



Tanzania Health Promotion Support

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Tanzania Health Promotion Supports (THPS) is an indigenous NGO established under non-governmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Regional Administration and Local Government (PORALG), Ministry of Home Affairs (MoHA) and Ministry of Health (MoH) in Zanzibar with a goal of ensuring accessible high-quality health care services to Tanzanians; through strengthening of health and community systems for comprehensive quality health services including HIV/AIDS; Tuberculosis; prevention of GBV; reproductive, maternal, neonatal, child, and adolescent health (RMNHCAH) services; laboratory systems and services and health management information systems (HIMS)

Tanzania Health Promotion support (THPS) has been awarded by the U.S. Centers for Disease Control and Prevention (CDC)- under the Cooperative Agreement GH20-2062 to implement a project entitled “**Health Information System Development, Project Management and Coordinated Deployment for National HIV and Health Sector Systems in the Republic of Tanzania under the President's Emergency Plan for AIDS Relief (PEPFAR)**”. The goal of the project is to support the Government of Tanzania (GOT) in the management, coordination, scale-up, and continuous modernization of Tanzania's Health Information Systems (HIS). Specific areas that THPS will support include, but are not limited to: a) Technical planning and upgrading of HIS related to HIV/TB, particularly lab information systems; b) Strengthening data integration and linkages of diverse data sources and HIS; c) Improving data quality, data analyses, and utilization associate with HIS.

THPS therefore is seeking competent, experienced, dynamic and qualified candidates to fill the positions listed below.

1.Position Title: HIS-MIFUMO Project Coordinator (HPC)

Reporting to: Health Information System (HIS) Principal Investigator (PI)

Location: Dar Es Salaam

Overall Job Function

HPC will be responsible to establish and deliver road maps in politically and technically complex environments, to ensure a smooth implementation of an integrated HIS in relevant domains. HPC will coordinate all program lead (eSRS, DHIS2, Afya Care and Health Facility Registry) in in order to realize project goal; work with other laboratory and HIS partners to design scoping and delivering interoperability solutions using commonly accepted standards and protocols. The HIS Project coordinator (HPC) will be a technocrat, negotiator and government i.e. MOHCDGEC and PORALG relations focal point. HPC must be detail oriented, highly skilled with both Heath Information and Laboratory information systems.

The position involves at least 50% field travel.

Principal duties and responsibilities:

- Providing technical leadership of strengthening the quality, accessibility, and sustainability (SQAS) of the MIFUMO project.

- Supervise and monitor the MIFUMO project technical staff in the implementation of approved work plans to strengthen Health Information systems and services of the laboratory network.
- Provide technical support and guidance to MIFUMO project officers responsible for each program areas, counterparts from the MoHCDGEC and its departments/units, PORALG as well as other Implementing Partners to ensure standardized project implementation and cross fertilization.
- Oversee the implementation of the project technical activities to ensure that the work is technically and logistically sound, collaborative, timely, and is conducted in line with the donor-approved project work plan and budget.
- Make recommendations to the PI on staffing and personnel employment, promotions, termination, layoffs, and other personnel activities in order to maintain an efficient and cost-effective program.
- Keep track of the project work plans implementation, reporting timeliness and project indicators, and oversee quality of reporting including individual activity reports to strengthen the project and THPS institutional memory.
Lead the project technical staff to develop develop and implement individual staff action plans that are in line with the donor-approved work plan and budget for the current year, and are clearly linked to the overall project performance monitoring plan.
- Assist the PI to prepare and present quarterly project progress and technical reports to THPS Management, CDC/USG, MOH and other stakeholders as required.
- Regularly prepare and report the technical progress of the project to the Project PI against benchmarks to ensure that project deliverables are met in a timely manner and assist the PI in preparation of project reports to the Funding agency, MOHCDGEC and Stakeholders.
- Work with the Project PI to review the technical skill mix and staffing structure and make recommendations for any changes required to ensure the project has adequate staff to meet the project requirements.
- Demonstrates problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals
- Represent the project and THPS in HIS services Stakeholders' meetings and forums as directed by the PI.
- Liaise with MoHCDGEC, PORALG and Implementing Partners counterparts in ensuring smooth implementation of project goals.
- Perform other Project duties as needed.

Qualifications, experience & skills required

- Master's degree in Medical laboratory sciences from a recognized University with specialization qualifications in any laboratory disciplines or public health.
- 10 years' experience in a technical product manager with leadership/supervisory role
- 5 years' experience with Laboratory Information systems (LIS) and Health Information systems in Tanzania (eSRS, TilleLab, EVLIMS, Labnet, CTC2, CTC3, DHIS2)
- Demonstrable expertise in report writing
- Excellent English communication (oral and writing) skills
- Remarkable negotiation and political navigation skills
- Self-motivated, with acute attention to timely delivery of quality products
- Experience in leading multi-laboratory stakeholders, credible team building, and good interpersonal skills.
- Registered with Medical Laboratory Practitioners Board.

2. Position title: LIS Database Systems Developer
Reporting to: LIS Manager
Location: Dar Es Salaam

Overall Job Function

He/She will coordinate data management and integration of laboratory information systems within the available Laboratory Systems to ensure smooth data transmission from different systems to Open LDR and other health systems such as TilleLab, EVILLIMS, DISALAB, Jeeva by working closely with LIS teams and program officers at the MoHCDGEC and other partners. He/She will ensure regular LIS data cleaning and validation in the LIS and ensure the LIS systems are online and working to assist the MoHCDGEC and ensure all data flows from spokes to Laboratory Information Systems LIS moves in smooth manner. Develop support implementation of Helpdesk for all LIS implemented in the laboratory network. The position requires 75% field travel.

Principal duties and responsibilities:

- Coordinate with MoHCDGEC and other partners on Laboratory Information Systems data exchange and integration with other health systems
- Monitor LIS system and work with team to optimize workflows
- Maintain current knowledge of LIS by attending training programs and online user groups.
- Coordinate digital data sharing between the lab systems so as to enhance the data flows from spokes to the national LIS
- Design and deploy data table structures, forms, reports, and queries.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.
- Applying third party upgrades to existing databases.
- Coordinate and work with other technical staff to develop relational databases and secondary databases (i.e. Access).
- Identify inefficiencies in current databases and investigate solutions. Diagnose and resolve database access and performance issues.
- Plan and coordinate data migrations between systems.
- Develop, implement, and maintain change control and testing processes for modifications to databases.
- Development and maintenance of the database stored procedures, views and functions for hosted web applications.
- Ensure all database systems meet business and performance requirements. Produce ad-hoc queries and develop reports to support business needs.
- Creation and maintenance of technical documentation. Development and maintenance of Data Warehouse.
- Implementation of data dashboards to display data in differing formats.
- Perform any other duties as assigned

Qualifications, experience & skills required

- 3 years' experience working with IT Software/System Development, experience of Laboratory Information Systems - LIS will be of added advantage
- You are highly collaborative and you love participating in code reviews and discussions about architecture or design.
- A degree in Computer Science or related field, such as programming, engineering or similar.
- Familiar with new software technologies mobile software, web etc. and programming languages as Java, JavaScript, PHP, C#, VB, Python etc. and the software development ecosystem in general

- You are an absolute team player with passion and commitment for the work he/she does.
- Knowledge in various statistical data packages such as Epi info, Stata, SPSS etc.
- Excellent written and oral communication in English and Kiswahili
- Ability to work under pressure and timely meet deadlines
- Ability to plan, implement independently or in a team
- Analytical Skills and attention to details
- Must have clearly understand of system integration concept and how systems can be linked
- Excellent analytical and problem-solving skills.
- Excellent organizational skills with acute attention to detail are necessary. Must be self-motivated and comfortable working on several projects in concurrence.
- Strong background in client support and demonstrated ability to work with clients who have a wide variance in IT and computing skill levels.

3. Position title: LIS Data Analyst
Reporting to: LIS Manager
Location: Dar Es Salaam

Overall Job Function

Systems analyst will analyze, implement, maintain, and support IT and information systems to meet the business needs of LIS. He/She will oversee the coordination of data management and integration of laboratory information systems within the available Laboratory Systems to ensure smooth data transmission from different systems to Open LDR and other health systems such as TilleLab, EVILLIMS, DISALAB, Jeeva by working closely with LIS teams and program officers at the MoHCDGEC and other partners. Data Analyst must have Strong analytical skills, Attention to detail, Teamwork skills, Written and verbal communication skills, Interpersonal skills, Flexibility, Adaptability, creative and Initiative. He/She will ensure regular LIS data cleaning and validation in the LIS and ensure the LIS systems are online and working to assist the MoHCDGEC and ensure all data flows from spokes to Laboratory Information Systems LIS moves in smooth manner. Develop support implementation of Helpdesk for all LIS implemented in the laboratory network. The position requires 75% field travel

Principal duties and responsibilities:

- Oversee examining of current LIS, provide advisory information and specifications on how to improve the current LIS
- liaising with other IT staff/programmers to produce new systems and improve existing LIS systems
- Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for developers and testers to follow on regard of LIS
- Oversee Coordination with MoHCDGEC and other partners on Laboratory Information Systems data exchange and integration with other health systems
- Monitor LIS system and work with team to optimize workflows
- Maintain current knowledge of LIS by attending training programs and online user groups.
- Coordinate digital data sharing between the lab systems so as to enhance the data flows from spokes to the national LIS
- Analyze and oversee deployment of LIS table structures, forms, reports, and queries.
- Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.

- Applying third party upgrades to existing databases. Coordinate and work with other technical staff to develop relational databases and secondary databases (i.e. Access).
- Identify inefficiencies in current databases and investigate solutions. Diagnose and resolve database access and performance issues.
- Plan and coordinate data migrations between systems, training and feedback on LIS.
- Oversee implementation, and maintenance of change control and testing processes for modifications to databases.
- Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process
- Analyze and implement the development and maintenance of the database-stored procedures, views and functions for hosted web applications.
- Ensure all database systems meet business and performance requirements. Produce ad-hoc queries and develop reports to support business needs.
- Creation and maintenance of technical documentation. Development and maintenance of Data Warehouse.
- Implementation of data dashboards to display data in differing formats.
- Provide documentation of all processes and training as needed
- Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms
- Perform design, implementation, and upgrades of information systems to meet the business and user needs
- Implement best practices for scalability, supportability, ease of maintenance, and system performance
- Perform any other duties as assigned

Qualifications, experience & skills required

- 4-6 years' experience working with information technologies and systems analysis
- Software/System Development, experience of Laboratory Information Systems - LIS will be of added advantage
- You are highly collaborative and you love participating in code reviews and discussions about architecture or design.
- A degree in Computer Science or related field, such as programming, engineering or similar.
- Strong computer, hardware, software, and analytical skills
- Proven ability to assess business needs and translate them into relevant solutions
- Strong understanding and knowledge of the principles and practices associated with database design, maintenance and administration
- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems
- Working knowledge of a wide variety of programming languages
- Excellent analytical skills
- Familiar with new software technologies mobile software's, web etc. and programming languages as Java, JavaScript, PHP, C#, VB, Python etc. and the software development ecosystem in general
- You are an absolute team player with passion and commitment for the work he/she does.
- Knowledge in various Software Analytical and Designing Tools such as Visio etc.
- Excellent written and oral communication in English and Kiswahili
- Excellent organizational skills with acute attention to detail are necessary. Must be self-motivated and comfortable working on several projects in concurrence.

- Flexible working hours.
- Prior experience in implementation of a Laboratory Information System is preferred.
- Strong background in client support and demonstrated ability to work with clients who have a wide variance in IT and computing skills level.

4. Position Title: Project Accountant

Reports to: Project Finance and Administration Manager

Position Location: Dar es Salaam, Tanzania

Overall Job Function

The Accountant is responsible provide financial maintenance for Dar es Salaam and zonal field offices.

Principal duties and responsibilities:

- Maintaining accurate bookkeeping records while ensuring filling is done timely and accurately.
- Receiving, processing all invoices, issuing checks, entering cash receipts and disbursements data into various forms.
- Process expense forms and requests for payments from staff.
- Prepare and post transactions into paper-based and computerized accounting systems.
- Validate invoices and ensure timely and accurate payment of those expenses
- Maintain accounts payable modules
- Maintain control account for expenses with many transactions a month, such as air tickets to avoid double payments
- Make arrangement for upcountry office payments, such as fund transfer to up country staff.
- Prepare all travel advances and post into system.
- Ensure adherence to THPS policies and procedures and donor financial management requirements.
- Maintain a separate memorandum of payments made to ensure we have enough cash flow in both account every month.
- Undertake banking activities for all bank accounts; checking balance, collecting bank statements, cashing checks
- Work as part of the team to achieve departmental objectives.
- Timely preparation of financial reports and meet reporting compliance
- Facilitate and support internal review and external Audits, comply with Auditors requirements and liaise with their recommendations
- Perform other duties as assigned

Qualifications, experience & skills required

- The candidate must hold Advanced Diploma in Accountancy, or Bachelor degree in Finance or Accounting, Business Administration, or Corporate Management with accounting professional qualifications CPA or ACCA.
- Minimum of three years working experience in finance or accounting position.
- Knowledge of donor funded project preferably USG financial policies and procedures.
- Knowledge of finance, accounting, budgeting and cost control.
- Skills in analyzing financial data and prepare financial reports.
- Strong analytical skills in applying accounting principles and ensure that best practices are observed.

- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations.

5. Position Title: Administration Officer
Reports to: Senior Administration Officer
Position Location: Dar es Salaam

Overall Job Function

The Administration Officer is responsible to organize and supervise administrative activities that facilitate smooth running of the zonal team

Principal duties and responsibilities:

- Support the administrative office processes affecting:
 - Procurement
 - Utilities
 - Internal transport services
 - Stock control & Inventory Management
 - Reconciliation of vendor accounts
- Coordinate meetings, agendas, materials, minutes, and follow-up activities with key Project partners
- Organizing the coordination of events, site visits, workshops, and conferences
- Booking and arranging travel, transport and accommodation for the team
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- liaising with staff, suppliers and clients
- Resolve administrative problems for the project
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Screening phone calls and routing callers to the appropriate party.
- Maintain front desk procedures including contact information, directions and frequently requested company information
- In collaboration with Program Staffs compile list of participants, write invitation letters and ensure its receipts and confirmation of attendance
- Liaise with the Finance team to ensure that people in the trainings and meeting are paid on time
- Preparing administration and program purchase requisitions, necessary Advance requests, Petty cash etc
- Work hand in hand with the field team to ensure that their travel authorization is done on time and they are paid on time
- Contribute to team effort by accomplishing related results as needed
- Any other Duties as assigned by supervisor

Qualifications, experience & skills required

- Bachelor Degree or equivalent in Public Administration, Business Administration, or related subjects from a recognized College/University.
- Minimum two years office administrative support experience is preferred. Experience working for an NGO will be an added advantage.
- Good computer skills particularly use of power point and word processing.

- Excellent organizational skills including the ability to multitask, prioritize and work efficiently.
- Be of high integrity and able to maintain confidentiality.
- Proven record to work under minimum supervision and meet deadlines.
- Self –motivation and good office management attributes.
- Reading, written, and verbal fluency in English and Kiswahili
- Ability to work under pressure and timely meet deadlines

6. Position title: ICT Officer
Reporting to: IT Manager
Location: Dar Es Salaam

Purpose and Scope of Job:

To provide first line of support and maintain IT systems and equipment's at the THPS central office and all regional offices.

Principal duties and responsibilities:

- Respond in a timely manner to computer-related problems as necessary.
- Diagnose and troubleshoot problems related to hardware, software and the network on both user workstations and ICT equipment.
- Perform hardware and software installations, configurations and updates as needed.
- Resolve issues for staff via phone, in person or electronically.
- Maintain procedures and reports that provide technical support to the entire organization.
- Analyze records and logs to spot underlying trends and potential issues.
- Prepare ICT educational materials that will help build capacity of other staff.
- Provide training and assistance in the use of computer applications and hardware at THPS offices and supported sites.
- Ensuring the safety, security and control of computer systems and data.
- Advice THPS supported sites on technical matters.
- Carry out backups and make restoration when required.
- Managing and updating THPS website
- Support the implementation of new solutions or applications.
- Execute other functions as required by the supervisor.

Qualification and Requirements:

- Advanced Diploma or Bachelor's degree in computer science, computer engineering, Information Technology or a related field from a recognized institution.
- Possession of IT related certification will be considered as added advantage
- At least 3 years hands-on experience on ICT systems management, domain management and server administration including Office 365.
- Up-to-date knowledge of the latest IT trends and software.
- Working knowledge and expertise with a variety of software, hardware, and applications.
- Willingness to solve complicated problems and see projects through to completion.
- Analytical skills to study problems and identify solutions.
- Team-oriented attitude to help other colleagues and departments with technical problems.
- Strong interpersonal communication and relationship-building skills.

- Ability to manage time and effectively prioritize numerous tasks at one time.
- Ability to plan, implement independently or in a team.
- Excellent written and oral communication in English and Kiswahili

How to apply:

Interested applicants should send an email recruitment@thps.or.tz attaching their application cover letter one page maximum and CV four pages maximum by **May 10th 2021** with a position title as a subject line, for example: ‘**HIS-MIFUMO Project Coordinator (HPC)**’. Only short-listed applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.