



## NATIONAL HEALTH INSURANCE FUND

### EMPLOYMENT OPPORTUNITIES

#### INTRODUCTION

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by the NHIF Act, Cap 395, so as to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to providing support to its beneficiaries to access health services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envisions on becoming the leading Health Insurance Scheme of choice in the sub-Saharan region in terms of sustainability and quality of services. NHIF is an equal opportunity employer.

The NHIF Board of Directors invites qualified Tanzanians to fill executive vacancies here by advertised:

#### GENERAL INSTRUCTIONS TO ALL APPLICANTS

**(a) An applicant must:**

- be a citizen of Tanzania;
- be fluent in both written and spoken Kiswahili and English languages;
- be below the age of 50;
- be a person with high level of integrity proven by a good track record;
- have practiced leadership position in a reputable organization,
- be experienced in social security or health financing or health care systems.

**(b) Essential Skills and competencies:**

- Good working knowledge of ICT Applications;
- excellent interpersonal skills;
- ability to communicate clearly and concisely both orally and in writing;
- good analytical and problem solving skills.

**(c) Desirable personal attributes:** The aspirant for any of these posts should be a person who leads by examples, inspires others, encourages risk-taking, fosters team work, leverages diversity, focuses on results, discovers and pursue opportunities, is persistent and able to lead change.

<b>JOB POST NO.1</b>
<b>JOB TITLE:</b> Director of Technical Services
<b>TERMS OF ENGAGEMENT:</b> Five (5) years contract renewable
<p><b>POSITION RELATIONSHIP:</b>  <b>Reports to:</b> Director General  <b>Supervises:</b> Claims Processing Manager, Quality Assurance and Claims Verification Manager and Regional Managers</p>
<p><b>JOB PURPOSE:</b>  Responsible for the overall management and coordination of activities pertaining to medical and technical services which includes accreditation and supportive supervision of health facilities, benefits administration, quality assurance, claims processing, claims verification and clinical auditing. He/She is also responsible for coordination of Regional Offices.</p>
<p><b>MAIN DUTIES AND RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. Develops policies, regulations and procedures to guide the administration of benefits to members and service providers</li> <li>2. Formulates work programmes for the directorate and ensures implementation of such programmes.</li> <li>3. Oversees formulation of NHIF/CHF benefits package.</li> <li>4. Oversees supportive supervision and inspections of health facilities.</li> <li>5. Oversees claims processing and payment.</li> <li>6. Sets guidelines for services needing special approval.</li> <li>7. Oversees the undertaking of clinical auditing on NHIF services and ensures that the Fund offers high quality and cost effective services to its members.</li> <li>8. Formulates research proposals and undertakes operational researches in the health insurance industry with a view to ensuring that the Fund occupies a competitive position with regards to offering health insurance benefits.</li> <li>9. Oversees complaints and queries related to benefits, and take measures to minimize the incidence of such complaints.</li> <li>10. Monitors development in medical science and technology and advises the Director General on such matters.</li> <li>11. Undertakes performance appraisal for staff under him/her.</li> <li>12. Maintains contacts and rapport with stakeholders related to his/her job.</li> <li>13. Provides periodic reports on the performance of the directorate.</li> <li>14. Performs such other related duties as may be assigned by Director General from time to time.</li> </ol>
<p><b>QUALIFICATIONS:</b>  <b>Academic/Professional Qualification:</b> A Bachelor's Degree in Medicine plus a Master's Degree in Health Economics, Public Health or Clinical Medicine. Any medical specialization will be an added advantage. Full registration with relevant professional Board is mandatory.</p> <p><b>Work experience:</b> At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.</p>

**JOB POST NO. 2**

**JOB TITLE:** Director of Membership Services

**TERMS OF ENGAGEMENT:** Five (5) years contract renewable

**POSITION RELATIONSHIP:**

**Reports to:** Director General.

**Supervises:** Compliance and Membership Manager, Community Health Fund (CHF) Manager and Customer Service and Communication Manager.

**JOB PURPOSE:**

Responsible for the overall management and coordination of activities pertaining to membership, compliance, Community Health Fund (CHF), Donor Funded Projects (DFPs), and customer services. The output of this position are reflected on the level of membership and contribution growth in the Fund, CHF improvement, efficient coordination of DFPS and quality of service rendered to members, employers and service providers.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Oversees all activities related to membership and compliance.
2. Administers operations of the Community Health Fund.
3. Ensures effective systems and procedures for service delivery to members and other stakeholders.
4. Formulates work programmes for the directorate and supervises their implementation.
5. Coordinates formulation and review of the Fund's operational policies/manuals, regulations, rules and procedures with a view to guiding and enhancing the registration of members, management of identity cards and collection of contributions.
6. Develops various operational policies, manuals and guidelines regarding CHF operations.
7. Identifies contacts and discusses with potential project sponsors, advisers and agents on possibilities of initiating development projects/activities related to CHF and/or donor funded projects.
8. Monitors Market development in order to project membership growth.
9. Undertakes measures to ensure that there is an effective coordination and communication between the Fund and its members, employers and service providers.
10. Oversees the maintenance of proper and up-to-date records and statistics of all membership and compliance activities and prepare periodic reports on the status thereof.
11. Maintains contacts and rapport with stakeholders related to his/her job.
12. Undertakes performance appraisal for staff under him/her.
13. Prepares periodic reports on the performance of the directorate
14. Performs such other related duties as may be assigned by Director General from time to time.

**QUALIFICATIONS:**

**Academic/Professional qualification:** A Masters' degree preferably in Economics/Management/Administration/Social Security Administration or equivalent qualifications.

**Work experience:** At least eight (8) years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

<b>JOB POST No. 3</b>
<b>JOB TITLE:</b> Director of Finance and Investments
<b>TERMS OF ENGAGEMENT:</b> Five (5) years contract renewable
<b>POSITION RELATIONSHIP:</b> <b>Reports to :</b> Director General <b>Supervises:</b> Chief Accountant and Investments Manager
<b>JOB PURPOSE:</b> Director of Finance, Accounts and Investments is the overall in-charge of the directorate of responsible for all financial, accounting and investments functions of the Fund. Custodian of the Fund's assets and chief the advisor of the Director General on the matters of finance, accounts and investment in the Fund. The output of this position is reflected in the standards of financial and investment management towards achieving strategic organizational objectives.
<b>MAIN DUTIES AND RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Formulates work programs for the directorate and supervise implementation of the same.</li> <li>2. Develops policies, manuals and procedures for effective and efficient execution of finance, accounting and investment functions in the Fund.</li> <li>3. Oversees all accounting operations and maintain the Fund's accounting books in accordance with current accounting conventions and legal requirements.</li> <li>4. Oversees maintenance and keep the register of noncurrent assets up- to- date and of all other accounting documents.</li> <li>5. Supervises preparation of annual accounts to be audited in accordance with legal requirements, and assists the auditors in carrying out their work.</li> <li>6. Oversees prudent management of sources and application of funds and maintains proper record of such sources and application.</li> <li>7. Ensures preparation of investment plans and ensures that such plans are adhered to.</li> <li>8. Ensures the preparation of annual plans and budgets and monitors the implementation of such plans and budgets.</li> <li>9. Establishes a system for investment of funds and ensure that an effective investment policy exists and is adhered to.</li> <li>10. Oversees preparation of feasibility studies, performance monitoring, project management and evaluation in accordance with investment systems and policies.</li> <li>11. Makes all technical decisions on matters related to his/her job.</li> <li>12. Makes contacts and maintain rapport with stakeholders in the financial sector.</li> <li>13. Undertakes performance appraisal for staff under him/her.</li> <li>14. Prepares periodic reports on the performance of the directorate.</li> <li>15. Performs such other related duties as may be assigned Director General from time to time.</li> </ol>
<b>QUALIFICATIONS:</b>  <b>Academic Qualification:</b> A Masters' Degree in Accounting/Finance or related field of study, must be a holder of CPA (T) or equivalent professional qualifications and be registered with NBAA as Associate Certified Public Accountant.  <b>Work experience:</b> At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

<b>JOB POST NO. 4</b>
<b>JOB TITLE:</b> Director of Human Resources and Administration
<b>TERMS OF ENGAGEMENT:</b> Five (5) years contract renewable
<b>POSITION RELATIONSHIP:</b> <b>Reports to:</b> Director General <b>Supervises:</b> Human Resource Manager and Administration Manager
<b>JOB PURPOSE:</b> Overall in-charge of the Directorate responsible for human resource management and administration services in the Fund and Chief advisor of the Director General on such matters. The output of this position is reflected in the best practices of human resource management, quality of administration services in the Fund and the level of compliance to Laws, Rules and Regulations governing public service in general and the Fund in particular.
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>  <ol style="list-style-type: none"> <li>1. Oversees the formulation of work programs for the directorate and supervises implementation of the same.</li> <li>2. Oversees the formulation and reviewing of human resource and administration policies and regulations and ensure adherence of the same.</li> <li>3. Ensures that the Fund has quality and optimal human resource through proper planning, establishment, recruitment and retention scheme.</li> <li>4. Oversees all functions of human resource management in accordance with applicable laws and the Fund's policies and regulations.</li> <li>5. Oversees all administration functions in the Fund in accordance with applicable laws and the Fund's policies and regulations.</li> <li>6. Oversees industrial relations and ensures that the Fund is properly represented on employee related matters.</li> <li>7. Ensures maintenance of staff discipline, security, peace and order in the Fund.</li> <li>8. Ensures coordination of performance appraisals of all staff of the Fund.</li> <li>9. Makes all technical decisions related to the activities of the Directorate.</li> <li>10. Makes contacts and maintains rapport with stakeholders related to his/her job.</li> <li>11. Oversees the preparations of periodic reports on the performance of the directorate.</li> <li>12. Performs such other related duties as may be assigned by Director General from time to time.</li> </ol>
<b>QUALIFICATIONS:</b> <b>Academic Qualification:</b> A Masters' Degree in Human Resource Management/Business Administration or equivalent qualifications  <b>Work experience:</b> At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

**JOB POST NO. 5****JOB TITLE:** Director of Information Systems**TERMS OF ENGAGEMENT:** Five (5) years contract renewable**POSITION RELATIONSHIP:****Reports to:** Director General**Supervises:** Systems Development Manager and Infrastructure Support Manager**JOB PURPOSE:**

Responsible for overall management and coordination of Information Technology and Information Systems of the Fund and chief advisor of the Director General on such matters. The output of this position is reflected in the level and quality of computerization of operations, management of information systems and data security in the Fund.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Formulates information and communication technology (ICT) policies, regulations, procedures and guidelines.
2. Formulates work programmes for the directorate and supervises their implementations.
3. Researches on the development of ICT with the view of coping with changes.
4. Monitors the performance of systems with a view to taking steps to prevent possible problems.
5. Designs corporate ICT security and disaster recovery plan and ensure its adherence.
6. Facilitates the application of modern information technology in all aspects of the Fund's management.
7. Oversees the installation and maintenance of systems and network administration.
8. Provides specifications for procurement of suitable ICT equipment and consumables.
9. Facilitates training of staff in the use of various ICT systems acquired by the Fund.
10. Makes technical decisions related to the activities of the directorate.
11. Makes contacts and maintains rapport with stakeholders related to his/her job.
12. Undertakes performance appraisals for staff under him/her.
13. Prepares periodic reports on the status of the directorate.
14. Performs such other related duties as may be assigned by Director General from time to time.

**QUALIFICATIONS:**

**Academic Qualification:** A Master's Degree in Computer Science/Information Technology or equivalent qualifications.

**Work experience:**

At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

## **REMUNERATIONS**

All posts carry an attractive remuneration package in accordance with the NHIF Schemes of Service and Staff Regulations.

## **MODE OF APPLICATION**

Interested persons who meet the qualifications given above are required to submit their well written application letters enclosing certified copies of academic and professional certificates, a detailed CV with one current colored, passport size photograph of applicant attached on the first page of the CV.

### **Referees**

The applicant should provide three names of his/her referees in the CV, indicating their telephone numbers, e-mails, postal and physical addresses. One referee must be from the current/ latest employer.

### **Deadline of application**

Deadline of application is **Tuesday 31<sup>st</sup> May 2017, 4.00 pm**

### **Application address**

Application shall be submitted in a sealed envelope clearly marked on top “**RECRUITMENT**” by post or physically to the following address:

The Board Chairperson,  
**Attention: Recruitment Committee,**  
National Health Insurance Fund,  
Kurasini Bendera Tatu,  
P. O. Box 11360,  
**DAR ES SALAAM.**

**NB: This advertisement is also available at our website: [www.nhif.or.tz](http://www.nhif.or.tz)**