fhi360
THE SCIENCE OF IMPROVING LIVES

EMPLOYMENT OPPORTUNITIES

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff include experts in Health, Education, Nutrition, Environment, Economic Development, Civil Society, Gender, Youth, Research and Technology; creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 60 countries. We are currently seeking qualified candidates to apply in various mentioned below positions for an anticipated USAID project in Tanzania focused on improving reproductive, maternal, new-born, and child health outcomes by increasing use and access to high quality services (C3HP RMNCAH project).

All Positions and Recruitment will be subject to project award and funding.

1.Associate Monitoring Evaluation and Learning (MEL) Director to be based in Dar es Salaam

Position Description: Under the leadership of the MEL Director will be responsible for the monitoring, evaluation and learning components of the project, including developing and managing the MEL Plan. Also providing critical coordination and management of MEL team members and ensuring that MEL activities are conducted in a timely manner and up to technical standards. S/he will play an active role in overseeing MEL activities and outputs of sub-grantees. Together with the MEL Director, will be supporting quality assurance in all MEL activities throughout the program. Additionally, will collaborate with the program team to design operations research (OR) and oversee the implementation of OR projects as well as analysis, dissemination, and use to support program learning.

Position Responsibilities:
Designing and overseeing the monitoring, evaluation and learning activities of the project;Working closely with technical leads, government, national partners and stakeholders to co-design program MEL approaches, activities and products;Ensuring compatibility and coordination within the M&E framework, and consistency with national and donor requirements;Providing support and management to the MEL team in the design, development, planning, and implementation of project evaluation activities. This includes development and dissemination of tools, materials, reports, papers, and intervention-linked research;Developing strategies and tools for monitoring of specific technical components;Providing technical assistance, developing and setting up systems for the timely collection, management, analysis, and reporting of valid and reliable data that meet donor reporting requirements;Working with the team to support Tanzania national HIS strengthening efforts; Working with the team to ensure the successful implementation of a robust learning agenda for continuous learning, collaboration and adaptation (CLA);Undertaking periodic reviews of program and/or country M&E systems, and participating in planning M&E system strengthening actions. Providing guidance on information systems for quality assurance, as well as best practices documentation and reporting;

Position Requirements- Qualifications, Skills and Experience:
Master's Degree or higher in monitoring and evaluation, public health,

systems into understandable lessons learned and action priorities for programmatic and other technical staff• Experience developing and field-testing data collection instruments for monitoring, evaluation and research; data collection planning and implementation (routine or survey)• Experience working with MEL and technical teams within USG-funded projects, particularly maternal, newborn, child health program • Strong quantitative and analytical skills and ability to articulate technical information clearly and effectively to both technical and non-technical audiences • Demonstrated ability to create and maintain effective working relations with host country government personnel and stakeholders • Strong interpersonal, writing, and oral presentation skills in English and Swahili• Ability to work independently and manage a high-volume work flow • Strong skills using MS Excel Word, PowerPoint, and at least one data management software program (SAS, SPSS, Epi Info, Atlas).

3.Family Planning & Reproductive Health Advisor to be based in Dar es Salaam

Position Description: Assisting the Technical Director in ensuring the overall success of the project and will be responsible for managing the technical direction and implementation of reproductive health and family planning-related facility and community-based programming. S/he will ensure high quality of technical assistance to government partners, with reference and incorporation of international guidelines and best practices

Position Responsibilities:
The position will assist with coordination, refinement, and implementation of family planning and cervical cancer and gender-based violence (GBV) screening and management service improvement across government and affiliated partners; monitoring quality of supportive supervision and mentorship; and providing focused technical assistance as needed to government and community partner teams. Specifically:Assisting in the assessment of inpatient, outpatient, and community-based reproductive health service readiness and quality assessment in conjunction with MoH, PO-RALG and consortium partners:Designing or refining family planning and reproductive health quality improvement and technical assistance activities and providing ongoing technical support in collaboration with government partners:Providing technical support in the development and dissemination of tools, strategies for technical assistance and mentorship, materials, reports, and interventions for improving family planning and reproductive health service provision, access, and demand as part of an integrated project support strategy;Working closely with assigned team to ensure activities and mentorship are implemented according to standard operating procedures and national guidelines for practice and quality;Routinely assessing changes in international guidelines and best practices and providing input on these changes to assist with government partner policy, strategy, and guideline revisions;Assisting with the implementation of the project by monitoring and documenting technical assistance and mentorship approaches, processes, and outcomes:Monitoring and maintaining protocols, instruments, data sets, manuals, training and monitoring materials and reports;Preparing reports and papers summarizing project results, assists with publications, web pages and presentation development, technical briefs, or other necessary documents to facilitate research, best practices, policies and procedures related to reproductive health

assigned areas, particularly regarding spousal consent issues and patient autonomy • Excellent oral and written communication skills in Swahili and English. • Articulate and professional and able to communicate in a clear, positive fashion with stakeholders. Prior work experience in a similar position within an NGO, government agency, or private company • Excellent organizational and analytical skills and strong ability to manage and meet multiple tasks•Working knowledge of concepts, practices and procedures with providing technical support for reproductive health activities/ projects highly desired •

5. Gender Advisor to be based in Dar es Salaam
Position Description: Assisting the Technical Director in ensuring the overall success of the project and will be responsible for managing the technical direction and integration of gender-transformative and gender-sensitive components within facility and community-based programming. Also ensuring high quality of technical assistance to government partners, with reference and incorporation of international guidelines and best practices. The position will report to the Technical Director.

Position Responsibilities:
The Gender Advisor will assist with assessment, coordination, mentorship, and implementation of gender sensitive and transformative components integrated into service improvement activities across government and affiliated partners; monitoring gender integration as part of consortium partner quality of supportive supervision; and providing focused technical assistance as needed to government and national partner teams. Specifically: Leading the gender equity and social inclusion assessment in conjunction with MoH, PO-RALG, FHI 360 HQ-based Gender Advisors, and consortium partners;Designing evidence-based approaches to improving gender and social inclusion, including male engagement and participation, with government and other partners for integration within project activities. ;Providing technical support in the development, and dissemination of tools, strategies for technical assistance and mentorship, materials, reports, and intervention for gender and social inclusion and integration within RMNCAH services;Working closely with assigned team to ensure activities and mentorship are implemented according to GESI best practices and frameworks;Maintaining routine assessment of changes in international guidelines and best practices and providing input on these changes to assist with inclusion of gender and disability provisions within government partner policy, strategy, and guideline revisions;Monitoring and maintaining protocols, instruments, data sets, manuals, training materials and reports.

Position Requirements- Qualifications, Skills and Experience:
Master's degree in gender, health, sociology, psychology, public health or related field with 7-9 yrs of relevant experience; OR Bachelors Degree in similar filed with 9-11 yrs of relevant experience • 8 - 12 years of technical assistance experience in gender and social inclusion, particularly in the reproductive and child health areas and social and behavior • Proficiency with database management software, Microsoft Office Suite, and on-line search tools required • Has sensitivity to cultural diversity and understanding of the political, contextual, and ethical issues in assigned areas, particularly regarding spousal consent issues and patient autonomy

findings • Demonstrated ability to create and maintain effective working relations with government personnel, stakeholders, NGO partners, and international donor agencies • Strong interpersonal, writing, and oral presentation skills in English and Swahili • Ability to work independently and manage a high-volume work flow • Experience using with databases including DHIS2, electronic data collection tools (DHIS2 Tracker, CommCare, SurveyCTO) • Skills in data visualization and software (DHIS2, Tableau, PowerBI, etc.) •. Strong skills using MS Excel Word, PowerPoint, and at least one data management software program (SAS,SPSS, Epi Info, Atlas).

2.Health Informatics Advisor to be based in Dar es Salaam

Position Description: The position will be a key MEL team member, build the program data management systems for results and reporting, as well as being an active participant in national and subnational efforts to improve health information systems and interoperability in Tanzania in collaboration with government agencies.

Position Responsibilities:

Creation and smooth operation of internal systems to monitor and report on program results; ensuring project data are entered, cleaned and available in the necessary specifications; working with national and sub-national government agencies to build and strengthen systems for improved maternal, newborn and child health and nutrition; regularly cross-checking program results with data from national systems; participating in national discussions on indicator selection; and providing technical assistance to enhance interoperability and integration between health information systems related to maternal, newborn and child health to optimize data access and use for decision-making. Also must understand the complex environment of health information systems in Tanzania and work with technical staff from program, government and health services to propose workable solutions which will result in meaningful improvements to maternal, newborn and child health. Specifically will be responsible for Building the program's data management and reporting systems, using existing platforms for sustainability; Ensuring functional systems leading to timely and accurate reporting of program results;Directly or indirectly supervise team associated with data entry, cleaning, management and reporting;At regional/district level, providing support to roll out of health information systems to improve quality of health care & data use;Working jointly with technical, government and health services staff to identify best practices for informatics to improve maternal, newborn and child health

Position Requirements- Oualifications, Skills and Experience:

Master's Degree in computer science, monitoring and evaluation, public health, demography, health management, social science, biostatistics, statistics, or a related field with 7-9 yrs of relevant experience; OR Bachelors Degree in similar filed with 9-11 yrs of relevant experience; •5+ years' experience managing reporting systems and working with health information systems• Certification and demonstrated skills in programming (C++, Java, Python, SQL) and GIS mapping (ArcView GIS • Extensive experience with DHIS2 and EMR systems • Experience with data visualization software (PowerBI, Tableau, Domo) • Ability to translate data from routine data

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skills in Swahili and English.• Articulate and professional and able to communicate in a clear, positive fashion with stakeholders. Prior work experience in a similar position within an NGO, government agency, or private company • Excellent organizational and analytical skills and strong ability to manage and meet multiple tasks

4.Maternal Health Advisor to be based in Dar es Salaam

Position Description: Assististing the Technical Director in ensuring the overall success of the project and will be responsible for managing the technical direction and implementation of maternal health-related facility and community-based programming. S/he will ensure high quality of technical assistance to government partners, with reference and incorporation of international guidelines and best practices.

Position Responsibilities:

To assist with coordination, refinement, and implementation of facility-based obstetric and postpartum care service improvement activities with government and affiliated partners; monitor quality of supportive supervision and mentorship; and providing focused technical assistance as needed to government and community partner teams. Specifically;Assisting in the assessment of inpatient and out-patient maternal health service provision quality and gap analysis in conjunction with MoH, PO-RALG and consortium partners;Designing or refining maternal health quality improvement and technical assistance activities and providing ongoing technical support in collaboration with government partners;Providing technical support in the development and dissemination of tools, strategies for technical assistance and mentorship, materials, reports, and intervention for improved maternal health service provision, access, and demand;Routinely assessing changes in international guidelines and best practices and providing input on these changes to assist with government partner policy, strategy, and guideline revisions;Assisting with the implementation of the project by monitoring and documenting technical assistance and mentorship approaches, processes, and outcomes;Preparing reports and papers summarizing project results, assists with publications, web pages and presentation development, technical briefs, or other necessary documents to facilitate research, best practices, policies and procedures related to maternal health programming.

Position Requirements- Oualifications, Skills and Experience:

Master's degree in health, public health or related field with 7-9 yrs of relevant experience; OR Bachelors Degree in similar filed with 9-11 yrs of relevant experience; OR MBBS/MD with 5-7 yrs of relevant experience- specifically medical training as a midwife or doctor preferred • 8+ years of technical assistance experience in health, particularly in the maternal and reproductive health and well woman's care areas • Proficiency with database management software, Microsoft Office Suite, and on-line search tools required • Substantial experience of developing working relations with government stakeholders; clinical skill training and capacity development experience preferred • Has sensitivity to cultural diversity and understanding of the political, contextual, and ethical issues in

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and data analysis preferred • Qualified female and/or candidates with disabilities particularly encouraged to apply.

6. Contracts and Grants Manager to based in Dar es Salaam

Position Description: The Contracts and Grants Manager will be responsible for overall oversight of contract portfolio management within the C3HP RMNCAH project- including negotiating the terms and conditions of contracts, coordinating assessments of potential grantees, adherence of procedures for efficient award and sub award management while ensuring the timely delivery of quality deliverables committed in the program. S/he will further be responsible for Regional Contracts Officers in the respective regions whereby through them will monitor the results of the performance of grantees, and proper compliance with donor regulations in order to ensure that C3HP RMNCAH project financing is channelled to achieve maximum impact. The position will report to the Project Director.

Position Responsibilities:

The Contracts and Grants Manager will among other tasks be responsible for implementation of the following: Managing the administrative processes for contract administration within the project from pre-award to contract close-out with a purpose of achieving successful and compliant contract performance;Ensuring consistent, coherent, clear support to sub grantees including capacity building to ensure their technical growth in the area of contracts administration. ;Assisting grantees with proposal budgets, as needed;Analyzing, verifying and reviewing grantee budgets to ensure donor compliance and reasonableness;Monitoring grantee spending and reporting including implementing spot checking of grantees;Ensuring proper documentation of all correspondence with sub grantees, especially contractually, programmatic and financial changes;Identifying significant risks and recommend plan for mitigation including justification of working at risk.

Position Requirements- Oualifications, Skills and Experience:

Master's degree in finance, Accounting, Business Administration, Business Management, Public Administration, Legal Studies or a related field with 5-7 years' experience with concepts, practices and procedures of contract/operations and documentation management; OR Bachelor's Degree in similar field with 7-9 yrs related experience • Minimum of 4 years professional experience in Contracts Management or project management preferably in the health, social or finance sector • Demonstrated experience with organizational and project management procedures • Excellent analytical, financial management and evaluation skills • Strong critical thinking and analytical skills applied for problem solving • Demonstrated proficiency in use of management information systems, tools, processes and the associated computer software • Experience with USAID rules and regulations will be an advantage • Good interpersonal communication and negotiation skills • A team player with excellent planning and organization skills • Demonstrated commitment to accomplishing high quality deliverables on schedule • Resolves issues and navigates obstacles to deliver work products in a timely manner • Ability to perform and prioritise multiple tasks.

How to Apply:

FHI 360 is an Equal Opportunity Employer and has a competitive compensation package. Interested candidates are encouraged to apply online through www. fhi360.org/careers (https://jobs-fhi360.icims.com) by uploading an Application Letter, Curriculum Vitae (CV)/Resume, Photocopies of Certificates and Names and Addresses of three (3) referees

Only short-listed candidates will be contacted
Closing Date: December 13, 2020.