

BENJAMIN WILLIAM MKAPA FOUNDATION



EMPLOYMENT OPPORTUNITY

Job Title: Regional Programme Officer

The Benjamin W. Mkapa Foundation (BMF), in collaboration with the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), is implementing an initiative funded by the U.S. Department of State focused on integrated HIV/TB, maternal and child health, and community health services. The Regional Program Officer will support the implementation, coordination, monitoring, verification, and reporting of Project-supported Health Workforce (HRH) and Community Health Services (CHS) interventions at regional, Local Government Authority (LGA), facility, and community levels. The Officer will be co-located at an EGPAF Zonal Office and serve as an integrated member of the EGPAF team for day-to-day administrative purposes while adhering to BMF programmatic guidelines and standards for technical deliverables.

The Officer will support implementation of health workforce and community health interventions in collaboration with Regional Authorities, LGAs, health facilities, communities, and other stakeholders, in line with approved plans, budgets, targets, and guidelines. Government engagement will be conducted through established EGPAF coordination mechanisms and within the agreed mandate of EGPAF and BMF. The role will primarily focus on coordination, monitoring, verification, data quality assurance, and reporting. Approximately 60% of effort will be dedicated to facility-based health workforce interventions and 40% to community health workers (CHWs).

The Officer will work under a jointly approved BMF-EGPAF workplan and participate in relevant EGPAF-led implementation and coordination activities. Day-to-day administrative supervision will be provided by EGPAF, while technical guidance and accountability for BMF programme deliverables will remain with BMF. All activities will be implemented in accordance with applicable government policies, BMF standards, and donor requirements.

Department:	Directorate of Programs and Strategic Information
Duty Station:	Dodoma, Singida, Arusha, Kilimanjaro, Manyara, Tabora or Kagera (with travel to project sites as required)
Contract Period	Twelve (12) months, with the possibility of extension subject to grant renewal.
Contract Type:	Full-time
Supervises:	None

Key Roles and Responsibilities

Key Output 1: Programme Implementation and Coordination

- Support planning, coordination, and implementation of HRH and CHS interventions in assigned regions and LGAs in line with the harmonized workplan agreed between BMF and EGPAF.
- Work closely with the EGPAF Zonal Office team and relevant BMF teams to coordinate implementation and follow-up of programme activities.
- Coordinate programme activities with Regional Authorities, LGAs, health facilities, CHW focal persons, community structures, and other stakeholders in accordance with the stakeholder engagement protocol set.
- Support regional and LGA work planning and track implementation against approved targets, budgets, milestones, and timelines.
- Participate in meetings, training, supportive supervision, technical working groups, and programme review activities.
- Identify implementation challenges, risks, and opportunities and facilitate timely corrective action and escalation.

Key Output 2: Health Workforce and Community Health Services

- Support deployment, availability, attendance, performance, retention, transition, and mainstreaming of supported skilled health workers and CHWs.
- Conduct routine physical verification and field monitoring of supported skilled health workers and CHWs.
- Support verification of payroll, allowance, and related payment inputs based on approved eligibility and verification requirements.

- Support linkages between CHWs, health facilities, and communities, including referral, follow-up, health promotion, and continuity of care.
- Provide evidence and technical input to promote government ownership, integration, transition, mainstreaming, and sustainability of supported interventions.

Key Output 3: Monitoring, Data Quality and Reporting

- Collect, verify, clean, analyse, and maintain accurate and timely HRH and CHW programme data in accordance with the data workflow defined
- Maintain programme tracking tools, databases, implementation matrices, and other monitoring systems.
- Conduct routine data quality checks and physical verification to assess data accuracy, completeness, consistency, and timeliness
- Track programme performance against indicators, targets, workplans, and milestones
- Prepare timely monthly and quarterly implementation, monitoring, verification, and data quality reports for submission to EGPAF and BMF as per agreed timelines.
- Promote the use of programme evidence and data for planning, performance improvement, and decision-making.

Key Output 4: Stakeholder Engagement and Follow-up

- Maintain effective working relationships with Regional and LGA authorities, health facilities, community structures and other stakeholders through the EGPAF's existing coordination mechanism.
- Track agreed actions, responsible persons, timelines, and status of implementation.
- Follow up identified gaps and corrective actions and document evidence of resolution.
- Escalate significant implementation, compliance, workforce, financial verification, or data quality issues to the BMF Program Manager, with the EGPAF Zonal Lead informed as appropriate.

Key Output 5: Learning and Continuous Improvement

- Document lessons learned, good practices, innovations, implementation challenges, and programme results.
- Contribute to programme reviews and learning activities.
- Provide practical recommendations to strengthen programme implementation and performance.

Required Qualifications and Experience:

- Bachelor's degree in Public Health, Health Services Management, Nursing, Medicine, Social Sciences, Development Studies, Monitoring and Evaluation, or another relevant field.
- At least five (5) years' experience in health workforce, community health, programme implementation, monitoring, or health systems strengthening is desirable.
- Experience working with Regional Secretariats, LGAs, health facilities, or community structures is an advantage.
- Good understanding of programme monitoring, data collection, verification, reporting, and data quality.
- Ability to analyse programme data and translate findings into practical actions
- Good computer skills, including Microsoft Office and relevant data management systems.
- Strong communication, coordination, interpersonal, and report-writing skills.
- Ability and willingness to undertake frequent field travel.

Key Competencies and Skills

- Health workforce and community health systems expertise
- Programme implementation, coordination, and planning
- Monitoring, data quality assurance, reporting, and data use
- Analytical thinking and problem-solving
- Stakeholder engagement, collaboration, and communication
- Accountability, integrity, adaptability, and attention to detail

Key Performance Indicators (KPIs):

Performance will be assessed against:

1. Timeliness and quality of programme implementation, coordination, and reporting against approved workplans, targets, and milestones.
2. Completion and quality of monitoring, verification, and field support activities for supported health workers and community health workers.
3. Accuracy, completeness, consistency, and timeliness of programme data, including quality of supporting documentation and verification records.
4. Timely identification, escalation, and resolution of implementation, workforce, compliance, and data quality risks and gaps.
5. Effectiveness of stakeholder engagement, coordination, and follow-up with Regional Authorities, LGAs, health facilities, communities, and implementing partners.
6. Contribution to improved deployment, availability, performance, retention, transition, mainstreaming, and sustainability of supported health workforce and community health interventions.

MODE OF APPLICATION:

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

1. [Application Form - Regional Program Officer](#)

Kindly attach the required documents as stated in the application form. The deadline for the application is **09th**

October 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
1st October 2026**