



## Company Description

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes addressing communicable and Non - communicable diseases, Health systems strengthening at PHC including HRH and service delivery; Reproductive, Maternal, Newborn, and Child Health (RMNCAH), Nutrition, and Social determinants of Health including climate change, Water, hygiene and sanitation, public health security and social -economic empowerment.

Amref Health Africa, with support from the Novo Nordisk Foundation, will implement the anticipated Partnership for Education of Health Professionals (PEP), a flagship initiative within the Novo Nordisk Foundation’s strategic effort to reduce health inequities. PEP aims to improve access to prevention of and care for cardiometabolic diseases (CMDs) for people living in vulnerable positions in India and East Africa. With this, PEP seeks to strengthen the capacity of educational institutions to equip nurses and other key health professionals with the skills to provide quality CMD prevention and care and promote equal opportunities for women in the health workforce. Amref Health Africa -Tanzania has the following vacancies and invites suitable applicants for the following positions to be filled

### **1. JOB TITLE: Project Accountant**

Dar es Salaam, Tanzania, United Republic of

Full-time

## Job Description

The Project Accountant supports disciplined financial execution of the country program by ensuring accurate financial reporting, compliance with donor and organizational requirements, and effective coordination of program-level financial processes.

Working under the guidance of the Tanzania Senior Programme Accountant, the role ensures that financial transactions, reconciliations, budget implementation tracking, and reporting inputs are accurate, timely, and audit-ready. The Program Accountant plays a critical role in maintaining financial integrity across the Tanzania country program operations, enabling informed decision-making and protecting donor confidence.

This role requires strong technical competence, attention to detail, sound professional judgment, and the ability to operate effectively in complex, multi-partner, donor-funded environments.

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

#### **Financial Execution & Controls**

- a. Process and review country programme financial transactions to ensure accuracy, completeness, and compliance with donor and organisational policies.
- b. Maintain accurate accounting records for programme expenditures, commitments, accruals, and adjustments.
- c. Perform monthly reconciliations of country programme accounts, ensuring timely resolution of discrepancies.
- d. Support maintenance of clean, well-documented audit trails for all country programme financial activities.
- e. Apply internal controls consistently to safeguard country programme resources and reduce financial risk.

#### **Budget Monitoring and Performance Tracking**

- f. Support preparation and consolidation of programme budgets and forecasts under the guidance of the Tanzania Senior Programme Accountant.
- g. Monitor expenditure against approved budgets and flag variances, unusual trends, or potential overspends early.
- h. Prepare structured variance analyses and financial summaries to support country programme decision-making.
- i. Track burn rates and commitments to ensure spending aligns with delivery timelines and donor requirements.

#### **Donor Compliance and Financial Reporting**

- j. Prepare accurate, timely financial reports in line with donor and organizational requirements.
- k. Ensure donor cost rules, eligibility criteria, and budget classifications are applied correctly in transaction processing and reporting.
- l. Support financial inputs into donor narrative reports, ensuring consistency between financial and country programmatic data.

- m. Assist in preparation for donor financial audits, responding to queries and coordinating documentation as required.

#### **Multi-program country financial coordination**

- Coordinate with country finance teams to ensure timely submission of financial reports, reconciliations, and supporting documentation.
- Review country-level financial data for completeness and consistency before consolidation.
- Support alignment of financial calendars, exchange rate applications, and reporting formats across the country programme.
- Escalate identified risks or inconsistencies to the Tanzania Senior Programme Accountant in a timely and documented manner

#### **Financial Process Improvement & Risk Awareness**

- Identify opportunities to improve financial workflows, reconciliation processes, or reporting clarity.
- Suggest practical enhancements to budget tracking tools, templates, and documentation systems.
- Apply sound professional judgement when addressing financial discrepancies, balancing compliance with operational realities.
- Demonstrate adaptability in responding to funding shifts, donor amendments, or country programme adjustments while maintaining financial discipline.

#### **People and Performance**

- Take ownership of individual performance objectives aligned to programme finance priorities, demonstrating accountability for accuracy, timeliness, and quality of financial outputs.
- Contribute actively to a high-performing finance function by collaborating constructively with peers in the country programme, sharing knowledge, and reinforcing consistent financial standards and controls.
- Demonstrate reliability in meeting reporting deadlines, resolving reconciliation issues, and following through on corrective actions with minimal supervisory intervention.
- Provide structured support and guidance to the Tanzania country finance focal points on routine financial reporting, documentation, and compliance requirements, strengthening confidence and consistency across the programme.
- Model Amref's values, safeguarding commitments, and ethical standards in all financial processes, contributing to a respectful, transparent, and accountable work environment.

#### **Stakeholder Engagement and Collaboration**

- Maintain effective working relationships with country programme teams to ensure alignment between budgets, financial reporting, and delivery timelines.
- Communicate financial requirements, reporting expectations, and documentation standards clearly and professionally to non-finance stakeholders.

- Support coordination during audits, donor reviews, and financial reporting cycles by ensuring timely and accurate information flow across stakeholders.
- Build trust by delivering consistent, reliable financial data that enables confident decision-making at programme level.

### **Continuous Learning**

- Contribute to knowledge sharing within the country programme finance function to promote consistency and efficiency.
- Actively pursue professional development in accounting standards, donor compliance, and financial systems to strengthen individual contribution and long-term country programme capability.
- Stay updated on donor financial regulations, accounting standards, and internal policies.
- Seek feedback to strengthen technical accounting and analytical capability.

## **Qualifications**

1. Eight (8) years of experience in Accounting or Finance with at least five (5) years of experience in working with NGO's, international development, or mission-driven organizations.
2. Bachelor's Degree in Finance, Economics, Business Administration, or a related field. A CPA, ACCA, or other internationally recognized professional qualification(s) is an added advantage.
3. Demonstrable project management skills, including budgeting, costing, planning, and attention to operational details.
4. Demonstrable experience in managing financial operations across different regulatory, tax, and banking environments, demonstrating practical understanding of how country-level finance realities affect programme delivery.
5. Experience in working with multiple currencies and fiscal calendars, and managed the associated risks and reconciliations.
6. Demonstrable experience managing finances for donor-funded programmes, including restricted funding, donor-specific cost rules, and financial reporting requirements; and
7. Practical experience or leading donor financial audits, responding to audit queries and implementing corrective actions where required; and a footprint in supporting, supervising, and strengthening country-level finance teams, providing hands-on guidance, coaching, and oversight.
8. Fluent in oral and written English.

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

1. **Applied planning and execution:** Establishes an action plan for self and others to complete work efficiently and on time by setting priorities, establishing timelines, leveraging, and optimizing resources. Commits to a course of action to accomplish a goal after developing alternatives based on logical assumptions, facts, available resources, constraints, and Amref values.
2. **Ownership and accountability:** Demonstrates initiative in identifying inefficiencies, compliance risks, and process gaps within day-to-day program

accounting. Proposes practical improvements and adapts quickly within evolving donor and programme environments. Applies transparency, confidentiality, and ethical standards in all financial processes.

3. **Enabling change:** Encourages self and others to implement better approaches to address problems and opportunities; leads the implementation and acceptance of change for self and team. Supports country teams and implementing partners through budgets, reporting shifts, or regulatory updates by translating new requirements into clear, practical guidance. Maintains composure and clarity when programme conditions evolve, ensuring continuity in programme accounting.
4. **Driving results:** Takes personal accountability for accuracy, timeliness, and completeness of financial tasks, documentation, and reporting. Monitors assigned deadlines and follows through proactively to ensure milestones are met. Demonstrates persistence in resolving documentation gaps, report inconsistencies, or coordination bottlenecks.
5. **Collaborative engagement:** Builds effective working relationships with programme teams and country finance staff to ensure coordinated financial execution. Communicates clearly, professionally, and respectfully across functions. Escalates risks and issues appropriately while contributing to a culture of shared accountability.
6. **Creating an inclusive environment:** Makes decisions and initiates action to ensure that programme policies leverage the capabilities and insights of individuals with diverse backgrounds, cultures, styles, abilities, and motivation. Applies fairness, confidentiality, and transparency in documentation and reporting processes.
7. **Proactive Learner:** Actively seeks feedback and learning opportunities to strengthen technical knowledge of financial controls, donor regulation, and reporting. Applies new knowledge to improve accuracy, coordination, and compliance within assigned portfolio. Reflects on mistakes constructively and integrates lessons into future practice. Continuously strengthens technical accounting and donor compliance expertise.

## Additional Information

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 May 05, 2026**.

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## 2. JOB TITLE: **Project Officer for Curriculum Development**

Dar es Salaam, Tanzania, United Republic of

Full-time

### **Job Description**

The Project Officer for CD will support the planning, implementation, monitoring, and evaluation of the Partnership for the Education of Health Professionals (PEP) project, with a focus on strengthening institutional capacity, improving the quality of education, teaching, and learning, and the use of digital and innovative online and blended learning approaches, and foster capacity building on educational and implementation research. They will promote equitable access to education on cardio-metabolic disease.

The project officer for CD will provide technical leadership in all matters related to curriculum review/development and implementation to build the capacity of the institutions.

The project officer for CD will coordinate activities with partners, regulatory bodies, institutions, and other stakeholders to ensure the effective delivery of project outcomes.

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

#### **1. Project Implementation & Coordination**

- Provide technical support for curriculum review and development activities under the PEP project.
- Support day-to-day implementation of project activities in line with the approved PEP scope of work and budgets.
- Coordinate with partner institutions, government bodies, and stakeholders to ensure effective collaboration and alignment with project objectives.
- Facilitate training sessions, curriculum review exercises, workshops, and stakeholder meetings.
- Prepare and maintain detailed records of project activities, progress, and deliverables.
- Support to obtain the institutional, regulatory, and ethical approval of the validated training and capacity need assessment protocol and tools
- Support to review and/or develop curricula and regulatory tools across all cadres to address identified gaps and needs
- Coordinate and collect data on the developed approved protocol for the training and capacity needs assessment surveys
- Coordinate and support the dissemination of results locally and internationally through forums, conferences, and scientific publications in major peer-reviewed journals
- Facilitate the establishment and equip centers of excellence for quality cardio-metabolic education and research
- Build the capacity of faculty to conduct impactful CMD educational and implementation research

#### **1. Monitoring, Evaluation, and Reporting**

- Develop a monitoring system to track project progress, results, and lessons
  - Support data collection, monitoring, and reporting according to the project's M&E framework.
  - Conduct monthly and quarterly meetings to review project progress
  - Assist in preparing technical reports, progress updates, and documentation of best practices and lessons learned.
  - Contribute to project reviews and evaluations to ensure continuous improvement.
  - Convene the semi-annual steering committee meeting to receive project highlights and provide guidance
- 1. Partnerships and Stakeholder Engagement**
- Liaise with education authorities, institutions, and partners to strengthen networks and partnerships.
  - Promote knowledge sharing and collaboration among educational institutions, especially between Centers of Excellence and underserved institutions.
  - Represent the project in local coordination meetings and education forums.
- 1. Administrative and Financial Support**
- Support in managing project logistics, procurement requests, and administrative tasks.
  - Ensure compliance with organizational and donor financial regulations and reporting requirements.

## **Qualifications**

- Bachelor's degree in Medical Education, Medicine, Nursing, or related field
- A Master's degree in nursing or related field, health education, project management, monitoring and evaluation with at least two publications in reputable peer-reviewed journals, including a minimum of one as first author.
- Minimum of 3–5 years of experience in education program implementation, project management, and curricula review activities.
- Minimum of 2 years teaching at the mid-level health colleges or higher learning institutions
- Experience working with government institutions, universities, mid-level health colleges, or donor-funded projects.
- Knowledge of education systems, policy frameworks, OBL and eLearning platforms, Curriculum development, and capacity-building initiatives.

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

- Strong project management, coordination, and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with diverse partners and stakeholders.
- Strong report writing and analytical skills.
- Proficiency in Microsoft Office and data management tools.
- Commitment to gender equity, inclusiveness, and sustainability principles

## Additional Information

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 May 05, 2026**.

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### **3. JOB TITLE: Project Manager & Health Professional Education Specialist**

Dar es Salaam, Tanzania, United Republic of

Full-time

#### **Job Description**

The Project Manager & HPE specialist will provide overall project leadership, management and technical support for the execution of project interventions to attain its objective on Strengthen curricula to deliver quality education on CMDs; Develop faculty knowledge and competencies to provide quality education; Build institutional capacity to use innovative teaching methods and tools; and Strengthen the institution's capacity to generate evidence and facilitate up-to-date teaching and evaluation through health education and implementation research. The role will focus on strengthening health professional education in cardiometabolic diseases (CMDs), enhancing the training and capacity of health workers, and fostering collaboration among the Ministry of Health, the Ministry of Education, Science and Technology, academic institutions, regulatory bodies, professional associations, and development partners. S/he will be fully responsible for supporting the operationalization of the Partnership for the Education of Health Professionals (PEP) project in Tanzania.

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

##### **1. Project planning and Management**

- Develop and manage detailed project plans, budgets, and implementation schedules.
- Ensure activities align with national health and education priorities and partner agreements.
- Oversee day-to-day program operations, ensuring timely and quality delivery of outputs.

- Coordinate PhD training and fellowship programmes under the PEP initiative.

## **2. Partnership Coordination**

- Facilitate strong collaboration among MOH, PMORALG, MoEST, regulatory bodies, academic institutions (universities and mid-level colleges), professional associations, teaching hospitals, and partner organizations.
- Organize periodic (monthly, quarterly, semi-annual, and annual) coordination meetings, workshops, and program review forums.
- Serve as the primary liaison between stakeholders and ensure clear communication and accountability.

## **3. Capacity Building and Program Implementation**

- Strengthen curricula to deliver quality education on cardio-metabolic disease
- Oversee training, mentorship, and curriculum improvement for the education of health professionals' programs (e.g., nursing, clinician, and community health workers).
- Support faculty and tutor development, and continuous professional education initiatives.
- Develop faculty knowledge and competencies to provide quality education
- Build institutional capacity to use innovative teaching methods and tools
- Provide technical support for online and blended learning (OBL) approaches
- Promote innovative teaching and learning approaches, including digital health education tools.
- Strengthen the institution's capacity to generate evidence and facilitate up-to-date teaching and evaluation through education and implementation research

## **4. Monitoring, Evaluation, and Reporting**

- Support development and application of M&E frameworks to track program performance and learning outcomes.
- Prepare periodic project reports for submission in line with the internal and external reporting calendar
- Collect, analyze, and report data to inform decision-making and donor reporting.
- Document and disseminate best practices, lessons learned, and success stories.
- Prepare manuscript for publications

## **5. Resource Management and Compliance**

- Monitor financial and logistical aspects of the project, ensuring efficient use of resources.
- Prepare monthly and quarterly project budgets using a results-based framework to ensure appropriate expenditure and burn rates
- Ensure adherence to Amref and NNF regulations and institutional policies.
- In collaboration with the Project Accountant, timely prepare project expenditure reports for submission to the foundation.

## Qualifications

1. PhD in Health Education, Public Health, Medical Sciences, Project Management, or a related health field, with at least three publications in reputable peer-reviewed journals, including a minimum of two as first author.
2. Master's degree in Public Health, Health Education, Project Management, or a related field.
3. Minimum of 5 years of progressive experience in managing medical education or health research projects.
4. Demonstrated experience in partnership management and multi-sectoral collaboration.
5. Strong understanding of health workforce education, capacity building, and training systems in Tanzania.
6. Excellent skills in leadership, communication, budgeting, and budget management.
7. Excellent skills in data analysis and manuscript writing
8. Familiarity with donor-funded project implementation and reporting standards.

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

1. **Strategic Leadership:** Ability to align education and health initiatives toward shared goals.
2. **Collaboration:** Builds trust and fosters strong partnerships across sectors.
3. **Innovation:** Promotes modern, evidence-based approaches to health education.
4. **Integrity and Accountability:** Ensures transparency, ethics, and effective stewardship of resources.
5. **Equity and Inclusion:** Champions access and gender balance in health education opportunities

## Additional Information

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## 4. JOB TITLE: **Monitoring & Evaluation, Research Project Officer**

Dar es Salaam, Tanzania, United Republic of

Full-time

### **Job Description**

To provide overall support to monitoring, evaluation, research, and learning, and effectively manage the Partnership for Education of Health Professionals project results using a result-based framework, coordination, and harmonization of evidence.

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

1. Take lead in research and project monitoring the implementation of Partnership for Education of Health Professionals project activities through supporting needs assessment surveys, evidence generation, and inform adaptive management
2. Regularly evaluate results achieved by the PEP project and partners against their targets and track overall progress in achieving project goals
3. Provide monitoring, evaluation, and learning support and ongoing assistance to the project team, partners, and local government authorities to ensure quality data collection, analysis, and use of data for decision making and timely report writing.
4. Design and revise appropriate monitoring and evaluation processes and tools, and build M&E capacity among project staff, partners, and the local government departments in the districts.
5. Work closely with the project manager in managing project results using results-based frameworks and the reporting tools
6. Proactively work with the partner and manager to prepare performance data for the collected reports
7. Refine project reports and timely submission, including timely feedback on quality and contents to the project team and partners.
8. Work with the documentation officer and the project team in the identification of lessons/evidence to feed into policy reviews, and the generation of an advocacy agenda
9. Capture lessons learned and best practices, documentation, and dissemination of information. Also, assisting in the development of presentations, abstracts, articles, etc.
10. Actively participate in education and implementation research as well as data analysis
11. Developing and maintaining relevant databases and filing systems for optimal management of information
12. Liaising with both external and internal contacts in coordination with the project manager to ensure follow-up and execution of planned activities. This includes but is not limited to Amref Health Africa collaborators, donors, partners, managers, and staff, as may be relevant

13. Align with the Ministry of Health HMIS and adoption of SRH-related indicators into the project HMIS and reporting system.
14. Execute project activities within the budget line

## **Qualifications**

1. PhD, Master in Statistics, Epidemiology, project monitoring and evaluation with at least two publications in reputable peer-reviewed journals, including a minimum of one as first author
2. Basic degree in statistics, epidemiology, demography, or health informatics.
3. Experience in M&E and Research of health programs, including the use of data to inform decision making, planning, resource allocation, and other strategic initiatives, preferably in Tanzania.
4. Proficiency in evaluation design and development of indicators.
5. Good working knowledge of descriptive, inferential, and advanced statistics.
6. Strong qualitative, quantitative, and data analysis skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
7. The candidate must possess a minimum of 2 years' experience in the relevant field.
8. Previous experience in Monitoring and Evaluation (M&E) within a results-based framework is essential.
9. The candidate should have a proven track record in research, data analysis, and manuscript writing

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

1. Planning and Organization
2. Attention to Detail
3. Proactive Approach
4. Teamwork
5. Interpersonal Skills
6. Communication Skills
7. Confidentiality
8. Ethical
9. Integrity
10. Reliability
11. Ability to work within deadlines

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