

Project Officer (For Tanzanian Nationals Only)

Application Deadline: September 21, 2011

The National Foundation for the Centers for Disease Control and Prevention (CDC Foundation) is an independent, US-based nonprofit organization that connects the USG Centers for Disease Control and Prevention (CDC), with private-sector organizations, individuals and Ministries of Health to build public health programs. The CDC Foundation seeks an mHealth (*mobile health*) Project Officer to support the mHealth Tanzania Partnership.

The mHealth Tanzania Partnership is an innovative public-private-partnership, working closely with the Ministry of Health and Social Welfare of Tanzania, USG Center for Disease Control and Prevention and numerous Tanzanian and international public and private sector partners. The Partnership aims to support sustainable and scalable public health programs that leverage the booming mobile phone infrastructure in Tanzania.

Position Description:

The Project Officer will be based in Dar es Salaam, Tanzania, working under the direct supervision of the CDC Foundation Country Manager. The Project Officer will be primarily responsible for supporting program activities related to the implementation of mHealth programs. This position will provide assistance to the Country Manager in day-to-day project management activities, as well as in assisting the Partnership with administrative support. This position will conduct research into mHealth initiatives and make strategic recommendations to the Partnership.

Key responsibilities:

- Assisting in day-to-day management of the Partnership program activities, including: development and management of work plans and budgets, coordination across project teams, and monitoring project activities against plans and partnership agreements;
- Drafting progress reports and minutes of meetings;
- Arranging presentations and briefings of activities for various stakeholders;
- Providing administrative support to the Partnership;
- Representing the Partnership in various forums and meetings across stakeholder groups;
- Drafting and implementing training and monitoring and evaluation strategies, plans and budgets;
- Conducting research of mHealth programs and technologies and providing strategic input.

Qualifications:

- Master's Degree in Public Health, Public Administration, Business or a related field;
- Strong project management experience, including demonstrated success in managing large, complex projects to successful completion;

- Excellent analytic and quantitative skills, preferably with a background in public health technology implementation;
- Critical thinker, able to identify issues and opportunities, provide solutions and reach consensus with multiple stakeholder groups;
- Experience in managing multiple teams and collaborating with a wide range of entities working in the public health field;
- Experience in preparing complex documents such as reports to donors, meeting summaries and other project deliverables;
- Ability to travel extensively;
- Fluent in written and spoken English and Swahili;
- A minimum of 8 – 10 years work experience, preferably in Tanzania public health sector, and working with international development organizations.

This individual will be an independent contractor of the CDC Foundation, and not an employee of the CDC Foundation or CDC- Tanzania.

Qualified candidates should submit their application as follows: A) Cover letter stating your relevant competencies and experiences, B) Current CV (not more than 3 pages), C) 3 Referees with contact information; D) Your contact details; E) Available start date; F) Confirmation of ability to work in Tanzania, and; G) Current remuneration.

To be considered, your application must be received via email by 21 September 2011 addressed to mHealthTZPPP@yahoo.com with “mHealth Project Officer” in the subject line. Only short-listed candidates will be contacted for an interview.

For more information: www.cdcfoundation.org/pepfar