the quality of HIV rapid testing at all levels.
- Increase access to HIV early infant diagnosis (EID) and TB testing at all levels.
- Increase availability and use of laboratory data to inform improved patient management, healthcare provision, programs and policy decision making.
- Implementation and provision of technical assistance (TA) on establishing a Laboratory Information System (LIS) and using laboratory generated data in all laboratories.

THPS is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following positions:

**TITLE:** NHLS Project Coordinator (1 position)

**REPORTS TO:** Project Principal Investigator

**LOCATION:** Central Office Dar es Salaam (with frequent field travel up to 50%)

**OVERALL RESPONSIBILITIES**

S/He will be responsible for providing technical leadership of Strengthening the Quality, Accessibility, and Sustainability (SQAS) of the National Health Laboratory Services (NHLS) project. S/He directs, supervises and monitors the NHLS project technical and operations staff in the implementation of approved work plans to strengthen laboratory systems and services of the project. S/He will provide technical support and guidance to NHLS Zonal managers to ensure standardised project implementation and cross fertilisation. S/He will ensure development of the NHLS project work plans and subsequent implementation are in accordance with the funding goal to expand continuous quality improvement (CQI) in laboratory testing, scale up of quality and accessible HVL, HEID and TB services and improving laboratory commodities supply chain management. S/He will keep track of the project work plans implementation, reporting timeliness and project indicators, and oversee quality of reporting including individual activity reports to strengthen the project and THPS institutional memory. S/He will lead the project technical staff to develop and implement individual staff
action plans that are in line with the approved work plan and budget for the project year. S/He will regularly prepare and report the technical progress of the project to the Project PI as required and assist the PI in preparation of project reports to the funding agency MOHCDGEC and Stakeholders. S/He will represent the project and THPS in laboratory services Stakeholders meetings and forums.

**Specific Responsibilities:**

- Oversee the implementation of the project technical activities to ensure that the work is technically and logistically sound, collaborative, timely, and is conducted in line with the donor-approved project work plan and budget.
- Ensure that all project technical staff have developed and are implementing individual staff action plans that are in line with the donor-approved work plan and budget for the current year, and are clearly linked to the overall project performance-monitoring plan.
- Make recommendations to the PI on staffing and personnel employment, promotions, termination, layoffs, and other personnel activities in order to maintain an efficient and cost-effective program.
- Demonstrates problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals.
- Assist the Project Principal Investigator (PI) and M&E Advisor with the monitoring and reporting of the project’s technical progress against benchmarks to ensure that project deliverables are met in a timely manner.
- Work with the Project PI to review the technical skill mix and staffing structure and make recommendations for any changes required to ensure that the project has adequate staff to meet the project requirements.
- Assist the PI to prepare and present quarterly project progress and technical reports to THPS, CDC/USG, MOH and other partners as required.
- Perform other Project duties as needed.

**Qualifications and Experience:**

- Basic degree in Medical laboratory sciences from a recognized university with specialization qualifications in any laboratory disciplines or public health.
- Minimum experience of 7 years of experience of working at national level laboratories with a leadership/supervisory role.
- Experience in leading multi-laboratory stakeholders, credible team building, and good interpersonal skills.
- Excellent listening, analytical and communication skills and ability to work with multi-skilled teams
- Extensive experience working with Microsoft Office
- Fluent communications in English and Swahili
- Registered with Medical Laboratory Practitioners Board.
TITLE: NHLS Monitoring & Evaluation Data Manager (2 positions)
REPORTS TO: Project Principal Investigator
LOCATION: Central Office Dar es Salaam (with frequent field travel up to 75%)

OVERALL RESPONSIBILITIES:
To provide overall technical support in the planning and implementation of monitoring and evaluation activities required for the Strengthening the Quality, Accessibility, and Sustainability (SQAS) of the National Health Laboratory Services (NHLS) project implemented by THPS. Work with the Director of M&E to build sustainable capacity of the National Health Laboratory System teams at national, zonal and regional lab levels in managing health information systems. This includes capacity to quality data management and its use for program improvement.

SPECIFIC RESPONSIBILITIES:
- Responsible for the overall coordination of NHLS project Monitoring and Evaluation activities
- Provide leadership on timely reporting of NHLS Project reports
- Provide leadership on reviews of database managers and hiring of database managers
- Coordinate M&E team meetings and work plans and track of the outputs
- Assist in refine M&E materials and data management systems
- Provide technical support in the process of data quality assurance, data cleaning and summarization
- Provide leadership for capacity building to zone and regional labs to improve national M&E systems, use of data and timeliness of reporting.
- Provide inputs on funding applications and renewals
- Compile timely weekly and monthly M&E activity reports
- Liaise with NHLS Project Coordinator to coordinate Zonal M&E activities
- Coordinate reporting of Lab indicators to national and PEPFAR
- Assisting in trouble shooting of Lab database
- Perform other duty as required by the Supervisor

QUALIFICATIONS AND EXPERIENCE:
- Bachelor Degree in epidemiology, biostatistics, computer science, public health, international health, or a related discipline. A background in a medical-related field is an advantage
- Advance degree in epidemiology, biostatistics, public health or related discipline will be an added advantage
- Working for 4+ years of experience in the design, implementation and management of health monitoring and evaluation systems. HIV/AIDS epidemiological experience preferred. Experience with primary collection of clinical data, design of forms and data collection instruments, and data analysis is an advantage
- Extensive experience with Microsoft Access and Excel and one or more of the following statistical analysis packages (SAS, SPSS, STATA)
- Leadership skills, team building and good interpersonal skills
- Excellent communications skills in English and Swahili
**TITLE:** NHLS Laboratory Program Officer (1 position)

**REPORTS TO:** NHLS Laboratory Coordinator

**LOCATION:** Central Office Dar es Salaam (with frequent field travel up to 75%)

**OVERALL RESPONSIBILITIES**

Provide technical support to the NHLS Project in all matters related to laboratory systems strengthening including laboratory data management, implementation of laboratory quality systems and in training of laboratory personnel and health care providers in the regions and health facilities.

**SPECIFIC RESPONSIBILITIES**

- Support the development of tools for recording and reporting laboratory testing and services data from HF's through to national level.
- Conduct assessments and evaluation of laboratories and HF's to focus laboratory and health system strengthening investments.
- Support the development of laboratory training materials including standard operating procedures for HIV VL/EID and TB laboratory testing.
- Organize and train Laboratory personnel and HCW's on HIV and TB laboratory testing according to the national standard for laboratory services benchmarks.
- Participate in regular project and joint supportive supervision at the zones, regions and HF's to ensure availability and accessible laboratory services at all levels.
- Coordinate laboratory services virtual trainings using ECHO within the regions and zones in collaboration with relevant partners.
- Support collection, aggregation, utilization and reporting of laboratory data to facilitate informed laboratory strengthening decision making at all levels.
- Perform other technical duties as assigned by his/her supervisors.

**QUALIFICATIONS AND EXPERIENCE:**

- **Required:** Degree in medical laboratory sciences; microbiology, immunology, haematology, pathology and clinical chemistry from a recognized university.
- **Required:** Postgraduate degree in one of the above laboratory disciplines OR Masters of Public Health (MPH).
- **Required:** Minimum 5 years working experience in HIV and/or TB laboratories including a supervisory role and laboratory or health systems strengthening is required.
- Experience in working with HIV and TB programs, R/CHMT’s, and multidisciplinary health teams is an added advantage.
- Experience in the development of training materials and training of healthcare workers.
- Effective verbal and written communication skills are required; ability to effectively work in multidisciplinary teams.
- Registered with Medical Laboratory Practitioners Board.
- Experience in using computer applications including Microsoft Office is required.

**POSITION TITLE:** NHLS Supply Chain Management Program Officer (2 positions)
REPORTS TO: NHLS Laboratory Coordinator
LOCATION: Central Office Dar-es-Salaam (with frequent field travel up to 75%)

OVERALL RESPONSIBILITIES:
The goal of the NHLS supply chain management portfolio is to support timely availability and accessibility of laboratory commodity data for programmatic decision-making at all levels to ensure uninterrupted availability of laboratory commodities for continuous quality laboratory services. S/He will work with multidisciplinary project teams; Laboratory, M&E and ECHO at national, zonal and R/CHMT levels. Will work with MoHCDGEC, Medical Stores Department (MSD), Logistic Management Unit (LMU), PEPFAR Implementing Partners, Regional and Districts Health Management teams (R/CHMT) in supporting laboratory commodity supply chain data collection, aggregation, utilization and reporting facilitate informed logistics and commodity decisions. This position requires about 75% traveling in the regions countrywide.

SPECIFIC RESPONSIBILITIES:
- Coordinate laboratory supply chain activities, to ensure continuous availability of essential laboratory commodities in accordance with the national standard for laboratory services.
- Work closely with R/CHMT in ensuring health facilities prepare and report (R&R) to MSD timely health logistics system data
- Provide support to R/CHMTs to ensure proper use of paper based and eLMIS laboratory tools in the health facilities
- Provide Technical Assistance (TA) to health facilities on laboratory commodities forecasting, quantification and inventory management.
- Coordinate supply chain trainings using ECHO within the regions and zones.
- Collaboration with LMU and MSD in ensuring Logistics Management Information System (LMIS) tools are available and accessible in all regions, districts and health facilities.
- Hold regular meetings with MSD and LMU to address supply chain issues within the zone and provide regular stock status updates at MSD to the project.
- Support continuous functionality of logistical management systems (Lab, ILS and TB) within the zones.
- Monitor key HIV and TB laboratory commodities and supply chain indicators in the zone and regions to avert unanticipated stock outs.
- Collect, analyze and report monthly and quarterly supply chain implementation and performance to central program team for quarterly and annual program progress reporting.
- Perform project other duties as required.

QUALIFICATIONS AND EXPERIENCE:
- Basic degree in a Laboratory or Pharmacy disciplines. Specialization public health or supply chain management is an added advantage.
- Minimum experience of 3 years in health systems and/or laboratory supply chain management; in laboratory (HIV and TB) and ART supply chain management and logistics systems.
- Experience in working with MoHCDGEC HIV and TB programs and R/CHMTs.
• Effective verbal and written communication skills are required; ability to effectively work in multidisciplinary teams.
• Fluency in using computer applications including Microsoft Office is required.

POSITION TITLE: Senior Technical Advisor Laboratory Services (1 position)
REPORTS TO: Technical Director (THPS)
LOCATION: Central Office Dar es Salaam (frequent field travel up to 75%)

OVERALL RESPONSIBILITIES:
S/he is the technical lead for laboratory services for the C&T Project within THPS. Will also provide technical support and backup to the NHLS Project Coordinator in planning and implementation of the NHLS specific strategies towards attaining quality, accessibility and sustainable laboratory services and ensuring timely THPS work plans deliverables.

SPECIFIC RESPONSIBILITIES:
• Provide technical assistance (TA) to supported sites including regular site level joint systematic supportive supervision and mentorship to ensure smooth implementation of laboratory services in THPS supported SNUs.
• Provide support in the planning and implementation of NHLS Project as needed to leverage available laboratory skills within THPS to maximize performance of THPS projects.
• Quantify and specify laboratory commodity needs for THPS support in scaling up HIV and TB services in THPS supported sites.
• Provide technical leadership within THPS and at national level in the development / review of laboratory tools; laboratory standards, SOPs, job aids, laboratory data management tools (registers, log books and sample referral forms) as needed based on national and approved international guidelines and standards to improve HIV, EID and TB diagnostic services.
• Provide leadership in the execution of national level laboratory supported activities, through directly supervising the National HVL and EID Coordinators who are seconded to the MOHCDGEC by THPS.
• Provide technical assistance on HIV and TB diagnostics; HIV viral load and early infant diagnosis (EID), HIV Rapid Tests, HIV and rapid TB diagnosis and drug resistance testing including Genotyping.
• Provide technical assistance to MoHCDGEC in evaluation and validation new diagnostics and technologies related to scaling up accessible laboratory services in the country.
• Participate in national laboratory TWGs
• Perform other Project duties as needed.

QUALIFICATIONS AND EXPERIENCE:
• Bachelor’s degree in Medical Laboratory Sciences or equivalent, Master’s degree is an added advantage.
• Registration certificate issued by the Biomedical Laboratory Association of Tanzania.
• At least 5 years of experience working in a medical diagnostic laboratory setting that included HIV and TB testing services
• Demonstrated experience and understanding the systems of MoHCDGEC in Tanzania.
• Demonstrated knowledge and successful experience of procurement procedures and equipment/supply/stock tracking and inventory
• Knowledge in Laboratory Quality Assurance, and strong experience of instituting good laboratory practice
• Experience with laboratory automated platforms in particular: GeneXpert; Haematology, HIV viral load and CD4.
• Experience with laboratory information systems is an important advantage
• Operational research experience is an advantage;
• Supervisory, training, management and monitoring skills of other laboratory staff
• Extensive experience in the general management of a laboratory
• Excellent verbal and written skills in English

BEHAVIORAL COMPETENCIES AND SKILLS

• Good interpersonal communication
• Ability to work as part of THPS team and independently
• High level of proficiency in relevant computer applications, including Excel, Word, and PowerPoint

POSITION TITLE: Sub Grants Officer (1 position)
REPORTS TO: Sub Grants Manager (THPS)
LOCATION: Central Office Dar Es Salaam (with frequent field travel up to 75%)

OVERALL RESPONSIBILITIES:
To focus on all issues related to sub awardees efficient management of THPS funds and to monitor the financial and administrative systems for proper utilization of such funds. S/He will work with selected NGOs/ and other THPS sub grantees in building their capacity towards compliance and efficiency in managing donor funds including timely reporting. Under the leadership of the subs manager s/he will facilitate and coordinate the subs budgeting process and provide ongoing feedback to the THPS on the implementation of the subs work plans.

SPECIFIC RESPONSIBILITIES:
• Assist in assessing the financial and administrative requirement for the sub awardees.
• Adapt administrative and financial policies and procedures for the sub awardees which includes; manuals, user guides and templates to be compliant with donor and THPS requirements
• Provide training and technical support to sub awardees staff to improve administrative and financial systems by using THPS management tools and general management of fund procedures.
• Ensure consistent application of THPS financial and administrative policies/standards, as well as donor, and THPS rules and regulations
• Act as resource person for tracking and monitoring systems, reporting policies and procedures to sub awardees
• Ensure that sub awardees provide their reports accurately and on time
• Monitoring of sub awardees invoices and advances from THPS
• Monitor the need for external audits of sub awardees, and manage the audit as needed
• Coordinate with THPS finance staff and field finance managers to correct sub awardees account errors and improve systems
• Train new sub awardees staff on matters related with financial management and perform project financial review
• Assist in provision of procedures for sub awardees closing by making sure that all steps and regulations are followed properly
• Supervise and train the Sub Award Finance Staff in CDC rules and regulations and the Financial Reporting.
• Perform other duties as assigned by supervisor

QUALIFICATIONS AND EXPERIENCE:

• **Required:** Bachelors degree or equivalent in Accountancy, Finance or related subjects from a recognized institution
• **Required:** CPA, ACCA or other equivalent professional certification will be an added advantage
• **Required:** At least four years experience at similar position. Experience working for an NGO will be an added advantage.
• **Required:** Knowledge in Accounting packages
• **Required:** Fluency in using computer applications including Microsoft Office
• High level of integrity
• Ability to work independently with limited supervision

POSITION TITLE: Administrative Officer (1 position)
REPORTS TO: Finance and Administration Manager (THPS)
LOCATION: Central Office Dar es Salaam

OVERALL RESPONSIBILITIES:
To organise and supervise administrative activities that facilitate smooth running of the team.

SPECIFIC RESPONSIBILITIES:
• Assists with Travel arrangements for staff traveling to the regional offices as needed.
• Preparing administration and program purchase requisitions.
• Filling documents i.e. LPO’s and delivery notes.
• Manage store at the regional level, receiving purchased items and distribute them to supported sites.
• Program vehicles management and allocation, vehicle fuel reconciliation, repair and maintenance.
• Organizing trainings, conferences, meeting, seminar and other office events.
• Perform other duties as assigned by supervisor

QUALIFICATIONS AND EXPERIENCE:
• Bachelor Degree or equivalent in Public Administration, Business Administration, or related subjects from a recognized College/University.
• Minimum four years office administrative support experience is preferred. Experience working for an NGO will be an added advantage.
• Good computer skills particularly use of power point and word processing.
• Excellent organizational skills including the ability to multitask.
• Be of high integrity and able to maintain confidentiality.
• Proven record to work under minimum supervision and meet deadlines.
• Self –motivation and good office management attributes.
• Reading, written, and verbal fluency in English and Kiswahili

How to apply:
Interested applicants should send an email to hr.thps@gmail.com attaching application cover letter one page maximum and CV four pages maximum by April 16th 2018 with a subject line for example: Sub Grants Officer or Administrative Officer Only short listed applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; Women, People Living with HIV/AIDS and People with Disability are encouraged to apply.