



REVOLUTIONARY GOVERNMENT OF ZANZIBAR
MINISTRY OF HEALTH, SOCIAL WELFARE,
ELDER, GENDER AND CHILDREN

P.O.BOX 236
MNAZIMMOJA-ZANZIBAR
Email: info@mohz.com

Tel +255-21-2233454
Fax: +255-24-2231987
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REQUEST FOR EXPRESSION OF INTEREST
(JOB ANNOUNCEMENT) FOR PROJECT MANAGER, ASSISTANT PROJECT
MANAGER, ACCOUNTANT, DRIVER AND SECRETARY

1. The Government of the United Republic of Tanzania obtained a loan from BADEA, Kuwait Fund and Saudi Fund for Rehabilitation and Expansion of Mnazi Mmoja Hospital Project – Zanzibar. The Ministry of Health Social Welfare Elderly and Children Zanzibar representing the Government of the United Republic of Tanzania intends to apply parts of this loan to finance the management of the Project through the establishment of the Project Implementation Unit (PIU) for rehabilitation and expansion of Mnazi Mmoja Hospital in Zanzibar. The duration of the implementation phase is three years and Operation & Management phase is one year, the project is expected to be completed by the end of 2024. The following staff will be recruited in order to facilitate the Project.

i) PROJECT MANAGER- ONE POST

Responsibilities

- (a) Assures the management of the Project activities, planning, procurement, results analysis, and reporting on the work executed according to stated terms.
- (b) Reports on the progress of activities implementation and conducts preliminary evaluation of Project achievements.
- (c) Monitors the implementation of contracts between the Project Implementation Unit (PIU), Consultant, Contractors and Suppliers.
- (d) Coordinates closely with the MOH and the Funders and establishes and maintains relations with Stone Town Conservation agency, other government entities and other stakeholders, which will contribute to the realization of the Project.
- (e) Support the MOH on the preparation of development and implementation of the project.
- (f) Is responsible for quality control of all written outputs produced by the PIU or its contractors or Consultant
- (g) Leading the PIU team to the best delivery of the Project.
- (h) Any other task that will be requested by the MOHSWEGC

Qualifications - 55% marks

- (a) Registered Professional in Civil Engineering
- (b) A degree in civil engineering (a Master's degree is an added advantage).

- (c) Outstanding organizational and reporting skills
- (d) Familiarity with the [donor]'s operational procedures.

Experiences- 40%-marks

- (e) Experience of at least 10 years in a similar Construction and at least 2 Health Project
- (f) has worked as Project Manager from the public sector and Donor Assisted Projects and familiarity with its operational procedures.
- (g) Has worked with at least 1 BADEA finance Project.
- (h) Previous experience from working in similar projects

Languages -5% marks

- (i) Excellent command of the English and Swahili languages

Working conditions

The Project Manager will be stationed at the premises of the MOHSWEGC/MMH/KCH

Period of Performance and remunerations

The Project Manager will be a full-time position within the Project. He/she will be offered a 4 years contract with six months' probation period.

Reporting

The Project Manager of the PIU will report monthly to a Principal Secretary of the MOHSWEGC and will liaise with the funder also quarterly.

Means of communication will be writing other alternatives are conference calls and the meetings

ii) ASSISTANT PROJECT MANAGER- ONE POST

Responsibilities

- (a) Review the work of the technical consultants: project designs, bid specifications and tendering of bidding documents for the projects.
- (b) Working closely with the Project Manager, MOH and MMH tasking his/her work and assuring that it is well coordinated with Stone Town Conservation Agency and other government entities and with the consultants and contractors.
- (c) review contract documents for projects and supervising commissioning of projects.
- (d) Ensuring compliance with funder procurement guidelines as well as governments building codes and engineering standards.
- (e) Coordinating the monitoring and control of Project delivery
- (f) Quality control of technical issues.
- (g) reviewing project documents, organizing and coordinating meetings and communicating issues to consultants and contractors.
- (h) Ensuring timely delivery of reports.
- (i) Developing a monitoring tool, tracking system and project reporting.
- (j) Assisting in supervision and quality control of works on site.

Qualifications and skills-55%

- (a) At least university bachelor's degree in Engineering preferably civil or architecture. Master's degree shall be considered a plus;

- (b) Computer literate
- (c) Good management and reporting skills.

Experience- 40% marks

- (a) Has at least 5 years of experience in engineering or construction projects related to hospitals
- (b) Experience with Works or Supplies contracts, either in design, writing of specifications, bills of quantities, tender procedures or site works supervision. Has worked with Donor Funding Project (SAUDI FUND, KUWAIT FUND and BADEA has added advantage) with experience of donor funding procurement procedures shall be considered a plus.

Language- 5%

- (c) Fluent in English and Swahili languages

Working conditions

The Assistant Project Manager will be stationed at the premises of the MOH/MMH /KCH

Period of Performance and remunerations

The Assistant Project Manager will be a full-time position within the Project. He/she will be offered a 4 years contract with six months' probation period.

Reporting

The Assistant Project Manager of the PIU will directly report monthly to the Project Manager

iii) ACCOUNTANT – ONE POST

Main Tasks and Responsibilities

- (a) Set administrative guidelines and procedures.
- (b) Maintain financial administration and accounting records (including systematic filing of all underlying documentation);
- (c) Prepare financial reports, such as financial management reports.
- (d) Monitor compliance with agreed financial management procedures in the Project.
- (e) Prepare and adjust disbursement plan with the collaboration with other PIU members.
- (f) Assist in preparation of annual budgets.
- (g) Organize annual external audits and act as primary contact with the external auditors.
- (h) Organize the reporting system according to funder rules and procedures.
- (i) Correspond with the bank which hold the project funds.
- (j) Prepare replenishment requests to be sent to the funder;
- (k) Prepare and maintain a result monitoring tool

Requirement and Qualifications – 55% marks

- (a) Bachelor's degree in accounting, business finance or similar field;
- (b) Good communication and social skills.
- (c) Excellent computer literacy with emphasis on preparing spreadsheets.

Experience - 40% marks

- (a) At least 5 years of experience in financial management.
- (b) Experience with national accounting and bookkeeping procedures.
- (c) Experience in financial management and has worked in donor funded projects or projects financed by KUWAIT FUND, SAUDI FUND and BADEA would be an advantage.

Language 5% marks

- (a) Excellent knowledge of English and Swahili languages.

Working conditions

The Accountant will be stationed at the premises of the MOH/MMH /KCH

Period of Performance and remunerations

The accountant will be a full-time position within the Project. He/she will be offered a 4 years contract with six months' probation period. Remuneration will be monthly.

Reporting

The Accountant of the PIU will directly report monthly to the Project Manager.

IV. SECRETARY – ONE POST**Main Tasks and Responsibilities**

- (a) Front desk management both for visitors and handling telephone communications.
- (b) Prepare and manage correspondence, reports and documents.
- (c) Maintain updated address and phone lists of Government officials and stake holders.
- (d) Organize and coordinate program meetings, meetings for visiting missions/delegations, conference and travel arrangements.
- (e) Implement and maintain office systems.
- (f) Filing and safe keeping of project documentations and database to ensure timely and correct flow of information to all relevant stakeholder
- (g) Maintain a proper record of all incoming and outgoing documents to and from the project which includes management of file, letter and memo scroll, hardcopy and softcopy storage of all documents etc;
- (h) Communicate verbally and in writing to answer inquiries and provide information.
- (i) Coordinate flow of information both internally and externally.
- (j) Filing and safe keeping of project documentations and database to ensure timely and correct flow of information to all relevant stakeholders.

Requirement and Qualifications – 55% marks

- (a) Intermediate degree in Management (Bachelor degree preferred).
- (c) Good command in basic computer skills.

Experience - 40% marks

- (a) At least 5 years of experience in secretarial services.
- (b) Experience in financial management and has worked in donor funded projects or projects financed by KUWAIT FUND, SAUDI FUND and BADEA would be an advantage.

Language 5% marks

- (a) Excellent knowledge of English and Swahili languages.

Working conditions

The Secretary will be stationed at the premises of the MOH/MMH /KCH

Period of Performance and remunerations

The Secretary will be a full-time position within the Project. He/she will be offered a 4 years contract with six months' probation period. Remuneration will be monthly.

Reporting

The Secretary of the PIU will directly report monthly to the Project Manager.

V. DRIVER – ONE POST**Main Tasks and Responsibilities**

- (a) Drives official vehicles
- (b) Responsible for keeping driving license valid and for conforming to the traffic code and for meeting requirements for driving motor vehicles driven by him/her
- (c) Responsible for the day maintenance and record
- (d) Perform daily cleaning of the vehicle
- (e) Keep inform the line managers for any irregular happen to the project vehicles and suggest the necessary steps
- (f) Keep inspect the vehicles document of licensing.
- (g) Report log book as monthly record and report.
- (h) In case the vehicle is involved in accident, ensure that the necessary steps conforming to rules and regulations are taken.

Requirement and Qualifications – 55% marks

- a) Secondary Education. Valid Driver's license of at least 3 classes.
- b) Certificate in Mechanics is an added advantage

Experience - 40% marks

- a) 5 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair.

Language 5% marks

- a) Excellent knowledge of English and Swahili languages.

Working conditions

The Driver will be stationed at the premises of the MOH/MMH /KCH

Period of Performance and remunerations

The Driver will be a full-time position within the Project. He/she will be offered a 4 years contract with six months' probation period. Remuneration will be monthly.

Reporting

The Driver of the PIU will directly report monthly to the Project Manager.

2. All Application letter should be addressed to Principal Secretary Ministry of Health Social Welfare Elderly, Gender and Children and must be submitted by hand at the office Procurement and Disposal Management Unit P.O.BOX 236, Ministry of Health, Social Welfare, Elderly, Gender and Children *at 09:00 morning up to 3:30 afternoon not less than the day of 29th August, 2021* Late Application will no longer be considered, this application is only for Tanzanian citizen.
3. A detailed Curriculum Vitae must be provided on how the requirements specified in this document match the capability, experience and knowledge
4. The Application must be submitted on one original and one copy and envelop must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy the original governs. The outer envelope shall be labeled with the submission address, reference number and title of the Post
5. The Application must be submitted in the English language or Swahili all required information must be provided, responding clearly and concisely to all the points set out.
6. The Application document should comprise of the following:
 - a. Covering Letter;
 - b. An application letter duly signed on all pages by applicant
7. Applications shall be evaluated in accordance with the following criteria:
 - a. Comply with required qualifications
 - b. Comply with Experience
 - c. Comply with Language English and Kiswahili