

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/L/56**

**1<sup>st</sup> March, 2021**

**VACANCY ANNOUNCEMENT- CONTRACT TERMS**

On behalf of **President's Office, Regional Administration and Local Government (PO-RALG)** through **Global Fund Grants**, Public Service Recruitment Secretariat (PSRS) invites dynamics and suitable qualified Tanzanians to fill **(06)** vacant posts mentioned below.

**1.0 PRESIDENT'S OFFICE, REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PO-RALG)**

President's Office, Regional Administration and Local Government (PO-RALG) through Global Fund Grants is supervising the health projects under the fund. The Global Fund for fighting AIDS, Tuberculosis, and Malaria was established in 2002 to dramatically increase resources to fight three of the world's most devastating diseases, and to direct those resources to areas of greatest need. Tanzania is one of the major beneficiaries of Global Fund support to fight HIV/AIDS, tuberculosis, Malaria and to build resilient and sustainable systems for health since 2002. There are three operational grants being implemented through the public sector principal recipient (PR). These include: HIV grant, TB grant and Malaria grant. The grants are implemented in collaboration between the public and private sectors. Among of the objectives of the Global Fund support are to help the government of Tanzania to achieve universal access to comprehensive HIV prevention, treatment, care, support services, reduce the incidence by 25% and

mortality by 50% of TB, reduce the average country Malaria prevalence and achieve 20% reduction in maternal mortality ratio.

#### **1.0.1 PHARMACIST (1 POST)**

#### **1.0.2 WORK STATION: DODOMA**

#### **1.0.3 REPORTING TO: DIRECTOR OF HEALTH SOCIAL WELFARE AND NUTRITION**

#### **1.0.4 DUTIES AND RESPONSIBILITIES**

- i. To participate in proposal writing for procurement of Malaria Commodities, and provide procurement updates of Commodities procured through funds from GF and other donors;
- ii. To coordinate supply chain activities and rational use of Medicines to be conducted in timely manner,
- iii. To collaborate with Regional, District and Implementing Partners in development and review of national guidelines, training packages, strategic plan, operational plan, Malaria commodities assessment tools for proper provision of quality Malaria Services and data management of Malaria Commodities;
- iv. To build capacity to health care workers and Malaria partners on Malaria logistics system in order to ensure data quality, timely reporting and adherence to the national guidelines;
- v. To develop an assessment tool to assist in evaluating performance of supply chain system and ensure key performance Indicators are monitored to improve supply chain management;
- vi. To identify potential break downs in the HIV, TB and Malaria commodities logistics system and taking corrective and remedial actions to avoid service interruptions for improvement of health services;
- vii. To prepare detailed monthly stock status reports, detailing information but not limited to Malaria pharmaceuticals and supplies, procurements and deliveries in pipeline, and stocks at risk of expiries;
- viii. To develop a feedback mechanism to ensure that approved stock status of Malaria commodities including pediatric formulations reports are disseminated to all levels of the health system and implementing partners;
- ix. To provide update and metrics to guide implementation e.g. assumptions;
- x. To support LGAs in initiating procurement through ELMIS under MSD; and
- xi. To provide updated quarterly stock status reports from LGAs level by liaising with MSD.

### **1.0.5 QUALIFICATIONS AND EXPERIENCE**

Degree in Pharmacy with minimum of 2-3 years working experience as Laboratory Scientist in Hospitals and must possess valid license of practice from the Tanzania Pharmacy Council. Master of Public Health or any other related Master program will be added advantage.

### **1.0.5 OTHER COMPETENCIES**

- i. Experience in using e-LMIS system in ordering commodities;
- ii. Ability to work in a multi-cultural environment with daily travel to different field sites in Site;
- iii. Capacity and flexibility to work under pressure driven and difficult conditions;
- iv. Effective team player with public interest orientation;
- v. Basic skills in Microsoft Office particularly Word, Excel, and PowerPoint;
- vi. Self-directed, able to independently set priorities and solve problems with minimal guidance and
- vii. Excellent interpersonal, oral and written communication skills in both Swahili & English.

### **1.0.6 PROFESSIONAL STANDARD**

Must be competent and adhere to the values and principles outlined in the pharmacy practitioner council - Standards for Professional Conduct. These are Integrity, Service, and Accountability.

### **1.0.7 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary Scale.

### **1.0.8 HEALTH LABORATORY SCIENTISTS (1 POST)**

#### **1.0.9 WORK STATION: DODOMA**

#### **1.0.10 REPORTING TO: DIRECTOR DIVISION OF HEALTH SOCIAL WELFARE AND NUTRITION**

### **1.0.11 DUTIES AND RESPONSIBILITIES**

- i. To coordinate different laboratory tests in Health Laboratories and research;
- ii. To coordinate different samples which require special expertise and samples for research in the project;
- iii. To coordinate forecasting qualifications of laboratories supplies need with all players of supply chain including MSD;

- iv. To coordinate the preparation of quantification calendar of all programs e.g procurement plan, supply plan and delivery schedule;
- v. To conduct daily analysis and monitoring of laboratory supplies at the project and the facility under the project including sharing of information;
- vi. To participate in preparation of annual work plan and budget;
- vii. To participate in data quality assessment;
- viii. To work with SME specialist to ensure that ensure database for laboratory supplies are updated; and
- ix. To prepare laboratory related technical progress report on logistic performance and implementation activities.

#### **1.0.12 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Science in Health Laboratory with Minimum of 2-3 years working experience as Laboratory Scientist in Hospitals and must have valid license of practice from Board of Medical Laboratory Scientist Association. Master of Public Health or any other related Master program will be added advantage.

#### **1.0.12 OTHER COMPETENCIES**

- i. Experience in using e-LMIS system in ordering commodities;
- ii. Ability to work in a multi-cultural environment with daily travel to different field sites in Site;
- iii. Capacity and flexibility to work under pressure and difficult conditions;
- iv. Effective team player with public interest driven orientation;
- v. Basic skills in Microsoft Office particularly Word, Excel, and PowerPoint;
- vi. Self-directed, able to independently set priorities and solve problems with minimal guidance; and
- vii. Excellent interpersonal, oral and written communication skills in both Swahili & English.

#### **1.0.13 PROFESSIONAL STANDARD**

Must be competent and adhere to the values and principles outlined in the Health Laboratory Practitioner Council - Standards for Professional Conduct. These are Integrity, Service, and Accountability.

#### **1.0.14 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary Scale.

**1.0.15 VECTOR CONTROL OFFICER (1 POST)**

**1.0.16 WORK STATION: DODOMA**

**1.0.17 REPORTING TO: DIRECTOR DIVISION OF HEALTH SOCIAL WELFARE AND NUTRITION**

**1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To coordinate and evaluate resistance of disease vectors against pesticides for the program;
- ii. To carry out studies on control of livestock disease vectors from the region where the program will be conducted;
- iii. To coordinate and carry out studies on control of Human disease vectors of the program;
- iv. To coordinate and carry out bio-efficacy testing of pesticides for human and livestock disease vectors for their intended uses from all regions programs will be conducted;
- v. To coordinate the preparation of quantification calendar of all programs;
- vi. To work with SME specialist to ensure that database for Vector control are updated; and
- vii. To prepare vector control related technical progress report on logistic performance and implementation activities.

**1.0.19 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Environmental Health Sciences and must possess a valid license of practice from Board of Environmental Health Professionals. Master of Public Health or any other related Master degree will be added.

**1.0.20 OTHER COMPETENCIES**

- i. Ability to work in a multi-cultural environment with daily travel to different field sites;
- ii. Capacity and flexibility to work under pressure and difficult conditions;
- iii. Effective team player with public interest driven orientation;
- iv. Basic skills in Microsoft Office particularly Word, Excel, and PowerPoint;
- v. Self-directed, able to independently set priorities and solve problems with minimal guidance; and
- vi. Excellent interpersonal, oral and written communication skills in both Swahili & English.

### **1.0.21 PROFESSIONAL STANDARD**

Must be competent and adhere to the values and principles outlined in the Board of Environmental Health Professionals - Standards for Professional Conduct. These are Integrity, Service, and Accountability.

### **1.0.22 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary Scale.

### **1.0.23 STATISTICIAN (1 POST)**

#### **1.0.24 WORK STATION: DODOMA**

#### **1.0.25 REPORTING TO: DIRECTOR DIVISION OF HEALTH SOCIAL WELFARE AND NUTRITION**

### **1.0.26 DUTIES AND RESPONSIBILITIES**

- i. To conduct data cleaning and merging a review existing data-sets;
- ii. To conduct basic data cleaning to ensure all observations are uniquely identified and reported data is internally consistent;
- iii. To merge different data sets in one data files to ensure clean merges;
- iv. To conduct data analysis, interpretation and dissemination;
- v. To review and agree existing variables to suits project variables/indicators and international requirement;
- vi. To produce summary statistics of key outcome and covariate variables;
- vii. To advise on the best tools, frequency and methods to use in collecting different project data;
- viii. To advice on the simplest and most easily understood ways to display and report on the nature of what these data show;
- ix. To produce a written descriptive report following received routine and non-routine data on agreed regular basis; and
- x. To develop the sampling design and identify sample size and elements.

### **1.0.27 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in Statistics plus Master of Public Health or any other Health related Master degree.

### **1.0.28 OTHER COMPETENCIES**

- i. Experience on research/survey data analysis in projects;

- ii. Relevant expertise in the following (but not necessarily limited to) areas: Sampling, Data Collection, Data Processing and Quality Management, Health Research/Assessment and Statistical Analysis;
- iii. Should have experience of at least five (5) years at a national level in Data
- iv. Should be proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel;
- v. Have knowledge on social research methods, especially survey methodology. Experience in data management;
- vi. Have a knowledge of Health related activities; and
- vii. Excellent written and oral presentation skills, including drafting skills

### **1.0.29 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary Scale.

### **1.0.30 SURVEILLANCE, MONITORING AND EVALUATION OFFICER (SM&E) (1 POST)**

**1.0.31 WORK STATION: DODOMA**

**1.0.32 REPORTING TO: DIRECTOR DIVISION OF HEALTH SOCIAL WELFARE AND NUTRITION**

### **1.0.33 DUTIES AND RESPONSIBILITIES:**

- i. To review, consolidate and monitor implementation of all Malaria training, supervision and mentorship plans from all Malaria grant implementers;
- ii. To ensure completeness and timely recording and reporting of all Global fund supported activities to PORALG from all agents/ level that implement Malaria grant;
- iii. To facilitate timely reporting of performance indicators for Malaria from all agents/levels that implement at all levels for GF funded activities;
- iv. To work closely with officers from all Malaria grant implementers in analysis and implementation progress of GF grant;
- v. To attend meetings and field work as part of implementation assessment;
- vi. In collaboration with grant management unit at PORALG, prepare implementation quarterly report of Malaria grant;
- vii. To conduct supportive supervision visits to implementers to observe, monitor and provide guidance and quality feedback on Malaria interventions, use of data and indicators;

- viii. In collaboration with GF Coordinator at PORALG and other implementers of Malaria grant, facilitate preparation of Progress Update and Disbursement Request (PUDR) after every 6 months of every grant;
- ix. In collaboration with GF and other units, facilitate preparation of the Global Funds proposal and work plans for the coming years/rounds;
- x. Primary responsibility for preparation of grant deliverables pertaining to grant implementation as agreed with the GF;
- xi. To guide and steer the development of costed strategies to guide investments;
- xii. To provide guidance and stewardship on implementation of programs;
- xiii. To be responsible for implementation of activities under the PORALG while ensuring delivery of quality services and assurance thereof;
- xiv. To track performance of grants and grant results, including preparation of PU/PUDR;
- xv. To ensure availability and assurance of data to support decisions, including undertaking periodic national DQR;
- xvi. Based on monitoring of grant implementation, initiate and provide rationale for reprogramming based on need and the principle of investing to attain impact;
- xvii. To monitor investments to assess progress towards impact and outcome; and
- xviii. To facilitate and support periodic external program reviews to assess progress on national strategic goals and targets.

#### **1.0.34 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Science or Social Science in either Monitoring and Evaluation, Economics, Medicine or any other related discipline. Master of Public Health or any other related Master degree will be added advantage.

#### **1.0.35 OTHER COMPETENCIES**

- i. Experience on research/survey data analysis in projects;
- ii. Relevant expertise in the following (but not necessarily limited to) areas: Sampling, Data Collection, Data Processing and Quality Management, Health Research/Assessment and Statistical Analysis;
- iii. Should have experience of at least five (5) years at a national level in SME Should be proficient in using analytical tools such as STATA, SPSS, and Microsoft Excel;
- iv. Have knowledge on social research methods, especially survey methodology. Experience in data management;
- v. Have a knowledge of Health related activities; and



vi. Excellent written and oral presentation skills, including drafting skills.

### **1.0.36 REMUNERATION**

Attractive remuneration package in accordance with the Institution's Salary Scale.

### **1.0.37 LOGISTICS AND PROCUREMENT OFFICER (1 POST)**

#### **1.0.38 WORK STATION: DODOMA**

#### **1.0.39 REPORTING TO: DIRECTOR DIVISION OF HEALTH SOCIAL WELFARE AND NUTRITION**

### **1.0.40 DUTIES AND RESPONSIBILITIES**

- i. To oversee and supervise all program activities related to logistics and procurement at PO-RALG Headquarter, Regional and Local Government Levels;
- ii. To prepare program procurement plan for purchasing of equipment, services and supplies;
- iii. To ensure program procurement policies, guidelines and procedures are followed and maintained at all levels of primary health care setting;
- iv. To review, compile, analyze and recommend program products and services to be procured;
- v. To maintain and update supplier's information such as qualifications, delivery times, product ranges;
- vi. To identify all barriers related to program logistics and procurement procedures and recommend appropriate mitigation measures;
- vii. To provide monthly and quarterly logistics and procurement programmatic updates; and
- viii. To prepare, maintain and update program asset register as per procurement regulations.

### **1.0.41 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree in Logistics and procurement Management with minimum of 2-3 years working experience in Logistics and procurement field.

### **1.0.42 OTHER COMPETENCIES**

- i. Excellent interpersonal, oral and written communication skills in both Swahili & English;
- ii. Should have knowledge in computer application skills;
- iii. Should have a knowledge of Health related activities; and
- iv. Should be registered to the relevant professional bodies.

### 1.0.43 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale.

### GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. All posts are in contract terms of three years;
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **14<sup>th</sup> March, 2021**;
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. Presentation of forged certificates and other information will necessitate to legal action;

***NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**