

## Job Description

<b>Job title</b>	Field Project Coordinator
<b>Location</b>	Mwanza, Tanzania
<b>Contract type</b>	Fixed Term until 31st May 2020
<b>Gross Salary</b>	6,000,000 to 6,200,000 Tanzanian Shillings per month depending on experience and funding
<b>Experience</b>	Project management and monitoring and evaluation experience, and strong administration skills.
<b>Reporting to</b>	Country Director
<b>Direct Reports</b>	N/A
<b>Working Relationships and Accountability</b>	The Field Project Coordinator will report directly to the Country Director and work closely with the THET London office. They will be responsible for the day to day oversight of the THET project to strengthen the quality of service provision delivered by formal CHWs in two districts of the Lake Zone
<b>Main Purpose</b>	To support the Country Director to ensure the high-quality implementation of the CHW Service Provision Project. Support stakeholder engagement, all monitoring, evaluation and learning activities and to develop and maintain systems to collect, analyse information on inputs, outputs, outcomes and impact of the CHW Service Provision Project.

<b>Job purpose</b>
<p><b>Position summary</b></p> <p><b>About THET</b></p> <p>THET is a specialist global health organisation that educates, trains and supports health workers through global health partnerships, strengthening health systems and enabling people in low and middle income countries to access essential healthcare. THET takes an integrated approach to Human Resources for Health and works at three levels:</p> <ul style="list-style-type: none"> <li>• Individual – working with health workers</li> <li>• Organisational – working with Civil society organisations, health training institutions and others</li> <li>• Institutional – working with Government and regulatory bodies</li> </ul> <p>THET runs large health system and health workforce capacity development programmes in Zambia, Somaliland and Tanzania, and, under the Health Partnership Scheme, provides training, advice and</p>

grant support to more than 200 UK and overseas hospitals, universities and professional associations working in partnership across 29 countries in Africa, Asia and the Middle East.

In 2016, THET was awarded a grant from Comic Relief to support the Tanzanian Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) to train and roll out the first formal cadre of paid Community Health Workers (CHWs) under the current Building National Training Capacity to Implement the Community Based Health Programme Strategic Plan (2015 – 2020).

For the last three years, we have implemented a multi-level approach: supporting the capacity development of ten health training institutes and system strengthening at the district and regional level. We have advocated for and supported policy development at the national level and its implementation at regional and district level. Through our presence in MoHCDGEC taskforces and technical working groups we have supported curriculum development, recruitment and retention, development of supervision tools and planning and budgeting of CHWs. This has resulted in the training of over 1300 formal community health workers, the capacity development of 174 district and health managers on community-based health programmes, and development of policy guidelines including the scheme of service and the review of the CHW curriculum to harmonise it to the needs of communities.

We are now conducting a one-year project to strengthen the quality of service provision delivered by formal CHWs in two districts of the Lake Zone of Tanzania and contribute to the evidence base as to the value of CHWs in order to achieve universal health coverage.

For more information about THET, please visit, [www.thet.org](http://www.thet.org)

## Main duties and responsibilities

### Specific tasks

#### Administrative/Financial

- Facilitate payments of relevant activities i.e. venues for meetings, per diems for participants.
- Assist with booking flights and accommodations for consultants, GOT officials etc.
- Follow up with LGAs to make sure all payments are done on time.
- Produce monthly expenditure report.

#### Project Implementation

- Responsible for coordinating all project activities in the two districts
- Support in organizing focus group discussions.

- Support in organizing refresher trainings for the newly employed CHWs by the project.
- Support review of existing evaluations and conduct visits to the implementation sites


#### **Stakeholder Engagement**

- Attend community-based health programmes meetings at council and regional level and contribute towards improving overall implementation of the project
- Meeting with partners and government to understand holistically the successes and challenges they face in implementing CHW programme.
- Responsible for building partnership with other partners implementing similar programmes in two regions

#### **Monitoring and Evaluation**

- Work closely with LGAs of the two districts to support monitoring and evaluations of the project activities.
- Documenting best practices for the project and share with internal colleagues as well as externals such as Ministry of Health, Donors and other partners.
- Prepare and share project activity report with CD on quarterly basis.
- Responsible for providing key updates including challenges that impede the project to realize its full potential
- Support in developing baseline survey



Person specification	Essential	Desirable
<b>Qualifications</b>	Degree in Public Health, Community Development, Epidemiology, Health System Management or related field.	Masters' in Public Health
<b>Experience</b>	<p>5 + Years of experience in project implementation with strong concentration on community-based interventions.</p> <p>Experience in coordinating community projects especially at the district and village level.</p> <p>Experience and knowledge of working with a range of stakeholders such as Ministry of health officials, PO-RALG, Civil Society Organizations, INGOs and donors</p>	<p>Experience of Monitoring and Evaluations of community-based health programmes and understanding and application of M&amp;E tools is highly desirable.</p> <p>Experience in coordinating community health projects</p>
<b>Knowledge</b>	<p>Broad understanding of health systems in Tanzania</p> <p>Understanding of regional, districts, and ward and village structures</p>	
<b>Skills</b>	<p>Excellent interpersonal skills and confidence in dealing with UK and overseas partners as well as senior staff from diverse organisations.</p> <p>Excellent command of written and spoken English and Swahili.</p> <p>Excellent computer skills, particularly with Microsoft Office software (word processing and spreadsheets)</p> <p>Excellent time management skills and ability to manage competing deadlines.</p> <p>Team player able to work independently when required and to manage a diverse and heavy workload</p>	<p>Knowledge of local languages desirable</p> 

<b>Values</b>	<p>Strong commitment to THET’s cause and values</p> <p>Highly motivated self-starter.</p> <p>Flexible and adaptable.</p> <p>Intercultural sensitivity and awareness</p>	
<b>Other</b>	<p>Be willing to work in travel to rural areas.</p>	

	<p>THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.</p>
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Internal use only

<p>JD prepared by</p> <p>JD signed off by</p>	<p>Godwin Kabalika</p>
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