



# KANISA LA KIINJILI LA KILUTHERI TANZANIA

## EVANGELICAL LUTHERAN CHURCH IN TANZANIA

P. O. Box 3033, Arusha, Tanzania

### VACANCY ANNOUNCEMENT

**POSITION: Coordinator for Health and Diakonia Development (CHDD)**

**Reporting to:** Health Programs Director - ELCT

**Location:** ELCT Headquarters Office in Arusha

**Operation:** Frequent travels within Tanzania

#### BACKGROUND

The Evangelical Lutheran Church in Tanzania (ELCT) is a Faith-based organisation in Tanzania and one of the largest Lutheran denominations in the world with over 8.5 million members to date. The Mission of the Church is to make people know Jesus Christ and have life in its fullness by bringing to them the Good News through words and deeds, based on the Word of God as it is in the Bible and the Lutheran teachings guided by the ELCT Constitution. Among other roles, ELCT has continued addressing her basic call of serving humanity in a holistic manner – The role they have always practised in three church ministries - including Evangelizing Ministry, Healing Ministry (Health) and educating Ministry (education).

The Health Department at the Headquarter office of the Evangelical Lutheran Church in Tanzania (ELCT) is responsible for **Coordination, Advocacy, Capacity Building and Facilitation** of different health services provided by the Lutheran church in Tanzania through their dioceses and common works. Through this arrangement, the Lutheran Church in Tanzania operates 24 hospitals and 148 lower health facilities located both in Tanzania mainland and Zanzibar. Some of these facilities are partnered with the Government to provide services to the communities through Public Private Partnership (PPP) arrangements.

ELCT Head Office, through the directorate of Health and Diakonia, is engaged in many aspects of Human Development and Prosperity. Through the concept of Holistic care and in the spirit of leaving no one behind – it has always strived to support all people in need including the sick (for both curative and rehabilitative), the poor, the dying (and those in need of Hospice and Palliative care), the young, the old and vulnerable members of our community. The Diaconic engagement at ELCT also serves to complement the National and Global development agenda in a multifaceted approach with the main focus done to Health and well-being of people of all walks of life.

#### JOB SUMMARY

The purpose of the position is to identify and recruit a suitable candidate to coordinate the role of Health and Diakonia in the context of sustainable Development. This role will specifically aim at strengthening ELCT capacity to effectively contribute to the achievement of the Sustainable Development agenda as part of our Health and Diaconic engagement along with other faith within Tanzania. The ideal candidate should have a good understanding of the Global Sustainable development agenda and specifically how they all interrelate with Health and Diakonia work in the Faith-Based organizations' environment.

The ideal candidate will serve at the ELCT Headquarters Office in Arusha to complement the ongoing efforts to scale up the quality of Health and Diakonia services in ELCT Hospitals and Dioceses while leveraging the technical and material support from other stakeholders within and outside the faith networks.

## **REQUIRED QUALIFICATIONS**

- University degree or equivalent in Clinical Medicine (MD, MBChB, MBBS), Public Health, development studies or other relevant fields
- Master's degree in public health, social sciences, Project management, Laws, Theology or Diaconic studies will be an added advantage
- 3 - 5 years experience in managing/leading multi-faceted health, HIV, and/or SRHR-related programming, with at least 3 years at senior management and supervisory level.
- At least 5 years experience with implementing, coordinating, and leading technical interventions for Multi-Donor funded projects preferred.
- Demonstrated track record of collaborative leadership, program implementation, and problem-solving, with evidence of skill in liaising with donors.
- Experience guiding and coordinating financial teams to develop and track budgets for complex financial and grants management activities
- Excellent interpersonal, oral, and written communication skills in English and Swahili
- A self-starting, team player committed to participatory and inclusive approaches
- Fundraising capacity: ability to identify funding opportunities including development and submission of competitive proposals to various donors.
- Excellent written and spoken English and Kiswahili

## **Additional qualifications and Experience**

- Proven experience in positions involving project/ program planning, management and administration in the area of Health and development
- Knowledge of the 2030 UN Agenda for Sustainable Development and related processes.
- Working knowledge and/or experience in FBOs and Interfaith operations and engagement in the areas of Health, Education, Peace and Public Private and international partnerships
- Experience working with FBOs, mission societies, related agencies or ecumenical organizations.
- Experience in making contribution to applied research.
- Advanced skills in monitoring and reporting; ability to comply with stringent requirements of multiple donors.
- Problem-solving skills, initiative and empathy.
- People management skills.

## **Leadership and Supportive Supervision Skills**

- Creative and self-motivated
- Working effectively with others
- Good Leadership skills
- Analytical thinking
- Achieving results in a timely manner
- Accountable and outstandingly professional

## **Required Professional Skills**

- Project management – level high
- Communication/networking – level high
- Facilitation / Negotiation – level high
- Innovation–level confirmed
- Resources management/fundraising – level confirmed
- Advocacy–level confirmed

## **MAIN DUTIES AND RESPONSIBILITIES**

- Provide overall management, strategic direction, and technical leadership to the Health and Diakonia project to achieve expected project results within budget and timeframe.
- Responsible for the overall planning, implementation, and management of the project as well as the achievement of the goals and objectives of the project in a timely and cost-effective manner.

- Conduct supportive supervision at the ELCT hospital levels along with other related structures at the Diocesan, Regional, Ministerial and other ecumenical and community levels
- Creates a conducive environment for the team with proven people management and good practices.
- Facilitate relationships of Health and development in nature, both ecumenical, governments and within the ELCT Health Directorate
- Coordinate the credible and effective implementation of program activities in collaboration with the ELCT Health Directorate staff and mgt, ELCT Dioceses, Interfaith communities and the ELCT Health facilities,
- Facilitate the capacity-building activities for various stakeholders during the project implementation and related Program activities including organizing meetings, activity reports etc
- Provides the overall coordination for program work under her/his responsibility, including conceptual and methodological development.
- Ensures the program is theologically rooted and advocacy-oriented. Liaises with the Head of Advocacy for consistency.
- Engage ELCT Hospital chaplaincy in the strategic quality development and advanced branding of our FBO identity in our engagement.
- Facilitates knowledge/practice sharing and collaborative processes with faith-based, ecumenical, or thematic-relevant organizations.
- Ensures a proactive, high-quality and appropriate communication flow with all internal/external stakeholders and various audiences, particularly ecumenical organizations and global partners.
- Complement and support the monitoring, evaluation and Learning for the program, coordinate monitoring activities in the target
- Produces regular progress reports on the program as per donor and internal ELCT requirements
- Coordinates the budgeting process of the project in collaboration with the ELCT Finance management team, ensures financial compliance, and timely reporting of the program.
- Leads fund-raising efforts for the program through professional communication, development and submission of competitive proposals to the funding partners regarding the program.
- Perform other tasks assigned by your supervisor.

#### **MODE OF APPLICATION:**

E-mail your application letter, certificates and resume containing the names of three references with their current contact information before the Application Deadline. Applications should be addressed to the contact mentioned below.

**Secretary General  
Evangelical Lutheran Church in Tanzania  
Plot #66, Boma Road, P.O. Box 3033  
Arusha, Tanzania**

**Email:** [recruitment@elct.or.tz](mailto:recruitment@elct.or.tz)

**NB:** All applications MUST

1. be sent to ELCT **by email** mentioned above
2. have the HEADING for the application: **“Application for ELCT CHDD Position”**

**The deadline for submitting the application is on 12<sup>th</sup> December, 2022 at 4:00 pm.**

Only shortlisted candidates will be contacted for discussion and interviews. During that process, more details will be shared including other job conditions.