

VACANCY ANNOUNCEMENT

Job Summary

Position: Regional Coordinator – NEST 360 Project (1 Post)
Reports to: Senior Program Coordinator
Work station: Dar es Salaam
Apply by: 04 September 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

Under the direct supervision of the Programme Coordinator, the regional coordinator will be expected to work on a full-time basis during the assigned period. The regional coordinator will have a dotted reporting line to the program thematic leads. Among other regional administrative duties, he/she is expected to:

Duties and Responsibilities

- Coordinate with the Program Coordinator in the planning and management of 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 developments and trends in the region.
- 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 giving 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.
- Administer the Regional Office filing 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.

Ifakara Branch

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

Dar es Salaam Office

Plot 463, Kiko Avenue, Mikocheni
 P.O. Box 78,373 Dar es Salaam
 Phone: +255222774756

Bagamoyo Branch

Inside District Hospital
 P.O. Box 74 Bagamoyo
 Phone: +255232440065

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Qualification and Experience

- At least a Master's in public health, demographics, community medicine, health policy, health system administration, or equivalent discipline; in addition to 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 of working with and through development partners.
- Demonstration of 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.

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.

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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 address below.

The **deadline** for this application is **17:00 hrs on 4th September 2024**. All e-mail application subject lines should read: **Regional Coordinator - NEST 360 - Dar. Only shortlisted applicants will be contacted for an interview.**

**Human Resources Manager,
Ifakara Health Institute,
Kiko Avenue, Mikocheni,
P. o. Box 78373,
Dar es Salaam
Email: recruitment@ihi.or.tz**



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