



## URGENTLY NEEDED POSITIONS

### JOB OPPORTUNITIES AT ASSOCIATION OF PRIVATE HEALTH FACILITIES IN TANZANIA (APHFTA)

#### *1 Introduction and Background Information*

APHFTA is an Umbrella Organization of the Private (Self-Sustaining) Health Sector in Tanzania established in 1994. 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 Health Sector, linking the healthcare service to the community and thereby contributing towards poverty alleviation. Over the years, APHFTA has engaged the health sector in the delivery of public health goods under the Ministry of Health Community Development Gender Elderly and Children, partnering to improve the quality of care in the health sector and achieving the objectives of the Health Sector Strategic Plans and the Sustainable Development Goals (SDGs).

Recently, USAID issued a Request for Proposal (RFP) soliciting proposals from qualified applicants for implementation of *USAID Sustainable Access for Expanded Voluntary Medical Male Circumcision Services (SAFE VMMC) Project*. SAFE-VMMC project aims to expand access to a high-quality biomedical intervention with lifelong effect, which averts new HIV infections among young boys and men. USAID intends to support the Ministry of Health, Community Development, Gender Elderly and Children and the private sector to deliver high quality, safe medical male circumcision in a culturally acceptable context. SAFE-VMMC will be implemented in Tabora, Singida, Morogoro, Iringa and Njombe regions.

APHFTA is looking for qualified, experienced, and interested individuals to apply for the positions of the SAFE-VMMC Chief of Party and Finance and Administration Director. Successful applicants' credentials will form an integral part of APHFTA's proposal.

#### *2 Minimum Requirements*

##### **I – CHIEF OF PARTY**

##### *Desired Competence*

- ◆ Master's Degree
- ◆ At least ten years of senior level management experience in the design, implementation, and management of project of similar complexity and setting
- ◆ Demonstrated experience in institutional strengthening

- ◆ Demonstrated knowledge of Tanzanian health systems, with experience with VMMC and/or other biomedical HIV prevention services.
- ◆ Leadership skills and experience in building and maintaining productive working relationship with a wide network of institutional stakeholders, including host governments at all levels, which may have divergent interests.
- ◆ Demonstrated ability to build teams and foster collaboration to achieve activity goals, meet activity milestones and produce quality results
- ◆ Strong knowledge of the United States Government (USG) health initiatives and related reporting requirements and funding parameters
- ◆ Exceptional English written and verbal communication skills
- ◆ Swahili skills are preferred.

### *Roles and Responsibilities*

- ◆ Providing overall technical and strategic leadership for the expansion and scale-up of VMMC and HIV clinical services, including antiretroviral therapy (ART) and ART-based prevention services
- ◆ Serving as APHFTA's liaison on policies around VMMC and/or other biomedical HIV prevention services.
- ◆ Participating in national and international forums and technical working group meetings.
- ◆ Leading the development and execution of an evidence-based VMMC demand creation strategy and targeted marketing and communications campaigns, to increase uptake of services among adolescent and adult men.
- ◆ Establishing a strong referral and linkage system from VMMC services to HIV treatment, care, ongoing prevention and other sexual and reproductive health services.
- ◆ Overseeing quality assurance, supervision and adverse events management and reporting; coordinate development of updated operational procedures, guidelines, reporting systems and other operational tools.
- ◆ Establishing a strong Monitoring, Evaluation and Learning (MEL) system using District Health Information System 2 (DHIS2); support effective use of Project data to guide evidence-based Project implementation and increase efficiency and cost-effectiveness of services.
- ◆ Providing technical expertise to MoHCDGEC in support of the national HIV M&E system and health management information system (HMIS).
- ◆ Coordinating updates of VMMC training curriculum, develop training plans, monitor quality and ensure execution of training plans.
- ◆ Strengthening the capacity of service delivery teams and increase efficiency of service delivery and demand creation, providing comprehensive VMMC and clinical HIV services according to national and international guidelines, protocols and policies.
- ◆ Managing VMMC and HIV clinical services teams; ensure professional growth and skills development.
- ◆ Leading effective financial management of budgets in accordance with USG and APHFTA financial policies.
- ◆ Developing annual work plans in collaboration with Project managers and support teams.
- ◆ Regularly keeping APHFTA Management updated on the Project's activities and execute other management functions and duties as requested by the Management.
- ◆ Any other project assignment given by APHFTA Management.

## II – FINANCE AND ADMINISTRATION DIRECTOR

### *Desired Competence*

- ◆ Master's Degree (in Business, Finance, Economics or related field)
- ◆ Demonstrated success in managing finances for organizations with multi-million-dollar annual budgets
- ◆ CPA (T), ACCA or any related professional qualification
- ◆ Demonstrated experience managing and supervising teams
- ◆ Seven (7) years' experience in financial management of USG-funded projects valued at least US\$10 Million in Sub-Saharan Africa
- ◆ Expertise in USG cost principles, rules, regulations and their application in decision-making
- ◆ Demonstrated experience supporting and working with project technical staff to ensure resources are used efficiently and to accurately account for expenditures
- ◆ Ability to communicate effectively in English and Swahili, both verbally and in writing
- ◆ Exceptional computer skills, particularly in Microsoft Excel, and experience using commercially available accounting software
- ◆ Demonstrated success in managing sub-grant including risk assessment and capacity-building for grant-worthiness.

### *Roles and Responsibilities*

Project Finance and Administration Director will be responsible for the overall financial management and administration of the Project including:

- ◆ Developing/reviewing, implementing and maintaining financial policies and procedures. Monitoring adherence including compliance with USG financial, procurement and asset management policies
- ◆ Ensuring compliance with USG financial and accounting procedures, rules and regulations.
- ◆ Leading budget development, financial reporting, monitoring Project expenditures and maintaining financial record keeping systems.
- ◆ Monitoring project financial holding requirements to ensure adequate availability of cash to meet the Project obligations and commitments including liquidation of advances
- ◆ Being responsible for sub-contractor management, monitoring and compliance and will provide capacity development and technical support to sub-contractors to strengthen their financial management systems and ensure strong management of sub-agreements.
- ◆ Provision of guidance, monitoring and support to project team, including procurement for goods and services, logistical support for local and international travel (including expense reports) for staff and consultants, contracts development and management and maintenance of office inventory.
- ◆ Ensuring that USG resources are appropriately directed to project priorities and are in line with project work plans. This position will also oversee administrative procedures for the project and ensure Project actions are in compliance with USG and APHFTA regulations including procurement, travel, human resources and other administrative policies.
- ◆ Reviewing financial reports of sub-grantees, whenever applicable, and ensure that expenditures are in line with the budget and in compliance with donor regulations.

- ◆ Any other assignment that will be given by the Chief of Party

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

- ◆ Submit your updated detailed CV (Max. five pages in Ms. Word), with a letter of commitment declaring your intent to take up the position should APHFTA be awarded the contract to implement SAFE VMMC. The letter must state your availability for work in the project including start date and proposed length of tenure.
- ◆ List of three referees with their current contacts

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

The Expression of Interest must be in English and should be submitted electronically and addressed to:

**Chief Executive Officer,  
Association of Private Health Facilities in Tanzania (APHFTA),  
01 Lumumba/Makamba Street,  
P.O. Box 13234, Da Es Salaam- Tanzania  
E-mail: [info@aphfta.org](mailto:info@aphfta.org)**

The closing date is **Wednesday, 4<sup>th</sup> March 2020 at 12:00 East African Time**. 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.