

## **Helen Keller Intl JOB ANNOUNCEMENT**

### **Country Director, Tanzania** *(Dar es Salaam, Tanzania)*

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Cofounded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the U.S., Africa, and Asia, Helen Keller's proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

We are currently seeking a Country Director (CD) in Tanzania to represent Helen Keller, develop new programs, expand our funding and lead the country office and its programs in a manner that reflects our mission and values and ensures technical excellence in the delivery of all activities. While this is an international posting, Tanzanian professionals are encouraged to apply.

### **Country Program Overview**

Established in 1984, the Tanzania office of Helen Keller was first opened in the Dodoma region to support primary eye care services in rural areas. The office has since moved to Dar es Salaam. We work in close partnership with the Ministry of Health, Local Government Authorities (LGAs), local NGOs, and other national and international development partners in nutrition, maternal and child health, eye care, and neglected tropical diseases. Helen Keller Tanzania is known for sustainability, reliability, efficiency and the highest technical expertise in fighting and treating blindness and malnutrition. To accomplish its work, the Tanzania office builds the capacity of local governmental, civil society, and private sector systems. We promote sound research and the development of sustained, large-scale programs that deliver effective preventative and curative services.

Helen Keller Tanzania is currently the lead implementing partner in Tanzania of USAID Advancing Nutrition. The office provides technical support to nutrition interventions across sectors and disciplines for USAID and its partners through this project. The project's multi-sectoral approach draws together global nutrition experience to design, implement and evaluate programs that address the root causes of malnutrition. Using a systems approach, USAID Advancing Nutrition strives to sustain positive outcomes by building local capacity, supporting behavior change and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity and advance development. In Tanzania, we support the Prime Minister's Office (PMO) and Tanzania Food and Nutrition Center (TFNC) to facilitate effective coordination and technical assistance to nutrition-sensitive sectors to implement the National Multi-sectoral Nutrition Action Plan.

Helen Keller Tanzania is also currently a Surgical Implementing Partner and the Coordinating Partner for trachoma elimination programs supported by Sightsavers International. As Coordinating Partner, we work closely with the National Neglected Tropical Disease Control

Program (NTDCP) to provide technical assistance in case management of trachomatous trichiasis (TT) to program and government partners. Through our Coordination role, we also implement a Face washing and Environmental improvement (F&E) behavior change project to reduce active trachoma infection in endemic areas by encouraging community members to wash their faces frequently and maintain proper sanitation near their homes. As a Surgical Implementing Partner, we support district-level teams to conduct TT case finding and surgery in several districts in rural Tanzania.

Finally, in 2022, Helen Keller Tanzania will start two programs in 3 districts in partnership with the Himalayan Cataract Project and the David and Molly Pyott Foundation to manage the backlog of people with mature cataracts. Helen Keller has been a historical partner in eye care in Tanzania and is well known for activities in cataracts and other eye care initiatives.

## **Functional Relationships**

The CD reports directly to the Regional Director, Eastern, Southern and Central Africa and leads the Country Management Team (CMT). The position directly supervises a team of professional level staff, works closely with colleagues at all levels of Helen Keller's global management structure and may be called upon to participate in global working groups or steering committees. Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Helen Keller's programs require close relations with governments, partner universities and NGOs, private industry, donors, and UN agencies. The CD will represent Helen Keller at relevant external meetings.

## **Scope of the Position**

The Country Director provides strategic leadership and develops action plans that further the mission of Helen Keller and meet the evolving conditions in Tanzania. S/he has overall responsibility for ensuring technical and operational excellence in the delivery of all activities to achieve the objectives established in grants and strategic plans and representing Helen Keller to disseminate findings and secure and expand funding for project activities in Tanzania. This position is based in Dar es Salaam with regular travel to project sites required.

## **Specific Responsibilities**

### **Overall Management and Leadership**

- Provide strategic vision and direction for overall program design, implementation, and proposal development; Work closely with the country team to accomplish the strategic goals.
- Lead and oversee the implementation of country programs and the management of the office.
- Represent Helen Keller in formal and informal meetings with government officials, international donor agencies, and national technical advisory groups pertinent to our project activities.
- Identify opportunities and generate funding from international and bilateral agencies and donor agencies.
- Develop and nurture in-country donor relationships and identify potential partners to participate in joint proposals.

- Lead and prepare concept papers and proposals and provide other information as needed for submission to donors and others for fundraising and marketing purposes.
- Model collaboration for your matrixed team: effectively consult and inform colleagues to maximize efficiency and knowledge sharing and integrate guidance and direction from subject matter experts in your office and elsewhere in the global organization to maximize performance.
- Build a highly effective Country Management Team, recruiting, supervising, mentoring, and evaluating staff, and engaging in frequent performance conversations with team members.
- Delegate authority, consult with, and guide staff to achieve goals and contribute to an atmosphere conducive to professional growth and development.
- Ensure accountability to beneficiaries, partners, colleagues, and donors by providing ongoing feedback in a context of mutual respect.
- Participate in the recruitment process of global colleagues as requested by management.

#### Programmatic

- Oversee and coordinate the program portfolio to ensure the highest level of project quality and accountability, while fostering continuity through building local capacity.
- Provide technical input to the government, international donors, and technical advisory groups pertinent to project activities.
- Ensure implementation of strong program monitoring, evaluation, and learning functions.
- Oversee research design, methodology, and dissemination of information needed to monitor and evaluate project activities and/or advance programmatic and policy changes.
- Disseminate findings from Helen Keller projects that are of importance to decision-makers in a position to fund or implement projects in Tanzania and internationally.
- Keep the national partners and others informed about progress of the projects, plans for the development of new programs/projects/activities and donor involvement in the overall program.

#### Financial and Administrative

- Provide oversight to finance and administrative services including procurement, property management, human resources management, vehicle and facilities management, and staff safety and security.
- Work with global colleagues to manage the development and implementation of annual country budgets.
- Authorize expenditures for grant or contract allocations and ensure compliance with procedures required by grant or contract agreements.
- Ensure the accurate and timely submission of financial and narrative reports that comply with grant or contract agreements and ensure compliance with all aspects of donor funding and Helen Keller policies.

#### **Qualifications**

- Minimum seven years of field experience in international public health, especially Neglected Tropical Disease or nutrition programs, including demonstrated experience in program development, implementation, and evaluation, plus a

minimum master's degree in public health, nutrition, international development or a related field, or equivalent combination of education and experience.

- Experience in designing and implementing workshops, seminars, surveys, monitoring systems, and evaluations plus research design, data analysis, and interpretation.
- Proven experience ensuring the sustainability of program activities is essential.
- Familiarity with and experience promoting health systems strengthening in developing contexts is strongly desired.
- Technical knowledge in an area related to Helen Keller's mission and programs.
- Demonstrated ability to undertake high-level representation and advocacy.
- Experience working in Tanzania and/or elsewhere in East Africa, with Ministries, international and local NGOs, and donors based locally, is a substantial asset.
- Demonstrated experience and skills in leadership, staff management, program development and management, strategic planning, monitoring and evaluation and public speaking.
- Demonstrated ability to develop and create budgets and monitor financial status.
- Demonstrated capacity to mobilize program funding including donor cultivation and grants writing.
- Knowledge and experience managing compliance to diverse donors (USAID, DFID, GAC, EU, etc.,).
- Excellent interpersonal skills, including an ability to effectively lead a team, communicate a vision, make timely and transparent decisions, and manage conflict.
- Very good oral and written English language skills, including the ability to quickly synthesize complex technical and programmatic issues into concise communications.
- Well established and practiced organizational and planning skills.
- Computer literate in use of word-processing, spreadsheet and statistical software; experience in data analysis and interpretation is highly desirable.
- Experience with staff security and safety issues is desirable.
- Ability and willingness to travel at least 15-20% within Tanzania and, periodically, internationally.

## To Apply

Candidates should submit a cover letter and resume to [Hki.Recruitment@hki.org](mailto:Hki.Recruitment@hki.org) noting the job title in the subject line. Tanzanian professionals are encouraged to apply.

***Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.***

*Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.*