

JOB DESCRIPTION

Title: Senior Program Manager
Department: HIV/AIDS Twinning Center Program
Location: Dar es Salaam, Tanzania
Position: 40 hr/week
Reports To: Country Director, AIHA/Tanzania

PRIMARY DUTIES:

The American International Health Alliance (AIHA) seeks a Senior Program Manager to work in Tanzania and provide guidance and coordination for programmatic activities associated with the implementation of AIHA's HIV/AIDS Twinning Center projects in that country. The Senior Program Manager will work closely with AIHA partners on general program activities, including administration, implementation, and reporting. S/He will work under the direct supervision of the Tanzania Country Director and in close cooperation with the program associate and other staff in Washington, DC.

ESSENTIAL DUTIES:

- Works closely with AIHA program staff in Dar es Salaam and Washington, as well as with the US Government team in Tanzania (including representatives of the CDC, USAID, and other entities) and Twinning Center partners from the US and Tanzania to facilitate development and implementation of program strategies, workplans, and monitoring and evaluation (M&E) plans.
- Provides technical guidance and oversight to AIHA/Tanzania program staff in planning and implementing program activities in Tanzania.
- Provides technical guidance to Tanzanian twinning partners and institutions involved in AIHA-supported programs to assist their planning and implementation of program activities in country.
- Coordinates M&E of the Tanzania program to ensure that programmatic goals and objectives are properly designed, met, and measured; this includes but is not limited to: collaborating with responsible CDC staff to ensure appropriate M&E strategies are designed for each AIHA/Tanzania program; communicating with Tanzanian twinning partners to collect data on program implementation and dissemination; analyzing and reporting on common areas for twinning partnership collaboration with the goal of furthering overall programmatic development and dissemination; and attendance and participation in USG or AIHA technical meetings.
- Advises the AIHA/Tanzania Office Director and staff on new program opportunities, trends, and developments in the health sector.
- Coordinates development of program-related documentation, such as quarterly progress reports and other relevant documents.

- Corresponds on programmatic matters with CDC and other USG/Tanzania, Tanzanian, and/or US twinning partner institutions, government agencies, and other organizations.
- Attends meetings with CDC and other USG/Tanzania staff, local and MOH health officials, non-governmental organizations, and donors to ensure cooperation, collaboration, and coordination of AIHA/Tanzania activities.
- Liaises with program staff at AIHA/DC office on program-related issues; facilitates communications between AIHA offices, US and Tanzanian twinning partners.
- Serves as Deputy to the AIHA Country Director for Tanzania and represents the office in the absence of the Director.

Qualifications:

- Degree in medicine, nursing, and/or a Masters of Public Health, and a minimum of five (5) years experience working in HIV/AIDS-related issues is required
- Experience working with US Government teams, UN agencies, or other international donor organizations is required, as is a thorough understanding of donor reporting requirements
- Experience working with PEPFAR-funded development projects is highly desirable
- Proven ability to drive and implement multidimensional projects with the participation of various stakeholders
- Ability to develop and maintain close relationships with relevant stakeholders
- Demonstrated ability to understand sensitive policy issues and coordinate programs accordingly
- Ability to work in a fast-paced environment and handle multiple tasks effectively
- Excellent leadership skills in order to manage partnerships, as well as the ability to mobilize resources to ensure that program activities are implemented
- Strong attention to detail and organizational skills
- Previous supervisory experience is desirable.
- Experience in monitoring and evaluation practices and/or epidemiology is desirable
- Excellent verbal and written communication skills
- Fluency in English; Kiswahili language proficiency is highly desirable
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access).
- Self-starter and strong multitasking and problem solving skills.
- Ability to work independently as well as in team environment
- Must be willing to travel 25%

ADA SPECIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

Qualified candidates please e-mail cover letter and resume to: hr@aiha.com and hr@aiha.co.tz