

BENJAMIN WILLIAM MKAPA FOUNDATION



EMPLOYMENT OPPORTUNITY

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to innovate sustainable and resilient health and related system solutions for equitable health outcomes. BMF's Vision and Mission can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the below **three (3) vacancies**: -

Position Title: Business Development Manager
Reports to: Director of Programs and Business Development
Department: Programs & Business Development
Location: Head Office - Dar es Salaam
Contract Type: Part-time

Overall, Purpose of the Job

Managing, coordinating and providing technical leadership in executing business development initiatives of the Foundation as guided by the Business Development Strategy and other respective plans to attain the BMF Strategic Plan goals.

Roles and Responsibilities

- Coordinate and manage the development of a costed implementation plan for the 6-year Foundation's Business Development Strategy.
- Lead in managing and coordinating the implementation of the business development implementation plans as guided by the six-year business development strategy.
- Develop continuous external and internal comprehensive scanning systems for the business development landscape to enhance continuous capacity, relevance, risk management and timely response to opportunities, adjustment to changes and growth.
- Co-Lead in developing and timely updating the BMF internal business development systems, structures and teams.
- Develop and implement effective continuous capacity building plans and strategies for the business development team to equip them in meeting the business demands in a diverging internal and external environment.
- Co-Lead in developing and managing incremental implementation of the Foundation's social enterprise products through a co-creation model with internal and external stakeholders.
- Co-Lead in developing and institutionalization of the Foundation's Partnerships Strategy to enhance effective execution and optimal performance of these partnerships.
- Effectively Coordinate the business development teams in responding to various business development opportunities.
- Carry out any other assigned duties by the Supervisor.

Qualifications & Experience

- A master's degree in international development, Economics, Social Science, International Studies, Public Administration or another relevant field.
- At least over 7 years of experience of the same job role in the related field of operation.

- Demonstrable knowledge as a result of study, training or practical experience in development with a robust understanding of development programs.
- Proficiency in using applications software, including presentation, spreadsheet, word processing, and project management tools.
- Results-oriented, accountable, proactive and able to work with a wide range of stakeholders.
- Ability to work effectively within multi-disciplinary and multi-cultural teams.
- Good quantitative, analytical and report writing skills. Excellent written and verbal communication skills with the ability to communicate effectively with individuals and groups of people. Fluency in English and Swahili is mandatory.
- Excellent coordination and planning skills.
- Excellent people skills (good team member).

Positions Title: Senior Human Resources Officer
Reports to: Head of Corporate Support Services
Department: Corporate Support Services
Duty Station: BMF Headquarters - Dar es Salaam
Contract type: Full time

Overall, Purpose of the Job:

The Senior Human Resource Officer is responsible for providing support to the Management team on various human resource functions, which include recruitment, staffing, personnel policies of the Foundation, training and development, performance monitoring and employee counselling.

Key Roles and Responsibilities

- Manage recruitment process by preparing advertisements for vacant positions, short listing candidates as per the required qualifications, call candidates for interviews, notifying successful candidates, performing background checks / pre-employment screening of all successful candidates.
- Coordinate new staff orientation by preparing a New Hire Check List of topics and areas to be covered during orientation.
- Make a follow up on performance management by ensuring all employees' performance appraisal forms are filed in the employee's personal files.
- Analyze and summarize the performance appraisal of all BMF staff as carried by the respective staff and supervisors.
- Manage staff training and development including identifying skills gaps and developing training plan to compliment both the needs of BMF and the needs of the employees
- Reviews and makes recommendations for improvement of organizational policies, procedures, and practices on HR matters
- Develops and maintains a human resources system that meets organizational personnel information needs
- Advise staff on their leaves which are entitled to them according to the BMF HR policy and procedures and ensure that they are properly planned without disrupting BMF's operations.
- Coordinates and conducts exit interviews to determine reasons behind separation.
- Update personnel files including employee details, maintaining leave records, registration of employees in social security, statutory schemes, and other benefits.
- Ensure Monthly Approval of timesheets.
- Any other duties as may be assigned by the supervisor

Qualifications and Experience:

- Bachelor's degree in human resources or public administration, Masters will be an added advantage
- At least 5 years' working experience in Human Resources Management

- Effective communication and negotiation skills.
- Strong critical thinking and analytical skills.
- Experienced in working with a Non- Government, Government or Private sector entity with multiple financiers will be an added advantage.

Position Title: Senior Finance Officer
Reports to: Finance Manager
Department: Finance and Grants
Duty Station: Head Office - Dar es Salaam
Contract type: Full time

Overall, Purpose of the Job:

The Senior Finance Officer is responsible for providing effective financial accounting operations with primary responsibility of managing USAID Finances and being the Finance Focal Person for - Afya Endelevu Project. He/she is responsible for ensuring that financial controls are in place, accurate books of accounts are maintained and updated on time for complying with BMF policies and regulations and donor's requirements.

Roles and Responsibilities

- Primary responsibility of managing USAID Finances and ensuring timely submission of accurate fund requests and liquidation reports.
- Follows-up utilization of funds to ensure they are in line with requirements of the Cooperative agreement between USAID and BMF.
- Ensure compliance with Cost principles, Mandatory and standard provisions.
- Undertake review and posting of financial transactions (i.e. staff advances, imprest retirements, expenses, etc)
- Puts a system for tracking all Approval Memos and ensure payments requests/ drawdown are within approved amount.
- Responsible for PEPFER financial reporting and monthly management Financial Reports.
- Prepare separate Draft Accounts for Afya Endelevu to warrant Separate Audit per USAID Requirements.
- Take part in year-end processes with Key attention to Afya endelevu Project.
- Supervise Assistant accountant and provide guidance on finance related matters.

Qualifications & Experience

- Bachelor's degree in accounting, Business Administration or equivalent
- Certified Public Accountant – CPA (T) or equivalent qualification.
- Professional experience of at least four (4) years.
- Experienced in working with a Non- Government, Government or Private sector entity with multiple financiers will be an added advantage.
- Strong command of MS Office software (Word, Excel, PowerPoint).
- Experience with a computerized accounting software such as SAGE 300 ERP, EPICOR or any other program.
- Analytical judgement, excellent inter-personal skills, and ability to work under pressure – independently, as well as being part of a team.
- Fluent in English (writing, editing, reporting, and speaking).

MODE OF APPLICATION:

For all interested candidates, kindly fill the application form via the following links:

1. [Application Form - Business Development Manager](#)
2. [Application Form - Senior HR Officer](#)
3. [Application Form - Senior Finance Officer](#)

Kindly attach the required documents as stated in the application form. The deadline for application is on **Thursday 20th November 2024**

BMF is an equal opportunity employer, and we value diversity. BMF is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting your complaints via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:
CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION
8th November 2024**