

VACANCY ANNOUNCEMENT

Job Summary

Position: Senior Program Coordinator (1 post)
Reports To: PI/Country Lead
Work Station: Dar es Salaam
Apply By: 29th March 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, service delivery and policy translation.

Position Summary

Ifakara Health Institute is seeking a **Senior Program Coordinator** who will be responsible for coordinating and reconciling multiple activities and their interdependencies, including facilitating communication among program's cross-functional teams (Track leads). The Senior Program Coordinator will also coordinate Program activities on the ground, support central and regional teams in managing, implementing, and reporting program activities, monitor activities, and contribute to learning.

Duties and Responsibilities

- Supports PI/Country Lead in the day-to-day activities, including personnel, logistical, organizational, and project budgets.
- Provides oversight for the project's rigorous monitoring, evaluation activities and facilitates the documenting and dissemination of project learnings
- To support the successful implementation of project activities mutually agreed between Rice University (US) and Ifakara Health Institute (IHI).
- Coordinate NEST360 program activities across all technical areas, including collaborating with national and international stakeholders.
- Builds and maintains relationships with stakeholders including MOH, PORALG, NEST360 implementing hospitals, research and academic institutions, local and international NGOs.
- Prepare and submit timely monthly and quarterly programmatic implementation plans and reports per the work plan.
- Lead weekly internal team meetings, monthly internal learning sessions. and coordinate meetings with stakeholders.
- Establish and maintain program management tools across project teams and the field offices.
- Ensure synergy in the functioning of track leads and other implementing partners.
- Forge strategic partnerships for research, training, and services within IHI, as well as other national and international collaborators.
- Contribute to documenting and disseminating project success stories during routine programming meetings.
- Develop KPIs and assess the performance of the track leads and NEST360 regional managers as per IHI HR management policy.

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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Qualification and Experience

- A PhD in public health or related field specializing in maternal and newborn health. A clinical background is an added advantage.
- At least 5 years of experience working on Maternal and Newborn Health programs with significant responsibility for research, evaluation, and/or measurement work.
- Excellent leadership, communication, and interpersonal skills
- Demonstrated experience with and understanding global strategies and project implementation in maternal and newborn health.
- Proven expertise in quantitative and qualitative methodologies, implementation research, health management, health information systems, data analysis and dissemination.
- Strong technical skills, including the ability to process and analyse data using one or more statistical software packages, including at least one of the following: e.g. SPSS, STATA, and the health management information system (HMIS).
- Experience in working in multicultural and multidisciplinary teams.
- Good command of verbal and written communication skills in English and Swahili

Skills and Competencies

- Demonstrated leadership skills and experience building and maintaining productive working relationships with colleagues, implementing health facilities, MOH, PORALG and other stakeholders.
- Demonstrated ability to multi-task and support multiple staff members simultaneously.
- Ability to work independently and to take initiative in a proactive, results-oriented manner.
- Ability to work within deadlines and frequently shifting priorities in a high-pressure environment.
- Ability to coach, mentor and develop the technical capacity of regional and national programs and technical staff in the area of maternal and newborn health.
- Proven record of building teams and fostering collaboration to achieve program goals, meet program milestones, and produce quality program results.
- Experience developing qualitative and quantitative data collection tools, analysis and report writing.
- Excellent interpersonal skills, inspiring teamwork and motivating fellow team members and other stakeholders.

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

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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 Friday, March 29 2024**. All e-mail application subject lines should include: **Senior Program Coordinator – Nest360. 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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