



Program Grants Manager

Reports to: Zanzibar Deputy Director (Primary Supervisor)
Location: Zanzibar
Start Date: March 2023

Who we are

D-tree International is a global digital health organization dedicated to ensuring that everyone has access to high-quality primary healthcare in underserved areas. We do this by working with governments to design, build and deploy digital tools for frontline health workers that improve their ability to deliver high-quality, evidence-based care. D-tree **engages** with governments to develop a shared vision for the potential of digital health, **demonstrates** the effectiveness of digital systems to improve health outcomes, and **accompanies** governments to scale these digital systems nationally and institutionalize them within their broader health systems.

Since 2011, D-tree has partnered with the Zanzibar Ministry of Health to implement an innovative digital health program, Jamii ni Afya (“Community is health”) supporting Community Health Volunteers to provide health services within their communities. This program has consistently demonstrated improved health outcomes, a strengthened community health system, and increased use of data for decision-making. Over time, [Jamii ni Afya](#) has grown from a pilot to a national program and has demonstrated how digital technology can transform the quality of a health system. The Zanzibar government has committed to adopt Jamii ni Afya at national scale; integrating digitally-enabled Community Health Volunteers into their formal Community Health Strategy. This represents the world’s first nationally scaled digital community health program, bringing high quality health services to the doorsteps of all of Zanzibar. The digital health program reached full scale in August 2021, allowing D-tree to focus on program sustainability, quality and impact.

Who you are

We are recruiting for a highly skilled and experienced **Program Grants Manager** to work as an integral part of our Zanzibar team. You have excellent attention to detail and the ability to be accountable for driving compliance, budgets, work plans and reporting for multiple donor projects, and ensure the team is meeting project timelines and deliverables within budget. You have prior experience in a similar project management role and can demonstrate your ability to manage highly complex projects, while working effectively within a team. You are a strong communicator – both orally and written – and have excellent teamwork, collaboration and problem-solving skills. You are excited by D-tree’s mission and our pioneering work in Zanzibar, and are driven by the impact that our work has on improving people’s lives.

What you will do

The Program Grants Manager will be responsible for ensuring that all programs in Zanzibar are planned and implemented at a high quality, within scope, schedule and budget. You will work closely with the Deputy Director to develop project objectives and work plans, and then you will be responsible for ensuring projects are implemented according to those plans. You will be responsible for overseeing the project budget and coordinating financial management activities (including forecasting and re-budgeting based on changing project needs). Together with the Zanzibar leadership team, you will liaise with Ministry of Health stakeholders and other partners to keep them abreast of project progress, and draft donor progress reports. Specific responsibilities include:

- Develop work plans, project strategy documents and standard operating procedures for project activities in line with D-tree best practices and donor requirements
- Collaborate with Deputy Director to set program objectives and then lead work planning and monitoring program objectives, while ensuring staff, partners, technical working groups (TWGs) and relevant MOH units are included in the process and kept on track to achieve results
- Work closely with the team to document clear expectations and responsibilities, and develop accountability systems to ensure program objectives are met according to the project schedule.
- Anticipate potential challenges with meeting program timelines, milestones, or budget and escalate to Deputy Director and Global Support Team early for joint problem solving.
- Lead regular check-in meetings with relevant D-tree staff, Ministry of Health and other project partners to review project progress (completion of activities, achievement of milestones, spending), identify challenges, and solve problems to ensure project progress remains on track
- Project finance and operations management
 - Closely monitor project budgets to ensure spending is on track with project plans
 - Lead the development of monthly project activity plans and related budget forecasts
 - In collaboration with the Deputy Director and Global Support Team, lead long-term forecasting and re-budgeting activities throughout the project lifespan
 - Collaborate with the finance & operations team to ensure strong standard operating procedures for procurement and advances exist and are followed
- Lead the drafting of high-quality and inspiring donor and progress reports, gathering inputs from relevant team members and writing high-quality drafts based on donor requirements
- Work closely with the Senior Manager, Grants, Contracts and Compliance to monitor grant reporting deadlines and ensure project activities are within the approved period of performance
- Coordinate closely with Director of Financial Planning & Analysis to monitor expenditures of grant funds to ensure expenses are within the approved budget
- Monitor project schedules and task completion, and coordinate with staff to meet agreed project schedules, and technical requirements
- Document changes in agreed upon scope of work or other problems that affect work and timelines. Keep others informed

Qualifications

We are looking for a motivated, passionate individual who is willing to wear multiple hats and do what it takes to make our projects succeed. The following attributes are a general overview, but we will consider individuals who do not meet all of the details below if you have the right skill set and attitude.

- 4-6 years' work experience with at least 3 years in a project management position, with a digital, public health and/or health system strengthening focus preferred
- Demonstrated experience in managing multiple projects/grants simultaneously
- Bachelor's degree in a relevant field (e.g. management, public health, global development); master's degree preferred
- Extremely detail-oriented with demonstrated experience managing complex work plans
- Strong project management skills required
- Good MS Excel skills
- Must be able to work independently and make decisions under minimal supervision
- Superior analytical skills; ability to think logically and rationally about problems and solution-oriented
- Must be able to handle complex priorities, collaborate effectively with a team, be persistent and work under tight deadlines
- Good communication skills
- Excellent written and spoken English and Swahili required
- Prior experience working in Zanzibar desired
- Project management certification (PMP, PMD Pro, PRINCE2) desired, but not required
- Experience using a Grants Management System desired, but not required

Salary Range:

58,500,000 TZS to 90,000,000 TZS gross annual salary inclusive of all cash compensation.

Note: Starting salaries typically fall in the lower half of the salary range; however, they are ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

Application information

To apply for this role please fill in the [google form](#) here. Only applicants who respond to all questions and include their CV as well as a thoughtful, tailored cover letter will be considered. Please note that by applying to this position, you consent to your name being checked against a terrorist watch list prior to an offer of employment.

<This position is open to Tanzanian nationals only >