



VACANCY ANNOUNCEMENT

BACKGROUND:

Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization(NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems” . Amref Health Africa- Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa – Tanzania with funding support from MasterCard Foundation, and Technical Assistance from Africa CDC implements the Phase II Saving Lives and Livelihood project , Amref Health Africa is driven by its vision of ‘Lasting health change in Africa’ and its mission ‘To catalyze and drive community-led and people-centred health systems while addressing social determinants of health’ . We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care With the above background, Amref Health Africa Tanzania has the following vacancy:

Job Title: Accountant (2Positions) Ref. No. AC/006/2025
Report to : Senior Programme Accountant

Job Summary

To provide management accounting and financial support to designated projects in line with AMREF’ s financial policies and procedures and donor grant management.

Specific Key Responsibilities:

- Ensure compliance with donor and AMREF’ s requirements
- Settlement of all Amref payments and liabilities on timely basis: receiving invoices, preparation of payment vouchers, creating CSVs for bank upload

- Ensure preparation of bank reconciliations and clearing all outstanding reconciling items
- Processing and maintaining of all contractual payments and remittance of any statutory deductions to the relevant authorities
- Efficient and Effective Financial Management
- Management of staff debtors and reconciliations
- Review of monthly income and expenditure statements with project Managers to monitor the budget performances
- Assist in timely preparation & submission of the Management Accounts (MR107) for review
- Participate in internal audits as scheduled and in external audits by providing auditors with accounting documents as requested and providing explanations for audit queries.
- Processing, and coding of expenditure (claims, imprests, surrenders, field office returns and purchase requisitions) and internal recoveries in accordance with approved work plans and budgets
- Reviewing the financial documents for completeness, reasonableness and accuracy in line with budgets and organizational policies i.e. claims, imprests, surrenders, etc.
- Maintaining up to date creditors status (matching invoices to LPOs and GRNs,
- Checking correctness and accuracy of the invoices, preparation of payments of creditors
- Ensure availability of funds for the project by processing call downs from donors and HQ
- Any other duties assigned

Qualifications, Experience & Skills required:

- Bachelor's Degree in Accounting from recognized institutions
- Minimum of 3 years' experience in a similar position is required;
- Experience handling multi-currency transactions.
- Those studying professional levels are encouraged to apply.
- Must have excellent communication and analytical skills networking skills,
- Those with experience in USAID rules and regulations are encouraged to apply
- Good interpersonal and people management skills, communication and understanding of financial planning and management

Competences & Skills:

- Demonstrates sound judgment, diplomacy and sensitivity to different expectations of the stakeholders

- Strong organizational, management and reporting skills;
- Proficiency in ICT;
- Ability to work under pressure and against tight deadlines;
- Ability for analytical and strategic thinking;
- A proactive, participatory and result oriented approach to work.

Job Title: Community Engagement Officer (6 Positions) **Ref. No. CE/003/2025**
Report to : PHC Program Manager

Job Summary

Under the Transcend Project, the Community Engagement Officer will strengthen community health at the county level to facilitate acceptance for health services among the community members, including adolescent and youth. The Community Engagement Officer will be based at the County level and will support demand creation activities around targeted health facilities.

Specific Key Responsibilities:

- Work with CHMT, SCHMT and the Quality Improvement (QI) committee to identify QI gaps and develop and deploy innovative approaches to advance quality improvement at community level
- Engage community members, adolescents and youths and ensure their health service delivery gaps/challenges are identified and addressed to increase uptake including dialogues, health action days and community scorecards deployment
- Develop and deploy social behaviour change interventions using CHPs, radio programmes and other specialized delivery channels for health promotion and prevention initiatives
- Coordinate with and facilitate targeted health facilities and multi-disciplinary teams to provide quality integrated health services
- Strengthen networks and linkages with public, faith-based and private sectors involved in community health programming
- Prepare and submit project activity reports as required, including monthly, quarterly and annual reports
- Support/document successes, lesson learnt and challenges in implementation
- Support in day-to-day management of activity budgets including processing field imprests and other financial transactions
- Ensure timely accounting for the use of project resources by stakeholders and communities in liaison with finance teams
- Participate in concepts development and writing of new concepts and

- proposals for fundraising
- Any other duties as may be assigned by the supervisor

Qualifications, Experience & Skills required:

- Bachelor's degree in Development Studies, Health System Management, Public Health, Community Health, Sociology or any other relevant field. Master's degree is an added advantage.
- Experience in demand creation activities for donor-funded health programmes is desirable
- Proficiency in all Microsoft Office applications.
- Working knowledge of business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- Exceptional customer service skills.

Job Title: Administrative Assistant (2 Position) - Ref. No. AD/009/2025
Report to : PHC Program Manager

Job Summary

An Administrative Assistant, is responsible for providing administrative support to an organization. Their duties include organizing company records, overseeing department budgets and maintaining inventory of office supplies.

Specific Key Responsibilities:

- Develop and implement annual work plans for administrative functions with support to projects, and give technical support in administration related areas.
- Works with teams to implement continuous process improvement to ensure sustainability of operations at all levels.
- Oversee effective maintenance and insurance of all organizational assets and ensure staff conducive working environment with optimal use of organizational resources.
- Make sure vehicle management policies and procedures are compiled across the organization. Establish fuel and vehicle maintenance monitoring system to promote efficiency and effectiveness in vehicle use.
- Provide oversight in the skills acquisition and development of transport support staff and on safety and security for Amref assets and staff at all times.
- Oversee and follow up on contract management related to, maintenances, house rent, legal cases and others that need the attention of administration unit.
- Implement and manage established security guidelines, policies and procedures and manage security guard's functions in all operation areas of the country

- Make sure that all services of utility are properly delivered and payments to the services are effected
- Supervise Manage and oversee the services of cleaning and messenger
- Any other duties as may be assigned by the supervisor

Qualifications, Experience & Skills required:

- Bachelor's degree in Business Administration, Finance and Accounting, Human Resource, Law or Business Management is advantageous. At least 3 years' experience.
- Proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Working knowledge of business management.
- The ability to multitask.
- Excellent organizational skills.
- Effective communication skills.
- Exceptional customer service skills.

HOW TO APPLY:-

If you meet the criteria given above and are interested in the vacancies, please send your Cover letter & CV to jobs.tanzania@amref.org this address Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by **16.30 Hours on March 14, 2025.**

Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy:-

- “Amref Health Africa is committed to the principles of safe guarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”
- Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity.
- All communications should be channelled to the provided official correspondence email above
- Amref Health Africa – Tanzania regrets that only short-listed candidates will be contacted.