

VACANCY ANNOUNCEMENT

Job Summary

Position: Regional Coordinator - NEST360 Project (2 posts)
Reports To: Senior Program Coordinator
Work Station: Mwanza & Kilimanjaro
Apply By: September 30, 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Regional Coordinator** to join the Newborn Essential Solutions and Technologies (NEST360) Project. NEST360 is a global consortium committed to reducing newborn deaths by 50% in hospitals, currently conducted in Tanzania, Kenya, Malawi, and Nigeria.

Under the direct supervision of the Programme Coordinator, the Regional Coordinator will work on a full-time basis during the assigned period. The role will include a dotted reporting line to the program's thematic leads. In addition to other regional administrative duties, the Regional Coordinator is expected to:

Duties and Responsibilities

- Coordinate with the Program Coordinator to plan and manage the overall work in the region.
- Coordinate monitoring efforts, measuring results and impact of program, and activities in liaison with the head office including reporting on regional developments and trends.
- Work closely and coordinate activities with the Regional and Council health management teams, demonstrating a good understanding of their processes and work streams.
- Liaise with thematic leads and their respective tracks, providing support in the thematic areas and timely feedback to Regional and Council Health Management teams, maintaining the feedback loop.
- Facilitate and maintain regular communication with members in the region (R/CHMT) and other stakeholders.
- Update and maintain a stakeholder database and other relevant partners.
- Establish professional relationships with Regional and Council Health Management members, partners, and other key constituencies.
- Collaborate with other Regional Coordinators to identify areas of synergies and opportunities for joint initiatives.

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
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Bagamoyo Branch

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- Administer the Regional Office filling system, maintaining, logging, filling, and updating records in the prescribed format for subsequent use.
- Provide operational and logistical support towards the implementation of program activities and the fulfillment of Regional Office obligations.
- Provide technical assistance and support at the regional level.

Qualification and Experience

- At least a Master's degree in public health, demographics, community medicine, health policy, health system administration, or equivalent discipline.
- A minimum of five (5) years of relevant professional experience with clinical background, health system strengthening, maternal and newborn health, and health service delivery is required.
- Experience in the management of programs in the NGO Sector is an added advantage.
- Previous demonstrated experience working with Regional and Council Health Management Teams and Regional Governments.
- Previous experience working with and through development partners.
- Demonstrated knowledge and understanding of local and international NGOs, government, and development partners.
- Excellent verbal, and written communication, and presentation skills.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members, and partners to achieve results.
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform.

Skills and Competencies

- **Professionalism:** Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability in advocacy, management, writing, and editing to meet tight deadlines; thorough knowledge of development issues, understanding of, and experience in, dealing with the media.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

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Equal Opportunity

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Mode of Application

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **17:00hrs on Monday, September 30th 2024**. All e-mail application subject lines should include: **REGIONAL COORDINATOR – NEST360 PROJECT. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
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Job Summary

Position: Accounts Officer Intern – (1 post)
Reports To: Project Accountant
Work Station: Dar es Salaam
Apply By: October 1, 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified **Accounts Officer Intern** to join the PMI Shinda (Defeat) Malaria project. The Accounts Officer will be responsible for supporting the finance and accounting functions of the project. This role involves maintaining accurate financial records, assisting with updating the assets register, and ensuring compliance with internal policies and external regulations.

The PMI Shinda (Defeat) Malaria Activity is a five-year program (August 2022 – August 2027) implemented by Ifakara Health Institute, which supports the Government of Tanzania (GOT) in reducing malaria burden and in moving towards malaria elimination. The Activity is made possible by the support of the American people through the US President's Malaria Initiative (PMI) and the United States Agency for International Development (USAID).

The PMI Shinda (Defeat) Malaria project works with the GOT to reduce malaria burden and move towards the long-term goal of malaria elimination—while achieving USAID's strategy to support institutional growth and capacity development for local institutions. Shinda Malaria will address the urgent healthcare needs of malaria at-risk populations, especially vulnerable pregnant women and children under five, and support Tanzania partners to grow and execute malaria programs sustainably and successfully.

The PMI Shinda (Defeat) Malaria project will primarily work to support both facility- and community-based malaria activities in all councils of Kagera region, as well as making contributions to the national malaria priorities through the National Malaria Control Programme (NMCP).

Duties and Responsibilities

- Assist in reviewing and processing payments through the system.
- Maintain and keep records of project transactions.
- Assist in updating the assets register.

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- Assist in compiling VAT claims for donor and Ministry of Health review and submitting them to TRA for refund.
- Assist in preparing monthly bank reconciliations.
- Provide clerical support to the Grants unit.
- Maintain finance and grants files to ensure all necessary documentation is included.
- Work with the Senior Grants & Finance Officer in reviewing subgrantees' expenditure reports and their fund reconciliations.
- Assist in verifying the accuracy and compliance of subgrantees' expenditures and gather the necessary information.
- Undertake other duties as assigned by the Project Accountant and Senior Grants & Finance Officer.

Qualification and Experience

- A fresh undergraduate with a degree in Accounting/Finance, Business Commerce or a related discipline is required.
- Knowledge and understanding of accounting principles, theories, practices, and terminologies.
- Knowledge and understanding of Donor Funded Projects.

Skills and Competencies

- Proficiency in Microsoft programs (i.e., Excel, Word, PowerPoint) and the ability to use various commercially available accounting software programs.
- Strong organizational and work prioritization skills.
- Excellent communication skills, including interpersonal skills, and should communicate satisfactorily in written and oral English.
- Self-management is necessary (i.e., motivation, dealing with pressure, adaptability).
- Ability to communicate effectively, instilling trust and confidence.
- Be cooperative, competent, hardworking, flexible and dependable.
- High level of integrity, commitment, and team working spirit.

Remuneration

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Equal Opportunity

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Mode of Application

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The **deadline** for this application is **17:00hrs on Tuesday, October 1st 2024**. All e-mail application subject lines should include: **ACCOUNTS OFFICER INTERN – PMI SHINDA (DEFEAT) MALARIA**. **Only shortlisted applicants will be contacted for an interview.**

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Job Summary

Position: Research Scientist – (1 post)
Reports To: Principal Investigator
Work Station: Dar es Salaam
Apply By: October 2, 2024

Institute Overview

Ifakara Health Institute (IHI) is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research, service delivery and policy translation.

Position Summary

Ifakara Health Institute seeks a qualified and experienced **Research Scientist**. The Research Scientist will play a pivotal role in advancing cardiovascular and other related NCDs and infectious diseases research at IHI through Jakaya Kikwete Cardiac Institute (JKCI). This position involves coordinating and managing donor-funded research projects, writing grant and research proposals, training medical professionals and junior researchers, conducting data analysis, and strengthening collaborations with local and international research institutions. The Research Scientist will also be responsible for preparing registries, quarterly reports, and supporting the institute in securing partners and donors for ongoing and future research projects.

Duties and Responsibilities

1. Coordination of Donor-Funded Projects:

- Oversee the coordination and implementation of donor-funded research projects.
- Ensure project activities align with donor requirements and institutional objectives.
- Act as the primary point of contact for donors, providing regular updates and reports.

2. Proposal Writing:

- Develop and draft grant proposals and research proposals for upcoming grant applications.
- Collaborate with interdisciplinary teams to identify funding opportunities and create competitive proposals.
- Ensure all proposals meet the strategic goals of JKCI and adhere to funding guidelines.

3. Training and Mentorship:

- Train and mentor medical doctors, junior researchers, and other healthcare professionals in research methodology and scientific writing.
- Conduct workshops and seminars to enhance the research capacity within the institute.

4. Data Analysis:

- Perform statistical analysis and interpret data from various research projects.
- Ensure the accuracy and integrity of data collected in ongoing studies.
- Collaborate with research teams to publish findings in peer-reviewed journals.

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5. Cardiovascular Research and other NCDs and related infectious diseases:

- Lead and participate in research studies focused on cardiovascular diseases, with a particular emphasis on conditions prevalent in the region.
- Design and implement research protocols in collaboration with other scientists and clinicians.

6. Registry Preparation:

- Prepare and maintain comprehensive registries for ongoing research projects.
- Ensure registries are up-to-date and compliant with regulatory requirements.

7. Quarterly Reporting:

- Prepare detailed quarterly reports for the institute's board, summarizing research activities, progress, and outcomes.
- Present findings and updates to stakeholders during board meetings and other relevant forums.

8. Collaboration and Partnerships:

- Strengthen existing collaborations between JKCI and other institutions, such as the Ifakara Health Institute (IHI).
- Identify and establish new partnerships with local and international research organizations.
- Facilitate joint research initiatives and share knowledge and resources with partners.

9. Partner and Donor Relations:

- Assist in identifying and securing new partners, donors, and funders for research projects.
- Develop and maintain strong relationships with existing and potential funding bodies.
- Work closely with the grant officer to ensure successful grant management and reporting.

Qualification and Experience

- A Master's degree in Computer Science, Statistics, Data Science, or any other related field.
- Prior experience in research.

Skills and Competencies

- Intermediate computer skills.
- Basic skills in statistical analysis.
- Basic skills on using R or Python software for data analysis.
- Strong interpersonal skills for guiding and supporting junior staff.
- Knowledge of cardiovascular and NCD research.

Remuneration

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Equal Opportunity

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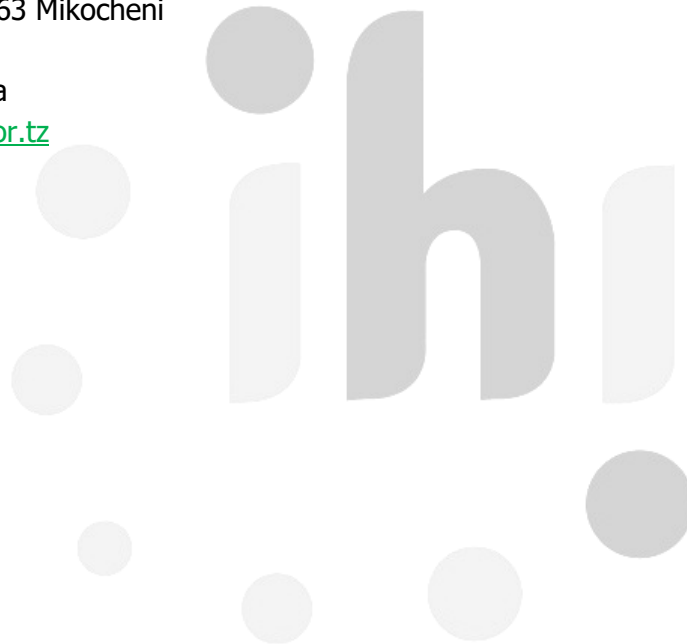
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