

## BENJAMIN WILLIAM MKAPA FOUNDATION



### **EMPLOYMENT OPPORTUNITIES**

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic focused results areas include to combat HIV and AIDS, TB, Malaria and Reproductive, Maternal New Born, Child and Adolescent Health coupled with Health Systems Strengthening including Human Resource for Health. The Foundation addresses the above health challenges through innovative design and implementation of sustainable programs such as the Mkapa Fellows Program.

Achievement of the BMF's vision can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic and competent qualified candidates to fill the below vacancies: -

<b>Position Title:</b>	<b>Program Manager (1 Position)</b>
<b>Reports to:</b>	Director of Programs
<b>Department:</b>	Programs
<b>Direct Reports:</b>	M&E Manager, Senior Finance Officer and Regional Program Officers.
<b>Duty Station:</b>	BMF Headquarters Office – Dar es Salaam

#### **Overall purpose of the job**

The MFP Program Team Lead is the key program personnel and have the overall responsibility of managing attainment of Program Results, implementation, coordination, and overall Grant's compliance.

#### **Job specification**

##### **1. Leadership:**

- Provide strategic and operational leadership for the Program and coordinate all annual work planning, technical and financial reviews, evaluation, and implementation of activities with team members, Partners, and other stakeholders;

##### **2. Systems Development and Management:**

- Identify, design and implement effective and efficient systems to support the smooth implementation of all aspects of the program (including operations, financial management, monitoring, and reporting)
- Quality oversight: Oversee development, implementation and review of the MEAL Framework/Plan of the Fellows Program. coordination between partners, regular tracking of project results, and ensure adequate data collection for high quality reports.

### **3. Knowledge Management:**

- With the technical leadership of the Senior M&E Officer Manage the extensive Monitoring, Research and Evaluation component of the Program including development of a Program Learning Agenda.
- Oversee Management of Program records; produce and disseminate/share records of meetings with respective stakeholders (internal and external) and track implementation of the respective deliberations.
- Coordination and Facilitation: Organize and facilitate regular coordination with Program Management Unit, teams, Sub-recipients and all other stakeholders to coordinate work-plan development, implementation activities and evaluations and studies.

### **4. Technical Reporting and Documentation:**

- Ensure high-quality and timely submission of all Program reports and deliverables to the Donor and other designated authorities as agreed by the Program such as the Government.
- Financial monitoring: Through the technical leadership of the Program designated Senior Financial officer and close collaboration with Finance Manager, will oversee the monitoring of expenditure, budgeting and variance and address any problems in good time. In addition will ensure the preparation of accurate and timely financial reports;

### **5. Strategic Communications:**

- In collaboration with institutional Communication and Advocacy Officers, oversee the implementation and compliance of Program Marking and Branding Plan, articulating achievements, impacts and lessons learned;
- External relations: Develop constructive working relationships with relevant stakeholders including donor and relevant government ministries.
- Represent program Partners in external meetings in national and international fora and working groups with other key stakeholders.
- Develop opportunities for synergies with relevant external organizations and potential private sector partners.
- Seek out and develop relevant links within the private sector in line with Program goals.

### **6. Equity and Diversity:**

- Actively promote equity, diversity and respect, both within the program.
- Together with Institutional designated gender teams, ensure that all aspects of the project, including the design, approach, work-plans, staffing, monitoring, evaluation and research are integrating gender issues.

- To carry out the responsibilities of the role in a way, which reflects BMF commitment to protecting provided funds in accordance with the respective USAID Policies.

#### **Qualifications & Experience**

- Master's Degree in Human Resources Management, Health Administration, Public Health, Health Administration or scope related fields from accredited University.
- Having a certified competency on Project Management and other related fields is an added advantage.
- Extensive experience of managing multiple-partners' development projects of different donors including USAID.
- Demonstrated skills in leadership, as well as strategic program/project designing, planning, implementation and reporting;
- Ability to engage with Donors, Government and Non-State Institutions as well as responding effectively to deadlines and high demanding situations.
- Familiarity with Tanzania Public and Private health care systems and services and their related stakeholders, is an added advantage.
- At least seven (7) years of relevant work experience of which five (5) years must be in senior position.

<b>Position Title:</b>	<b>Regional Program Officer (4 Position)</b>
<b>Reports to:</b>	Program Manager
<b>Department:</b>	Programs
<b>Direct Reports:</b>	M&E Data Assistants
<b>Duty Station:</b>	BMF Field Offices - Arusha, Dodoma, Iringa and Mtwara.

#### **Overall Purpose of the Job:**

The overall responsibilities will be to work as a program regional focal person and a link between the region, district and BMF. Take a lead role at the Regional level for the implementation of the Mkapa Fellows' Program and other related authorized initiatives.

#### **Job Specifications:**

In collaboration with the Regional, District teams and BMF staff at the Head quarter and Field offices, the specific responsibilities for the Regional Program Officer will include, but not be limited to the following:

- Manage and coordinate all program interventions under the designated regions as per program work plan.
- Oversee annual HRH identification for the designated region/s to inform HRH recruitment plan as per program tools.
- Manages all of the decentralized HRH management functions within the designated regions – this includes – contract management, performance management, benefits management, welfare and inquiries management while effectively engaging all key

implementing partners/entities as per programs implementation structure, protocols, modality and tools.

- Facilitate, take up and manage all local strategies and activities to enhance effective transition of the project deployed HRH as per program set strategies as well as applying continuous responsive strategies and best practices to maximize success of this intervention.
- Lead, supervise, review and take part in all program data management functions as per program data management structure, systems and tools.
- Take part into the Regional and Districts scheduled meetings and working groups on matters related to the project interventions.
- Provide feedback to the regional and district teams on the program's operations and work with the teams on matters that require Regional and Districts' interventions

#### **Qualifications & Experience**

- Bachelor's degree in Social Science or related field preferably in Human Resource Management, Public Administration - Health Services and systems' Management.
- Understanding of National Frameworks, policies and guidelines governing the health sector particularly on the areas of Human Resource Management, Planning and Policy.
- Experience in working within Regional and Local Government Authorities Excellent communication and writing skills in English and Swahili languages, including ability to develop reports and presentations using Microsoft Word, Excel, and PowerPoint
- A minimum of two (2) years' concrete experience in working with health-related programs.

**Position Title:** Senior Finance Officer (1 Position)  
**Reports to:** Program Manager,  
**Direct Reports:** Accountant (s)  
**Department:** Finance and Grants  
**Duty Station:** Benjamin Mkapa Foundation - Headquarters, Dar es Salaam

#### **Overall Purpose of the Job:**

To effectively develop, manage and administer Fellows program plans for proper recording, documentation, controls, monitoring and reporting of financial operations in compliance with BMF as well as Donors such as USAID rules and regulations.

#### **Job Specifications:**

##### **A. Budget and Plans**

- Prepare inputs for periodic (quarterly and annual) budgeting as per provided guidance by the Donor and BMF Management
- Conduct periodic reviews on budget performance and ensure alignment to the signed agreement between BMF and USAID

- Consult with Program Team Lead and the Finance departmental management on the fiscal aspects of Fellows Program planning, including salary recommendations, and other administrative actions

#### **B. Cash flow projection & forecast**

- Prepare and monitoring cash flows for timely financial decisions for the project
- Conduct reviews and evaluation of cost-reduction opportunities and alerts for any areas of cost increase for donors/SMT approval
- Oversee the monitoring of expenditure, budgeting and variance and submit to the Finance Manager and Project Team lead timely.

#### **C. Management & Financial reports**

- Carry out strategic analysis of the Program finances and undertaking financial modeling and forecasting for the Fellows Program
- Assessing financial implications of new/arising demands/directives from the Donor and/or other decision-making levels.
- Providing and interpreting other financial information related to the Project including any financial/taxation regulations amendments occurring at the country level;
- In collaboration with the Department of Program, effectively manage the Fellows Payroll and ensure timely reconciliation and reporting
- Preparation of various financial reports as per agreement with the donor and the BMF Management i.e. monthly, quarterly, semi-annually and annual management accounts and donor required
- In collaboration with the Program Team lead, present the fellows program financial reports to the BMF SMT
- Review and respond to USAID raised queries on the report and ensure timely and quality resubmission (in consultation with SMT)
- Preparation of the Fellows Program books of accounts including periodic reconciliations as per defined BMF internal control structure and systems, as well as the interpretation of the same
- Prepare statutory financial statement of the Fellows Program and submit them to relevant parties
- Analyze financial risk assessment and ensure placement and attendance upon the mitigation strategies
- In collaboration with the Director of Finance and Grants, establish, maintain, and coordinate the implementation of Fellows Program accounting and accounting control procedures

#### **D. Subordinates effectiveness**

- Supervise and develop staff working for the Fellows Program within Finance dept.

- Monitor performance and efficiency of the direct reports as well as motivate and inspire higher productivity.

#### **Qualification & Experience**

- First degree in finance or related field, plus CPA (T) or its equivalent. Having a second degree on Business Management or related field, will be an added advantage.
- At least 6 years of experience and having an experience working with the donor financed project particularly USAID, will be an added value;
- Specialized knowledge in an automated Accounting packages.
- Good understanding of international and local organizations financial practices.
- Excellent budgeting and financial management knowledge as well as use and literate upon computer programs.

**Position Title:**        **Monitoring and Evaluation Manager (1 Position)**

**Reports to:**            Program Manager.

**Direct Reports:**      M&E Data Analyst, M&E/Data assistants

**Department:**         Monitoring, Evaluation and Research

**Duty Station:**        BMF Headquarters Offices-Dar es Salaam

#### **Overall purpose of the Job**

To oversee and manage the Fellows program planning, monitoring, evaluation, and knowledge management. She/he will further be vested with roles of managing compliance throughout the project implementation as per of the MEAL framework, quality assurance strategies, capacity building of internal team and partners, as well as to ensure all program aspects comply with BMF M&E guidelines.

#### **Job specification**

- Support the development, implementation and review of the MEAL Framework/Plan of the Fellows Program.
- Ensures production of timely and high quality Fellows Program monitoring and evaluation reports for evidence based accountability and submitted to the Donors, SMT and others.
- Perform field visits to ensure the quality of data collected by technical staff and to verify the accuracy of reported data (data quality assessment).
- Responsible with Data management including data flow, quality, analysis and use to inform project implementation
- Analyses changes and patterns in Fellows Program KPI data and performance reports in order to make recommendations to Program Team Lead and the SMT, for action
- Work in close collaboration with the Service Delivery partners to ensure appropriate analysis of Fellows Program data/performance and linked to the Service delivery data/performance.

- Identify strengths and weaknesses in existing data collection and management systems and propose solutions to the M&E Manager and DMER
- Lead and provide technical advice during planning and implementation of Baselines, Assessments and Evaluations defined and approved in the Fellows Program workplan
- Coordinate the project performance review sessions at the HQ and field offices
- Facilitate capacity building on M&E to staff and partners to ensure high performing team, timely and quality data collection and management of the Fellows Program.

**Qualifications & Experience**

- First degree in Statistics, Social Sciences, Public Health or its equivalent, possession of Professional training in M&E with at least five (5) years of relevant work experience.
- Must have hands on experience in statistical analysis packages - STATA; SPSS, Epi info etc with excellent quantitative and qualitative methodologies.
- Should have experience in data management preferably in the Health Systems or Disease specific related programs.
- Familiarity with Government of Tanzania M&E frameworks and systems within the health sector, Donor's M&E frameworks such as the USAID, will be an added value.

**Position Title:** Monitoring and Evaluation Data Assistants (5 positions)  
**Reports to:** M&E Manager  
**Department:** Monitoring, Evaluation and Research  
**Duty Station:** BMF Field Offices – Arusha, Dodoma, Iringa, Mtwara and Mwanza,

**Overall purpose of the Job:**

The M&E/Data assistant will be responsible for management of program related data at the facility level within the allocated regions; This involves data collection, compilation, analysis, validation throughout the project implementation as per of the MEAL framework. She/he will participate on facility based supervision and capacity building of internal the site staff and CHMT to set a groundwork and relationship for efficient data collection.

**Job Specifications:**

- Work with LGAs' focal person to collect data from all the beneficiary LGAs as per M&E plan.
- Compile data from all LGAs in a zone and submit for reviews
- Build capacity of site staff and beneficiary facilities teams to set a functional groundwork for efficient data collection, quality check, entry, compilation and timely reporting at site level, district level and regional level
- Facilitate utilization of reports at site level and district level for program planning, management and evaluation.
- Developing lessons learned, best practice and success stories and documentations.
- Take part in supportive supervision activities.
- Work in close collaboration with the Service Delivery partners to ensure appropriate analysis of Fellows Program data/performance and linked to the Service delivery data/performance.

**Qualifications and Experience:**

- First degree in Statistics, Social sciences, Public health, health system or Human Resource or its equivalent, possession of Professional training in M&E with at least three (3) years of relevant work experience.
- Must have hands on experience in statistical analysis packages - STATA; SPSS, Epi info etc. with excellent quantitative and qualitative methodologies.
- Should have experience in data management preferably in the Health Systems, Human resource data or Disease specific related programs.
- Familiarity with Government of Tanzania M&E frameworks and systems within the health sector, Donor's M&E frameworks such as the USAID, will be an added value.

**Position Title:** Payroll Accountant (1 Position)

**Reports to:** Finance Manager,

**Department:** Finance and Grants,

**Duty Station:** BMF Headquarters Office – Dar es Salaam

**Overall Purpose of the Job:**

A primary personnel for all payroll related payments of staff directly under BMF management and Project related staff that are located within Dar Es Salaam and upcountry transactions, filling of statutory deductions, update of all receipts for payroll deduction. Responsible for Calculation of taxes and prepare tax forms based on URT tax laws and regulations. Ensure that payroll processing is in compliance with the Laws of the country and in compliance to donor's regulations and allocations.

**Job Specification:**

- **Cash and bank reconciliation report**
- Preparation of project staff Payroll - overseeing changes, deductions, taxes, etc.
- Analyze payroll issues and provide appropriate action plans.
- Generate periodic payroll reports to Managers for review.
- Monitor and review accounting and related system reports for accuracy and completeness in relation to Payroll charging
- Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents,
- Update BMF and projects cash books and ledgers

**A. Update records in GL**

- Ensure all funds received are receipted and banked on the date of receipt or following day
- Carry out bank reconciliations for all projects and Trust plus creditors and debtors reconciliation.
- Responsible for all salaries JVs and proper allocation of payroll expenditure to respective projects.



- Responsible for recording and assigning costs based on approved budget in BMF accounting system
- Reviews and monitors outstanding imprest report by paying close attention to imprests that have not been settled within 14 days after completion of an activity.
- Maintains, monitors, and disburses funds from the project bank account in accordance with BMF's Financial Management Guidelines.
- Examine financial documents such as invoices, vouchers and other documents such as purchase orders to ensure the completeness, accuracy, and validity of financial data.
- Monthly remittances of withheld salary deductions such as PAYE, Pensions and others, to the relevant statutory bodies and other organizations and ensures the respective receipts are obtained in return
- Prepare accurately and timely Foundation's and projects financial reports as required,
- Provide necessary support to internal and external auditors in completing audits

**Qualifications & Experience**

- First degree in Accounting or related field from recognized Institution.
- A minimum of three years' experience working on similar roles, experience of working with Multi-Donor Funded projects will be an added advantage.
- Strong knowledge in computer application packages and payroll management is compulsory
- Specialized knowledge in Accounting packages such as ACCPAC application skills is an added advantage
- Good analytical skills with ability to work under pressure with minimum supervision.

**Position Title:** Program Officer Compensation & Benefits (1 Position)

**Direct Reports:** Program Manager Health Workforce

**Department:** Programs

**Duty Station:** BMF Headquarters Office – Dar es Salaam

**Overall purpose of the Job:**

To provide Human resource based support to the project staff on various human resource functions, which include collection and maintaining project staff data, close follow-up of their direct and indirect benefits, communicate effectively as a reliable source of information from the head office as well as providing support during recruitment process.

**Job Specification:**

- To oversee the project staff recruitment process from advertisement to new staff enrollment
- To create files for project staff and make sure all the necessary information is collected and kept in their files.
- To facilitate the process of certificate verification for all newly recruited project staff.
- To manage the project staff compensation process from the initial stage as being the key communication personnel across all level to the end results.

- Management of project staff contract and communicating effectively in case of any raising matter regarding their employment.
- Follow-up and preparation of project staff benefits during employment as well as terminal benefits.
- 

**Qualifications & Experience**

- Bachelor Degree in Business Administration, Human Resource Management, Project Management or related field from recognized Institution.
- Excellent communication and writing skills, including ability to develop reports and presentations using Office Applications.
- A minimum of two years' experience working on similar roles

**Position Title:** ICT Officer – Programmer/ developer (1 position)

**Direct Reports:** ICT Manager

**Department:** Operations Support Services Unit

**Duty Station:** BMF Headquarters Office – Dar es Salaam

**Overall purpose of the Job:**

The ICT Officer will serve as the expert for the technologies and solutions to be created and used in the development of the business applications and integrations at the Mkapa Foundation. He/she will further utilize in-depth knowledge of technological alternatives and business requirements to recommend solutions that are user friendly, efficient and scalable. The Incumbent will work closely with ICT Manager, Systems analyst and Users departments in defining requirements for system functions and must ensure effective communication in group settings, as well as must have ability to collaborate within team and across teams.

**Job Specification:**

- Support the ICT unit in developing dashboards that will facilitate Institutional and Project tracking of performance and enhance efficiency within the Foundation
- Work closely with a variety of end users to ensure technical compatibility and user satisfaction
- Develop software applications according to the technical documentation and designs provided by the IT Analysts and/or end users
- Ensure that the solution developed is in line with the coding standards and ensure that code revisions are maintained in the source code repository.
- Maintain a coding style that conforms to that specified by the Lead, Software Developer
- Translate Project workflow steps into business process activities and nested processes.
- Maintain and improve the performance of existing software at BMF and recommend improvements to existing software programs as necessary
- Design and update database objects to support an Application

- Designing, coding and debugging software applications in various software languages
- Collaborates with the Systems Analyst to develop operational/technical/support documentation for end users where applicable
- Perform Unit testing level throughout the application development life-cycle and ensure the Application is ready for the User Acceptance Test (UAT) as per the test plan developed by the Systems Analysts.
- Software analysis, code analysis, requirements analysis, software review, identification of code metrics, system risk analysis, software reliability analysis and software modelling and simulation
- Develop release documentation for completed and tested applications/solution within BMF in preparation to go live and ensure that all software defects reported during the UAT are corrected before migration to live environment.
- Software testing and quality assurance
- Carry out routine maintenance to the BMF Applications as the need arises on the development environment only, and make patches available for production as may be required
- Carry all other assignments provided by the supervisor

#### **Qualifications & Experience**

- Bachelor's Degree in Information Technology or Computer Science or its equivalent.
- Professional training (Certificates shall be an added advantage) in Enterprise level software development framework.
- At least 4 years of software development and design experience.
- Working knowledge of various software languages (such as Java, .NET, Python, C++).
- Advanced knowledge in RESTful and SOAP APIs, Queue Management, SMS Gateway, Data Visualization, Database Optimization, and Smartphone App Development etc. will be added advantage.
- Expertise in relational database concepts and database management systems as well as advanced knowledge on SQL Server, PostgreSQL or Oracle Database and MySQL.

**Position Title:** ICT Systems Analyst (1 position)  
**Direct Reports:** ICT Manager  
**Department:** Operations Support Services Unit  
**Duty Station:** BMF Headquarters Office – Dar es Salaam

#### **Overall purpose of the Job:**

The ICT **systems analyst** will be vested with overall responsibility of defining and analyzing, designing, testing standards and solutions and implementing information systems within the Foundation and will also assess their suitability and liaise with end users, software vendors and programmers in order to achieve intended outcomes of

the Mkapa Fellows Program and other related functions. He/she will serve as change agents who will identify the BMF improvements needed, design systems to implement those changes, and train and motivate others to use the systems.

**Job specification:**

- Perform designing, implementation, and upgrading of BMF information systems to meet the business and user needs
- Effectively manage BMF ICT related projects including the road maps, deliverables and budgets
- Deploy, maintain, and troubleshoot core business applications, including application servers, associated hardware, endpoints, and databases.
- Evaluate emerging technologies to decide if their installation at the Foundation can increase the organization's efficiency and effectiveness
- Meet and coordinate with internal and external BMF including Mkapa Fellows Program stakeholders to establish ICT related systems project scope, goals, and requirements
- Develop, analyze, prioritize, and organize requirement specifications, data mapping, diagrams, and flowcharts for IT program developers and testers to follow.
- Run training sessions and workshops on system processes and create system guidelines and manuals for the organization.
- Conduct regular reviews of systems and generating reports on efficiencies and improvement areas
- Translate highly technical specifications into clear non-technical requirements and manage the set-up and configuration of systems.
- Define and coordinate the execution of testing procedures, and develop test cases to serve the overall quality assurance process of all invented and/or reinforced IT related business processes.
- To coordinate in finalization of development of BMF disaster recovery and business continuity plan and in collaboration with the ICT Manager ensure adherence;
- Provide documentation of all processes and training as needed with regards to BMF online/ICT related programs/systems
- Oversee the installation and configuration of new systems and customize them for the Foundation.
- Develop and implement maintenance procedures, monitor systems health, gather system statistics, and troubleshoot reported errors and alarms within the BMF systems
- Implement best practices for scalability, supportability, ease of maintenance, and system performance.

- Ensure procurement of proper software and hardware for the related ICT systems and ensure its maintenance
- Undertake all other tasks as assigned by the supervisor

**Qualifications and Education:**

- Bachelor's degree in Computer Science or Information Technology, or Management Information system or equivalent experience
- 4-6 years' experience working with information technologies and systems analysis
- Strong computer, hardware, software, and analytical skills
- Working knowledge of various software languages (such as Java, .NET, Python, C++)
- Proven ability to assess business needs and translate them into relevant solutions
- Strong understanding and knowledge of the principles and practices associated with database maintenance and administration
- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems
- Sound knowledge of Windows and Linux operating systems
- Working knowledge of a wide variety of programming languages
- Excellent analytical skills

**Position Title:** Logistics & Administration Assistants Cum Driver (5 Position)

**Direct Reports:** Head of Logistics & Administration Assistants Cum Driver

**Department:** Operations Support Services Unit

**Duty Station:** BMF Field Offices – Arusha, Dodoma, Iringa, Mtwara and Mwanza

**Overall purpose of the Job:**

To provide logistics support to BMF staff and their related partners working within the different parts of the Country, including driving and caring for the vehicles.

**Job Specifications:**

- To ensure proper management of BMF vehicles service by checking vehicles service schedules, and keeping them clean, fuelled and well maintained.
- Provide official transport to BMF staff by driving BMF vehicles per approved and scheduled by your supervisor.
- To provide other internal administration support as guided by your supervisor.
- Collecting mail from BMF post box and dispatching letters and documents to and from the office to various BMF stakeholders.
- Working hand in hand with other BMF Staff to support activities while you are in field trips.

**Qualifications & Experience**

- “O” level plus professional certificates i.e. a driving license class C or D.
- NIT Certification is mandatory
- At least 7 years of experience including working with Donor Funded Project or Government.

**MODE OF APPLICATION:**

For all interested candidate send your achievement focused CV, copy of relevant academic certificates and cover letter addressed to the Chief Executive Officer, Benjamin W. Mkapa Foundation, via email: [hr@mkapafoundation.or.tz](mailto:hr@mkapafoundation.or.tz)

The deadline for application is on **Monday, 9<sup>th</sup> March 2020**

BMF is an equal opportunity employer and we value diversity

**RELEASED BY:**

**CHIEF EXECUTIVE OFFICER, BENJAMIN WILLIAM MKAPA FOUNDATION**