



BUGANDO MEDICAL CENTRE

Consultant and Teaching Hospital

EMPLOYMENT OPPORTUNITY

Bugando Medical Centre is a consultant and teaching hospital for the Lake and Western zones of the United Republic of Tanzania. It is situated along the shores of Lake Victoria in Mwanza City. It has 950 beds and over 1300 employees. It is a referral centre for tertiary specialist care for eight regions, namely; -Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people. Bugando Medical Centre in collaboration with CBM Tanzania is therefore inviting suitably Tanzanians to fill the following vacancy.

1) PROJECT OFFICER -1 POST

A. Qualifications

Holder of Bachelor Degree in one of the following fields: Project Planning and Management, or in any related field from recognized institution. A Master's degree in the fields mentioned above is an added advantage

B. Experience

Must have work experience of at least five (5) years in a related field from a reputable organization. Proven experience in project monitoring and budget control, project report and proposal writing, the use of DHIS2 for data management and financial management as a plus.

C. Duties and Responsibilities

- Provide management leadership on disability inclusion activities in health facilities, decision making process, schools and in social setting.
- Capacity building of People with disability organizations, NGOs, and other humanitarian stakeholders on disability inclusion in target region.
- Offer technical support in the implementation of the disability inclusive activities
- Advocate for increased resource allocation for delivery of quality health service for people with disabilities
 - Ensure timely data collection, analysis and reporting for disability inclusive.

- Regular supervision of field works, document success stories and lesson learnt related to disability inclusion.
- Prepare work Plan, organize and monitor training and outreach activities related to disability inclusion;
- Ensure proper monitoring and quality control of the project activities related to disability inclusion.
- Prepare and presents progress reports related to disability inclusion activities to the Project Manager
- Assist the manager to organize and coordinate field visits for CBM Tanzania, BMZ and other stakeholders as directed by the senior management of the hospital.
- Build the capacity of Organization of Persons with Disabilities on advocating for disability inclusion in the planning process.
- Perform risk management to minimize project risks at all levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals for activities related to disability inclusion.
- Create and maintain comprehensive project documentation of good practice
- Ensure resource mobilization including writing new proposals and concept note
- Perform any other duties and responsibilities as may be assigned by the supervisor

D. Term of engagement: Two years renewable contract.

2) DRIVER -1 POST

A. Qualifications

Holder of Form IV/VI Certificate with Class E or C1 valid Driving License. Must have also attended Basic Driving Course from a reputable institution like VETA/NIT or any other recognized institution.

B. Experience

Must have work experience of at least five (5) years in a related field from a reputable organization with no record of road accident

C. Duties and Responsibilities

- Manage all transport affairs.
- Assist project teams with any logistics or coordination related to the project activities
- Manage vehicle performance, this including i.e. fuels, vehicle service and maintenance requirements.
- Have an understanding of compliance requirements for donor funded project.
- Transport workers during field visits
- Perform projects related logistics.
- Ensure that the vehicle is washed inside and outside
- Notify the Project Manager in case of mechanical failure or lateness