Join us in advocating for quality health services for all Tanzanians

Introduction

Sikika is a non-governmental organization that advocates for quality health services for all Tanzanians. The organization works to ensure equitable and affordable quality health care services through social accountability monitoring of health systems at all government levels. For more information please visit us at www.sikika.or.tz.

Sikika seeks to recruit the following candidates for its Dar es Salaam Office with immediate effect:

i. ***Job Title*****:** Program Officer **(1 post)**
Reports to*:* Head of Medicines & Supplies Department
Job Purpose: To advocate for **"Equitable Planning and budgeting for quality medicines and supplies"**

Responsibilities

- Design and implement advocacy activities to improve/ ensure equitable planning and budgeting for quality medicines by central and local govt.
- Design and conduct research on the quality of selected sample medicines across Tanzania
- Write high quality research reports
- Take part in internal and external peer reviews of colleagues' reports.
- Carry out evidence-based critical policy (and budget) analyses of the status of medicines and supplies and subsequently draft critical advocacy interventions
- Engage with local government authorities and central government on all issues relating to public health planning, budgets, implementation and monitoring with emphasis on medicines and supplies
- In close coordination with Head of Department manage engagements with MOHSW, Pharmaceutical service unit, MSD, Pharmaceutical infrastructure & food technical working group and other Pharmaceutical bodies
- Participate in all media activities related to your department.

Qualifications: Masters degree in Public Health with pharmaceuticals background

ii. ***Job Title*****:** Program Officer **(1 post)**
Reports to**:** Head of Medicines & Supplies Department
Job Purpose**:** To advocate for **"Efficiency, Transparency and accountability in procurement & distribution of medicines & supplies"**

Responsibilities

- Design and implement advocacy activities to improve efficiency, transparency and accountability in the procurement & distribution of medicines & supplies

- Design and conduct research to assess the performance of the procurement and distribution of pharmaceuticals (pharmaceuticals supply chain), focusing on efficiency, transparency and accountability
- Write high quality research reports
- Take part in internal and external peer reviews of colleagues' reports.
- Engage with local government authorities and central government on all issues relating to procurement and distribution of essential medicines and supplies
- In close coordination with Head of Department manage engagements with MOHSW, Pharmaceutical service unit, MSD, TFDA, Pharmaceutical infrastructure & food technical working group and other Pharmaceutical bodies
- Participate in all media activities related to your department

Qualifications: Masters degree in Public Health/ Social sciences

iii. ***Job Title*****:** Program Officer **(1 post)**
Reports to**:** Head of Human Resources for Health Department
Job Purpose**:** Advocate for ''**increased financial allocation, equitable distribution of health workers and their adherence to professional ethics''**

Responsibilities

- Conduct gender – sensitive researches on Human Resource for Health Training, Recruitment, Distribution and Retention at both District and Central Government Level
- Plan, Coordinate and Participate in consultative meetings with Local Government Authority officials, Councilors, Member of Parliaments, Health Profession Bodies, MoHSW, PMO-RALG, PO-PSM
- Organize and facilitate capacity building sessions with citizens, Council Health Management Teams, Health Facility Governing Committee members and Local Government officials
- Organize, coordinate and participate in Sikikas' media campaign activities (Production of posters, newsletter articles, radio and TV programs, press conferences)
- Conduct Monitoring Surveys at both district and health facility level to assess the level of equity in the distribution of HRH and their adherence to professional ethics
- Conduct budget analysis on districts effectiveness in the planning, budgeting and the implementation of Human Resource for Health Strengthening Activities
- Organize and Participate in the implementation of Sikikas' Monitoring and Evaluation Activities (both internal and external)

Qualifications: Masters degree in Social Sciences/Public health

iv. ***Job Title*****:** Monitoring & Evaluation Officer **(1 post)**

Reports to**:** Head of Programs

Job Purpose: **To monitor and evaluate progress towards achievement of organization objectives**

Responsibilities

- Revise the overall framework for Sikika M&E (Outcome Mapping) including the revision of Outcome challenges, progress markers and relevant journals
- Develop the evaluation schedule and documents for annual reviews (program retreats), participatory outcome assessments (joint field visits) and lessons-learned workshops
- Clarify the core information needs of program management team, the board and donors
- With boundary and strategic partners (stakeholders), set out the framework and procedures for the evaluation of program's outcomes
- In collaboration with HR Manager, develop a plan for program-related capacity-building on M&E and for any support that may be required by the program
- Based on the Annual work plan and in particular the programme budgets, design the framework for the physical and outcome monitoring of program activities
- Guide staff in preparing their progress reports, together, analyse these reports in terms of problems and actions needed. Prepare consolidated progress reports for program management to submit to the relevant bodies, in accordance with approved reporting formats and timing
- Conduct regular monitoring visits to the field to identify lessons learned and implications for the program
- Draft various reports as required by head of programs
- Guide the regular sharing of the outputs of M&E findings with project staff, implementing partners and primary stakeholders.

Qualifications; Masters in Monitoring & Evaluation

v. ***Job Title*****:** Head of Media & Communication Department **(1 post)**

Reports to**:** Head of Programs

Job Purpose**:** To facilitate Internal and external communication of the organization

Responsibilities

- Co-ordinate Sikika's communication activities and resources across a range of programmes and provide support to advocacy work
- Coordinate and manage timely production of the organisation's communication tools such as newsletters, website, press releases, radio programs, notice board, radio station etc. and provide technical advice in developing and managing these tools
- Coordinate Sikika advocacy and knowledge sharing through TV and Radio stations

- Assist in the production and dissemination of publications, which include briefs, books, posters, etc
- Oversee the documentation of all media work in both soft and hard copies.
- Produce quarterly, mid-year and annual media progress reports
- Facilitate the engagement with media houses by making sure that press releases, articles and feature stories on Sikika's activities are published.
- Make sure that reports come out with high quality design and ensure that the organization is up to date with advanced technologies
- Supervise department staff, set their performance standards, and appraise them according to these standards
- Edit all Sikika work before sending them for publication
- Over see all activities of Sikika's Community Radio and guide the expansion process of radio coverage
- Report to the Head of Programs and work as part of Sikika's management team.

Qualifications: Masters in Mass Communication or Journalism.

General requirements for all 5 posts

(i) At least three years experience in areas related to your responsibilities (ii) Excellent writing and communication skills (iii) Strong research and analytical skills (iv) High level strategic ability and advocacy skills (v) Computer skills (vi) Strong organizational and management skills

Remuneration:

An attractive remuneration package will be offered to successful candidates.

If you believe you satisfy the above requirements you are encouraged to send;

(i) A cover letter explaining why your competencies and experiences are suitable for the job, (ii) an updated CV which includes your contact details and (iii) the full names and addresses of 3 references

Send your application papers to: The Human Resources and Administration Manager, Sikika, P.O Box 12183, Dar es Salaam, Tanzania or by e-mail to: jobs@sikika.or.tz.

Application Deadline: 05th April 2012