

## JOB VACANCY ANNOUNCEMENT

**Position:** Project Manager, POA  
**Location:** Dar es Salaam, Tanzania

### BACKGROUND

**History:** Touch Foundation Inc. was founded in 2004 to strengthen the health system in Tanzania. Touch has supported the education of over 4,000 healthcare workers, and have strengthened healthcare delivery through investments in infrastructure, equipment, and supplies, enabling healthcare workers to use their knowledge and skills to serve people in need. Today our programs reflect the interconnected aspects of the health system. In addition to our ongoing efforts to increase the quantity and quality of healthcare workers in Tanzania, we are developing solutions to ensure the effective deployment and retention of trained graduates throughout the country and addressing specific health priorities such as non-communicable diseases, maternal and newborn health, and emergency transport for patients in crisis. Touch Foundation, a 501(c)3 organization is committed to the efficient use of funds, financial transparency and organizational accountability.

**Mission:** Touch Foundation's mission is to save lives and relieve human suffering. We improve healthcare in Tanzania, addressing one of the world's most significant humanitarian crises: the shortage of healthcare workers in sub-Saharan Africa. We strengthen local health systems, and we encourage the adoption of our data-driven problem-solving model in the global health community.

**Position Summary:** The Project Manager, POA will play a key role in project operations in Tanzania. The Prioritization & Optimization Analysis (POA) tool was developed by Touch Foundation in 2015 in partnership with USAID and with PEPFAR funding to assist the Government of Tanzania (GoT) in Human Resources for Health (HRH) planning nationally and has been used for the first time in Tanzania by the President's Office and Ministry of Health to allocate 6K new health workers in July 2018. POA was also used in South Africa to prioritize the HRH needs for HIV/AIDS services and support international partners allocate resources based on targets and workload data. Touch is currently working to embed the POA tool into the government IT systems, expand the tool to support national level decision making on HRH deployment, and expand the use of POA in other countries following Tanzania's blueprint. The Project Manager will take on full responsibility of POA development and implementation in Tanzania and will be reporting to Touch's Program Manager. The Project Manager will drive the development, management and implementation of the POA project, managing relationships with local and international partners and donors, setting milestones and ensuring completion, monitoring activities on the ground and reporting to management. The Project Manager will be working closely with and providing technical advisory to the highest government authorities in Tanzania, including the President's Office and the Ministry of Health, while collaborating with USAID partners to implement specific interventions across various regions of Tanzania. He or she is expected to spend considerable time in government offices both in Dar Es Salaam and Dodoma working at the client's site and building strong working relationships with decision makers.

### RESPONSIBILITIES AND DUTIES

- Provide technical assistance to the highest government authorities in Tanzania and work with them to implement POA and produce outputs and reports
- Direct various activities related to the development and implementation of the POA project, working in collaboration with management, in-country leadership and program funders

- Manage and contribute to the development of the POA tool, including performing data analysis of POA output, managing external software developers, developing software requirements, planning and conducting user acceptance testing and training
- Develop plans for POA implementation at national and local levels, including specific interventions across select regions
- Prepare, manage and monitor project budgets and implementation workplans in collaboration with program team and financial management
- Own and manage relationships with project partners, including sub-contractors, vendors and other local and international partners, ensuring that they deliver on agreed upon objectives within time frame and budget
- Collaborate with program team to undertake effective monitoring and evaluation of the projects
- Prepare reports on project implementation progress and impact for management, donors or other stakeholders
- Assist with compliance with USAID and other donor requirements, Government of Tanzania relevant regulations, and organizational policies and procedures
- Maintain holistic and detailed understanding of project work as well as opportunities for expansion
- Assist with preparation of funding proposals
- Contribute to suite of communication vehicles, including conference presentations, articles, and marketing materials
- Communicate regularly and effectively with various project partners
- Perform other duties as needed.

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

## **QUALIFICATIONS**

### **Knowledge, Education, Skills and Experience**

- Minimum 3 years' relevant professional experience in project management
- Masters or Doctorate degree in relevant field (e.g. MPH, MBA, MPA, MD, international development) or equivalent demonstrated professional experience
- Prior management consulting experience, in international development preferred
- Strong analytical abilities, both quantitative and qualitative
- Experience working with donor regulations, in particular with USAID funded programs
- Experience in program monitoring, evaluation and reporting
- Leadership, organizational and problem-solving skills and excellent attention to detail
- Excellent oral and written communication skills, especially in the functional use of Excel, PowerPoint and Microsoft word
- Solid relationship-building skills and cross-cultural sensitivity: ability to interface with external constituents from a variety of backgrounds
- Good judgment and discretion to represent Touch Foundation in a highly professional manner, as well as respect for local culture.

## **APPLICATION PROCESS**

Please submit a Cover Letter and Resume outlining your interest in the position to [jobs@touchfoundation.org](mailto:jobs@touchfoundation.org)

**Touch Foundation Inc., is an Equal Opportunity Employer.**