



THE ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA

P.O. BOX 13234, Dar es Salaam, Tanzania

TEL/FAX: +255 22 2184508/2184667

E-mail: info@aphfta.org

EMPLOYMENT OPPORTUNITIES

APHFTA is an Umbrella organization of the Private Health Sector (Self Sustaining) in Tanzania. Over the years, APHFTA has engaged the Private Health Sector and Public Health Facilities in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children (MoHCDGEC) partnering to improve the quality of care in health sector and to achieve the objectives of Health Sector Strategic Plans, the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA) and the Sustainable Development Goals (SDGs).

APHFTA is looking for qualified, experienced, and interested individuals to apply for the following positions at APHFTA headquarters and regional offices under the SAFE VMMC (Voluntary Medical Male Circumcision) Project.:

I – Position Title:	Deputy Director Demand Creation (1 position)
Reports to:	Technical Director-SAFE VMMC Project
Department:	Programs
Supervisory role:	Regional Demand Creation Managers (5)
Location:	APHFTA HQ-Dar es salaam

The Deputy Director Demand Creation will provide technical leadership for sustained demand creation activities for the SAFE-VMMC Project at the national level. S/he will oversee and coordinate sustained demand creation activities by providing technical guidance and oversight, ensuring that strategies are state-of-the-art while respecting the cultural settings in which interventions are being implemented. S/he will supervise and advice the regional teams to ensure that these approaches are effectively implemented; and with other VMMC partners to ensure harmonized approaches. S/he will contribute to the drafting of annual work plans, building team capacity, and monitoring and evaluating team performance.

Desired Qualifications/Competence

- ◆ Minimum of a Bachelor's Degree in behavioral science, community development, communication, public health, social sciences or other relevant fields.
- ◆ At least 5 years' experience implementing and/or providing technical assistance in HIV and/or men's health demand creation or communication.

- ◆ At least 5 years' experience in implementing and/or providing technical assistance in donor-funded projects and in the design and implementation of overseas health projects; preferably in Tanzania.
- ◆ Demonstrated experience training clinical and community-based healthcare workers on VMMC community mobilization
- ◆ Demonstrated experience providing capacity building assistance at individual and organizational levels
- ◆ Excellent diplomacy skills and a proven ability to establish and sustain interpersonal and professional relationships with MoHCDGEC at national, Sub-national, and Council levels, as well as representatives from other key stakeholders such as NGOs, partners, the private sector and other donors.
- ◆ Experience working closely with national HIV/AIDS control programs and regional health authorities.
- ◆ Demonstrated in-depth understanding of Tanzania healthcare system, both public and private health sectors, experience living and working in Tanzania preferred
- ◆ Expertise in research to practice—identifying and adapting best practices to specific project contexts
- ◆ Excellent verbal, written interpersonal and presentation skills in English and Swahili
- ◆ Proficiency in Microsoft Office
- ◆ Ability to travel nationally (up to 40% of the time) to project sites

II – Position Title: Deputy Director Project Coordination (1 position)
Reports to: Technical Director-SAFE VMMC Project
Department: Programs
Supervisory role: Regional Coordinators (3)
Location: APHFTA HQ-Dar es salaam

Deputy Director Project Coordinator, she/he will ensure that project outputs and outcomes are delivered successfully. She/he will be accountable for building and leading project team to deliver the agreed outcomes within time, cost and quality constraints. She/he will provide strong project leadership and ensuring good project management disciplines and ways of working are in place across the team. She/he will also coordinate the documentation of learn lessons from the projects and consider how to align incentives to help deliver the project's objectives.. She/he will lead a diverse and multi-disciplinary project team including making sure the team has the diversity of capability needed. She/he will provide clear direction and build a delivery-focused culture including maintaining morale, driving performance and a positive culture throughout the project life cycle.

Desired Qualification/Competences

- ◆ At least 5 years of experience preferred
- ◆ Bachelors degree in any health related field, social sciences or any relevant field (or equivalent work experience) required, masters degree strongly preferred

- ◆ Demonstrated knowledge and experience with project management and continuous improvement methodologies.
- ◆ People development, mentoring and management experience
- ◆ Advanced project and change leadership skills
- ◆ Ability to exercise sound judgment and critical thinking skills
- ◆ Excellent oral and written communication and strong interpersonal skills, ability to work at all levels of the organization.
- ◆ Strong relationship management skills required.
- ◆ Experience developing, analyzing and recommending strategic approaches to efficiently drive Project activities implementation
- ◆ Ability to prioritize competing priorities, negotiation and consensus building skills, group facilitation.
- ◆ Proven capabilities and leadership in project and change management

III - Position Title: Deputy Director Monitoring, Evaluation & Learning (1 position)

Reports to: Technical Director-SAFE VMMC Project
Department: Programs
Supervisory role: Monitoring and Evaluation Officer (1)
Location: APHFTA HQ-Dar es salaam

The Deputy Director MEL oversees the monitoring, evaluation, and learning components of the project. S/he leads the development and management of the MEL Plan. S/he develops and maintains systems to collect data and leads analysis to produce information on inputs, outputs, outcomes, and impact of the project. S/he collaborates with and oversees regional data managers to provide feedback on data collection and indicators; analyzes data reported; and supports training of M&E personnel in quality assurance methods. S/he collaborates with the project team to design operations research (OR) to support learning, evaluation, and planning, and oversees the implementation of OR projects as well as analysis, dissemination, and use. S/he shares MEL data and improvement plans as well as strategies for implementation improvements for greater project impact with the project team.

Desired Qualification/ Competence

- Master’s degree or its International Equivalent required in monitoring and evaluation, public health, demography, social science, economics, or relevant discipline;
- At least 7 years of experience related to monitoring, evaluating, and reporting on United States Government (USG) projects related to HIV/AIDs;
- Experience in the design and implementation of M&E systems for USG-funded projects, (particularly USAID), preferably in Tanzania;
- Strong understanding of HIV/AIDS data and HIV/AIDS indicators;
- Strong analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences;

- Excellent report writing, analytical, and communication skills, including oral presentation skills;
- Mastery of the design and implementation of qualitative and quantitative data collection methodologies; experience with complexity-aware monitoring and adaptive management models is desired;
- Computer skills, including MS Office, Access and Excel, and mobile/internet data collection software (ODK, Kobo, Survey Monkey and others);
- Experience supervising and mentoring staff;
- Must have demonstrated ability to work in complex environments, work across different cultures, and manage and coordinate with diverse staff to deliver impact within agreed timelines;
- Fluency in English and Swahili required.

IV - *Position Title:* Deputy Director Clinical Services (1 position)
***Reports to:* Technical Director-SAFE VMMC Project**
***Department:* Programs**
***Supervisory role:* Regional Technical Advisors (5)**
***Location:* APHFTA HQ-Dar es salaam**

Deputy Director Clinical services will provide technical and implementation oversight for SAFE VMMC activities. This includes working with Project Technical Director to ensure technical quality of all activities in support of the project’s overall goals. She/he will also work closely with the clinical/technical teams at National, Regional and council levels to achieve set targets. She/he will in collaboration with Deputy Director Project Coordination work in coordination with relevant project stakeholders, while assuring the quality and safety of VMMC services.

Desired Qualifications/Competence

- A Medical Degree (doctor or nursing) with at least 5 years’ experience implementing and/or providing technical assistance in HIV prevention, care and treatment, especially VMMC
- At least 5 years’ experience in implementing donor-funded projects and in the design and implementation of overseas health projects
- Demonstrated experience in training clinical and community-based healthcare workers on VMMC
- Demonstrated experience providing capacity building assistance on VMMC activities
- Skilled in at least two or more of the following technical areas: strengthening service delivery projects; training; performance and quality improvement; monitoring and evaluation
- Demonstrated experience with a mix of practical technical skills in HIV prevention, care and treatment necessary for strengthening VMMC service delivery at the regional, national, clinical and community-level
- Demonstrated in-depth understanding of Tanzania healthcare system, particularly the public health system

- Familiarity with USAID and PEPFAR administrative, management and reporting procedures and systems
- Proven track record managing a project team composed of several technical experts and fostering team work
- Excellent skills and a proven ability to establish and maintain interpersonal and professional relationships
- Expertise in operational research that includes identifying and adapting best practices to specific project contexts
- Excellent verbal, written interpersonal and presentation skills in English
- Proficiency in Microsoft Office and Excel

V - Position Title: Project Accountant (1 position)
Reports to: Finance and Administration Director
Department: Finance and Administration
Supervisory role: Regional Procurement cum Accountant (5)
Location: APHFTA HQ-Dar es salaam

The job involves performing accounts and general administrative duties, working in close collaboration with department heads. Ensuring proper financial management, assisting in the preparation of annual budgets and strict adherence to finance and administrative policies of APHFTA and USG. Ensuring proper asset management, including procurement, labeling and updating the asset registers. In addition, oversee the day-to-day financial operations and be accountable for organizing and providing high quality financial services to the program including sub-grantees and Implementing Partners.

Desired Qualification/ Competence

- First degree in finance or related field, plus CPA (T) or its equivalent. Having a second degree on Business Management or related field, will be an added advantage.
- At least 6 years of experience and having an experience working with the donor financed project particularly USAID, will be an added value;
- Specialized knowledge in an automated Accounting packages.
- Good understanding of international and local organizations financial practices.
- Excellent budgeting and financial management knowledge as well as use and literate upon computer programs.
- Ability to communicate effectively in English and Swahili, both verbally and in writing
- Exceptional computer skills, particularly in Microsoft Excel, and experience using commercially available accounting software
- Demonstrated success in managing sub-grant including risk assessment and capacity-building for grant-worthiness.

VI - Position Title: Monitoring, Evaluation & Learning Manager (1 position)
Reports to: Deputy Director MEL
Department: Programs
Supervisory role: Regional Data Managers (5)
Location: APHFTA HQ-Dar es salaam

To oversee and manage the SAFE VMMC Project planning, monitoring, evaluation, and knowledge management. She/he will further be vested with roles of managing compliance throughout the project implementation as per of the project MEAL framework, quality assurance strategies, capacity building of internal team and partners, as well as to ensure all projects aspects comply with USAID and APHFTA M&E guidelines.

Desired Qualifications/Competence

- First degree in Statistics, Social Sciences, Public Health or its equivalent, possession of Professional training in M&E with at least five (5) years of relevant work experience.
- Must have hands on experience in statistical analysis packages - STATA; SPSS, Epi info etc with excellent quantitative and qualitative methodologies.
- Should have experience in data management preferably in the Health Systems or Disease specific related programs.
- Familiarity with Government of Tanzania M&E frameworks and systems within the health sector, Donor's M&E frameworks such as the USAID, will be an added value.

VII - Position Title: Assistant Administration Officer (1 position)
Reports to: Finance and Administration Director
Department: Finance and Administration
Supervisory role: None
Location: APHFTA HQ-Dar es salaam

S/he will be responsible for functions in the offices associated with Human Resource Management, property management including IT, equipment and transportation while managing the SAFE VMMC inventory assets and ensuring that the master database inventory is updated. S/he will Maintain administration files and records, Oversee the leases and subleases, Assist in procurement of goods and services, Oversee maintenance and mileage log books for all motor vehicles, In-charge of motor vehicles including coordination of daily drivers' duties, Assist in annual project budgeting process regarding administrative components, Coordinates duties and activities of Drivers, Admin Assistant, Stores Clerk and Receptionist, Manage all office facilities, equipment and vehicles

Desired Qualifications/Competence

- Bachelor's degree in Business Administration, office management, social sciences or related area.
- A minimum of Four years' experience working for a national or international NGO in an administrative capacity.

- Proven experience in managing a variety of office functions including procurement, management of property, equipment, vehicle fleet, information technology, insurance and security issues.
- Demonstrated ability in Microsoft Office computer packages.
- Ability to plan and work independently and make decisions without close supervision.
- Organized, accurate, efficient and capable of thoroughly handling detailed work assignments.
- Proven ability to work in teams as a team member, player and leader and supervise team members.

VIII - Position Title: IT Manager (1 position)
Reports to: Finance and Administration Director
Department: Finance and Administration
Supervisory role: None
Location: APHFTA HQ-Dar es salaam

The IT manager will be responsible for coordinating, planning, and leading computer-related activities in an organization. S/he will help to determine the IT needs of an organization and will be responsible for implementing computer systems to fulfill the organization's information systems requirements. The IT manager will also manage telecommunications systems and other electronic support systems related to APHFTA operations. The IT manager will also monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure, help define IT infrastructure strategy, architecture, and processes, analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs and troubleshoot hardware and software issues related to internal IT

Desired Qualifications/Competence

- Bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent experience
- 2-5 years of experience working in IT operations
- Experience leading and managing large IT projects and rolling out IT infrastructures across various technologies
- Excellent working knowledge of computer systems, security, network and systems administration, databases and data storage systems, and phone systems
- Strong critical thinking and decision-making skills
- Excellent project management skills and strong ability to prioritize
- Firm grasp on IT infrastructure and operations best practices

IX - Position Title : Supply Chain and Procurement Manager (1 position)
Reports to: Finance and Administration Director
Department: Finance and Administration
Supervisory role: Regional supply chain and Procurement Advisors (3)
Location: APHFTA HQ-Dar es salaam

Provide technical guidance to SAFE VMMC project supply chain management that will include but not limited to Quantification (forecasting and supply planning), Local procurement of commodities, Product selection, Importation / Product Registration, Distribution, Waste management and Quality Assurance. She/he will lead in the design, operation, and monitoring and evaluation of supply chains responsible for the provision of SAFE VMMC commodities. She/he will Work closely with National and regional project management team in developing strategies and solutions around the VMMC supply chain, including lessons learned. She/he will support the regional project management team with the improvement of supply chains for SAFE VMMC medicines, supplies and commodities at VMMC sites. She/he will support Regional VMMC supply and Procurement Manager in VMMC outreach preparation and execution.. She/he will also contribute to or write Procurement and Supply reports and other relevant documents.

Desired Qualifications/Competences

- Bachelor’s Degree in public health, sciences, supply chain, business administration, or a related field.
- Minimum of 5 years’ experience in the design and development of systems design, implementation, monitoring and evaluation of supply chain systems at the country level, preferably with knowledge of VMMC or related commodities,
- Experience with quantification or supply chain management tasks related to medical equipment and other consumables required.
- Experience working with USAID, PEPFAR in assessing and designing improvements and technical guidance of VMMC or similar public health service delivery efforts will be an advantage
- Current knowledge of existing developments in the field of VMMC or related commodity procedures, equipment, and supplies at the country level desired.
- Excellent written and oral communication skills in English and Kiswahili languages.
- A proven ability to work as part of a team and to be self-managing.
- Experience with statistic software (Epi Info, SPSS) will be an advantage

X - Position Title : Regional VMMC Coordinator (5 positions)
Reports to: Deputy Director Project Coordination
Department: Programs
Supervisory role: All Regional Staff
Location: APHFTA Regional officers (Morogoro, Iringa and Tabora)

Regional Coordinator(s) will oversee the project activities within their respective regions and will report to the Deputy Director Project Coordination.. The Regional VMMC Coordinator will ensure the highest quality of VMMC service provision that adheres to international and national standards/protocols. She/he will provide overall strategic leadership and direction to ensure achievement of Project objectives and targets at the region. She/he work hand in hand with the Regional and Council Health Management Teams (R&CHMTs) and Cascade Teams in ensuring that implementation of the Project’s activities is sustainably aligned with and done according to the government policies and procedures.

Desired qualifications/ Competencies

- A Degree medicine, public health, social sciences or any health related field.
- At least 3 years’ experience implementing and/or providing technical assistance in HIV prevention, care and treatment, especially VMMC
- Demonstrated experience in training clinical and community-based healthcare workers on health related matters
- Skilled in at least two or more of the following technical areas: strengthening service delivery projects; training; performance and quality improvement; monitoring and evaluation
- Demonstrated in-depth understanding of Tanzania healthcare system, particularly the public health system
- Proven track record managing a project team composed of several technical experts and fostering team work
- Excellent skills and a proven ability to establish and maintain interpersonal and professional relationships
- Expertise in operational research that includes identifying and adapting best practices to specific project contexts
- Excellent verbal, written interpersonal and presentation skills in English
- Proficiency in Microsoft word and Excel

XI - *Position Title :* Regional VMMC Demand Creation Manager (5 positions)
Reports to: Regional Coordinator
Department: Programs
Supervisory role: Regional Voluntary Community Advocates and CSOs
Location: APHFTA Regional officers (Morogoro, Iringa, and Tabora)

Regional Demand Creation Manager will oversee outreach activities and communication of VMMC service availability as implemented by the CBO/CSOs. She/he will in collaboration with identified regional CBO/CSOs develop, implement and monitor regional demand creation plans for each target population. She/he will work closely with National Project Staff and Regional Project team including health care providers, local authorities, community members to identify VMMC service delivery issues that impede access to care and uptake of services. She/he will in collaboration with Deputy Director Demand Creation Council Health Management team and

community members develop, test, and implement demand creation tools and strategies. She/he will ensure that Council Comprehensive Health Plan include VMMC advocacy and demand creation elements. She/he will mentor and train other project team members of VMMC best practice; ethics and demand creation strategies including culturally acceptable Community mobilization activities.

She/he will also ensure that ethical demand creation practices are followed at all times throughout the project tenure. She/he will provide regular feedback to Deputy Director Demand Creation and Project Regional Management on VMMC client(s) recruitment and response, including barriers to health service uptake. She/he will strategically plan and conduct community mapping and demographic profiling in order to ensure maximum VMMC service uptake. She/he will, in collaboration with Regional Data Manager conduct monitoring and evaluation tasks for VMMC activities, including collecting, analyzing and reviewing data as needed.

Desired qualifications/Competencies

- ◆ Minimum of a Bachelor's Degree in behavioral science, community development, communication, public health, social sciences or other relevant fields.
- ◆ At least 2 years' experience implementing and/or providing technical assistance in HIV and/or men's health demand creation or communication.
- ◆ Demonstrated experience training clinical and community-based healthcare workers on community mobilization
- ◆ Demonstrated experience providing capacity building assistance at individual and organizational levels
- ◆ Experience working closely with regional health authorities.
- ◆ Demonstrated in-depth understanding of Tanzania healthcare system, both public and private health sectors, experience living and working in Tanzania preferred
- ◆ Excellent verbal, written interpersonal and presentation skills in English and Swahili
- ◆ Proficiency in Microsoft Office

XII - *Position Title* : **Regional VMMC Supply Chain & Procurement Manager (3 positions)**

Reports to:	Regional Coordinator
Department:	Finance and Administration
Supervisory role:	Store Managers
Location:	APHFTA Regional officers (Morogoro, Iringa, and Tabora)

The regional VMMC Supply Chain & Procurement Manager will be responsible for storage and distribution of VMMC commodities to VMMC service sites in their respective regions (i.e. in each of their respective councils).

Desired qualifications/Competencies

- Bachelor's Degree in public health, sciences, supply chain, business administration, or a related field.
- Experience with quantification or supply chain management tasks related to medical equipment and other consumables required.
- Current knowledge of existing developments in the field of VMMC or related commodity procedures, equipment, and supplies at the country level desired.
- Excellent written and oral communication skills in English and Kiswahili languages.
- A proven ability to work as part of a team and to be self-managing.
 - Proficiency in Microsoft Office

XIII- Position Title : **Regional VMMC Technical/Quality Assurance Advisors**
(5)

Reports to: **Regional Coordinator**
Department: **Programs**
Supervisory role: **None**
Location: **APHFTA Regional offices (Morogoro, Iringa, and Tabora)**

The Regional VMMC Technical Advisors will be responsible for quality VMMC clinical services at the VMMC service sites in the respective regions. She/he will lead VMMC Project continuous quality improvement activities in collaboration with other implementing partners. She/he will work closely with regional and council health teams to conduct regular routine clinical assessments and supervision visits to VMMC sites and activities to strengthen clinical systems for the provision of a comprehensive HIV-prevention package including VMMC services. She/he will Support and mentor VMMC field staff to promote linkages to care and treatment services. Work in collaboration with program staff to equip the VMMC sites with materials needed to perform large-scale VMMC services with quality and safety. Support the development and sharing of best practices and lessons learned with key stakeholders (N/PDOH, technical partners, and other Jhpiego country teams), and remain up-to-date with developments in the fields of VMMC and HIV in order to disseminate information to the Project team and She/he will participate on the writing of monthly, quarterly and annual reports and other documents for dissemination of SAFE VMMC activities.

Desired qualifications/Competencies

- A Degree medicine, public health, social sciences or any health related field.
- At least 3 years' experience implementing and/or providing technical assistance in HIV prevention, care and treatment, especially VMMC
- Demonstrated experience in training clinical and community-based healthcare workers on health related matters

- Skilled in at least two or more of the following technical areas: strengthening service delivery projects; training; performance and quality improvement; monitoring and evaluation
- Demonstrated in-depth understanding of Tanzania healthcare system, particularly the public health system
- Proven track record managing a project team composed of several technical experts and fostering team work
- Excellent skills and a proven ability to establish and maintain interpersonal and professional relationships
- Expertise in operational research that includes identifying and adapting best practices to specific project contexts
- Excellent verbal, written interpersonal and presentation skills in English
- Proficiency in Microsoft word and Excel

XIV - Position Title : Regional VMMC Data Manager (5 positions)
Reports to: Regional Coordinator
Department: Programs
Supervisory role: Council Data Entrants
Location: APHFTA Regional officers (Morogoro, Iringa, and Tabora)

The Regional Data Manager will be responsible for management of SAFE VMMC Project related data at the facility level within the allocated region/s; This involves data collection, compilation, analysis, validation throughout the project implementation as per of the MEAL framework. She/he will participate on facility based supervision and capacity building of internal the site staff and CHMT to set a groundwork and relationship for efficient data collection.

S/he collaborates with MEL Manager to provide feedback on data collection and indicators; analyzes data reported. The Regional VMMC Data Managers will work with Council Data Entrants to ensure optimal data management from the VMMC service sites in their respective regions.

Desired qualifications/Competencies

- First degree in Statistics, Social sciences, Public health, health system or Human Resource or its equivalent,
- Possession of Professional training in M&E with at least three (3) years of relevant work experience.
- Must have hands on experience in statistical analysis packages - STATA; SPSS, Epi info etc. with excellent quantitative and qualitative methodologies.
- Should have experience in data management preferably in the Health Systems, Human resource data or Disease specific related programs.
- Familiarity with Government of Tanzania M&E frameworks and systems within the health sector, Donor’s M&E frameworks such as the USAID, will be an added advantage

XV - Position Title : **Regional Accountant-cum-Admin Assistant (5 positions)**
Reports to: **Project Accountant**
Department: **Finance and Administration**
Supervisory role: **None**
Location: **APHFTA Regional officers (Morogoro, Iringa, and Tabora)**

The Project Accountant cum Administrative Officer shall be responsible for (i) the accurate and appropriate recording of disbursements of Project funds; maintaining the set of books required according to APHFTA, USAID and the Government accounting procedures, classifying and summarizing financial transactions of the project and the generation of required financial reports. He/She will also be responsible in updating all other books of accounts such as subsidiary ledgers and special registers; (ii) administrative support to the operations of region, ensuring the smooth functioning of administrative systems under the project.

Desired qualifications/Competencies

- Bachelors Degree in accounting or financing, or any other relevant field;
- At least 2 years experience as accountant, experience in financial and accounting and administration, preferably with international development project;
- Good knowledge of administrative and accounting regulation and procedures of the Government
- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- Excellent English communication skills, both written and verbal;
- Knowledge of the Quick books or any systems similar;
- With satisfactory skills on the use of office software packages such as MS Word, Excel, Accounting software and Power Point; and
- Good interpersonal skills.

XVI - Position Title : **Council Data Entrant (5)**
Reports to: **Regional Data Manager**
Department: **Programs**
Supervisory role: **None**
Location: **APHFTA Regional officers (Morogoro, Iringa, and Tabora)**

The council data Entrant will support the Regional Data Manager in the management of project data within the respective councils. This involves data collection, compilation, analysis, validation throughout the project implementation as per of the MEAL framework in the respective councils. She/he will participate on facility based supervision and capacity building of internal the site staff and CHMT to set a groundwork and relationship for efficient data collection.

Desired qualifications/Competencies

- Diploma or Degree in any health related field, statistics, social sciences
- Demonstrated work experience at grassroots level in social work and /or community mobilization

- Very good knowledge of English and other additional local languages spoken by local communities in the 5 targeted project regions (Knowledge of more than two languages has an advantage)
- Good knowledge of computer is a must.
- The candidate should have excellent communications skills and a demonstrated ability to work with large teams over a period of time.
- Preferred experience and skills include prior work experience in data management or similar exercise including surveys.

XIX - Position Title : Drivers (8 positions)
Reports to: Assistant Administration Officer
Department: Finance and Administration
Supervisory role: None
Location: APHFTA HQ-Dar es salaam and Regional officers (Morogoro, Iringa, and Tabora)

The drivers roles and responsibilities will be to drive office vehicles for the transport of authorized personnel, Collect and deliver mail, and other communications from and to the post office, government agencies and other institutions; Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres etc., performs minor repairs and arranges for other repairs to ensure that the vehicle is kept clean; Logs all trips, daily mileage, gas consumption, oil changes, greasing etc; Ensures that in the event of an accident, APHFTA rules/policies and traffic regulations are followed.

Desired qualifications/Competencies

- A minimum of ‘O’ level pass;
 - A valid driving licence B,C,D,E;
 - A minimum of 3 years experience in a busy office especially in the NGO set up
 - Be fluent in Kiswahili Language, written and oral
 - Cautious with defensive driving skills;
 - Presentable with excellent interpersonal skills;
 - Must be a person with initiative and high moral integrity;
 - A good team player;
- Ready to work for long hours;

2 Instructions to interested applicants

- ◆ Submit your updated detailed CV (Max. five pages in Ms. Word), with application letter for the position being applied for and copies of academic certificates
- ◆ List of three referees (one must be the current immediate supervisor) with their current contacts

3 Deadline of Submission

The Expression of Interest must be in English and should be submitted electronically and addressed to:

Chief Executive Officer,
Association of Private Health Facilities in Tanzania (APHFTA),
01Lumumba/Makamba Street
P. O. BOX 13234, DA ES SALAAM, TANZANIA
E-mail info@aphfta.org

The closing date is 5th June 2020 at 18:00 EAT.. In case of late submission, the application will not be considered for evaluation.