



## Tanzanian Training Centre for International Health, Ifakara

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### VACANCY ANNOUNCEMENT

#### Job Summary

**Position:** Digital Health Officer (2 posts)  
**Report to:** Business Development and Digital Health Manager  
**Workstation:** Ifakara  
**Apply By:** 31<sup>st</sup> December 2021

#### Institution Overview

The Tanzanian Training Centre for International Health (TTCIH) is a Health Training Institution established in 2006 under the public-private partnership agreement between the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Novartis Foundation (NF), now, Global Health Development Unit, Novartis and the Swiss Tropical and Public Health Institute (Swiss TPH). TTCIH aims at supporting the Tanzanian Government's effort to strengthen human resource for health development. The Institution is based in Ifakara Town Council, Tanzania.

#### Position Summary

The Institution is looking for qualified and experienced Tanzanian candidate to fill a vacant position of Digital Health Officer. S/he will be preferably being based in Ifakara, Tanzania. The Digital Health Officer is reporting to the Business Development & Digital Health Manager. S/he has to ensure all issues related to Information and communication technology including hardware and software are effectively managed.

#### Duties and Responsibilities

- i) Providing technical, operational and strategic support and end user services in the implementation and support of Information management (systems, procedures and activities) and the Network/Telecommunications infrastructure of TTCIH.
- ii) Maintaining and troubleshoot hardware problems in computer desktop, laptop and server systems, printer, UPS, Scanner and other computer related equipment.

- iii) Working as first line Help Desk staff in providing IT support and attend to end-users requests and problems. Configure and install TTCIH standard software on new computers and laptops on arrival.
- iv) Providing in house training to all TTCIH staff and student to ensure efficient use of ICT equipment.
- v) Providing technical support to the Academic team in analyzing and processing results and other IT related matters.
- vi) Providing security by ensuring the availability, integrity and confidentiality of TTCIH Information and Communication equipment and assets. Carrying out preventive maintenance to protect computer systems from internal and external threats.
- vii) Administering the office multi-user network, other data and telecommunication facilities. It includes administering user access to the network, setting up e-mail clients, providing access to LAN resources (printers and servers), designing the Intranet system which will be accessible to all staff members according to their departments, to all management team members and performing health checks of various computer and telecommunication systems.

### **Qualification and Experience**

- A Minimum of Bachelor's Degree in Information Technology, Communications, Computer Science, Information Management, or a relevant field required.
- At least 2 years of relevant working experience in information technology, computer systems and telecommunications either in the national or international level, software designing, Website Design and maintenance, systems and database administration.

### **Skills and Competency**

- Proficiency in the usage of computers, network infrastructure and applications essential.
- Practical skills on the following applications and systems: Website design, PHP and Java programming, mail system administration, MySQL, SQL Server 2008-2019, Operating systems: Unix, Linux or Ubuntu, Windows, Virtualization & Hype implementation, Alcatel PaBx Systems, VHF/HF Communication Systems and other applications and systems.
- Practical experience on Learning Management Systems(LMS)
- Good knowledge of electronic messaging systems, Windows, MS Office Suite and of LAN/WAN concept.

- Good working knowledge of hardware/software, Microsoft Active Directory, Exchange 2000/2003, Windows 2003, Windows XP, Office 2003 and/or later versions and Veritas backup.
- Advanced knowledge of computer system management and applications.
- Ability to conduct computer training.
- Good judgment, initiative, ability to work in a multi-cultural environment.
- Experience of working in health training related field will be an added advantage.
- Fluency in both written and oral English is essential

### **Remuneration**

An attractive and competitive remuneration package will be offered to successful candidates as per TTCIH salary scale.

### **Mode of Application**

All candidates who meet the above job requirements should send their application letters together with their detailed curriculum vitae(CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email below.

The **deadline** for this applications is **17.00hrs Friday 31<sup>st</sup> of December 2021**. All e-mail application subject lines should include: **Digital Health Officer. Only shortlisted applicants will be contacted for interview.**

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For more information about TTCIH please visit our website: [www.ttcih.ac.tz](http://www.ttcih.ac.tz)