

**MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER,
ERLDERY AND CHILDREN (HEALTH)**

IMMUNIZATION AND VACCINE DEVELOPMENT PROGRAM

VACANCIES ADVERTISEMENT



The Ministry of Health, Community Development, Gender, Eldery and Children (Health) through Immunization and Vaccine Development Program (IVD) under the Department of Preventive Services has solicited support and collaboration from different stakeholders, one of them is **Global Alliance for Vaccines and Immunizations (GAVI)**.

In fulfilling the task of providing leadership to the Health Sector response to Immunization and Vaccine, IVD intends to employ six (6) suitably qualified Tanzanian candidates under renewable contractual agreement for a period of three (3) years as follows: -

Vacancies: -

Position 1: Software Development (One Position)

Supervisor (s): EPI Manager

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES:

To support management of IVD Electronic Immunization System (**EIS**) and Warehouse Management System (**WMS**) for improving stock visibility for program performance.

SPECIFIC RESPONSIBILITIES:

Responsibilities will include, but are not limited to the following:

- (i) To assist in the design, development, testing, documentation and maintenance of the WMS, EIS and other associated systems.
- (ii) To development, configuration, testing and implementation of WMS and EIS and its associated equipment.
- (iii) To support the development, configuration and operationalization of WMS and EIS configurations that use standard-based data structure.
- (iv) To develop Standard Operating Procedures (SOPs) to establish standard code sets for WMS and EIS, and assist in implementation of standardized coding schemes for WMS and EIS applications.
- (v) To support the design, development, testing and implementation of WMS, EIS and other Systems that supports IVD operations.
- (vi) To assist in the development of SOPs on how to use, maintain and administer the HIM and associated applications.
- (vii) To contribute to global communities of practice on using open source software application to improve health systems.

QUALIFICATIONS

Applicants for this position should possess the following minimum qualifications:

- (i) Bachelor's degree in IT or Computer Science or related concentration from recognized University/College with experience

on designing and implementation of web-based platforms, Master's degree in health and/or information systems or related field is an added advantage.

- (ii) More than 5 years of experience with agile software development methodologies and managing deployments, maintenance, disaster recovery and supporting production applications.
- (iii) 5 years or more of experience with design, development and deployment of open source applications especially in Java, Apache, advanced UNIX permissions and database development.
- (iv) Up-to-date knowledge of technologies, methodologies and technology standards associated with interoperability and an understanding of the constraints and benefits of different technologies.

Position 2: System Administrator (One Position)

Supervisor (s): IVD Manager

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES

The Administrator will be responsible on managing the EIS and WMS and leading system support team.

SPECIFIC RESPONSIBILITIES

Responsibilities will include, but are not limited to the following:

- (i) Installing and configuring software, hardware and networks.
- (ii) Monitoring system performance and troubleshooting issues.
- (iii) Ensuring security and efficiency of IT infrastructure.

- (iv) Manage the EIS and WMS products enhancements.
- (v) Manage the stakeholders in the supply chain and program data.
- (vi) Manage all issues reported by end users, and assist on resolving issues including systems operations issues.
- (vii) Coordinating level 2 support team and channel all level 3 issues to software developer.
- (viii) Compiling issues status as per Service Level Agreement and present to the management and Technical Working Group (TWG)

QUALIFICATIONS

Applicants for this position should possess the following minimum qualifications:

- (i) Bachelor's degree in IT or Computer Science or related concentration from recognized University/College with experience on designing and implementation of web-based platforms, Master's degree in health and/or information systems or related field is an added advantage.
- (ii) More than 5 years of experience in systems administration including standards and best practices for the development, implementation and ongoing operation of health information systems.
- (iii) More than 5 years of experience with agile software development methodologies and managing deployments, maintenance, disaster recovery and supporting production applications.

Position 3: GAVI Grant Coordinator (One Position)

Supervisor (s): Program Manager IVD

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES:

To ensuring smooth and timely implementation of the Health Strengthening (HSS) grants to enhance smooth coordinate of immunization and vaccine development.

SPECIFIC RESPONSIBILITIES

Responsibilities will include:

- (i) To monitor implementation of GAVI, supported HSS Plan and ensuring timely implementation of the plans.
- (ii) Coordinate review of Annual GAVI supported HSS Plan and develop new plan for the next year.
- (iii) Ensure proper financial Management of GAVI Funds in accordance with agreement between GAVI and the Government of Tanzania.
- (iv) Coordinate budgeting and budgetary control for GAVI funds to avoid unnecessary audit queries.
- (v) Coordinate and ensure regular financial audit on GAVI Funds.
- (vi) Work closely with the Program Manager of IVD/EPI to obtain implementation reports, compile and submit to GAVI all reports required timely.
- (vii) Prepare monthly, quarterly, semi-annual and annual financial reports and submit them to programme management timely.
- (viii) Maintain and keep organized data and records of GAVI supported funds.
- (ix) To coordinate program performance evaluation and review according to national and international plan.

- (x) Supervise accounts staff and ensure proper tasks allocation and conduct their performance appraisal.
- (xi) Coordinate programme auditing and audit response timely.
- (xii) Participate in all initiatives related to identification of resource requirements and gaps and initiate resource mobilization processes.
- (xiii) Other activities as assigned by Programme Manager IVD

QUALIFICATIONS AND SKILLS

Applicants for this position should possess the following minimum qualifications:

- (i) Bachelor's degree or Master's degree in Finance, Economics, Accountancy, preferably with Master's degree in Economics, Project Management and Monitoring and Evaluation.
- (ii) At least 8 years' experience in donor funded Grant management.
- (iii) Experience of working with Government institution preferably Health Sector.

Position 4: Warehouse Manager (One Position)

Supervisor (s): Head, Logistic and Cold Chain

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES

The warehouse manager will be responsible for management of the vaccines and dry warehouses at IVD.

SPECIFIC RESPONSIBILITIES

Responsibilities will include, but not limited to:

- (i) Maintains receiving, warehousing, and distribution operations by initiating, coordinating, and enforcing program, operational, and personnel policies and procedures.
- (ii) Complies with SOPs for vaccine management, good warehousing practices, handling and safe working in cold and freezer rooms, Vaccine Arrival reports, and shipping requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- (iii) Compile requisitions from regions and prepares distribution lists to regions after approval from head, logistic unit.

QUALIFICATIONS AND SKILLS

- (i) Bachelor's degree in Pharmacy, Material management, Procurement, or any other qualification with at least 3 years' working experience in logistics/warehouse management, preferably in vaccines' warehouse management.
- (ii) Should have skills in supervision, budget development, safety management, developing standards, managing process, inventory control, reporting skills, analyzing information, equipment maintenance, and team work.

Position 5: Warehouse Administrator: (One Position)

Supervisor (s): Head, Logistic and Cold Chain

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES

The warehouse operational officer will be responsible for monitoring all daily warehouse operation as guided by supervisor.

SPECIFIC RESPONSIBILITIES

Responsibilities will include:

- (i) To assist in safeguards warehouse operations by establishing and monitoring security procedures and protocols.
- (ii) Assist in monitoring inventory levels by conducting physical counts; reconciling with data storage system.
- (iii) Maintains good environmental condition and physical cleanness in the warehouses.
- (iv) Supervise warehouses staff functions to ensure proper utilization of available resources.
- (v) Liaise with fleet manager to ensure timely distribution of vaccines and related supplies.
- (vi) Prepare monthly/weekly warehouses operational reports.
- (vii) Assist in the assessment of the current situation of the warehouse including warehouse facilities, condition of the equipment, manpower in place and processes.
- (viii) Maintain customer care services for warehouses.
- (ix) Supervise warehouses arrangements and packing of vaccines and related supplies for distribution.
- (x) Assist in ensuring appropriate procedures and systems are in place to ensure efficiency of the warehouse operations.
- (xi) Coordinate orientation and on job training for newcomers on the warehouses.

QUALIFICATIONS AND SKILLS:

Applicants for this position should possess the following minimum qualifications:

- (i) Bachelor's degree in business administration or Bachelor's degree in public administration/Bachelor's degree in human resource management.
- (ii) At least 3 years working experience in business management.
- (iii) Should have skills in supervision, safety management, managing process, inventory control, reporting skills, analyzing information, equipment maintenance, team work.
- (iv) Ability to work with computers (excel, word, PowerPoint, publisher).

Position 6: Fleet Manager (One Position)

Supervisor (s): Program Administrator

Level of Effort: Full time

Duty Station: Dar es Salaam

OVERALL RESPONSIBILITIES:

The Fleet Manager will be responsible for management of all IVD fleets and ensuring preventive maintenance plans are developed and implemented.

SPECIFIC RESPONSIBILITIES:

Responsibilities will include:

- (i) To supervise all matters of transport related to vaccine's commodities.

- (ii) Oversee assigned fleet operations and make direct reports to the head of IVD on fleet performance and other operation requirements.
- (iii) Obtain and maintain trucks insurances, registration and permit for sustainable of the program.
- (iv) To oversee all activities related to dispatching, routing and tracking of programme vehicles.
- (v) Plan, Organize and manage the work of the transport staff to ensure that the work is accomplished in a manner consistent with the program requirements and make their performance appraisal and submit to Administrator.
- (vi) Coordinate functioning of programme garage for preventive maintenance and maintenance of programme vehicles for efficient distribution of vaccines and related vehicles.
- (vii) Coordinate movement of trucks and vehicles to be used in the distribution of vaccines and related supplies for security.
- (viii) Advise programme administrator in the rational use of fuel for vehicles according to the movements.
- (ix) Maintain IVD asset register for all vehicles, motor cycles, bicycles and other mechanical parts countrywide.
- (x) Oversee proper maintenance of parts and other consumable inventories.
- (xi) Oversee proper use of fuel rations, maintain logbook and account for fuel and oil storage tanks if available.
- (xii) Advise the programme in all technical matters related to transport and distribution.

- (xiii) Coordinate Response to all audit queries related to transport, transportation, and fuel utilization.
- (xiv) Develop, Maintain and ensure adherence to disciplinary procedures and provide orientation to transport staff on proper vehicle maintenance and management.

QUALIFICATIONS AND SKILLS:

Applicants for this position should possess the following minimum qualifications:

- (i) Diploma or Bachelor's degree in Transport Management from recognized and reputable college in Tanzania or abroad.
- (ii) At least 10 years of working experience in public service as fleet manager or principal transport officer.
- (iii) Ability to work with computers (excel, word, publisher)
- (i) Ability to supervise, mentor and coach subordinates in proper vehicles management.

GENERAL CONDITIONS:

- i. All applicants must be citizens of Tanzania and Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;

- Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
 - National ID.
- iv. Attaching copies of the following certificates is strictly not accepted
- Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers.**
- vi. Applicants should indicate three reputable referees with their reliable contacts.
- vii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE).
- viii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU).
- ix. Applicants with special needs/case (disability) are supposed/advised to indicate.
- x. Only short listed candidates will be informed on a date for interview.
- xi. Presentation of forged certificates and other information will necessitate to legal action. All applications should be sent to:

Permanent Secretary (Health),

**Ministry of Health, Community Development, Gender, Eldery
and Children,**

P.O.POX 743,

40478 DODOMA.

NB: Closing date will be two weeks from the first advertisement in this newspaper. Only successful candidates will be contacted and all interview costs will be borne by the applicants.