



## **1. Finance/Accounts Officer, NO-A, FT, Dar es salaam, Tanzania**

**Post # 00058959.**

**Job no:** 571144

**Contract type:** Fixed Term Appointment

**Duty Station:** Dar-es-Salaam

**Level:** NO-1

**Location:** United Republic of Tanzania

**Categories:** Financial Management

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

### **How can you make a difference?**

The Finance/Accounts Officer reports to Finance and Administration Manager for close guidance, training and supervision. The Finance/Accounts Officer provides support to the supervisor and colleagues in the office by administering and executing a variety of technical and professional transactions/initiatives in financial management and services, applying theoretical skills and acquiring thorough knowledge of International Public Sector Accounting Standards (IPSAS) and organizational goals and objectives, Financial Regulations and Rules, policies and procedures through the performance of tasks.

Click the link below to view the Job description for more information and full details of the job functions.

### **The summary of key functions/accountabilities:**

- **Support to financial planning and management**

- Provide operational and technical assistance in the financial planning process for CPMP by preparing/analyzing financial data/estimates and documentations verifying relevancy, accuracy and completeness to support budget planning. Provide financial operations support throughout the financial planning and implementation process.
  - Assess budget expenditures to verify compliance to allotment, codes, guidelines, and procedures. Prepare regular analysis, modification, and reports on the budget situation for higher management oversight and action.
  - Provide technical support to the programme counterparts/committees, e.g. review budgets and financial plans of implementing partners; monitor compliance with HACT framework, including support to assessments, assurance and capacity development of implementing partners.
  - Prepare financial exception reports, highlight unusual activities and transactions, investigate anomalies, and keep supervisor informed for timely action.
  - Review financial and reputational risks in the transactions carried out by the office and raise flags when action is needed by management.
  - Where applicable, advise and support PSFR activities on budget preparation, strategic income projection/ reporting, setting, and monitoring performance indicators, revenue and expense reporting, and provide technical advice during strategic planning exercises.
- **Control of accounts**
    - Process the submission of payments (e.g. MIP, travel claims, pension fund, advances to governments etc), journal entries and other financial transactions within scope on a timely basis to the Global Shared Services Center (GSSC), and ensuring compliance with budgetary limits, IPSAS and organizational regulations, rules, policies, procedures, standards of accountability, and ethics. Take timely action on outstanding accounts to resolve pending issues. This includes dialogue and follow up with the GSSC to facilitate timely processing of financial transactions submitted to the center.
    - Process (as per delegated authority) the disbursement of payments when done locally via bank letters, checks, or petty cash.
    - Process cash receipts and reconcile income contributions to ensure their timely deposit and recording in UNICEF systems.
    - Monitor, assess and analyze financial transactions, accounting reports and reconciliation of accounts and prepare accurate and current financial information for applicable compliance (e.g. IPSAS, donor reporting, internal policies) and management oversight, planning and/or action.
    - Contribute to mandated management/statutory office financial and accounting reports to UNICEF Board/Bodies/Donors, verifying the reliability of data and compliance with organizational guidelines.
    - Collaborate with oversight bodies (e.g. UNBOA, OIAI, Evaluation Office, JIU, donors, etc.) to provide answers to requests; and engage with the appropriate colleagues to resolve financial observations and recommendations raised in a sustainable and efficient manner.
    - Complete applicable accounts closure activities (monthly, quarterly and yearly) on a timely basis and per closure instructions.
    - Review DCT transactions (transfer, adjustments, reprogramming and liquidation) supporting documents to ensure FACE form has been properly entered into the system and the expenditure is broadly reasonable and in accordance with policy.
  - **Treasury and cash management**
    - Support the control, operations, and management of bank, petty and cash on hand accounts in accordance with UNICEF/UN financial regulations and rules and local banking practices. Keep

abreast of procedures and regulations regarding maintenance of bank accounts and exchange and interests' rates. Keep supervisor and relevant colleagues informed for timely action.

- Maintain contact with local bank management on routine operational matters.
- Maintain a system to monitor and forecast periodic cash requirements. Provide current information on cash position/forecast to management and make recommendations to ensure sufficient availability of resources for programmes and operations activities.
- Submit monthly bank statements to the GSSC for reconciliation and take necessary corrective action on findings identified by the center.
  
- **Knowledge and capacity building**
  
- Promote culture of highest ethical standards and behavior in management of UNICEF's resources.
- Support initiatives for management improvement by capturing, institutionalizing, and sharing best practices and lessons learned. Recommend improvements in processes and procedures to enhance productivity and performance including implementation of cost saving strategies.
- Participate and/or organize training and learning events to build capacity of staff and stakeholders/partners.
- Support operations of the office as required.

**To qualify as an advocate for every child you will have the following minimum requirements:**

- A university degree in accounting, financial management or another related financial field is required. Supplemental formal financial / accounting training may be accepted if university degree is not in a related financial field. Diploma qualification in CIPFA is acceptable in lieu of relevant university degree, or its equivalent.
- One year of professional experience in financial management or audit is required.
- Experience in an international organization and/or large corporation is an asset.
- Advanced knowledge of Microsoft Office, especially Excel required.
- Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules) is an asset.
- Experience with IPSAS and/or IFRS is an asset.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

**UNICEF competencies required for this post are...**

Nurtures, Leads and Manages People (1), Demonstrates Self Awareness and Ethical Awareness (2), Works Collaboratively with others (2), Builds and Maintains Partnerships (2), Innovates and Embraces Change (2), Thinks and Acts Strategically (2), Drive to achieve impactful results (2), Manages ambiguity and complexity (2).

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone,](#)

irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

Additional information about working for UNICEF can be found [here](#).

**Advertised:** 16 Apr 2024 E. Africa Standard Time

**Deadline:** 30 Apr 2024 E. Africa Standard Time

To Apply, [CLICK HERE](#)

## **2. Fixed Term Human Resources Associate (GS -6) Dar es salaam, Tanzania, #571230.**

**Job no:** 571230

**Contract type:** Fixed Term Appointment

**Duty Station:** Dar-es-Salaam

**Level:** G-6

**Location:** United Republic of Tanzania

**Categories:** Human Resources

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Visit [our website](#) to learn more about what we do at UNICEF.

### **How can you make a difference?**

Under the supervision and guidance of the Human Resource Officer the Human Resource Associate will be required to provide administrative, procedural, and operational support and assistance to the efficient implementation of a broad range of Human Resources functions for all categories of staff in the office, ensuring accurate and timely delivery, whilst promoting a client-based, quality and results oriented approach to the unit and ensuring compliance with UNICEF HR rules and regulations.

### **Summary of key functions/accountabilities:**

#### **1. Support to business partnering.**

- Support the business partners in developing initiatives to encourage employee well-being and employee recognition schemes.

- Support the management of change processes by advising clientele on changes to HR processes under the guidance of HR Business Partner.
- Support the business partners in assisting clientele in using HR systems such as talent management, agora and achieve.

## **2. Support in processing of entitlement and benefits.**

- In consultation with supervisor, analyze, research, verify, and compile data and information on cases that do not conform to UN or UNICEF's HR Rules & Regulations, to support consistent and equitable application of decisions and implementation of agreed upon action.
- In consultation with supervisor, analyze, research and verify information for the purpose of responding to staff queries on areas related to benefits and entitlements.
- Initiates the processing of a wide range of personnel actions in accordance with UNICEF rules and regulations, by ensuring all relevant forms and actions are completed by staff and forwarded to the GSSC.
- Focal point for leave and contract monitoring and maintains all personnel-related records, ensuring all information on each staff member is up-to-date and accurate.

## **3. Support in recruitment and placement**

- Prepares and circulates internal and external advertisements.
- Liaises with candidates in the various stages of the recruitment process.
- Prepares formal acknowledgement, offer and regret letters.
- Initiates and follows up on reference checks and academic verifications and ensuring the completion of other background checks.
- Monitors life-cycle of recruitment process to update supervisor as necessary.
- Support in organization design and job classification.
- Provides support to the HR Specialist on analyzing, researching, verify, and compiling data which facilitates preparation of workforce planning reports for supervisor to review against benchmarks i.e., Gender and geographical balance and other recruitment related key performance indicators.

## **4. Support in learning & capacity development.**

- In consultation with supervisor, research and analyses data and information to help identify training needs within his/her office for the development of learning plans and other targeted training interventions.
- In consultation with supervisor, researches, analyzes, verifies, and compiles information on external training courses available and educational institutions to help supervisor decide on learning programmes that address learning gaps in his/her country office.
- Assists team in organizing and conducting courses, workshops and events by participating in exercises which aim to build capacity of stakeholders.
- Develops and processes contracts for institutions providing training and courses, ensuring compliance with UNICEF rules and regulations.
- Assists team in organizing and conducting courses, workshops and events by preparing and organizing distribution of materials for participants, ensuring availability of training venues and required equipment and supplies, while providing logistical and secretarial support at workshops and events as necessary.
- Tracks the performance management cycle processes, ensuring the timely distribution and enhancing the timely completion and return of appraisals.

## To qualify as an advocate for every child you will have...

- Completion of secondary education, preferably supplemented by technical or university courses related to the work of the organization.
- A minimum of 6 years of progressively responsible administrative or clerical work experience required. Three (3) years and an additional two (2) years of experience maybe substituted for candidates holding a Bachelor's and Master's degree respectively.
- Relevant experience in a UN system agency or organization is considered as an asset.
- Extensive knowledge of HR principles, rules, regulations and procedures within the UN
- Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using HR systems.
- Ability to extract and format data and to solve operational problems.
- Ability to organize own work, set priorities and meet deadlines.

**Language Requirements:** Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

## For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

## The UNICEF competencies required for this post are...

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as

required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

**Remarks:**

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable female *candidates* are encouraged to apply.

visa residence requirements: **i.e.:** UNICEF shall not facilitate the issuance of a visa and working authorization for candidates under consideration for positions at the national officer and general service category.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).

**Advertised:** 17 Apr 2024 E. Africa Standard Time

**Deadline:** 24 Apr 2024 E. Africa Standard Time

To Apply, [\*\*CLICK HERE\*\*](#)

**3. National consultant to support the assessment of the transition process to centralized GoTHOMIS (electronic Medical Records for PHC) in Kigoma and Mbeya Regions, (Home based)**

**Job no:** 571190

**Contract type:** Consultant

**Level:** Consultancy

**Location:** United Republic of Tanzania

**Categories:** Health

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

### **For every child, hope**

Digital technologies play a pivotal role in ensuring the timely availability and quality of information for the improvement of healthcare services. In Tanzania, there is a growing emphasis on digital transformation, leading to increased accessibility of high-quality data. The country is committed to building robust health data systems and fostering data utilization, but substantial investments are needed to fully realize this vision.

The Digital Health Strategy in Tanzania, launched in 2019, is a comprehensive initiative aimed at harnessing digital technologies to enhance healthcare delivery, accessibility, and quality across the nation. The strategy's objectives include strengthening health information systems, promoting data-driven decision-making, and fostering innovation in the health sector. It delineates five strategic areas: 1) Strengthened digital health governance and leadership, 2) Improved client experience through efficient provision of high-quality health services, 3) Empowered healthcare providers and managers to take evidence-based actions, 4) Sustained availability of health resources, and 5) Standardized information exchange. Additionally, the strategy outlines ten key priorities, such as enhancing digital health governance, improving health service delivery through digitalization, boosting workforce competency, promoting healthy behavior, facilitating secure information exchange, and enhancing data use for evidence-based actions.

UNICEF, as a crucial partner to the Government of Tanzania, actively supports the implementation of the National Digital Health Strategy 2019-2024. Collaborating closely with the Ministry of Health and the President's Office Regional Administration and Local Government, UNICEF has contributed to various digitalization initiatives, including the Tanzania Immunization Registry (TIMR), the Mama na Mwana digital client feedback platform, the DHIS-2 bottleneck analysis app, and the improvement of electronic medical records through the Tanzanian Government Health Operation Management Information System (GOTHOMIS).

GOTHOMIS was conceived as an EMR for PHC services in 2012 and has since undergone continuous improvements, culminating in the deployment of a centralized version and mobile app, tailored for low resource settings, in July 2023. Centralized GOTHOMIS has been a revolutionary force in digitalizing patient data. It serves as a unifying platform that consolidates medical records, administrative functions, and operational data across multiple healthcare facilities. This centralization streamlines information flow, ensuring uniformity, accuracy, and accessibility of patient records and healthcare data. This centralized approach enhances collaboration and coordination among healthcare providers, facilitating a seamless exchange of critical information. It promotes efficient resource allocation, as administrators gain real-time insights into facility-level operations, enabling strategic decision-making. Moreover, a centralized GoTHOMIS contributes to improved patient care by providing a comprehensive view of medical histories and diagnoses thus fostering continuity of care and informed decision-making across the healthcare continuum. The system also helps to streamline healthcare processes as the health worker only needs to interact with one system, while ensuring the utmost data privacy and security.

### **How can you make a difference?**

The current improvement and roll out of GoTHOMIS to Centralized version brings a high time to review and document the successes, challenges, and lessons learned during the transition of



old to new Centralized GoTHOMIS in Kigoma and Mbeya regions. The findings generated will be used by other stakeholders to inform implementation strategies for the planned rollout of the system in other regions, as well as optimize the GoTHOMIS system's effectiveness as part of the digitalization of health services.

This consultancy will contribute to answer the following questions:

1. What actions need to be prioritized for a smooth migration from Old GoTHOMIS version to Centralized one?
2. What resources are needed to fully migrate from old version to New Centralized GoTHOMIS?
3. How can Centralized GoTHOMIS be leveraged to improve the quality of PHC services?

The consultant will provide high-quality technical and scientific expertise in conducting the assessment of the transition process from old to new centralized GoTHOMIS in Kigoma and Mbeya Regions, and to identify key areas for consideration in developing implementation strategies for national roll out. This will include:

- a. Develop a framework for the assessment, drawing on implementation science and frameworks for implementation of digital health initiatives.
- b. Document the steps taken to enable the transition of GoTHOMIS, including the planning, execution, and outcomes of the transition, encompassing timelines, stakeholder engagement, communication strategies, and resource allocation.
- c. Conduct stakeholder consultations based on the identified steps taken: Engage in consultations with key stakeholders, including healthcare workers and managers, to gather varied perspectives on the impact of the transition.
- d. Analyze and consolidate findings: Utilizing the framework selected, identify and document pivotal lessons, challenges, and successes experienced throughout the transition, illustrating specific examples and case studies.
- e. Develop actionable recommendations for national roll out: Identify practical recommendations for future GoTHOMIS roll out and enhancements, addressing identified challenges and capitalizing on success stories.

## **WORK ASSIGNMENT, DELIVERABLES, DELIVERY DEADLINE AND PAYMENT \_**

Work Assignments Overview	Deliverables	Estimated # Days	Payment in %
<b>Inception phase</b>		<b>5</b>	<b>10^%</b>
Develop an inception report for the assignment to include detailed activities, methodology, data collection tools and timeline, including proposed travels.	<ul style="list-style-type: none"> <li>Inception report and power point presentation</li> </ul>		
<b>Data collection phase</b>		<b>30</b>	<b>60%</b>
<ul style="list-style-type: none"> <li>Site/field visits to selected districts</li> <li>Stakeholder engagement: Engage in consultations with healthcare workers and managers, to gather varied perspectives on the impact of the transition</li> <li>Administer questionnaire</li> <li>Collation and review of literature (desk review)</li> <li>Analysis of notes from stakeholder consultations and desk review</li> </ul>	<ul style="list-style-type: none"> <li>Report and presentation from data collection and analysis, including: <ul style="list-style-type: none"> <li>List of collated documents for desk review</li> <li>List of stakeholder consultations conducted</li> <li>Details of site visits and observations</li> </ul> </li> </ul>		
<b>Analysis and Reporting phase</b>		<b>10</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>Development of comprehensive report</li> <li>Present draft report to key stakeholders for validation and development of recommendation</li> </ul>	<ul style="list-style-type: none"> <li>Draft report and presentation for validation</li> <li>List of recommendations following validation</li> </ul>		
<b>Dissemination and Feedback Phase</b>		<b>5</b>	<b>10%</b>
Finalize report, incorporating revisions put forward during validation and including recommendations. Develop an executive summary of the report and a final power point presentation.	<ul style="list-style-type: none"> <li>Final report <ul style="list-style-type: none"> <li>Executive Summary</li> <li>Power point presentation of final report</li> <li>Dissemination of the report</li> </ul> </li> </ul>		
		<b>50 days</b>	<b>100%</b>

### **PAYMENT SCHEDULE.**

UNICEF reserves the right to withhold all or portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or for failure to meet deadlines.

### **ASSESSMENT / SELECTION PROCESS AND METHODS.**

Evaluations: The applicant should submit both technical and financial proposals which clearly

stipulate how the work will be conducted. The Financial Proposal should include all costs of this assignment including fee, travel costs, accommodation as UNICEF will not pay any DSA.

- Proposals will be both technically and financially evaluated. The technical part will carry a weight of 75%, in which the consultant will put clear his/her technical approach to ensure quality attainment of each deliverable and the consultancy in totality. The financial part will take 25% showing the proposed budget breakdown of consultancy cost for each deliverable (fees, travel and accommodation) and eventual total consultancy cost. Minimum points required in technical evaluation to be qualified for financial evaluation: 50 points (out of 75 points)

### **LOCATION, DURATION & LOGISTIC.**

The consultant will be required to travel to Kigoma, Mbeya, and other regions in Tanzania mainland as appropriate.

### **To qualify as an advocate for every child you will have...**

- A minimum of eight years' experience in conducting and managing policies and strategies review for Health systems and services, including experience in digital-related activities.
- Advanced degree in a relevant field, including Information Systems, Public Health, Health Policy, Health Systems, Primary Health Care, Quality of Care, Implementation Research
- Familiarity with the Tanzanian healthcare system and digital health landscape.
- Experience in engaging with initiatives and networks on digital health-related activities and working with national and subnational levels.
- Experience in analyzing healthcare policies and strategies would enable the person to assess the alignment of the digital health strategy and digital interventions with broader health sector goals and objectives in Tanzania.
- Experience in stakeholder engagement and communication at both national and sub-national levels.
- Experience in qualitative and quantitative data collection, analysis and report writing.
- Excellent interpersonal and facilitation skills to engage with high-level policymakers in Tanzania.
- Proven project management skills towards ensuring timely production of high-quality deliverables.
- Documented excellent written communication skills, including the ability to tailor messages depending on the intended audience.
- Ability to establish and maintain effective working relationships with international and national staff at all levels.
- Fluency in written and spoken English is required.
- Proficiency in Swahili is an asset.

## **For every Child, you demonstrate...**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability (CRITAS).

To view our competency framework, please visit [here](#).

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UNICEF offers [reasonable accommodation](#) for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

### **Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

**Advertised:** 17 Apr 2024 E. Africa Standard Time

**Deadline:** 01 May 2024 E. Africa Standard Time

To Apply, [\*\*CLICK HERE\*\*](#)