

BENJAMIN WILLIAM MKAPA FOUNDATION



EMPLOYMENT OPPORTUNITY

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to innovate sustainable and resilient health and related system solutions for equitable health outcomes. BMF's Vision and Mission can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the vacancy below:

Title: Program Manager – Health Workforce
Department: Directorate of Programs & Strategic Information
Reports to: Director of Programs & Strategic Information
Duty Station: Dar es Salaam, Tanzania (with travel to project sites as required)
Contract Type: Full-Time
Supervises: Program Officers – Health Workforce and Compensation

Position Summary

The Program Manager – Health Workforce provides strategic leadership and oversight of the Foundation's Health Workforce Portfolio, ensuring the effective design, implementation, quality, and growth of programs that strengthen health workforce systems and improve health outcomes. The role oversees multiple health workforce initiatives across Mainland Tanzania and collaborates closely with programs in Zanzibar. The position is also responsible for portfolio performance, stakeholder engagement, quality assurance, and resource mobilization, while supporting expansion of the Foundation's health workforce portfolio within Tanzania and beyond.

Key Roles and Responsibilities

1. Strategic Leadership and Health Workforce Systems Strengthening

- Provide strategic technical leadership and oversight of the Foundation's health workforce portfolio.
- Lead development and implementation of innovative and evidence-based health workforce interventions aligned with national priorities and organizational strategy.
- Promote integrated approaches across workforce planning and information, deployment, performance management, leadership development, retention, and workforce governance.
- Support health workforce investments that contribute to broader health systems strengthening and improved health outcomes.

2. HRH Portfolio and Program Management

- Lead the planning, implementation, performance monitoring, and quality assurance of the Foundation's Health Workforce Portfolio.
- Ensure effective delivery of program objectives, achievement of results, and compliance with donor and organizational requirements.
- Monitor portfolio-wide performance, risks, and opportunities, and drive adaptive management to enhance impact and sustainability.
- Coordinate resources, partnerships, budgets, and implementation across multiple HRH projects, funding streams, and locations to ensure coherence and alignment with strategic priorities.

3. Technical Excellence, Capacity Strengthening and Learning

- Lead workforce capacity-strengthening initiatives, including training, mentorship, coaching, supportive supervision, and leadership development.
- Support implementation of performance improvement and retention strategies for health workers and managers.

- Promote the use of data, research, and learning to inform program design, implementation, decision-making, and continuous improvement.
- Ensure technical quality and alignment with national standards, global evidence, and best practices across the portfolio.
- Lead documentation and dissemination of lessons learned, innovations, success stories, and other knowledge products to support learning, policy influence, and scale-up.
- Oversee development of technical reports, policy briefs, publications, and portfolio learning products.
- Foster a culture of learning, accountability, innovation, and quality improvement across HRH programs.

4. Stakeholder Engagement and Partnership Management

- Build and maintain strong relationships with government institutions, development partners, donors, academic institutions, and implementing organizations.
- Ensure alignment and coordination across the Foundation's health workforce initiatives in Mainland Tanzania and Zanzibar.
- Work closely with the Senior Program Officer – Zanzibar and other project leads to promote collaboration, shared learning, and achievement of portfolio objectives.
- Represent the Foundation in technical working groups, policy forums, consortium meetings, and coordination platforms.

6. Business Development and Technical Positioning

- Provide technical input to resource mobilization, partnership development, and portfolio growth efforts under the guidance of the Director of Programs & Strategic Information.
- Contribute to the development of concept notes, proposals, and grant applications, ensuring technical quality and alignment with national priorities and donor interests and pursue strategic opportunities.
- Leverage program evidence, lessons learned, and results to strengthen BMF's visibility and thought leadership in health workforce and health systems strengthening.

7. Team Leadership, Compliance and Risk Management

- Supervise, mentor, and support program staff to ensure high performance and professional growth.
- Foster a collaborative, inclusive, and accountable team culture.
- Ensure compliance with donor requirements, government policies, and organizational procedures.
- Identify and manage programmatic, operational, financial, and reputational risks

Qualifications and Experience:

- Master's degree in Public Health, Health Systems Management, Health Workforce Development, Health Policy, Medicine, Nursing, Public Administration, or a related field.
- Minimum of eight (8) years of progressively responsible experience in health workforce, health systems strengthening, or related health programs, including experience managing donor-funded projects.
- Demonstrated experience leading multi-stakeholder programs involving government institutions, development partners, and implementing organizations.
- Strong understanding of health workforce systems, policies, and priorities in Tanzania, with regional experience considered an added advantage.
- Proven experience in program design, implementation, budgeting, monitoring, reporting, quality assurance, and risk management.
- Demonstrated experience in proposal development, resource mobilization, and partnership development.
- Strong leadership, strategic planning, stakeholder engagement, communication, negotiation, and team management skills.
- Excellent analytical, problem-solving, and decision-making abilities.
- Ability to manage multiple projects and priorities in a dynamic environment.
- Commitment to accountability, innovation, collaboration, and sustainable health systems strengthening.

Title: Program Officer – Health Workforce
Department: Directorate of Programs & Strategic Information
Reports to: Program Manager – Health Workforce
Duty Station: Mwanza, Tanzania (with travel across the Lake Zone as required)
Contract Type: Full-Time
Supervises: None (may supervise short-term staff, consultants, or volunteers as assigned)

Position Summary

The **Program Officer – Health Workforce** supports the implementation, coordination, monitoring, and reporting of health workforce interventions under the guidance of the Program Manager – Health Workforce.

Based in Mwanza, the officer will serve as a regional focal point for Mkapa Foundation's health workforce programs across the Lake Zone, working closely with Regional Secretariats, Local Government Authorities, health facilities, implementing partners, and other stakeholders. The role supports health workforce strengthening initiatives, including those funded by the Beginning Fund and other partners—to improve the availability, competence, and performance of frontline health workers, particularly in primary healthcare and maternal, newborn, and child health (MNCH) services.

The Program Officer will contribute to program delivery, stakeholder coordination, monitoring and learning, and documentation of results in line with organizational, government, and donor requirements

Key Responsibilities

1. Program Implementation and Coordination

- Support planning and implementation of health workforce interventions across the Lake Zone in line with approved workplans, budgets, and program objectives.
- Support implementation of health workforce activities under the Beginning Fund-supported Maternal, Newborn, and Child Health (MNCH) initiative and other health workforce programs within the Foundation's portfolio.
- Coordinate day-to-day implementation with Regional Secretariats, Local Government Authorities, health facilities, and implementing partners.
- Support integration of health workforce interventions with broader health systems strengthening initiatives.
- Monitor implementation progress, identify challenges and risks, and provide timely updates to the Program Manager.
- Prepare activity reports, field updates, and implementation documentation.

2. Capacity Strengthening and Technical Support

- Support implementation of training, mentorship, coaching, supportive supervision, and leadership development activities.
- Assist in organizing and facilitating workshops, review meetings, and learning events.
- Conduct follow-up visits to assess application of skills and strengthen workforce performance.
- Support capacity-building initiatives for health workers delivering maternal, newborn, child health, and other priority health services.
- Support implementation of workforce performance improvement and retention initiatives.

3. Monitoring, Learning and Quality Improvement

- Support collection, verification, analysis, and reporting of program and workforce data.
- Work closely with the MERL team to monitor progress against program indicators and targets.
- Support monitoring and documentation of how workforce interventions contribute to improved service delivery and health outcomes, including MNCH services where applicable.
- Contribute to documentation of lessons learned, best practices, innovations, and success stories.
- Support implementation of quality improvement activities and use of data for decision-making.

4. Stakeholder Engagement and Partnership Support

- Maintain strong working relationships with Regional Secretariats, Regional and Council Health Management Teams, health facilities, training institutions, and implementing partners.
- Support coordination of health workforce interventions to ensure alignment with regional and national priorities.
- Participate in stakeholder consultations, technical meetings, and coordination forums.
- Support follow-up on agreed actions, partner commitments, and implementation decisions.
- Promote visibility and effective communication of BMF-supported interventions across the Lake Zone.

5. Compliance, Risk Management and Knowledge Management

- Ensure assigned activities comply with donor requirements, government regulations, and organizational policies.
- Identify and escalate operational, programmatic, and compliance risks to the Program Manager.
- Support safeguarding, ethics, accountability, and proper documentation of program activities.
- Maintain organized records and contribute to the development of reports, presentations, briefs, and other knowledge products.

Qualifications and Experience

- Bachelor's degree in Health Sciences, Public Health, Nursing, Health Administration, Social Sciences, or a related field; a Master's degree will be an added advantage.
- Minimum of five (5) years' experience in health workforce, health systems strengthening, public health, MNCH, or other donor-funded health programs.
- Experience working with government institutions, regional and council health authorities, implementing partners, and other health sector stakeholders.
- Good understanding of Tanzania's health system, decentralized service delivery structures, and health workforce priorities.
- Demonstrated experience in program implementation, coordination, monitoring, reporting, and stakeholder engagement.
- Strong analytical, organizational, communication, and report-writing skills, with the ability to work effectively in multidisciplinary teams.
- Proficiency in Microsoft Office applications and commitment to quality, accountability, teamwork, and continuous learning.

Title: Senior Program Officer – Health Workforce & MNCH Systems Strengthening
Duty Station: Zanzibar (with travel to project sites as required)
Reports to: Director of Programs & Strategic Information
Contract Type: Full-Time

Position Summary:

The Senior Program Officer – Health Workforce & MNCH Systems Strengthening will serve as an Embedded Technical Advisor to the Ministry of Health, Zanzibar, supporting health workforce interventions that improve maternal, newborn, and child health outcomes.

The role will provide technical leadership in workforce planning, recruitment, deployment, retention, leadership development, and performance improvement, with a focus on strengthening primary healthcare services. Working within Ministry structures, the officer will support health workforce systems strengthening and evidence-based implementation of workforce solutions.

The officer will also lead day-to-day coordination of the Foundation's project in Zanzibar, ensuring linkages with the Ministry of Health, consortium lead agency, implementing partners, and other stakeholders to ensure effective implementation and delivery of project results.

Key Responsibilities

1. Health Workforce Systems Strengthening for MNCH

- Provide technical advisory support to the Ministry of Health on health workforce strategies that improve MNCH outcomes.
- Support implementation of HRH interventions aligned with national priorities and project objectives.
- Strengthen workforce governance, management systems, and accountability mechanisms.
- Integrate health workforce priorities within broader health systems strengthening efforts.

2. Workforce Planning, Recruitment, Deployment and Retention

- Support workforce forecasting, staffing analyses, and deployment planning to address critical gaps.
- Advise on innovative recruitment, deployment, and retention approaches, particularly at primary healthcare level.
- Promote equitable workforce distribution, performance, and retention.
- Support implementation of HRH policies, staffing norms, and workforce guidelines.

3. Leadership and Institutional Capacity Development

- Strengthen leadership and management capacity at national, district, and facility levels.
- Coordinate training, mentorship, coaching, and supportive supervision initiatives.
- Support development and use of workforce management tools and learning resources.
- Promote continuous quality improvement and performance management.

4. Knowledge Management, Monitoring, Learning and Resource Mobilization

- Strengthen the use of HRH information systems and workforce data for planning, decision-making, and performance improvement.
- Monitor workforce indicators, contribute to project reporting, and assess the contribution of workforce interventions to MNCH outcomes in collaboration with MERL teams.
- Document, package, and disseminate lessons learned, best practices, success stories, and other knowledge products to inform policy and program improvement.
- Prepare technical reports, policy briefs, presentations, and donor updates, and contribute to advocacy, proposal development, partner engagement, and resource mobilization efforts.

5. Stakeholder Engagement and Consortium Coordination

- Serve as the primary liaison with the Ministry of Health, consortium partners, donors, and other stakeholders.
- Coordinate HRH and MNCH interventions to ensure alignment and maximize impact.
- Participate in technical working groups, consortium meetings, and sector coordination forums.
- Promote collaboration, joint planning, and knowledge sharing among partners.

6. Project Management and Quality Assurance

- Lead day-to-day coordination and implementation of project activities in Zanzibar.
- Support project planning, budgeting, reporting, and tracking of results.
- Monitor implementation progress, manage risks, and address bottlenecks.
- Ensure compliance with donor, government, consortium, and organizational requirements.

Qualifications, Experience and Competencies

- Master's degree in Public Health, Health Systems Management, Health Policy, Human Resources for Health, Medicine, Nursing, Public Administration, or a related field.
- Minimum of seven (7) years of progressive experience in health workforce strengthening, health systems strengthening, MNCH, or related health programs.
- Demonstrated experience supporting government-led health sector initiatives, including HRH related interventions.
- Experience managing donor-funded projects and coordinating multiple stakeholders, partners, and implementing agencies.

- Knowledge of the Tanzania and/or Zanzibar health sector and HRH landscape is highly desirable.
- Strong analytical, coordination, communication, stakeholder engagement, facilitation, and report-writing skills.
- Commitment to capacity strengthening, local ownership, and sustainable improvements in maternal, newborn, and child health outcomes

Job Title: Monitoring & Evaluation Officer (Two Positions)
Department: Directorate of Programs and Strategic Information
Reports to: Monitoring, Evaluation, Research and Learning Manager (MERL)
Duty Station: Dar es Salaam and Mwanza, Tanzania
Contract Type: Full-time
Supervises: None

Position Summary

The Monitoring & Evaluation Officers will support the design and implementation of Monitoring, Evaluation, Research, and Learning (MERL) systems for the Health workforce, Nurturing Care for Early Childhood Development (NCECD), Maternal, Newborn and Child Health (MNCH) programs, and others. They will ensure the collection, analysis, quality assurance, and reporting of high-quality program data to monitor performance, inform decision-making, support adaptive management, and demonstrate results. The officers will also promote data use, strengthen reporting systems, and facilitate learning and continuous improvement across health and development programs, in collaboration with government and implementing partners.

Key Responsibilities

1. Monitoring and Evaluation Systems

- Support the development and implementation of M&E frameworks, indicators, data collection tools, and reporting systems.
- Ensure alignment of program MERL systems with donor requirements and relevant national information systems.
- Support the development and use of digital data collection, management, and visualization platforms.

2. Data Management, Monitoring and Reporting

- Coordinate routine data collection, verification, analysis, and reporting across project sites and partners.
- Maintain program databases, dashboards, and performance tracking tools.
- Conduct data quality assessments and ensure timely, accurate, and complete reporting.
- Prepare regular program performance reports for internal and external stakeholders.

3. Monitoring, Evaluation and Research

- Track progress against program targets and identify implementation gaps, bottlenecks, and emerging risks.
- Support baseline, midline, endline evaluations, operational research, and special studies.
- Analyze and interpret program data to generate actionable insights and recommendations.
- Ensure compliance with approved research protocols, safeguarding requirements, and ethical standards.

4. Learning and Knowledge Management

- Document and disseminate lessons learned, best practices, innovations, and success stories.
- Contribute to the development of technical briefs, reports, presentations, and other knowledge products.
- Support learning events, review meetings, and reflection sessions to promote evidence-based decision-making.

5. Capacity Building and Technical Support

- Provide technical support to program teams, implementing partners, and sub-grantees on MERL systems and reporting requirements.

- Support training, mentorship, and supportive supervision to strengthen data quality and reporting performance.
- Conduct field visits to monitor implementation and strengthen adherence to MERL standards and procedures.

6. Data Protection, Compliance and Safeguarding

- Ensure compliance with data protection policies, safeguarding standards, donor requirements, and organizational procedures.
- Promote secure and ethical collection, storage, and use of program data, particularly information relating to children and caregivers.
- Promptly report data quality, safeguarding, or data protection concerns.

Qualifications, Experience and Competencies

- Bachelor's degree in Public Health, Statistics, Monitoring & Evaluation, Economics, Demography, Social Sciences, Computer Science, or a related field; a Master's degree is an added advantage.
- Minimum of five (5) years of experience in monitoring and evaluation, preferably in Early Childhood Development, MNCH, health workforce or other health development programs.
- Experience in developing and implementing M&E systems, performance monitoring frameworks, data collection tools, and reporting processes.
- Proficiency in Excel and digital data collection platforms (e.g., KoboToolbox, ODK); experience with DHIS2, Power BI, SPSS, or STATA is an added advantage.
- Strong analytical, data visualization, reporting, communication, and problem-solving skills.
- Commitment to data quality, safeguarding, accountability, and ethical standards.

Job Title: Executive Assistant to Chief Executive Officer

Section: Chief Executive Officer's Office

Reports to: Chief Executive Officer

Contract Type: Full-time

Supervises: None

Position Summary

Job Purpose: To provide proactive executive support to the Chief Executive Officer by coordinating strategic priorities, stakeholder engagements, governance processes, executive communications, and office operations. The role acts as the central coordination point for the CEO's Office, ensuring effective planning, follow-up, information management, Board support, and utilization of digital tools to drive organizational efficiency and support the Foundation's growth and impact agenda

Key Responsibilities

1. Manage the CEO's calendar, appointments, travel schedules, and official engagements, ensuring effective prioritization and coordination of commitments.
2. Coordinate meetings, events, and executive engagements by preparing agendas, briefing notes, presentations, minutes, and other materials required for effective decision-making.
3. Draft, review, and coordinate high-level correspondence, speeches, reports, presentations, and stakeholder communications on behalf of the CEO.
4. Serve as the primary liaison between the CEO's Office and internal and external stakeholders, including Board members, development partners, government officials, donors, and staff.
5. Provide secretariat support to the Board of Trustees, Board Committees, and Senior Management Team, including meeting coordination, preparation of Board packs, recording minutes, monitoring action points, and tracking implementation of decisions and resolutions.
6. Manage and maintain secure electronic and physical records, correspondence, and document management systems for the CEO's Office, ensuring efficient information management and compliance with confidentiality and data protection requirements.
7. Utilize Microsoft 365, digital collaboration platforms, and project management tools to coordinate workflows, monitor strategic priorities and executive commitments, prepare dashboards and reports, and support virtual, hybrid, and in-person engagements.

8. Leverage emerging digital and AI-enabled technologies to enhance productivity, scheduling, communication, workflow coordination, and executive support functions.
9. Support the planning and coordination of strategic events, donor missions, executive visits, stakeholder engagements, and special projects led by the CEO.
10. Perform any other duties as assigned by the Chief Executive Officer.

Qualifications, Experience and Competencies

- Bachelor's Degree in Business Administration, Public Administration, Management, Secretarial Studies, Communications, or a related field.
- Minimum of 5 years' experience providing executive support to a CEO, Executive Director, or senior executive.
- Experience supporting Boards, Committees, or Senior Management Teams.
- Excellent organizational, planning, and stakeholder management skills.
- Strong written and verbal communication skills, including drafting reports, correspondence, and presentations.
- High level of integrity, professionalism, discretion, and ability to handle confidential information.
- Proficiency in Microsoft 365 (Outlook, Word, Excel, PowerPoint, Teams) and other digital collaboration tools.
- Ability to utilize digital productivity and project-tracking tools to support executive and Board operations.

Job Title: Procurement Officer
Department: Chief Executive Office
Section: Procurement
Reports to: Chief Executive Officer
Supervises: None

Key Responsibilities

1. Management of Procurement Process

- Oversee bids submission period and respond to vendors' inquiries during procurement process,
- Make contacts with selected vendors and consultants and initiate the execution of contracts with them.
- Notify unsuccessful applicants giving appropriate feedback of why they were not selected to maintain goodwill with the vendors.
- Ensure compliance with BMF and donor procurement policies and regulations
- Maintain a list or register of all contracts awarded.

2. Contract Management

- Facilitate the procurement processes in adherence to BMF procurement Policies and procedures including segregation of duties across staff in procurement, storage and distribution for internal controls .
- Prepare tendering documents, contract documents and issue approved contract documents.
- Support the functioning of the tender board and implement the decisions of the tender board, act as a secretary to the Tender Board
- Preparation of contracts entered between BMF and respective service providers in close collaboration with the Institutional Legal Advisor .
- Support and review policies and their compliance

3. Administration Support

- Prepare periodic reports as required and guided by the Foundation policies and procedures. (i.e., weekly, monthly, quarterly, semi-annual, and annual reports)
- Maintain all necessary files with regards to procurement and the register of all Contracts awarded.
- To support the internal and external audit exercise including follow up of the audit observations, recommendations and directives from the Management and the Board of Trustees.

4. Annual Procurement Plan

- Prepare Annual Procurement Plan (APP) for procurement of services, consultancy, non-consultancy and goods and works.
- Ensure the implementation of the annual procurement plan.

- Prepare monthly and quarterly reports on the implementation of the annual procurement plan.
- Perform any other duties as may be assigned.

Academic & Professional Qualifications

- Bachelor's degree in Materials Management, Logistics, Business Administration, or an equivalent field.
- Relevant Professional Certification from the Procurement & Supplies Professional and Technicians Board (PSPTB).
- Minimum of 5 years of experience in procurement or a related field

MODE OF APPLICATION:

For all interested candidates, kindly fill out the application form via the links below.

1. [Application Form - Program Manager Health Workforce](#)
2. [Application Form - Senior Program Officer Health Workforce & MNCH Systems Strengthening](#)
3. [Application Form - Program Officer Health Workforce](#)
4. [Application Form - Monitoring & Evaluation Officer](#)
5. [Application Form -Executive Assistant to Chief Executive Officer](#)
6. [Application Form -Procurement Officer](#)

Kindly attach the required documents as stated in the application form. The deadline for the application is **Tuesday, 21st July 2026**.

BMF is an equal opportunity employer, and we value diversity. BMF 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. In the event of any abuse, you may report by submitting your complaints via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:
CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION
9th July 2026**