VACANCY ANNOUNCEMENT

JOB TITTLE: Project Manager

DEPARTMENT: Ophthalmology Department

LOCATION: Bugando Hill, Mwanza-Tanzania

JOB TYPE: Full time

DURATION: Employment contract will be for 24 months, with the possibility for extension depending on availability of funds

Background and Purpose:

The Bugando Medical Centre (BMC) is the tertiary, consultant, teaching and referral hospital for the Lake and Western Zones of the United Republic of Tanzania, serving 8 regions namely Mara, Mwanza, Simiyu, Shinyanga, Tabora, Kigoma, Geita and Kagera with an estimated total population of 16 million people. The Tanzania Episcopal Conference (TEC) is the owner of BMC and runs it in close partnership with the Government of the United Republic of Tanzania.

With the support of the funds from SDL through CBM; Bugando Medical Centre (BMC) will enhance its eye health services for the region through the implementation of a project with three main areas:

• Construction of a standalone Eye Clinic on the BMC compound;
• Training of medical staff in eye health topics;
• Organising eye health outreach visits.

BMC, in collaboration with CBM, would like to recruit a Project Manager for this project. The purpose of this position is to ensure effective and efficient implementation and monitoring of the construction project and implementation of outreach and training activities.
Structure of Authority:

- The Project Manager will report to the BMC Head of Projects.

Responsibilities:
The following is a list of the major responsibilities of the Project Manager. The responsibilities of the project manager are not limited to these points:

- Ensure effective and efficient implementation of the project in general, in accordance with the activities stipulated in the project contract between BMC, CBM and the funder SDL;
- Establish and monitor implementation schedules and cost plans;
- Under the supervision of the BMC Director of Finance and in collaboration with other senior financial personnel, prepare and monitor project budgets and cash flow projections;

In close collaboration with the related staff from BMC, the Project Manager shall:

  - Ensure timely preparation of tender documents for the selection of a construction company to construct the Eye Health clinic;
  - Ensure the organization of the procurement process and the selection of the construction company in accordance with BMC and CBM protocols and guidelines;
  - Regular supervision of construction in close cooperation with the local architect and the external German consultant;
  - Ensure timely preparation of the tender documents to procure the medical equipment for the Eye Health Center;
  - Ensure the organization of the procurement process and the selection of the company to deliver the medical equipment in accordance with BMC and CBM protocols and guidelines;
  - Supervision of the equipment delivery;
  - Plan, organize and monitor training and outreach activities;
  - Ensure proper monitoring and quality control of the project activities.
  - Prepare and presents progress reports to Head of Ophthalmology, Director General and CBM Tanzania.
  - Prepare, or as appropriate supervise the preparation of progress reports, annual reports, project completion reports and other reports that may be required by CBM Tanzania
  - Organize and coordinate field visits for CBM Tanzania, SDL and other stakeholders as directed by the senior management of the hospital.
  - Manage the relationship with the client and all stakeholders
  - Perform risk management to minimize project risks all levels
  - Track project performance, specifically to analyze the successful completion of short and long-term goals
Create and maintain comprehensive project documentation of good practice

Qualifications and Experience:

- University degree in Management, Project Management, or related field;
- A Master’s degree in the fields mentioned above is a definite advantage;
- Minimum of 3 years’ experience in Project/Programme Management within a reputable development organization;
- Experience in the field of managing construction projects is an advantage;
- Proven experience in project monitoring and budget control;
- Proven competence in project report writing;
- Experience in procurement of goods and services;
- Financial management background as a plus.

Competencies and Skills:

- Basic Project Cycle Management knowledge; Experience in health sector/medical sector is an added advantage
- Leadership and team building skills.
- Strong analytical skills, negotiation skills and problem solving skills;
- Ability to effectively engage with stakeholders at all levels;
- Ability to take decisions and carry responsibilities;
- Self-motivated and able to work independently from close supervision;
- Effective interpersonal and communication skills;
- Excellent written and spoken English;
- Fully competent in the use of a computer including essential programmes (MS Excel, Word, and PowerPoint) and access to the internet;
- Experience in leading trainings or workshops preferred;
- Comfortable working under frequent, tight timelines and delivering high-quality work products on time;
- Commitment to health and social justice issues and understanding of global health and development issues.

MODE OF APPLICATION

Letters of application should be written in English preferably handwritten attaching a detailed curriculum vitae, certified copies of academic/professional qualification, testimonials and names, Addresses, telephone numbers and email of three referees, should put in a sealed envelope addressed to the Director General so as to reach him before 07th April 2020.

Director General,
Bugando Medical Centre,
P.O.Box 1370,
MWANZA
Email:hospbugando@gmail.com

Only short listed applicants will be contacted