



TANZANIAN TRAINING CENTRE FOR INTERNATIONAL HEALTH, IFAKARA

VACANCY ANNOUNCEMENT

Job Summary

Position:	Project Coordinator (1 post)
Reports To:	Deputy Director – Research and Consultancy
Work Station:	Ifakara, Morogoro
Apply By:	September 28, 2022

Institute Overview

Tanzanian Training Centre for International Health (TTCIH) is a health training institution established under a Public Private Partnership (PPP) between the Ministry of Health (MoH), the Novartis International AG and the Swiss Tropical and Public Health Institute. Driven by its core strategic objectives, TTCIH has a strong track record in training, research, implementing projects, developing, testing and validating innovations for health.

Position Summary

Tanzanian Training Centre for International Health (TTCIH) has signed an agreement with United Nations Populations Fund (UNFPA) as an Implementing Partner to implement UNFPA-Funded Work plans relating to 2022 – 2027 United Nations Sustainable Development Framework (UNDCF) for United Republic of Tanzania.

TTCIH seeks a **Project Coordinator** to join the Maternal Health Consortium (MHC) team. The Project Coordinator will oversee the implementation of the project; support the implementation of Activity's learning agenda; and coordinate Activity deliverables. This is a five-year program (September 2022 – September 2027) implemented by TTCIH, which supports the Government of Tanzania (GOT) in improving maternal and newborn health and reducing maternal and newborn deaths burden and in moving towards zero maternal death.

Duties and Responsibilities

The Coordinator will oversee the implementation of the Project to ensure that the objectives of the Project are properly planned, implemented, evaluated and reported. Key responsibilities include:

- Create and maintain comprehensive project documentation, plans and reports



- Lead the full implementation of project and take full responsibility of project deliverables and milestones
- Help prepare budgets, analyze risks and opportunities as well as oversee project procurement management
- Monitor project progress and handle any issues that arise in various activities related to the development of the Institution's projects, working in collaboration with TTCIH management, Ministry of Health, subcontractors and UNFPA
- Prepare and analyze project budgets and implementation work plans in collaboration with TTCIH Management, UNFPA and Sub-contractors
- Coordinate relationships and ensuring that they deliver on agreed upon objectives within time frame and budget
- Conduct data analyses and prepare reports on project implementation progress and impact for management, donors or other stakeholders
- Contribute to suite of communication vehicles, including conference presentations, articles, and marketing materials
- Communicate regularly and effectively with various project partners

As job vacancy announcements cannot be exhaustive, the Project Coordinator may be required to undertake other duties that are broadly in line with the above key duties.

Duration: 3-year renewable

Qualification and Experience

- A holder of Medical or Nursing/Midwifery degree with Master's degree in Public Health, Obstetrics and Gynaecology or Nursing/Midwifery.
- Minimum 2-3 years relevant professional experience in project management, management consulting experience strongly preferred
- An ideal candidate should have experience in program monitoring, evaluation and reporting,

Skills and Competencies

- Fluent in the English and Swahili languages.
- Excellent interpersonal skills.
- An ideal candidate should also demonstrate leadership, organizational and problem solving skills and excellent attention to detail



- Capable of building and sustaining relationships with staff at all levels.
- Organized, time-conscious and have the ability to deliver even under tight deadlines.
- Professional attitude with the highest level of integrity.

Remuneration

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

Equal Opportunity

TTCIH is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

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 address below.

The **deadline** for this application is **23:59hrs on Wednesday, September 28th 2022**. All e-mail application subject lines should include: **PROJECT COORDINATOR – MATERNAL HEALTH CONSORTIUM. Only shortlisted applicants will be contacted for an interview.**

***Executive Director,
Tanzanian Training Centre for International Health,
via Mlabani Passage,
P.O. Box 39,
Ifakara, Morogoro
Tanzania
Email: info@ttcih.ac.tz***