

## 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 below five (5) vacancies: -

**Position Title:** Senior Program Officer – Global Health Security (SPO-GHS)

**Reports to:** Program Manager - USAID Afya Endelevu (Sustainable Health)

**Department:** Programs

**Location:** Head Office - Dar es Salaam

#### **Overall, Purpose of the Job:**

Working under the supervision of the Program Manager the SPO-GHS will support the technical and programmatic components of the USAID Afya Endelevu - GHS program and provide link with the Ministry of Health, Prime Minister's Office, Training Institutions and other stakeholders to be engaged in the implementation of this scope. S/he will provide day to day support and problem solving for coordination and implementation of activities, technical input, and contribute to writing, editing, and procurement processes that the program requires. S/he will demonstrate technical skills, with an initial focus on Global Health Security. S/he will support the integration of effective HRH approaches to reach project goals and deliverables as required. This position will have a key role in developing and maintaining strong relationships with USAID, the Government of Tanzania stakeholders, and relevant GHS partners.

#### **Key Roles and Responsibilities**

- Provide day to day technical assistance and capacity strengthening to GHS initiatives that are aligned with national priorities and guidelines.
- Support the development of HRH strategies, materials, approaches, and tools that ensure inclusion of relevant GHS-related priorities.
- Manage relationships with implementing partners and relevant Technical Working Groups.
- Support and strengthen the capacity of program partners and existing, recognized structures to design and implement HRH activities including formation of structures if no existent at all levels that support HRH in GHS and carry out field visits with key partners as needed.
- Represent USAID Afya Endelevu in relevant external meetings and events, which may include delivering technical presentations, networking, relationship building, and initiating and follow through with opportunities for collaboration on GHS especially on HRH related interventions.
- Work with senior staff to facilitate GHS-related meetings, trainings, and workshops, including the creation of agendas, curricula, manuals, and materials, as necessary.
- Support project HCWs to appreciate GHS issues and integrate these into their activities to widen reach.
- Proactively remain up to date with key GHS and One health national and global recommendations and guidelines and integrate these into day-to-day programming.
- Be knowledgeable about GHS 2024 strategic framework and overall country progress toward health security.
- Contribute towards quarterly reporting, annual work plan development, and budgeting for the USAID Afya Endelevu GHS scope.

- Support results reporting to USAID by providing written documentation on GHS activities, as appropriate.
- Work closely with the monitoring, evaluation, research, and learning (MERL) team to harmonize and streamline collection and use of data for GHS program activities and learning, routinely review performance data, and initiate adaptations to program management and Implementation.
- Initiate, track and monitor procurements, contracts, terms of reference and other administrative and programmatic documents and work closely with finance and administrative staff to ensure timely and compliant spending.
- Maintain frequent, open, ongoing communication with program team members in all locations (offsite, in headquarters, and internationally)
- Adhere to USAID and BMF grants management rules, regulations, and policies.
- Upload and save deliverables on relevant GHS knowledge management platforms.
- Assist with other activities as directed by the supervisor.
- Proactively seek opportunities to expand leadership and management skills and Work with senior staff and peers to identify opportunities for professional development, including GHS courses and seminars, conferences, etc.

**Qualifications and Experience:**

- a) Master's degree in related field (Msc, MHS, MPH required).
- b) Five years' work experience in a related field. Additional relevant experience and/or training may substitute for some education
- c) A professional with an advanced degree in Global Health and Security; Health Security; Global Health Management and Policy; Global Public Health Security; Public Health; or field relevant to advancing Global Health Security and One Health, including within the animal health, wildlife, or agriculture sector.
- d) Demonstrated experience with Global Health Security, and/or experience in emergency response.

**Position Title:** Monitoring, Evaluation, Research, and Learning Manager

**Reports to:** Director of Strategy Performance Management

**Department:** Strategy and Performance Management

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

**Overall Purpose of the Job:**

Reporting to the Director of Strategy and Performance Management, the MERL manager is responsible for developing and implement M&E frameworks for BMF programs, ensuring alignment with organizational goals and objectives, Oversee the collection of relevant data through various methodologies and tools. Analyse data to provide insights into program performance, identify trends, and assess impact. Develop and implement research strategies to enhance the evidence based for BMF programs. Conduct studies and research projects to inform decision-making and program improvement. Create a culture of learning within the organization by developing and implementing systems for knowledge sharing, lesson learning, and adaptive management.

**Key Roles and Responsibilities**

**Key Output 1: Program Development and Planning:**

- Participates in the development of programs and projects, ensuring integration of appropriate monitoring and evaluation components.
- Develops a detailed Annual Institutional Plan outlining strategic goals, objectives, and action steps for health intervention initiatives.
- Ensures each project has clear logic models and a robust Theory of Change to guide implementation.

**Key Output 2: Baseline, Assessment, and Evaluation.**

- Conducts planning and implementation of Baselines, Assessments, and Evaluations to enhance performance measurement and learning.

- Monitors the progress of institutional programmatic implementation against established milestones and adjusts for successful outcomes.
- Develops a comprehensive set of key performance indicators (KPIs) aligning with program goals for clear impact understanding.
- Defines, tracks, and reports project outcomes and impact indicators according to the established monitoring and evaluation framework.
- Facilitates capacity-building on M&E for timely and quality data collection, management, and utilization.

**Key Output 3: Monitoring and Analysis:**

- Provides management and technical leadership for monitoring systems and tools, ensuring effective outcomes and results management.
- Analyses changes and patterns in KPI data and performance reports, making recommendations to Director and Program Officers.

**Key Output 4: Learning and Improvement:**

- Prepares clear and concise program reports highlighting achievements and lessons learned for internal and external stakeholders.
- Regularly reviews program outcomes and lessons learned to identify improvement areas and implement necessary changes.
- Organizes learning and adaptation workshops for staff to review data, identify lessons learned, and adjust project strategies.

**Key Output 5: Reporting and Data Management:**

- Ensures timely submission of monthly, quarterly, semi-annual, and annual project progress reports, detailing achievements, and challenges.
- Designs and delivers training workshops to enhance the MEL skills of project staff, enabling effective tracking and analysis of outcomes.
- Monitors and tracks project indicators as defined in the M&E framework, collecting, and entering data into the M&E database within set timelines.

**Qualifications and Experience:**

- a) Bachelor's degree in Statistics, Computer Science, Information Technology, Biostatistics, Doctor of Medicine, Social Science in Research Methods, Health Informatics or equivalent. A master's degree in the following field will be an added advantage: Monitoring and Evaluation, Data Science, Statistics, Biostatistics, Health Informatics, Epidemiology, Public Health, Social Science in Research Methods, Business Administration.
- b) Over 5 years' experience working in M&E field, research, public health, and project management.
- c) Critical Thinking skills
- d) Understanding of Program implementation procedures
- e) Communications and negotiation skills
- f) Analytical abilities
- g) Project management skills

**Position Title:** Monitoring, Evaluation, Research, and Learning - Senior Officer

**Reports to:** Monitoring, Evaluation, Research and Learning Manager

**Department:** Strategy and Performance Management

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

**Overall, Purpose of the Job:**

Reporting to the MERL Manager, the Senior MERL Officer is responsible for supporting the development and implementation of M&E frameworks for BMF programs. This includes ensuring alignment with organizational

goals, collecting and analysing data, contributing to research initiatives, and fostering a culture of learning within the organization. The Senior MERL Officer will also provide technical support in monitoring, evaluation, and learning (MEL) activities, contributing to continuous program improvement and evidence-based decision-making.

### **Key Roles and Responsibilities**

#### **Key Output 1: Program Development and Planning:**

- Assist in the development of programs and projects, ensuring the integration of appropriate monitoring and evaluation components.
- Support the creation of detailed annual plans, outlining strategic goals, objectives, and actions for health intervention initiatives.
- Contribute to the development and refinement of logic models and Theories of Change for guiding program implementation.

#### **Key Output 2: Baseline, Assessment, and Evaluation:**

- Assist in planning and implementing Baselines, Assessments, and Evaluations to enhance performance measurement and learning.
- Monitor the progress of programmatic implementation against established milestones and provide support for adjustments to achieve successful outcomes.
- Help develop and maintain key performance indicators (KPIs) that align with program goals for a clear understanding of impact.
- Track and report on project outcomes and impact indicators in accordance with established M&E frameworks.
- Facilitate capacity-building efforts on M&E, supporting timely and quality data collection, management, and utilization among project staff.

#### **Key Output 3: Monitoring and Analysis:**

- Provide technical support for monitoring systems and tools, ensuring effective management of outcomes and results.
- Analyse trends and patterns in KPI data and performance reports, making recommendations to the MERL Manager and Program Officers for program adjustments.

#### **Key Output 4: Learning and Improvement:**

- Assist in preparing clear and concise program reports, highlighting achievements and lessons learned for internal and external stakeholders.
- Regularly review program outcomes and lessons learned and support the implementation of necessary changes.
- Organize and participate in learning and adaptation workshops to review data, identify lessons learned, and adjust project strategies accordingly.

#### **Key Output 5: Reporting and Data Management:**

- Ensure timely submission of monthly, quarterly, semi-annual, and annual project progress reports, detailing achievements, and challenges.
- Assist in designing and delivering training workshops to enhance the MEL skills of project staff.
- Monitor and track project indicators as defined in the M&E framework, collecting and entering data into the M&E database within set timelines.

### **Qualifications and Experience:**

- a) Bachelor's degree in Statistics, Computer Science, Information Technology, Biostatistics, Medicine, Social Science in Research Methods, Health Informatics, or equivalent.

- b) Master's degree in Monitoring and Evaluation, Data Science, Statistics, Biostatistics, Health Informatics, Epidemiology, Public Health, Social Science in Research Methods, or Business Administration is an added advantage.
- c) Over 3 years of experience working in M&E, research, public health, or project management.
- d) Strong critical thinking and analytical skills.
- e) Understanding of program implementation procedures.
- f) Effective communication and negotiation skills.
- g) Experience in project management.

**Position Title:** Manager Corporate Communication and Partnerships

**Reports to:** Director of Strategy Performance Management

**Department:** Strategy and Performance Management

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

### **Overall Purpose of the Job:**

Responsible for implementation of the BMF internal and external communications strategy, respond to enquiries from public and media and shaping the organizations' response to emerging partnership trends, horizon scanning, developing, and managing partnership and fundraising strategy and participating in fundraising initiatives while maximizing the BMF opportunities for external engagements.

### **Key Roles and Responsibilities**

#### **Key Output 1: Corporate Communication**

- Implements the BMF Communication strategies, supports communication activities for all programs, and coordinates Public Relations activities of BMF to achieve set objectives.
- Works closely with the Head of Strategy Management to communicate Institutional performance to the public.
- Develops and implements a communication strategy that includes media outreach and social media content creation.
- Researches and writes media reports, press release content for the company website, infographics, blogs, and newsletters.
- Acquires and maintains a detailed knowledge of the company's policies, principles, and strategies, and keep up to date with relevant developments.
- Arranges and coordinates press conferences, and plan events.
- Facilitates the resolution of disputes with external role-players.
- Adheres to the company's style guide, ensuring that we produce a high-quality and error-free copy.
- Works with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives.
- Supports and evaluates results of communication campaigns with the team.
- Builds and maintains relationships with journalists and key external role-players.

#### **Key Output 2: Policy Advocacy Strategy**

- Leading and managing the process of developing a comprehensive program's advocacy strategy in collaboration with other stakeholders.
- Brainstorming with team members at all stages of advocacy plan formulation.
- Take part into the development of the advocacy components in various proposal write-ups.

#### **Key Output 3: Documentation**

- Document various advocacy messages from various Programs/activities reports and facilitate the dissemination.
- Develop, discuss, and implement policy work and activities.

- Provide necessary technical assistance to build the capacities of the program team at both HQ and Field office in the area of advocacy, including developing and orienting on documentation and advocacy guide to be used in various supportive visits.

#### **Key Output 4: Networking**

- Represent the Foundation in appropriate government and partners working groups and forums at all levels.
- Supervise the work of outsourced consultants and suppliers.

#### **Key Output 5: Policy Advocacy Management**

- Leads in the development of relationships and partnerships in agreed priorities.
- Supports senior management in advocacy and external relationships with Senior Government Officials and other stakeholders.
- Set up financial systems and oversee section budgets.
- Prepare and market proposals for fundraising projects.
- Oversee fulfilment of donor-funded advocacy projects.
- Review policies related to advocacy.
- Prepare reports.
- Prepare and market proposals for fundraising projects.
- Performs any other duty as may be assigned.

#### **Qualifications and Experience**

- a) Bachelor's degree in mass communications, International Relations, Journalism, Public Relations, or equivalent field, Master's Degree in related field will be an added advantage.
- b) Over 5 years' experience in media related, partnership management and fundraising roles.
- c) Proven experience creating targeted content including websites and social media platforms is an added advantage
- d) Fluent in spoken and written English and Swahili.

**Position Title:** Program Officer – Compensation and Benefits

**Reports to:** Program Manager - USAID Afya Endelevu (Sustainable Health)

**Department:** Programs

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

#### **Overall Purpose of the Job:**

To provide Human resource-based support to the project staff on various human resource functions, which include collection and maintaining project staff data, close follow-up of their direct and indirect benefits, communicate effectively as a reliable source of information from the head office as well as providing support during recruitment process.

#### **Key Roles and Responsibilities**

##### **Key Output 1: Project staff recruitment**

- Prepare job advertisements, offer letters, and Memorandum of Agreement for new project staff.
- Verify applicants' certificates and other professional documents i.e., practicing license etc.
- To oversee the process from advertisement to new staff enrollment

##### **Key Output 2: Staff Management and Documentation**

- Create and maintain a database and files for all project staff, ensuring inclusion of all necessary documents (e.g., personal particulars, CVs, certificates, offer letters).
- Assist in the rollout and data validation of the new HRMIS, registering new staff and orienting the existing project staff.

- Ensure that all project staff files contain complete credentials as per the provided checklist.

### **Key Output 3: Payroll and Benefits Management**

- Prepare monthly salary payment requests and memos for project staff.
- Manage staff benefits, including leave passage requests, NHIF, and NSSF matters.
- Prepare end-of-contract documents and terminal benefits, including gratuity and leave passage.

### **Key Output 4: Additional Support**

- Provide clerical support, such as assisting with audits, managing archives, and addressing emerging tasks.
- Resolve staff complaints related to NHIF and NSSF in a timely manner.
- Provide support in organizing and conducting Quarterly meetings involving both staff, SDPs and LGAs.
- Follow up with SDPs on monthly timesheet verifications, review of verified timesheets to identify if there are any identified performance gaps to address.
- Follow up with LGAs on monthly control sheet submissions.
- Participate in joint supportive supervision on a quarterly basis to establish benefits and compensation gaps and establish remedial plan to address them.
- Active Participation in Project Planning activities.
- Assist in dissemination and collection of project staff performance feedback forms during end of the project financial year.
- Support other tasks as may be assigned by the Health Workforce Unit.

### **Qualifications and Experience**

- a) A degree in Human Resources, Health Administration, Data Management, or a related field.
- b) At least 2 years of experience in project management and HR administration.
- c) Excellent organizational, problem-solving, communication, and time management skills. Proficient in Microsoft Word, Excel, and PowerPoint.
- d) Highly motivated, multi-tasked, action-oriented, and creative.

### **MODE OF APPLICATION:**

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

1. [Application Form - SPO Global Health Security](#)
2. [Application Form - Monitoring & Evaluation Manager](#) ,
3. [Application form - Senior Officer - Monitoring & Evaluation](#)
4. [Application form - Corporate Communication & Partnerships Manager](#)
5. [Application Form - Program Officer- Compensation & Benefits](#)

Kindly attach the required documents as stated in the application form. The deadline for application is on **Monday 16<sup>th</sup> September 2024**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in 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 you complains via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:  
CHIEF EXECUTIVE OFFICER,  
BENJAMIN WILLIAM MKAPA FOUNDATION  
4<sup>th</sup> September 2024**