



Amref Health Africa – Tanzania is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa Tanzania is largely supported by Multilateral, Bilateral, and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn, and Child Health, Water and sanitation, and clinical outreach.

Amref Health Africa Tanzania’s projects respond to national health priorities and sustainable development goals (SDGs) in addressing the needs of needy communities mostly women and children. We work to increase the effectiveness, efficiency, and sustainability of health services by strengthening health systems, improving access to services, advocating stronger community health systems, and influencing health policies. With the above background, Amref Health Africa Tanzania has the following vacancy:

[1. Studio Interns/volunteer \(2\)](#)

**Position:** **Studio  
Interns/volunteer (2)**

**Head of**  
**Reporting to: Communication &**  
**Partnerships**  
**Location: Dar es salaam**

## **JOB PURPOSE**

The Photography, Videography, and Studio Volunteer will provide support to the Communications & Partnership unit in implementing the organization's documentation and Amref Afya Studio Work Plan. The volunteer will be responsible for various tasks related to photography, videography and studio operations with opportunities for learning, engagement, and innovation to contribute to the development of the unit and organization

## **MAIN DUTIES AND RESPONSIBILITIES**

- Capture studio contents and edit high-quality photos and videos for organization documentation.
- Photos should include landscape and portrait shots of the same subjects, with dramatic angles and different perspectives and well archived.
- Videos should consist of footages and final edited content documenting interventions, interviews, features, and testimonials and well archived.
- Archive and uploading all footages of photos and videos final products for records in Amref SharePoint folder.
- Assist the Communication team in designing and production of various multimedia audio visual.

- Set up, prepare, operate and adjust audio/ video recording and editing equipment in the studio.
- Keep the studio clean and ready for operations at any given time by coordinating daily cleanliness and arrangement of equipment.
- Support the unit in brainstorming and developing creative ideas for production studio projects and other organization requests.
- Ensure proper handling and maintenance of studio equipment. Pack equipment in the prescribed manner, return all equipment safely, and send faulty equipment for repair.
- Coordinate program presenters, contributors, and staff in the studio. Maintain discipline and observe safety regulations during rehearsals, recordings, and transmissions at the Amref Afya Studio.
- Prepare reports outlining past and future programs, including content/ scripts.
- Prepare guests and presenters for studio appearances. Provide necessary equipment, such as microphones and talkback boxes. Provide a daily report of studio schedule and events.
- Perform other duties as assigned by the supervisor.

### **Qualities/Skills & Experience**

- Minimum of 3 years' experience in video production and photography or additional 2 years of relevant experience.

- Bachelor's Degree/Diploma in Multimedia, Film, Mass Communications, Journalism, Studio Production Graphic & Design, Visual Communication, digital creatives, Advertising, Marketing, or related fields
- Strong knowledge of the use of different platforms/software (i.e., Adobe Creative Cloud Programs, Final Cut Pro etc.)
- Excellent written and verbal communication skills in Swahili and English.
- Strong theoretical and practical background in audio-visual production, newsroom skills, studio digital content creation, and IECs production.
- Ability to capture, edit, and deliver high-resolution digital content (videos and photos) according to agreed production timelines.
- Proficiency in filming broadcast-quality video and audio and script writing.
- Knowledge of different video formats and file conversions.
- Proven experience in post-production, creating photo and video stories.
- Understanding of communication requirements.
- Familiarity with new evolving technologies such as drone operation and digital platforms.
- Explorative, creative, flexible, and reliable.
- Attention to detail.

## 2. Monitoring and Evaluation Intern

**Position:** M & E  
Intern

**Reporting to:** Project  
Manager

**Location:** Mwanza

## **JOB PURPOSE**

The Monitoring and Evaluation Intern will be providing support in monitoring and evaluating Fistula II project. The incumbent will be responsible for supporting the overall M&E and learning needs of the Fistula II project and will spend much of the basic needs of the M and E and come up with findings based on real data to show performance of the project. The incumbent will play a role in promoting of key learnings for the improvement of the project and for wider learning of the organization.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Assist in the development and/or finalization of the project M&E Plan and keep it updated in accordance with project activities and timeframes as relevant.
- Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good statistics for impact evaluation.
- To supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations
- To record, manage and preserve monitoring and evaluation data in a safe and accessible way
- To ensure project performance is archived and sync in Amref information management system properly.
- To analyze and discuss findings based on regular monitoring data

- Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners.
- Provide technical support to the project to improve the performance by generating evidences including best practice and lesson learnt
- To provide and participate in research generation and disseminations
- Ensure that implementation of field activities is well aligned to the project monitoring and evaluation plan in place.
- Participate actively in programme planning process and budgeting of the programme quality and fundraising unit
- Support project staffs and finance team in developing biannual and annual organizational reports.
- Perform any other relevant duties as assigned by the Project Manager.

## **SPECIFIC RESPONSIBILITIES**

### **1. Monitoring**

- Work closely with M&E and programs teams on project monitoring plan (PMP) of the project in line with project LFA in consultation with programme team and partners
- Update project performances in Amref information management system (AIMS) and follow program team are compliance with AIMS.
- Coordinate with project teams for collecting data against agreed indicators

- Ensure and support quality of data collected by partners, receive database and populated in the system.
- Under the guidance of the project manager, provide feedback to partners and programme teams on projects' performance based on monitoring data findings
- Under the guidance of the Amref MER Director build the capacity of IPs on Planning, Monitoring and Evaluation (PM&E)

## **2. Evaluation**

- With technical support from the Amref MEAL team and assist the project team in designing, coordinating and conducting project evaluation (baseline, mid-term and end-line)
- With technical support from the Amref MEAL team and assist the Team in designing and conducting Post Implementation Monitoring Survey (PIMS)
- Assist MER Team in research documentation and archives

## **3. Reporting and Documentation**

- Contribute in developing quarterly, biannual and annual reports
- Develop and share quality field visit reports with relevant Amref Health Africa staff

- Provide project inputs on key reports for upload to the main source – AIMS
- Ability to document best practice and lesson learnt

#### **4. Planning**

- With technical support from the Amref MEAL team, ensure data quality in project implementation plans
- Prepare relevant project documents for upload on AIMS

#### **5. Learning and Sharing**

- Share learning from M&E process with the wider team
- With guidance from the project manager and technical assistance from the Amref

#### **MEAL team**

- Support partners in improving learning and sharing mechanisms in the project
- Promote culture of two way learning in the project
- Disseminate best practice in wider environment

## **MINIMUM REQUIRED QUALIFICATIONS, EXPERINCE AND SKILLS**

First level university degree in statistics, demographics, public policy, international development, economics, or related field. Advanced certificate in M&E, statistics or economics preferred.

### [3. Economic Strengthening and Livelihoods Intern](#)

**Position:** Economic Strengthening  
and Livelihoods Intern  
**Reports to:** Project Manager  
**Location:** Mwanza

## **JOB PURPOSE**

Economic Strengthening and Livelihoods Intern (ESLI) is an important position for empowering women with Obstetric Fistula through livelihood opportunities and help them rebuild their lives. The position holder will specifically strive to integrate evidence based financial literacy modules to empower women who have suffered from Obstetric Fistula to establish and sustain viable Income Generating Activities.

## **ROSES AND RESPONSIBILITIES**

- Provide continuous supportive supervision to women groups and Fistula survivors to ensure quality economic strengthening programming through Instruction, Modelling, Rehearsing, and Feedback approach.
- Directly supervise and provide technical support to Fistula survivors and women groups in all supported districts.

- Develop monthly field support plans for women groups and fistula survivors, develop action plans and corrective measures
- Provide consistent monitoring, coaching and mentorship support to Fistula survivors and women groups and ensure that they master the skills to run their business independently.
- Lead in conducting market assessments and creation of business networks and learning and sharing cohorts within the project area.
- Work with Community Development Officers to ensure sustainability of the project footprints.
- Submit timely economic strengthening and youth updates to the Project Manager for inclusion in the donor semi-annual reports.
- Ensure that women groups establish a self- sustaining community emergency referral funds where the funds can independently and sustainably cover the transportation and accommodation costs and invest in viable income-generating activities (IGAs).
- Support in the coordination of entrepreneurship skills trainings to Fistula survivors and women groups and develop training reports.
- Roll out a Household Financial Literacy and Money Management Curriculum to women supported groups and ensure a quality roll out to Fistula survivors.
- Conduct overarching mapping of economic strengthening service providers in implementation areas for integration and sustainability of supported women groups.

- Work with Community Development Officers to ensure sustainability of the project footprints.
- Document Economic Strengthening specific lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

## **MINIMUM REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS**

### **Education:**

Bachelor's degree in Business Administration, or economics, Community Development, Community Economic Development, Social Work etc.

### **Skills:**

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learners, particularly at the community level. Understanding of the local language will be added advantage
- Able and willing to work flexible hours as needed without constantly or close supervision.
- Demonstrate leadership and team building skills

**Experience:**

- At least two (2) years' experience in a field position with an organization in public health or community programming. Experience in establishment, formation, and supporting community groups, IGAs etc. is preferred.
- Experience implementing program and donor regulations, systems and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

**4. Communication Intern**

**Position:**           **Communications  
intern**

**Reporting to:** **Project Manager**

**Location:**           **Mwanza**

**JOB PURPOSE**

The Communications intern will provide overall support to the Communications and Partnership unit with the guidance from the Communications Officer. This role requires a Committed and enthusiastic communications personnel.

**MAIN DUTIES AND RESPONSIBILITIES**

- Teaming up in Developing Amref Tanzania partnerships Database- an online database available and accessible with contacts.
- Updating and keeping records of database.
- Support photography and videography during daily field visit of projects.
- Support translations of project stories.
- Updating lakezone office with current notes board pictures.
- Keeping track of project brand materials such as banners for event use.
- Daily Track local and international current news affairs and share important updates with the Communications Unit as needed.
- Touring all Amref Tanzania TCO social media pages and reporting the trend.

(Twitter, Facebook, Instagram- Amref Tanzania)

- Take note and remind all international Health Days for TCO participation (social media campaign)

### **Qualities/Skills & Experience**

- Minimum Bachelor's Degree/Diploma level in; Mass Communications, Studio Production, Public Relations, Advertising, Marketing, and other related fields.

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- At least 1 year of relevant experience
- Excellent written and verbal communication skills.
- Strong theoretical and practical background in Communication activities as well as graphics design, newsroom skills, videography and photography editing skills.

- Exposure to new evolving technologies and digital platforms.
- Explorative, creative, flexible, and reliable.
- Attention to details.

## **HOW TO APPLY:-**

If you meet the criteria given above and are interested in the vacancies, please visit Amref's website <https://amref.org/vacancies/> Amref will conduct interviews at Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by **16.30 Hours on January 31, 2024.**

1. ***Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy***

2. ***“Amref Health Africa is committed to the principles of safeguarding in the workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”***
3. ***Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channelled to the provided official correspondence email above***
4. ***Amref Health Africa –Tanzania regrets that only short-listed candidates will be contacted.***