



## **THE ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA – APHFTA**

P.O. BOX 13234, Dar es Salaam, Tanzania

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### **EMPLOYMENT OPPORTUNITY**

<b>Position Title:</b>	<b>Director of Operations</b>
<b>Reports to:</b>	<b>Chief Executive Officer-APHFTA</b>
<b>Department:</b>	<b>Programs</b>
<b>Supervisory role:</b>	<b>All Project Heads and Departmental Heads</b>
<b>Location:</b>	<b>Dar es Salaam</b>

APHFTA is an umbrella organization of the private (self-sustaining) health sector in Tanzania established in 1994, as a Non-State organization. It serves as a public forum for the private health sector and provides a comprehensive array of advocacy, administrative, knowledge-sharing, and networking products and services to the Private Health Care Sector (PHCS). It endeavors to link the PHCS with the community and thereby contribute towards poverty alleviation. Over the years, it has engaged the PHCS in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children (MoHCDGEC) partnering to improve the quality of care in health sector and to achieve the objectives of the Health Sector Strategic Plans, the National Strategy for Poverty Reduction and Economic Growth (MKUKUTA) and the Sustainable Development Goals (SDGs).

APHFTA is looking for a qualified, experienced and interested individual to apply for the position of Director of Operations at its Headquarters in Dar es Salaam.

#### **Objectives of this Role**

- Collaborate with executive-level management in the development of performance goals and long-term operational plans
- Maximize efficiency and productivity through extensive process analysis and interdepartmental collaboration
- Set strategic goals for operational efficiency and increased productivity
- Work with project managers and Departmental Heads in the development of financial and budgetary plans
- Analyze current operational processes and performance, recommending solutions for improvement when necessary

### **Daily and Monthly Responsibilities**

- Develop, implement, and monitor day-to-day operational systems and processes that provide visibility into goals, progress, and obstacles for key initiatives
- Build and maintain relationships with all department heads, external partners, and vendors to make decisions regarding operational activity and strategic goals
- Plan, monitor, and analyze key metrics for the day-to-day performance of the operations to ensure efficient and timely completion of tasks
- Devise strategies to ensure growth of programs enterprise-wide, identifying and implementing process improvements that will maximize output and minimize costs
- Uphold organization policies and standards, ensuring legislative regulations are followed
- Work closely with human resources to lead team with integrity and establish and maintain a trusting, inclusive, and productive environment

### **Required Qualifications and experience**

- MBA in Operations Management, Strategy Management or organizational development or similar qualifications. An additional degree in health related subjects will be an advantage
- 10+ years senior leadership role in the appropriate field
- Superior knowledge of multiple operational functions and principles, including finance, customer service, Project management, Monitoring and Evaluation, and employee management
- Proven ability to plan and manage operational process for maximum efficiency and productivity
- Ability to streamline and implement new structures and roles that create speed, efficiency, and support rapidly shifting organization's demands
- Strong working knowledge of the health industry regulations and legislative guidelines in Tanzania and worldwide
- Experience with budget and business plan development
- Proven ability to develop innovative solutions for increased productivity
- Superior negotiation skills in both internal and external settings
- Masterful organizational, communication, and leadership skills, demonstrated by previous professional success
- Experience in the use of Web-based databases and spreadsheets (e.g., Excel) for QI-related data management and display

### **Preferred Skills**

- Demonstrated leadership ability
- Analytical skills in planning and budget review
- Decision making
- Business mindset
- Self-motivated
- Work in an international, highly ambitious and innovative organization
- Excellent interpersonal skills and a collaborative management style
- Customer and partner relationship management
- Excellent report writing

- Excellence in external and internal communication

### ***Instructions to interested applicants***

- ◆ Submit your updated detailed CV (Max. five pages in PDF), with a letter of commitment declaring your intent to take up the position.
- ◆ List of three referees with their current contacts, the referees must be one supervisor, one supervisee and a colleague

### ***Deadline of Submission***

The Expression of Interest must be in English and should be submitted electronically or physically to APHFTA offices and addressed to:

Chief Executive Officer,  
Association of Private Health Facilities in Tanzania (APHFTA),  
Lumumba Street, Kidongo Chekundu,  
P.O.Box 13234, Dar es Salaam-Tanzania.  
E-mail [info@aphfta.org](mailto:info@aphfta.org)

The closing date is 20<sup>th</sup> January 2021 at 18hr00 EAT. Interested applicants should ensure that Expression of Interest are delivered timely and to the correct address as indicated above. In case of late submission, the application will not be considered for evaluation.