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## Background

Prime Health Initiative Tanzania, PHIT (pronounced "fit") is a Local Non- Governmental Organization (LNGO) registered in Mainland Tanzania in 2021. PHIT aims to innovate, serve, and sustain the welfare of Tanzanians in the

areas of health, social wellbeing, access, and human rights. The goal is to build a socially responsible

society that is empowered towards realizing sustainability. PHIT objectives are:

* To advocate for Community Healthy Living Lifestyles.
* To lead and support advocacy and communication innovative approaches to promote RMNCAH and other public health issues in the country.
* To implement scientifically proven public health interventions to curb communicable and non-communicable diseases in Tanzania.
* To conduct informative research and studies to improve public health interventions in Tanzania and beyond.
* To mobilize resources to support cost-effective public health interventions for the community.
* To support in designing effective and user-friendly health management systems.

Currently, PHIT has been awarded funding to implement the project named “MLINDE MAMA” by Bill and Melinda Gates foundation with the aim of innovating an AI power solution for early detection of Maternal risk and to pilot test the group ANC in one of the regions in Tanzania. Mlinde mama project is targeting in answering low institutional delivery rates, late seek of care by pregnant mothers, education in self-care, late interventions and missed danger signs by extending/leveraging the existing systems. The target of the project is to detect the complications in the early stages and to intervene for better outcome.

# Job Descriptions

1. Proposed Title: **Project Manager**  
   Reports to: Director  
   Duration: 1 Year 6 Months  
   Location: Geita office

We are looking for an experienced and vibrant Project Manager who will In collaboration with PHIT HQ team lead the implementation of the Mlinde Mama project. The Program Manager will be responsible for following up all day-to-day activities of the project and also lead the coordination with different stakeholders of the project, including Ministry of Health, PORALG, Regional office and DHMTs, without forgetting other implementing partners in the region.

### Key Responsibilities

* Develop and manage (coordinate, prepare and follow up on) the detailed digital health and health innovations engagement plan in consultation with the stakeholders internally and externally.
* Key liaison person and coordinator with key government project stakeholders MOH, PORALG and RCHMTs.
* Assist in identifying areas for new research, investment, innovation, and technologies with high potential for impact to the strategic initiatives of TGI.
* Help the development of key relationships with other collaborators to enable establishment of partnerships that advance strategic goals of PHIT
* Monitor critical path activities and highlight key risks in advance to enable mitigation plans for the health innovations.
* Provide technical oversight for the implementation to ensure on the ground activities mirror the plan and highlight areas for improvement
* Manage incoming support issues from the customers and ensure a timely, complete response for the issue
* Complete the monthly reporting and progress cycle for the clients.
* Establish a road map for the health innovation and health accelerator unit
* Engage with key stakeholders to identify opportunities and scale the health innovation
* Demonstrate commitment to PHIT’s values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.
* Any other responsibilities as needed and specified

As a Team Manager:

* Lead and assist with program planning, implementation, evaluation, and reporting.
* Ensure direct reports understand and comply with PHIT’s Policies and procedures, standard operating practices, ethical practice (with respect to research) and the legislative environment.
* Be responsible for managing performance of direct reports, including the completion of plans, and agreeing on work and personal objectives and reviewing such plans and objectives, in accordance with PHIT’s Performance Management and Development Policy.
* Act as a role model and ensure the team’s commitment to PHIT’s values, ensuring direct reports perform to a high ethical standard and focus on integrity, collaboration, and teamwork in all efforts
* Oversee compliance of Donor financial policy guidelines, policies and procedure of Government of Tanzania relating to all statutory requirements (PAYE, WHT, SDL, WCF, NSSF, HESLB) and any other income tax.
* In collaboration with HQ finance team, review and Approve budget for regional activities.

### Required skills

Essential criteria

* Bachelor’s / Master’s degree in either of medicine /public health/ engineering / health information sciences or relevant degree
* Over 3 years’ experience in field implementation of digital health / public health projects in Tanzania or LMIC
* Prior experience in the health innovations
* Experience in RMNCAH or related programs

Desirable criteria

* Over 5 years’ experience in public health management working for a health care provider or research institution or health incubator/accelerator
* Experience working in a multinational organization
* Experience managing digital health interventions

Skills required

* Excellent organizational, planning, negotiating and problem-solving skills
* Knowledge and understanding of innovation in health and development, including social innovations, technology innovations, business model and process innovations, and the various enablers of innovation, including digital tools, and the requirements for successful scaling and sustaining of innovations.
* Exemplary interpersonal skills (e.g., an excellent team player, with a demonstrable ability to work with flexibility, efficiency, and diplomacy in a challenging environment) that will quickly gain the govern official’s confidence.
* Understanding and track record of compliance (due diligence) with confidentiality and privacy laws

### Preferred skills

* Excellent teamwork[/leadership] skills, with demonstrated ability to collaborate in small teams and with a wide range of varying stakeholders.
* Ability to demonstrate flexibility and to be adaptable to changing organizational priorities and ambiguous environments.
* Strong focus on producing the highest quality of work and on ensuring optimum accuracy of outputs.
* Well organized and efficient, with the capacity to work under pressure.
* Any professional certifications in program management a plus

1. Proposed Title: **RMNCAH Coordinator**   
   Reports to: Program Manager  
   Duration: 1 Year 6 Months  
   Location: Geita

An experienced RMNCAH Coordinator will join our multidisciplinary team In coordination of the regional, district, facility and community in the deployment of the GANC and the Application for early detection of maternal complications. In collaboration with the project manager and HQ teams, the Coordinator will work with RHMT and CHMT to both coordinate implementation of the GANC and to roll out the new intervention at hospitals, health centres and dispensary around the region.

### Duties and Key Responsibilities

* Supervises Program team members to assure coordination of work, accountability to work plans and timelines, successful completion of objectives, and reporting on progress to Manager
* Provides mentorship, training, and leadership to other team members.
* Provides back-up and coverage for the program manager, as needed.
* Develop, maintain, and coordinate Maternal Death Review Panels in the community, and hospital and identify issues and risk factors, and report this data to be included in the system.
* Develop strategic and operational plans for the region and district training, Implementation, and support for both GANC and Application.
* Seeks knowledge and understanding of patterns and relationships involved in systems contributing to maternal challenges and gaps, and works to recommend changes to address these needs and reduce health inequities in the maternal health population.
* Provides education, both internally and externally, to raise awareness and understanding of the unique needs of the maternal health population across the pregnancy period.
* Plans, develops, organizes, implements, and coordinates the assigned task in the program.
* Ensures that program goals and objectives are met.
* Oversee needs assessment activities and strategic planning.
* Develops outreach strategies, which includes the development and distribution of educational materials to the community about maternal health.
* Assesses individual and community needs, including health education needs, related to assigned programs.
* Evaluates the effectiveness of health education components of assigned programs.
* Implements strategies to raise awareness of health issues, particularly those related to the assigned programs.
* Performs related duties as assigned.

Additional duties:

* Lead and mentor teams.
* Establish and maintain effective working relationships with other MOH employees, representatives of other agencies and organizations, and members of the community.
* Communicate effectively both verbally and in writing to provide evidence-based, data-driven for internal and external audiences.
* Engage public and private organizations and members of the community.
* Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, and professional backgrounds, and persons of all ages and lifestyles

### Required skills

* Advanced clinical degree such as Doctor of Medicine (MD), Master of Medicine (MMed) in Obstetrics and /Gynaecology (OB/GYN), Nursing midwifery, Master of Public Health, or another related field.
* At least 3+ years’ experience in maternal and sexual and reproductive health.
* Experience in Quality Improvement (QI), Quality Assurance (QA), and supportive supervision to impact clinical service delivery at region/district/facility level
* Demonstrated experience in facilitating RMNCAH trainings

### Preferred skills

* Experience in implementing innovative digital solutions
* Strong organizational skills, capacity to think strategically and attention to details
* Demonstrated experience in advocacy for maternal and reproductive health issues at national level 
* Able to operate independently and as part of a team
* Excellent interpersonal skills and strong communications skills
* ability to develop partnerships across sectors and cultures
* Proficiency in Office 365 including Word, Excel, Teams, PowerPoint, and SharePoint

1. Proposed Title: **Monitoring Evaluation and learning Officer**   
   Reports to: Program Manager  
   Duration: 1 Year 6 Months  
   Location: Geita

As part of knowledge management and learning, data management is a critical aspect of the program, including data collection, data capture, analysis, and dissemination. The program intends to engage a keen, analytical, and methodical MEL office who will support the Program in quality data collection, cleaning and reporting of both routine and research data. The candidate will provide assistance on tools, frameworks, and data collection methods.

### Duties and Key Responsibilities

* Provide technical support to program manager and other staffs, partners and other relevant stakeholders to ensure robust program monitoring in line with project frameworks
* Work with the team and project staff to design a Monitoring plan, and ensure accurate and reliable data collection through appropriate tools and data systems as per project plan and indicators
* Supports all project activities to capture data on indicators and to identify best practices and lessons learned as required
* Conduct routine monitoring of the project progress to ensure relevant data are reliably/accurately collected and appropriately documented
* Conduct data quality audits to ensure data collected and used for machine learning is accurate and well-kept
* Ensure patient privacy and data confidentiality policies are adhered in accordance to the government and PHIT policies
* Support the Program Manager on quarterly and annual report by ensuring results required are reliable, available, and confirmed in time for reporting.
* Work with the project team to ensure feedback mechanisms are in place and communicated in an integrated way to beneficiaries to support providers and program accountability to communities.
* • Assist in documentation of lesson learned and writing of learning briefs, success stories and other communication materials.

### Required skills

* A minimum of Diploma or Bachelor’s from a recognized university in Project Planning and Management, Statistics, Economics, Monitoring & Evaluation, epidemiology or any other related field. A Master’s degree will be an added advantage
* At least 3-5 years’ experience in data collection and data entry and management, data quality assurance review and verification, data analysis, and reporting with previous working experience in project monitoring and evaluation, ideally for non-governmental organizations engaged in Reproductive and child health programs
* Strong knowledge of computer programs, with familiarity in using Microsoft Office suite applications (particularly Word, PowerPoint, and Excel), use of mobile data collection software like ODK.
* Experience in designing and carrying out qualitative and quantitative research (instrument and sampling design, carrying out household surveys, conducting interviews, focus group discussion).
* Ability to write reports, effectively present information, and prepare presentations.
* Excellent communication and facilitation skills, including native Kiswahili and strong English language skills.
* Ability to organize and conduct training in relevant disciplines.
* Strong analytical skills, including analysis of both quantitative and qualitative data in programs with experience in application of statistical packages.
* Excellent organizational and time management skills required to meet deadlines.

1. Proposed Title**: finance and Admin officer**  
   Reports to: Treasurer  
   Duration: 1 year 6 month  
   Location: Geita

The purpose of this post is to ensure that at implementation level, the project have good track of adheres to all organization and donor policies. The position holder will be responsible for ensuring the integrity of the financial management processes and will contribute to smooth financial management in the field office. The position will also support errands of the field office.

### Duties and Key Responsibilities

* Ensure timely processing and disbursement of payments to legitimate suppliers.
* In collaboration with Project manager, maintain and update fixed asset register
* Participate in physical asset and inventory verifications
* Assist in Detail Implementation Plan revisions and cash flow revisions in close coordination with Program teams, Project Coordinator and HQ Finance team.
* Prepare Weekly and monthly Project cash forecasts realistically
* Review of cash disbursement vouchers
* Monitor proper use of petty cash fund
* Maintain adequate cash level

Additional duties:

* Prepare and coordinate audit activities and ensure the availability of any audit document needed.
* Follow up finance-related audit actions
* Run external and internal errands and perform miscellaneous job-related duties as assigned.
* Support submission of all the required monthly reports and keeping well the documents in the office.
* Establishes, maintains, processes, and updates files, records, certificates, and/or other documents.

### Required skills

* A Diploma or University degree in Commerce, Accounting or Business Administration (Finance or Accounting option) from a recognized university.
* At least 3 years accounting and administration experience, preferably in NGO Sector
* A person with a willingness to go above and beyond and to work in a fast pace environment
* Excellent knowledge and understanding of generally accepted accounting procedures
* Good personal organizational skills, including time management, and ability to meet deadlines and work under pressure
* Training skills
* Computer-literate, proficient with Excel and computerized accounting packages.

### Benefits

PHIT offers equal opportunity and competitive package to it staff in line with Government of Tanzania Labour laws.

### How to apply

Interested candidates may apply by sending cover letter and Curriculum Vitae (CV)/Resume with Addresses of three (3) referees through info@phit.or.tz with the Job position that you are applying for as email subject by 10th November 2022.

Only short-listed candidates will be contacted.