

**THE ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA (APHFTA)
DAR ES SALAAM ZONE**

CAREER OPPORTUNITIES

APHFTA DAR ES SALAAM ZONE COORDINATOR – 1 POSITION

The Association of Private Health Facilities in Tanzania (APHFTA) Dar es Salaam Zone is seeking to recruit Zone Coordinator for the APHFTA Dar es Salaam Zone. The Zone Coordinator will report to the Zone Leadership (Chairperson). This position is based in Dar es Salaam.

Specific Responsibilities will include:

1. Lead, supervise and coordinate all Zonal activities
2. Lead in the development and implementation of the Zonal plan of activities budget on a quarterly, biannual and annual basis
3. Manage the day to day activities of APHFTA Dar es Salaam Zone office
4. Coordinate the implementation of APHFTA membership activities in the zone
5. Coordinate, liaise and work closely with APHFTA Zonal branch leaders and members
6. Provide technical support to APHFTA Zonal Branch members
7. Conduct sensitization sessions to market APHFTA and recruit new members
8. Manage the financial, material and logistical resources in the zone
9. Capacity building & Monitoring
10. Develop, implement and oversee the zonal capacity building activities for members
11. Prepare zonal monthly, quarterly and annual reports for internal use
12. Coordination & Networking of member facilities
13. Establish a collaborative working relationship with the district and regional health service
14. Organize Public Private Partnership meetings at district, regional, and zonal levels, to strengthen coordination with the public sector
15. Represent APHFTA in different meetings conducted by donors, partners, stakeholders, members in the Dar es Salaam Zone
16. Liaise between APHFTA and Regional Administration and Local Governments on behalf of APHFTA when requested to do so by the Zonal leadership
17. Assume any other responsibilities assigned by the Zonal Leadership or National Coordinator

Key Qualifications, Knowledge, and Experience Required

1. Minimum of a Diploma in Clinical Medicine, Nursing, Public Health or any equivalent related qualification with experience in Coordinating private health facilities
2. Advanced Diploma or Degree in Medicine/ Nursing or equivalent degree will be an advantage
3. At least 2 years experience in the relevant field with some experience of working in performance improvement/quality management position
4. Ability to work with several facilities and partners with a focus on achieving a common goal
5. Communication and interpersonal skills for frequent contact with internal and external stakeholders of APHFTA to persuade and negotiate on matters of relevance to the membership

6. Good command of English and Swahili Languages, both spoken and written
7. Leadership skills, including demonstrated willingness to pursue leadership roles with increasing levels of accountability
8. Good Computer skills in MS excel, Word, PowerPoint, Internet etc

How to Apply

If you believe you can demonstrate your abilities to meet the relevant criteria for this position, please submit your application letter with a detailed CV stating your current position, academic qualifications and skills with E-mail and telephone contacts, including names and contacts of 3 referees.

To be considered, your application must be received by 13th October, 2020 addressed to:

The Chairman
APHFTA DSM Zone
P. O. Box 13234 Dar es Salaam
E-mail: info@aphfta.org

Only shortlisted candidates will be contacted