

VACANCY ANNOUNCEMENT

Job Summary

Position: Program and Administration Assistant (1 post)
Reports To: Regional Manager
Work Station: Kagera
Apply By: November 10, 2023

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 is seeking a **Program and Administration Assistant** to join the PMI | Shinda Malaria team. The P&A Assistant will provide programmatic, administrative and logistical support to the Shinda Malaria project activities in Kagera region. Additional responsibilities include organizing schedules for project field activities, establishing activity budgets, and supporting the logistics for organized project activities in the region. The P&A Assistant will also be responsible for coordinating and supporting operations functions such as procurement of office supplies and office maintenance and managing project equipment in the Kagera region.

The PMI | Shinda Malaria project 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 project 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 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. The PMI | Shinda Malaria project 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 Malaria project primarily works to support both facility- and community-based malaria activities in all districts of Kagera and Katavi regions, as well as making contributions to the national malaria priorities through the National Malaria Control Programme (NMCP).

Duties and Responsibilities

- Organize project plans involving project staff and/or stakeholders in Kagera.

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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- Provide support to programmatic activities with guidance from Regional Program Manager, whilst ensuring timely delivery.
- Coordinate project training and meetings in the region in collaboration with other program teams, including but not limited to training venue identification, and training facilities logistics arrangement.
- Organize, under the guidance of the Regional Manager, regular team meetings for planning and/or reviewing of project activities.
- Support the development of activity budgets.
- Ensure all materials delivered to the regional office for project activities are distributed to sites accordingly.
- Coordinate, manage and order office supplies for the region office.
- Set up and maintain a filing system both electronic and hard copy for the project documents and reports at the regional level.
- Compile and maintain an up-to-date inventory of all project reports and documents including monthly, and quarterly, activity reports and trip reports at the regional level.
- Establish and maintain a mini-resource center for the project, gathering and properly cataloging project information and other relevant resources.
- Develop and maintain asset registers for all project assets that are in Kagera and ensure timely maintenance of the assets.
- Ensure efficient and prompt operation of the reception and front office in general.
- Establish, update and maintain a contact list of project partners and ensure office communication is kept live.
- Supervise office attendants and ensure the office is clean all the time.
- Assist in setting up of office conference room and other logistics prior to meetings/training events and also arrange for refreshments as required.
- Verify staff claims forms before they are submitted to the account's office for payments.
- Ensure availability and be the custodian of all institutional forms which are used for different activities.
- Provide word-processing and secretarial support to other units, such as scanning, photocopying and binding.
- Ensure proper usage and prompt replenishment of kitchen supplies and toiletries and request additional stocks as needed.
- Ensure that all incoming emails, calls, invoices and parcels are correctly posted and in a timely manner.
- Directs visitors, collaborators and other staff to the appropriate office or staff member.
- Undertake any other duties as may be assigned by a Supervisor.

Qualification and Experience

- A Degree in Public Administration, Business Administration, Project Management or equivalent qualification.
- Secretarial training and/or office management skills are highly desirable.
- At least two to three years of working experience in the same capacity.

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- Experience working with NGOs and donor-funded projects will be an added advantage.

Skills and Competencies

- Excellent interpersonal and communication skills.
- High integrity and a sense of confidentiality.
- Be cooperative, hardworking, flexible & dependable.
- Excellent organizational skills.
- Proficiency in English and Swahili in both written and spoken.
- Excellent computer skills (including MS Word, and MS Excel).
- Adhere to IHI core values (Integrity, Initiative, Equity, Excellence, Accountability).

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 **17:00hrs on Friday, November 10th 2023**. All e-mail application subject lines should include: **PROGRAM ADMINISTRATION ASSISTANT – Shinda Malaria. Only shortlisted applicants will be contacted for an interview.**

Human Resources Manager
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P.O. Box 78,373
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Email: recruitment@ihi.or.tz

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