

<b>Job Title</b>	Country Director (CD) - Tanzania
<b>Location</b>	Dodoma (preferably), or Dar (in exceptional cases).
<b>Contract Type</b>	Part-time, Equivalent to 1 days a week, 48 days a year <sup>1</sup> . Fixed term to March 2025.
<b>Payment</b>	(Up to Tz shilling 2,182,720 per month, based on experience and qualifications)
<b>Reports to</b>	Director of Programmes
<b>Direct Reports</b>	N/A
<b>Working Relationships and Accountability</b>	The CD will work closely with the UK-based Programmes Team on the delivery of centrally managed programmes and will report directly to the Head of Programmes on the CwPAMS programme mentioned below.
<b>Main Purpose</b>	To deliver projects in and provide strategic oversight and leadership of THET's presence in Tanzania

## Job purpose

### Position summary

THET's CD is the representative lead for all THET's work in Tanzania. At the present stage, the majority of THET's work revolves around one programme, the Commonwealth Partnerships for Antimicrobial Stewardship Programme -for further details please refer to Annex 1 for a description of the programme and the role of the CD within this. A number of other smaller projects are also running in Tanzania. In addition, the CD is responsible for identifying opportunities to grow and develop THET's contribution to strengthening the Tanzanian health system in line with the organisations vision, mission and strategy. The CD will lead on ensuring that THET is appropriately registered in country and is operating within all Tanzanian regulatory and all THET internal requirements. The level of effort outlined above may expand with the project portfolio implemented in Tanzania.

### About THET

One billion people will never see a qualified health worker in their lives. For over thirty years, THET – [www.thet.org](http://www.thet.org) - has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past ten years alone, THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions and UK health workers who have contributed over 60,000 days of their time as volunteers. Health partnerships have contributed to more effective and efficient health systems in low- and middle- income countries (LMICs).<sup>2</sup> They also benefit the UK health sector through improved health professional competencies, motivation, health service innovations and global influence.<sup>3</sup>

<sup>1</sup> The level of effort outlined above may expand with the project portfolio implemented in Tanzania.

<sup>2</sup> Tripleline, HPI, *HPS Evaluation Synthesis Report*, 2016: [http://iati.dfid.gov.uk/iati\\_documents/5641071.pdf](http://iati.dfid.gov.uk/iati_documents/5641071.pdf)

<sup>3</sup> THET, *In our mutual interest*, 2016: <http://www.thet.org/resource-library/in-our-mutual-interest>

THET is a fund manager for health partnership grants programmes on behalf of UK government and corporations. [Health partnerships](#) are long-term, institutional relationships between health organisations in the UK and their counterparts in LMICs, and are based on ideas of co-development, reciprocal learning and mutual benefit. Staff from UK health institutions volunteer their time developing and carrying out health systems strengthening activities at their LMIC partner institution, be that training, curriculum development, leadership and governance, etc.

Since 2011, THET has been working in partnership to strengthen the Tanzanian health system. THET supported seven long-term Health Partnerships between UK and Tanzanian health institutions under the auspices of the Health Partnership Scheme (HPS), funded by the then UK's Department for International Development. This Scheme supported the development of Tanzania's health services through collaboration and the reciprocal exchange of knowledge, skills and expertise between partners.

In 2016, THET established an office in Dar es Salaam to deliver programmes and projects that assist and align with the Ministry of Health, Community Development, Gender the Elderly and Children (MoHCDGEC), priorities. We supported the MoHCDGEC through the 'Building National Training Capacity to Implement the Community Based Health Programme Strategic Plan (2015 – 2020)' Project in collaboration with the Benjamin Mkapa Foundation and in 2017 we worked with Overseas Development Institute (ODI) to deliver the Research on Child Poverty in Tanzania project, funded by UNICEF.

You can learn more about our work on our website <https://www.thet.org/>.

## **Main duties and responsibilities**

### **Strategic Leadership and Representation**

- Lead and represent THET's work and projects in Tanzania
- Propose areas of strategic development for THET's work in Tanzania
- Provide updates on the political, social and economic context in Tanzania to enable THET to function as effectively as possible

### **New Business Development**

- Explore opportunities for new programme development, including building relationships with in-country donors and key partners, identifying and assessing new business opportunities, working with the UK Programmes team and External Engagement team to develop new concept notes and proposals as appropriate.

### **Programme Management, Quality, Monitoring and Learning**

- Ensure quality delivery, monitoring and assessment of THET Tanzania programmes,
- Ensure accountability to THET donors, partners, and other stakeholders.
- Effectively implement planning and review systems to ensure delivery against plans, including appropriate internal and external reporting and monitoring
- Coordinate with partners and stakeholders to ensure quality delivery of the projects

### **Operations and Financial Management**

- Ensure efficient, effective and cost-effective administrative and logistics procedures are in place, in line with all THET requirements and processes
- Ensure legal compliance in all areas (NGO, tax, employment, health and safety, insurance including proper registration and legal status of the organisation and staff)
- Lead on compliance with all of THET's internal financial, HR and reporting processes
- Accountable for the organisational resources and assets, ensuring financial controls and cost effectiveness
- Act as security focal point for liaison with THET UK and ensure there are effective security policies in place.

### **External Engagement**

- Build effective relations with national authorities, partners and other stakeholders.
- Facilitate high standards of coordination and communication of THET's profile, activities and programmes, internally and externally
- With support from UK team members develop and implement advocacy and dissemination strategies related to projects' goals and outcomes
- Attend and contribute to both external and internal meetings/workshops where appropriate

Person specification	Essential	Desirable
<b>Qualifications</b>	Bachelor's Degree in Public health or related discipline	A Master's degree in a relevant discipline.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant, demonstrable recent experience of liaising with the MoHCDGEC in Tanzania.</li> <li>• Experience of implementing health systems strengthening projects and programmes in Tanzania.</li> <li>• Strong project management experience in the health sector in Tanzania.</li> <li>• Experience of working in partnership with others to promote capacity building.</li> <li>• Experience of managing security and risk</li> <li>• Proven success at securing programmatic funding from a range of donors</li> </ul>	<p>Experience of working in a senior position in an INGO context.</p> <p>Prior experience of managing and coordinating UK Government grants.</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of global health trends</li> <li>• Understanding of donor environment in Tanzania</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Analytical skills and demonstrable ability to think strategically</li> <li>• Excellent representational, written and verbal communication skills in English and key local languages.</li> <li>• Proven organisational and administrative skills with sound IT skills (including the Office365 package: Word, Excel, Teams and SharePoint and Excel)</li> </ul>	
<b>Values</b>	<ul style="list-style-type: none"> <li>• Flexibility and adaptability to work in a small organisation and a complex environment.</li> <li>• Well organised with the ability to work independently and take the initiative.</li> <li>• Proven financial skills (budget preparation and monitoring)</li> <li>• Intercultural sensitivity and awareness</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to THET's values and mission</li> </ul>	
<b>How to apply</b>	<ul style="list-style-type: none"> <li>• THET is an equal opportunity employer and any form of canvassing will lead to automatic disqualification.</li> <li>• Applicants must have the pre-existing right to live and work in Tanzania.</li> <li>• To apply for this role please send your CV and a cover letter to jobs@thet.org by midnight on Sunday, 21<sup>st</sup> August 2022.</li> </ul>	

# ANNEX 1 – TERMS OF REFERENCE FOR RESPONSIBILITIES OF THET COUNTRY DIRECTORS IN THE CWPAMS 2 PROGRAMME

## **1. Introduction to the Commonwealth Partnerships for Antimicrobial Stewardship 2**

Funded by the UK Department for Health and Social Care's [Fleming Fund](#) and managed by THET and the [Commonwealth Pharmacists Association](#) (CPA), the [first round of CwPAMS](#) funded 26 grant holders to tackle the growing challenge of antimicrobial resistance in Ghana, Kenya, Malawi, Nigeria, Sierra Leone, Tanzania, Uganda and Zambia. These projects focussed on strengthening the capacity of health workers in antimicrobial stewardship within individual health institutions. All activities fed into implementing the governments' AMR National Action Plans.

The THET CD will carry out activities for the Commonwealth Partnerships for Antimicrobial Stewardship (CwPAMS) programme, which is being extended until March 2025.

A total of £2,000,000 is available for grants running from April 2023 to January 2025. Each country is therefore likely to be awarded 1-5 grants for a total amount of £100,000 to £500,000.

THET UK is overall responsible and accountable for the delivery of the programme. The Programmes team based in the UK will co-ordinate the selection, contracting, payments and reporting of all grant holders. The UK Monitoring, Evaluation and Learning (MEL) team, will provide MEL tools and resources for grant holders and the programme team to use. These teams will ensure a standardised approach, tools and systems for the delivery in each country, adapted as necessary to the local context.

In each country, an in-country THET representative will support grant holders, ensuring they are implementing quality projects efficiently and effectively, and will collaborate between health partners and relevant local stakeholders.

This document serves as a Terms of Reference for the type of work the THET CD should expect to carry out as part of this.

## **2. Workstreams**

The activities expected of the CD as part of this scheme will fall into the following workstreams:

1. Inception phase
2. Developing and strengthening co-ordination between health partnerships and other key health institutions, including the Federal Ministry of Health (MoH), national AMR co-ordinating bodies and other Fleming Fund actors.
3. Facilitating learning and collaboration between health partnerships
4. Supporting health partnerships to improve their operations
5. Supporting the UK grants team with monitoring of partnerships

THET does **not** expect the CD to carry out all the activities listed below. Rather, THET will work with the CD to identify from the below what should be prioritised within the four days a month covered by this programme, in order to maximise the impact of CwPAMS.

We are also interested in exploring the possibility to expand THET's work in-country and would welcome the CD's identification of any appropriate opportunities. Where new projects are introduced in country, this could lead to opportunities to expand the role of the CD.

### **WORKSTREAM 1: INCEPTION PHASE**

**OBJECTIVE:** To support the set-up of the programme to ensure that the grants funded will contribute to the country's National Action Plan on AMR.

#### ACTIVITIES:

- Support the CPA in carrying out a scoping revalidation exercise;
- Identify and recruit potential members of the National Oversight Mechanism (NOM). This body will consist of 3-4 national stakeholders with expertise in AMS, including Ministry of Health representation. They will provide an advisory function, to ensure national oversight and ownership of the design and delivery of the programme in each country, and to align with national policies and programmes and provide an open and transparent choice for LIC/LMIC stakeholders;
- Disseminate information on the call for proposals to potential applicants;
- Review grant holder applications and coordinate NOM's review of applications (alongside THET and CPA).

### **WORKSTREAM 2: DEVELOPING AND STRENGTHENING CO-ORDINATION BETWEEN HEALTH PARTNERSHIPS, MINISTRY OF HEALTH AND OTHER KEY HEALTH INSTITUTIONS TO ALIGN WITH STRATEGIC PRIORITIES**

**OBJECTIVE:** To ensure that project activity is in line with country, Fleming Fund and MoH plans, to strengthen and expand stakeholder buy-in to improve the sustainable impact of the projects and to ensure the programme is accountable to national stakeholders.

#### ACTIVITIES:

- Chair in-country introduction meeting between grant holders and national stakeholders.
- Provide secretariat of the NOM, keeping them updated on project progress, and organising biannual meetings;
- Establish and promote key relationships between partnerships and national stakeholders (e.g. Fleming Fund grantee, MoH departments, AMR and AMS taskforces, etc);
- Where appropriate, represent partners at meetings with key stakeholders, e.g. at relevant working groups/steering committees;
- Facilitate, where appropriate, partnership involvement in technical working groups;
- Provide regular updates to THET UK on the above, as well as changes in health sector priorities, stakeholder relations, changes in the operating environment, media engagement opportunities and upcoming events.

### **WORKSTREAM 3: FACILITATING LEARNING AND COLLABORATION BETWEEN HEALTH PARTNERSHIPS**

**OBJECTIVE:** To ensure learning, synergies and sustainability, and to avoid duplication.

#### ACTIVITIES:

- Facilitate introductions, and strengthen relationships, between health partnerships and other relevant programmes and organisations, ensuring maximum effectiveness and to minimise duplication.

### **WORKSTREAM 4: SUPPORTING HEALTH PARTNERSHIPS TO IMPROVE THEIR OPERATIONS AND DELIVER EFFECTIVE AND SUSTAINABLE PROJECTS IN LINE WITH NATIONAL PLANS**

**OBJECTIVE:** To facilitate the effective delivery of projects and support partners, particularly the LMIC partner, to have the capacity to take a leadership role within the partnership. Strengthening project management processes will allow partners to spend time more efficiently on achieving their project outcomes.

#### ACTIVITIES:

- Work with the THET Programmes team to ensure that in-country partners understand what is required of them with regards project management (including M&E, finances, activity plan and reporting, partnership relations, procurement etc.) and support them where necessary to overcome identified challenges.

- Advise grant holders on how activities can be scaled up, and support linkages with the MoH, appropriate regulatory bodies, other donors and programmes etc, ensuring that projects are embedded into the health system.
- Provide logistical support around health partnership events/visa processes/ethical approvals, UK volunteers, etc
- Attend or present at health partnerships' events

## **WORKSTREAM 5: IN-COUNTRY MONITORING OF PARTNERSHIPS AND RISK MANAGEMENT**

**OBJECTIVE:** To accompany progress of the projects and to ensure any potential challenges and risks are identified and mitigated as soon as possible.

### **ACTIVITIES:**

- Conduct visits to the partner institutions throughout the programme, and hold regular phone calls, to accompany progress, ensure that challenges identified through reports and monitoring visits are being successfully overcome and that any new challenges, concerns, developments or opportunities are identified quickly.
- Contribute to the review of the grant holder reports and provide feedback to the THET Programmes team
- Identify any changes to the personnel amongst the grant holders
- Maintain country risk registers to monitor the operational, delivery, reputational, safeguarding and fiduciary risks, in conjunction with the London team, alerting the UK team and grant holders to heightened risks as appropriate.

### **3. Proposed timeframe**

4 days a month of CD time for the duration of this programme (up until March 2025) will be covered. Please note there will be a degree of flexibility within this, with some months requiring more capacity, others much less.

### **4. Reporting lines**

**Reports to:** THET Head of Programmes, based in London. The CD will be responsible for managing the workload and conducting the activities in a timely and efficient manner as set out in this document. Given the number of activities and the small amount of time, the CD will agree with the Programmes which aspects to prioritise. The CD will have regular reporting points with the Head of Programmes, largely through quarterly reports and meetings, and will be expected to keep them informed on progress and key issues.

The CD will also liaise with the in-country CPA Consultant, who will provide technical support relating to antimicrobial stewardship to the grant holders.

CDs and consultants will have an allowance to help deliver the work, with £100 a month available for transport, communications and meeting costs.