



## **1. JOB TITLE: Intern – Program Administration and Logistics Assistant**

The Intern – Program Administration and Logistics Assistant will support planning and implementation of LDS HARMONY activities, including trainings, workshops, meetings, field activities, and assessments. The role will provide administrative, logistics, and procurement support in line with Jhpiego policies and procedures.

**This position will be closed on February 17, 2026.**

### **Responsibilities**

#### **Program and Administrative Support**

- Support planning and implementation of project activities in coordination with program and finance teams.
- Assist in tracking workplans and implementation progress with project teams.
- Assist with activity budgeting, advance requests, and financial documentation.
- Support the preparation of invitations, confirm participation, and coordinate logistics for training and meetings.
- Provide secretarial support, including agenda preparation, minute-taking, and follow-up on action items.

#### **Logistics and Travel Management**

- Support the coordination of transport, accommodation, venue setup, training materials, and equipment.
- Help with travel arrangements, including travel requests, bookings, and post-travel documentation.
- Support procurement, inventory management, and distribution of project supplies.
- Assist in compliance with logistics, receiving, and regulatory procedures.

### **Documentation and Reporting**

- Help to compile and maintain organized electronic and hard copy filing systems.
- Support preparation of quarterly and annual project reports.
- Assist in maintaining an up-to-date inventory of project documents and reports.

### **Other Duties**

- Support regional teams with financial documentation and reconciliation and assist other programmatic and administrative duties as assigned

### **Required Qualifications**

- Bachelor's degree or advanced diploma in Business Administration, Logistics, Materials Management, or related field.
- Basic accounting and petty cash management skills.
- Proficiency in MS Word, Excel, and PowerPoint.
- Willingness to be based in Dar es Salaam and travel up to 30% of the time.
- Flexible, self-motivated, and able to take on additional responsibilities as needed.

### **Preferred Qualifications**

- Strong skills in administration, logistics, budgeting, and correspondence.
- Able to organize meetings and manage cash advances.
- Excellent communication skills in **English and Kiswahili**.
- Ability to multitask, work under pressure, and meet deadlines.

**APPLY HERE**

## **2. JOB TITLE: Assistant, Monitoring and Evaluation**

Reporting to the Senior technical Advisor, the M&E Assistant will support monitoring of progress toward LDS HARMONY targets through routine data collection, analysis, and use. The role will strengthen M&E capacity at regional, district, facility, and community levels, with a focus on ANC and PNC data quality and utilization.

**This position will be closed on February 17, 2026.**

## **Responsibilities**

- Provide support to the MoH and project partners in the collection, management, analysis, and utilization of data.
- Ensure timely, accurate, and complete data collection across all HARMONY project activities.
- Conduct data quality assurance activities and provide routine feedback to inform project performance and decision-making.
- Maintain well-organized records and archives of M&E tools, datasets, analyses, and reports.
- Support on-the-job capacity building in M&E during training sessions, mentorship sessions, and site visits.
- Prepare and contribute to monthly, quarterly, annual, and ad hoc project reports.
- Assist in project assessments, evaluations, and dissemination of results to relevant stakeholders.
- Perform other technical, programmatic, and administrative duties as assigned.

## **Required Qualifications**

- Bachelor's degree in Statistics, Health, or a related field.
- At least 5 years' experience in health project M&E and/or HMIS.
- Experience working with MoH systems and personnel is an advantage.
- Strong understanding of ANC and PNC indicators and HMIS systems.
- Experience in training facilitation, supervision, and quality improvement.
- Proactive, self-motivated, and able to work with minimal supervision.
- Experience in training facilitation, supervision, and quality improvement.

## **Preferred Qualifications**

- Strong analytical, communication, and report-writing skills.
- Proactive, self-motivated, and able to work with minimal supervision.
- Experience in training facilitation, supervision, and quality improvement.
- Proficiency in MS Office applications.
- Strong teamwork and interpersonal skills.

**APPLY HERE**

## **3. JOB TITLE: Technical Officer – Maternal and Neonatal Health**

The Technical Officer – RMNH will provide technical and programmatic support for MNCH interventions under the LDS HARMONY Project. The role will support the design and implementation of service delivery strategies for Antenatal Care (ANC) and Postnatal Care (PNC), ensuring technical soundness and alignment with current scientific evidence and national standards.

**This position will be closed on February 17, 2026.**

## **Responsibilities**

- Provide technical support for the implementation of MNH strategies and interventions across the HARMONY Project.
- Collaborate with RHMTs, CHMTs, and partners to implement and evaluate strategies that improve provider knowledge, skills, and attitudes.
- Support regional adaptation and application of LDS HARMONY technical approaches.
- Represent LDS HARMONY in regional, district, facility, and community-level meetings and forums.
- Contribute to project work planning and budgeting processes.
- Ensure program implementation aligns with Jhpiego and national RMNH standards.
- Promote integration of RMNH services across all levels of implementation and reporting.
- Coordinate MNH-related training with regional and district health management teams.
- Support performance and quality improvement initiatives in clinical sites.
- Build capacity of regional, district, and facility supervisors and providers through mentorship and assessments aligned with the Program Performance Monitoring Plan (PMP).
- Provide on-site technical assistance, mentorship, and coaching to service providers.
- Ensure proper documentation of project activities, lessons learned, and success stories.
- Support data analysis, use, and decision-making in collaboration with the M\&E team.
- Maintain clinical competency by providing clinical services in public health facilities as needed.
- Perform other duties as assigned by the supervisor.

## **Required Qualifications**

- Degree in Clinical Medicine or equivalent.
- At least 5 years' experience in reproductive and RMNH programming.
- Proven experience as a classroom and clinical trainer (minimum 5 years).

## **Preferred Qualifications**

- Strong mentoring and coaching skills.
- Excellent communication and interpersonal skills.

- Ability to manage multiple tasks and meet deadlines under pressure.
- Team player, flexible, dependable, and self-motivated.

**APPLY HERE**