

VACANCY ANNOUNCEMENT

Job Summary

Position: Project Manager (1 Post)
Reports To: Project Investigator
Work Station: Dar es salaam
Apply By: 26th May 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 and policy translation.

Position Summary

Ifakara Health Institute is looking for a qualified project manager to join the Transmission Zero Project. The Project Manager will be responsible for overseeing and coordinating various aspects of Project management and administration. He/she will play a pivotal role in ensuring projects are executed efficiently, meeting deadlines, and achieving objectives. This role requires strong Project skills, attention to detail, leadership abilities, and the capability to manage multiple tasks simultaneously.

Duties and Responsibilities

1. Project Planning and Coordination:

- Collaborate with project stakeholders to define project scope, objectives, and deliverables.
- Develop project plans, timelines, and budgets in coordination with the team.
- Coordinate resources, including personnel, equipment, and materials to ensure smooth project execution.

2. Project Execution and Monitoring:

- Oversee project activities to ensure they are completed on time and within budget.
- Monitoring project progress, identifying risks and issues, and developing mitigation strategies.
- Conduct regular project status meetings and provide updates to stakeholders.

3. Team Management:

- Provide leadership and guidance to project team members.
- Delegate tasks and responsibilities effectively, ensuring each team member understands their role.
- Foster a collaborative team environment and encourage open communication

4. Stakeholder Communication:

- Serve as the primary point of contact for project stakeholders, providing regular updates on projects status, milestones, and issues.

Ifakara Branch

Off Mlabani Passage
P.o. Box 53 Ifakara
Phone: +255232931572

Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni
P.o. Box 78,373 Dar es Salaam
Phone: +255222774756

Bagamoyo Branch

Off Chuguni Road
P.o. Box 74 Bagamoyo
Phone: +255232440065

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- Address stakeholder concerns and manage expectations to ensure satisfaction with the project outcomes.

5. Documentation and Reporting:

- Maintain accurate project documentation, including project plans, progress reports, and meeting minutes.
- Prepare comprehensive project reports for management and stakeholders, highlighting achievements, challenges, and next steps.

6. Quality Assurance:

- Ensure project deliverables meet quality standards and adhere to project requirements.
- Implement quality assurance processes and conduct regular reviews to identify areas for improvement.

Qualification and Experience

- Master's in Project management, or Master's in Monitoring and evaluation or related field.
- Proven experience in project management, preferably in a similar role.
- Proficiency in project management tools and software.
- Leadership and team management skills.
- Attention to detail and problem-solving skills.
- Ability to work well under pressure and adapt to changing priorities.

Skills and Competencies

- Proficiency in Project management methodologies and ability to create project plans, schedules, and budgets.
- Excellent verbal and written communication skills. Ability to convey project objectives, updates, and requirements to team members, stakeholders, and clients.
- Capability to lead and motivate a team toward achieving project goals and provide direction, support, and mentorship to team members.
- Strong organizational skills to manage multiple tasks, deadlines, and priorities effectively. Maintain project documentation and files in an orderly manner.
- Aptitude for identifying issues, risks, and obstacles in project execution and proposing solutions to overcome them.
- Efficiently allocate resources, manage timelines, and ensure timely delivery of project milestones.
- Ability to anticipate potential risks and develop risk mitigation strategies to maximize their impact on project outcomes.
- Proficiency in negotiation techniques to resolve conflicts, manage stakeholder's expectations, and secure necessary resources for the project.
- Meticulous attention to detail to ensure accuracy and quality in project deliverables.
- Basic understanding of project finances, including budgeting, cost tracking, and financial reporting.
- Proficiency in creating and delivering presentations to stakeholders, summarizing project progress, findings, and recommendations.

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Remuneration

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

Equal Opportunity

IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

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 **17:00 hrs on Sunday, May 26, 2024**. All e-mail application subject lines should include: **Project Manager – Transmission Zero. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager
IFAKARA HEALTH INSTITUTE
#5 Ifakara Street Plot 463 Mikocheni
P.O. Box 78,373
Dar es Salaam, Tanzania
Email: recruitment@ihi.or.tz

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