

Recruitment of Project Officer

Our Client, 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 to recruit two mHealth (*mobile health*) Project Officers based in Dar es Salaam, 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.

CDC Foundation is inviting all the interested and qualified Tanzanians who are transparent with outstanding work ethic and integrity to apply for the position.

Position Summary:

Lead the project activities related to the implementation of mHealth programs, providing day-to-day project management support, program oversight and related activities, as well as in assisting the Partnership with budget preparation, communications, representation and administrative support.

Reporting to the CDC Foundation Country Manager, key responsibilities will include:

- Day-to-day project management of the Partnership project 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;
- Reporting project activities and status to the Country Manager;
- Preparing project reports, meeting summaries and other deliverables to donors;
- Providing administrative support to the Partnership between CDC Foundation and the Ministry of Health;
- Representing the Partnership in various forums and meetings across stakeholder groups;
- Drafting and implementing training and monitoring & evaluation strategies, plans and budgets; and
- Conducting research of mHealth programs and technologies and providing inputs and recommendations to the Partnership and the Ministry of Health and Social Welfare.

Key Qualifications and Experience:

- A Master's Degree in Public Health, Public Administration, Business Administration or equivalent qualifications from a recognised institution.
- A Bachelor's Degree in Public Health, Public Administration, Business Administration or equivalent qualifications from a recognised institution.

- A minimum of 8 - 10 years relevant working experience, preferably in Tanzania public health sector, working with international development organizations,5 of which should be at a managerial level managing large, complex projects to successful completion;
- Excellent analytic and quantitative skills, preferably with a background in public health technology implementation;
- Ability to critically 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;
- Fluent in written and spoken English and Swahili;

The Incumbents for this position will be independent contractors of the CDC Foundation, and not employees of the CDC- Tanzania.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV, photocopies of academic certificates and testimonials, names of three referees with their contacts, and state your current position, remuneration, and e-mail and telephone contacts, quoting reference number CDC-PO/06/12 on both the application letter and envelope. For electronic applications, please quote the job reference number on the subject of your email. Applications should be submitted to the address below not later than **06 July 2012**. Only shortlisted candidates will be contacted for an interview.

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