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, New-born and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. For more information on Amref Health Africa, Please visit www.amref.org

**Job Description**

We are looking for an innovative and results oriented Project intern to join our growing team in Amref Health Africa in Tanzania. The Project intern will work under Monitoring Evaluation Research and Learning Department to support Coordination of NGO’s in operationalization of the Non-State Actors in Health Coordination Desk in Dodoma and Dar es salaam.

**Job Purpose:**

The project intern will be stationed in Dodoma and will support Ministry of Health and the department of Monitoring Evaluation Research and Learning at Amref Country Office to oversee implementation of NSA-H initiatives. S/he will be responsible to monitor and report the Operationalization of the NSA-H Coordination Desk initiatives in Dodoma and Dar es salaam.
Key Responsibilities:

- To review organizational legal documents to ensure all organizations are legally registered, active and has a valid registration certificate before enrolling to the Non State Actor in Health Coordination Desk

- To support in preparing a procedure with a Tripartite Agreement between the Ministry of Health, OR-TAMISEMI and Non-Governmental Organizations.

- To make follow up and ensure each NGO’s submits a work plan including information on where they are implementing their interventions, the type of interventions they are implementing, the regions/districts where they are implemented, the implementation period and their budgets.

- To support in preparing quarterly reports that describes the implementation of project for Non-Governmental Organizations.

- To support in coordinating meeting that brings together the Ministry of Health Community Development, Gender, Elderly and Children, OR-TAMISEMI and Non-Governmental Organizations - once a year

- To support Non-Governmental Organizations present their priorities of the intervention areas to get opinions to classify them with the National priorities.

- To support Non-Governmental organizations to get an identity from the responsible Sectoral Ministry

- To support in tracking and ensuring funds of the Organizations are used on projects and interventions that are intended and have a positive impact on society in accordance with the objectives of its registration as specified in its Constitution

- To be involved in preparing sector profile in collaboration with responsible Ministry and Non-Governmental Organizations and Sectoral Ministries to make clear the priority areas with the aim of removing the backlog.

- Work on any other duties that s/she will be assigned under the project

Qualifications and Requirements

- Minimum of Bachelor’s Degree in Public Relations, Communications for Development, International Relations, Information Communication technology, Computer science with statistics and other related fields.

- A candidate with Master degree in public health, monitoring & evaluation, will have added advantage

- A preferably working experience in a Non-Governmental Organization (health sector)
• A strong command in ICT
• Strong interpersonal and communication skills (both verbal and written)
• Must be available full time

**Skills and Competencies**

• Strong relationship management, and positive thinking.
• Exceptional skills in time management, including multi-tasking, goal-setting, and workload prioritization.
• Able to work independently as well as part of a team.
• Motivated, takes initiative, ability to work under a tight deadline.
• Excellent Writing skills
• Flexible, Reliable, and capable of working under pressure
• Results Oriented

**HOW TO APPLY**

Interested? Please visit our website [https://amref.org/vacancies/](https://amref.org/vacancies/) to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. The closing date will be **December 10th, 2022**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly note that official emails from Amref Health Africa will arrive from an @amref.org address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*