



## JOB ANNOUNCEMENT

### **BACKGROUND:**

Amref Health Africa -Tanzania is a non-profit public health organization that has been supporting the Government of Tanzania in addressing public health issues, including maternal and child health, HIV, TB, Malaria, and nutrition, since 1987. Amref Health Africa - Tanzania collaborates with and receives guidance from the Tanzania Ministry of Health, Community Development, Gender, Elderly, and Children, the Zanzibar Ministry of Health, and the President's Office, Regional Authority, and Local Government (PORALG). Amref Health Africa -Tanzania has the following vacancies and invites suitable applicants for the following positions to be filled:

<b>1. Job Title:</b>	<b>Pandemic Fund Project Coordinator</b>
<b>Reports To:</b>	<b>Public Health Security Programme Manager</b>
<b>Directorate:</b>	<b>Programmes</b>
<b>Duty Station:</b>	<b>Dar es Salaam (with frequent field travel)</b>

### **Job Summary:**

Amref Health Africa- Tanzania is seeking a qualified and motivated Pandemic Fund Project Coordinator to lead the implementation of the Pandemic Fund Project. The project aims to strengthen Tanzania's early warning and disease surveillance systems, improving the country's ability to detect, verify, and respond rapidly to public health threats.

The Coordinator will oversee the planning, implementation, and reporting of all project activities and will manage day-to-day project operations. The role involves coordinating key project activities, supporting improvements in data quality and information sharing, and ensuring strong collaboration with the Ministry of Health (MoH), PORALG, WHO, regional and district health authorities, and development partners. The Coordinator will also be responsible for monitoring progress, reporting, and fostering learning to enhance the country's preparedness and response to public health threats.

### **Duties & Key Responsibilities:**

#### **1. Project Coordination and Management**

- Lead the development and execution of annual and quarterly workplans, ensuring alignment with project goals and national priorities.
- Oversee day-to-day project operations, ensuring efficient coordination of all activities at national, regional, and district levels.
- Manage project budgets, ensuring timely implementation of activities and adherence to donor guidelines and Amref financial policies.

- Ensure timely and high-quality submission of progress reports, financial reports, and technical updates to donors, MoH, and Amref leadership.
- Coordinate procurement plans, logistics, and distribution of project materials, and follow up on service delivery.
- Ensure compliance with donor contractual obligations, audit requirements, and Amref operational protocols.
- Supervise project staff, field teams, consultants, and implementing partners, ensuring accountability and high performance.

## 2. Technical Oversight and Capacity Strengthening

- Coordinate **Data Quality Assessment (DQA)** field visits to strengthen the accuracy, reliability, and completeness of surveillance data.
- Lead mentorship and on-the-job training sessions for surveillance personnel, laboratory staff, regional/district coordinators, and Rapid Response Teams.
- Facilitate development and review of **Standard Operating Procedures (SOPs)**, **Terms of Reference (ToRs)**, training manuals, and other guiding documents.
- Provide technical support for improving Integrated Disease Surveillance and Response (IDSR) systems, digital reporting platforms, and cross-border surveillance coordination.
- Support capacity-building workshops on epidemic preparedness, event-based surveillance, and risk communication.
- Promote harmonization of surveillance tools, guidelines, and reporting systems across all levels of the health sector.

## 3. Systems Strengthening and Digital Transformation

- Support the design, development, testing, and rollout of digital platforms and monitoring dashboards for enhanced data collection, visualization, and reporting.
- Document system user requirements, ensure proper validation, and participate in user-acceptance testing (UAT) for digital tools.
- Work with IT teams, MoH, and technical partners to integrate new platforms into existing national systems (e.g., DHIS2, IDSR reporting tools).
- Promote interoperability of digital systems to ensure real-time information sharing and improved outbreak detection and verification.
- Coordinate capacity building for health workers on the use of digital tools, mobile reporting applications, and analytics platforms.
- Monitor functionality, performance, and sustainability of deployed systems and address identified gaps promptly.

## 4. Stakeholder Engagement and Partnership Collaboration

- Serve as the primary point of contact between Amref and partners, including MoH, PORALG, WHO, CDC, UNICEF, and regional/district health authorities.
- Ensure all project activities align with national policies, the **National Action Plan for Health Security (NAPHS)**, and **International Health Regulations (IHR 2005)**.
- Organize and participate in technical working groups, coordination meetings, and stakeholder consultations.

- Facilitate consensus-building among diverse partners, ensuring shared ownership and sustainability of project interventions.
- Strengthen collaboration with RHMTs, CHMTs, research institutions, and civil society organizations to enhance surveillance capacity.
- Represent Amref in high-level forums, joint review missions, and national-level pandemic preparedness platforms.

## **5. Monitoring, Evaluation, Accountability, and Learning**

- Develop and implement a comprehensive M&E framework to track progress, outputs, and outcomes of all project components.
- Conduct regular monitoring visits to regional and district sites to assess implementation fidelity and provide technical backstopping.
- Ensure gender-responsive, inclusive, and equity-focused data collection and reporting to address disparities in public health response.
- Document best practices, innovations, case studies, and lessons learned for continuous improvement of surveillance systems.
- Facilitate learning events, review workshops, and knowledge-sharing sessions among stakeholders.
- Prepare high-quality progress updates, analytical reports, and evidence briefs for internal and external audiences.
- Use monitoring data to inform decision-making, refine implementation strategies, and improve overall project performance.

## **6. Strengthening National Preparedness and Rapid Response**

- Support enhancement of early warning systems, including event-based surveillance, community-based reporting, and digital alerts.
- Facilitate coordination and readiness of Rapid Response Teams (RRTs) at national, regional, and district levels.
- Promote the integration of field data, laboratory findings, and epidemiological intelligence to support rapid outbreak verification.
- Contribute to simulation exercises, outbreak investigations, and after-action reviews to improve preparedness.
- Ensure timely sharing of critical information to enable swift detection and response to potential health threats.

### **Qualifications, Experience & Skills Required:**

- Bachelor's degree in Public Health, Environmental Health, Health Sciences, Health Program Management, or a related health field from a recognized university.
- A master's degree in public health, Epidemiology, or a related discipline is an added advantage.
- Minimum of 3 years' experience in public health programme coordination, with emphasis on surveillance systems, outbreak response, or health information systems.
- Strong knowledge of disease surveillance and data quality assessment methods.
- Proficiency in computer skills (MS Office Suite).

- Proven experience in stakeholder engagement, project planning, reporting, and results-based monitoring.
- Experience coordinating training or mentorship programmes for health surveillance personnel is desirable.

**Knowledge, Skills, and Competencies:**

- Strong understanding of public health, epidemiology, disease surveillance, IDSR, and early warning systems.
- Familiarity with IHR (2005), NAPHS, digital health systems (e.g., DHIS2), and data quality principles.
- Knowledge of outbreak investigation, laboratory systems, and Tanzania's health governance structures.
- Project management, budgeting, and coordination skills.
- Ability to conduct DQAs, analyze data, and develop SOPs and training materials.
- Strong monitoring, evaluation, reporting, and digital systems support skills.
- Ability to supervise teams, manage partnerships, and prioritize multiple tasks.
- Strong decision-making and problem-solving abilities.
- Excellent written and verbal communication.
- Strong facilitation, presentation, and stakeholder engagement skills.
- Ability to identify system gaps, interpret data, and recommend improvements.
- High integrity, professionalism, accountability, and teamwork.
- Ability to work independently, under pressure, and in dynamic environments.
- Commitment to gender equity and inclusiveness.

<b>2. Job Title:</b>	<b>VAT Assistant Accountant</b>
<b>Reports To:</b>	<b>Programme Accountant</b>
<b>Directorate:</b>	<b>Finance and Administration</b>
<b>Duty Station:</b>	<b>Dar es Salaam</b>

**Job Summary:**

The VAT Assistant Accountant will support the Finance Department in ensuring accurate financial reporting, sound accounting practices, and strict compliance with VAT and tax regulations. The role involves preparing VAT refund claims, maintaining compliance with TRA requirements, reconciling accounts, and supporting donor reporting while ensuring adherence to both organizational and government financial standards.

**Duties & Key Responsibilities:**

**1. Accounting and Financial Management**

- Prepare and process payment vouchers, staff advances, claims, and journal entries with proper authorization and supporting documentation.
- Maintain comprehensive, systematic, and up-to-date accounting records (both physical and electronic).
- Perform monthly bank, cash, and general ledger reconciliations for assigned project accounts.
- Monitor project expenditures against approved budgets and report any variances.

- Manage petty cash operations, ensuring accurate recording, control, and timely replenishment.
- Reconcile supplier statements and follow up on outstanding payments.
- Support field offices in maintaining proper financial documentation and reporting.

## **2. VAT and Tax Compliance**

- Review tax invoices and EFD receipts to ensure compliance with VAT documentation requirements.
- Reconcile monthly VAT control accounts between Finance and Administration departments.
- Maintain updated VAT schedules and trackers for donor and project reporting.
- Prepare and submit monthly VAT refund claims; follow up with the Ministry of Health and Tanzania Revenue Authority (TRA).
- Assist in obtaining VAT exemptions for project procurements and track approvals from TRA.
- Post VAT journals into the ERP/accounting system and ensure proper classification.
- Verify VAT treatment on supplier and partner expenditure reports.
- Ensure all project expenses comply with donor agreements, organizational policy, and TRA regulations.
- Guide project and procurement teams on VAT and tax compliance requirements.
- Support internal and external VAT audits by preparing necessary supporting documentation.

## **3. Reporting and Compliance**

- Assist in preparing accurate and timely monthly, quarterly, and annual financial reports.
- Support Project Accountant during audits (internal, external, and donor).
- Ensure compliance with organizational financial policies, donor guidelines, and national laws.
- Maintain a proper filing system for all VAT-related documentation.
- Participate in capacity-building sessions for finance and program staff on VAT management and compliance.

## **4. Administrative and Other Duties**

- Support asset management processes, including maintaining an up-to-date fixed asset register and tagging of project assets.
- Collaborate with logistics and administration teams to ensure financial compliance during procurements and field activities.
- Assist in budget forecasts and cost tracking for ongoing activities.
- Perform any other related duties as assigned by the supervisor or Project Manager.

### **Qualifications, Experience & Skills Required:**

- Bachelor's degree in Accounting, Finance, Commerce, or a related field.

- A professional accounting qualification (CPA, ACCA, or equivalent) will be an added advantage.
- Minimum of **2 years' experience** in accounting or finance roles, preferably within an NGO or donor-funded project environment.
- Solid understanding of **VAT and tax compliance** in Tanzania, including TRA procedures.
- Experience in preparing VAT exemption requests and refund claims.
- Familiarity with donor regulations (e.g., USAID, Global Fund, FCDO, UN) is desirable.
- Hands-on experience with ERP/accounting systems (e.g., Navision, QuickBooks, SAP, or similar).
- Strong computer skills in MS Excel and other Microsoft Office applications.

### **Knowledge, Skills, and Competencies**

- High integrity and strong attention to detail.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and interpersonal abilities.
- Ability to meet deadlines and work under minimal supervision.
- Demonstrated commitment to transparency and accountability.
- Team player with the ability to collaborate across departments.

### **HOW TO APPLY: -**

If you meet the above qualifications and wish to apply, please submit a single document that includes both your application letter and CV. Be sure to state your current position, provide a daytime telephone number, and include the names and contact details of three referees. The interviews will be conducted at the Amref offices in Dar es Salaam. All applications must be received by 16:30 hours on December 01, 2025, and should be submitted exclusively through the link <https://careers.smartrecruiters.com/AmrefHealthAfrica4>; applications sent by mail or delivered by hand will not be accepted.

1. ***Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy***
2. ***"Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible."***
3. ***Any Applicant attempting or communicating with the Amref Health Africa Management or Staff through phone calls, SMS, text emails, and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above***
4. ***Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted.***