

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF HEALTH



JOB VACANCY

The Ministry of Health Tanzania in collaboration with Christoffel Blinden Mission (CBN) International is looking for enthusiastic, creative and energetic person whom will work for one (1) year as a Project Coordinator.

NATIONAL EYE CARE PROGRAM

Job Title: Project Coordinator – (Position)

Location: Dodoma

Job Type: Contract

Project Name: Health System Strengthening for Comprehensive Eye Services Delivery in Tanzania.

Duration: The Employment Contract will be twelve (12) months, with the possibility to extend depending on the availability of funds.

Duties and Responsibilities:

1. Ensure effective and efficient implementation of the Health System Strengthening for Comprehensive Eye Services Delivery in Tanzania in general, in accordance with the activities stipulated in the project contract between Ministry of Health and CBM International
2. Establish and monitor implementation schedules and cost plans.
3. Under the supervision of the PM-NECP and in collaboration with other senior financial personnel, prepare and monitor project budgets and cash flow projections.
4. Work hand in hand with National Eye Care Program Manager to spearhead the project activities.

5. Monitor and supervise Project activities in collaboration with National Eye Care Program Manager as leading supervisor.
6. To identify and build relationships with key stakeholders and decisions makers, ensuring their expectations and involvement is effectively managed.
7. To communicate effectively and appropriately regarding key messaging about the Programme to ensure clear understanding.
8. To support the smooth running of the programme from a programmatic stand-point liaising with the Project Lead and users.
9. To prepare and submit reports such as Data collection tools, Cataract Surgical Outcome Monitoring (CSOM), quarterly, semi –annual and annual.

Qualifications and Experience

1. Holder of Bachelor Degree in Project Management, Business Administration/Management/Social Sciences or its equivalent qualification from a recognized University/Institution
2. A Master Degree in the field mentioned above is a definite advantage
3. Minimum of 3 years' experience in Project/Programme Management within a reputable development organization
4. Proven experience in project monitoring and budget control
5. Proven competence in project report writing (Narrative and Statistical)
6. Experience in procurement of goods and services
7. Financial management background as a plus
8. Skills on M&E

GENERAL CONDITIONS:

1. All applicants must be citizens of Tanzania and Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
2. Applicants should apply on the strength of the information given in this advertisement;
3. Applicants must attach their certified copies of the following;
 - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;

- c) Form IV and Form VI National Examination Certificates;
 - d) Full Registration & Valid License
 - e) Internship Certificate
 - f) Birth certificate.
 - g) National ID.
 - h) Attaching copies of the following certificates is strictly not accepted
 - i) Form IV and form VI results slips;
 - j) Testimonials and all Partial transcripts.
4. Applicants employed in the Public Service **should route their application letters through their respective employers.**
 5. If your names in your academic certificates are different from Birth Certificate and National ID you are required to have (Deed Pool from The Registrar of Oath at the Ministry of Lands, Housing and Human Settlements Development.
 6. Applicants should indicate three reputable referees with their reliable contacts.
 7. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
 8. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
 9. Applicants with special needs/case (disability) are supposed/advised to indicate.
 10. Presentation of forged certificates and other information will necessitate to legal action.

NB: All application should be submitted to Ministry of Health Recruitment Portal ajira.moh.go.tz. Closing date will be two (2) weeks from this advertisement. Only successful candidates will be contacted and all interview costs will be borne by the applicants.

All applicants are reminded to comply with the application guidelines when filling the required information.

PERMANENT SECRETARY

MINISTRY OF HEALTH

P.O BOX 743 DODOMA

08/03/2024