

JOB VACANCY ANNOUNCEMENT

Position: Program Analyst
Location: Mwanza, Tanzania

BACKGROUND

History: Touch Foundation Inc. was founded in 2004 to strengthen the health system in Tanzania. Touch has supported the training of over 3,700 healthcare workers in Tanzania including 800 medical doctors, representing 14% of all doctors graduated in the country since 2008, as well as 1,900 other healthcare professionals such as nurses, lab technicians, and radiographers. Touch Foundation is a 501(c)3 organization and has earned four-stars from Charity Navigator, its highest rating, based on its efficient use of funds, commitment to transparency and organizational accountability.

Mission: Touch Foundation combines the best of private and public-sector approaches and expertise to improve the health of Tanzanians by strengthening the health system. We focus our activities on two key elements of the health system: improving the quantity and quality of healthcare workers and enhancing healthcare delivery. Touch expands its impact by sharing the acquired knowledge with the local and international public health community.

Position Summary: The Program Analyst will be responsible for supporting the programs of Touch Foundation, Inc. based in Mwanza, Tanzania. The Program Analyst will also work on various projects in support of Touch's programs in Tanzania and will contribute to activities that span across program development and design, program implementation, operations, monitoring and reporting. The Analyst will work in close contact with the program team based in Mwanza and with Touch leadership on the ground. In Tanzania, he/she will work under the strategic direction of our Chief Program Officer and Executive Vice President, a former McKinsey Senior Engagement Manager, and supervision of Touch's Program Managers located in Tanzania.

RESPONSIBILITIES AND DUTIES

1. Support various activities related to the development and implementation of the Foundation's programs, working in collaboration with program team and in-country partners.
2. Conduct research and strategic analyses to support program development and implementation.
3. Support development of work-plans and budgets for various projects.
4. Support the implementation of programs, collaborating with implementation partners and vendors as appropriate.
5. Conduct data analyses to understand, evaluate and report program impact.
6. Maintain holistic and detailed understanding of program work as well as opportunities for expansion.
7. Collaborate with program team to undertake effective monitoring and evaluation of the programs.

8. Support the execution of special projects and events, such as visits to Tanzania by important guests.

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

QUALIFICATIONS

1. Bachelor's degree with excellent academic track record.
2. Strong experience developing a variety of communication materials.
3. Excellent writing, editing and verbal communication skills.
4. Ability to proactively work independently and also as an effective, collaborative team member.
5. Solid relationship building skills: ability to interface with external constituents.
6. Exceptional detail-oriented skills.
7. Superior organizational and planning skills for balancing multiple projects and responsibilities.
8. Good judgement and discretion to represent Touch Foundation in a highly professional manner.
9. Ability to respond to shifting needs with flexibility while maintaining a positive approach and sense of humor.

APPLICATION PROCESS: Please submit a Cover Letter and Resume outlining your interest in the position to touch_foundation_jobs@mckinsey.com

Touch Foundation, Inc., is an equal opportunity employer (M/F/D/V).