



## **NATIONAL HEALTH INSURANCE FUND**

### **EMPLOYMENT OPPORTUNITIES**

#### **INTRODUCTION**

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 an equal opportunity employer and invites qualified Tanzanians to fill the following vacancies:

#### **1. DIRECTOR OF COMMUNITY HEALTH FUND**

##### **1.1. Terms of Engagement**

Five (5) years contract, renewable.

##### **1.2. Position Relationship**

- **Reports to:** Director General
- **Supervises:** Community Health Fund Manager and Donor Funded Interventions Manager.

##### **1.3. Role:**

The Director of Community Health Fund is responsible for the overall management and coordination of activities pertaining to Community Health Fund (CHF) and advises the Director General on all such matters while implementing strategic objectives of the Fund for CHF. The outputs of this position are reflected in the effectiveness of the Fund's role in the monitoring of Community Health Fund.

##### **1.4. Main Duties and Responsibilities**

- Formulates and reviews the CHF policies, regulations, rules and procedures in a view of guiding and enhancing CHF coverage and operations.

- Formulates work programmes for the directorate and supervises their implementation.
- Oversees the CHF enrolment and extension of coverage of the scheme.
- Ensures effective systems and procedures for service delivery to CHF members and other stakeholders.
- Oversees adherence to CHF Act, guidelines and by-laws.
- Determines and proposes possible areas for partnerships with other stakeholders for CHF implementation.
- Oversees partnership programs with development partners.
- Oversees the maintenance of proper and up-to-date records and statistics of CHF members.
- Oversees CHF sensitization programmes to communities.
- Ensures policy makers, influential leaders and other stakeholders are well vested with the CHF activities.
- Undertakes performance appraisal for staff under him/her.
- Prepares periodic performance reports of the Directorate.
- Maintains contacts and rapport with stakeholders in the social health insurance sector.
- Performs any other related duties as may be assigned by the Director General.

### **1.5.Required Minimum Qualifications and Experience**

A Master's Degree preferably in Business Administration, Insurance, Public Health Financial Management, Health Economics, Social Security Administration, Management or equivalent qualifications plus a minimum period of eight (8) years of relevant work experience, four (4) of which shall be at a Management position in a reputable organization. Experience in social health insurance field will be added advantage.

### **1.6.Required competencies and Skills**

#### **(a) 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.

**(b) Desirable personal attributes:** Aspirant for this post 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, persistent and able to lead change.

**1.7.Age Limit:** Below 50 years.

## **2. PROCUREMENT MANAGER**

### **2.1. Terms of Engagement**

Unspecified period contract.

### **2.2. Position Relationship**

- **Reports to:** Director General
- **Supervises:** Procurement Officers.

### **2.3. Role**

Procurement Manager is Head of Procurement Management Unit of the Fund and Secretary of Fund Tender Board. Responsible for performing and supervising all duties pertaining to procurement matters and providing technical expert advice to the Director General on such matters.

### **2.4. Duties and Responsibilities**

- Prepares a procurement plan that is commensurate with the needs of the Fund and ensures that the plan is adhered to as much as possible.
- Secretary to the Fund Tender Board.
- Deals with tender documents and procedures for procurement.
- Organizes the management of Fund stores to ensure that procurement are handled in an efficient and effective manner.
- Maintains up to date database of the Fund's fixed assets.
- Assists Regional offices in maintaining sound procurement systems and procedures for items that those offices handle on their own.
- Liaises with PPRA and other key stakeholders related to his/her role,
- Provides the Director General with advice on all matters relating to procurement management.
- Undertakes performance appraisal for staff under him/her.
- Prepares periodic reports on the status of procurement in the Fund.
- Performs such other related duties as may be assigned by the Director General.

### **2.5. Required minimum qualifications and experience**

A Master's Degree in Materials Management/Procurement plus full registration with PSPTB as Authorized Procurement and Supplies Professional. A minimum period of six (6) years of relevant work experience, at least three (3) of which shall be in a similar senior position in a reputable organization.

### **2.6. Required Competences and skills:** Excellent interpersonal skills, ability to communicate clearly and concisely both orally and in writing, good analytical and problem solving skills, Good working knowledge of ICT Applications and procurement package(s).

### **2.7. Age limit:** Below 45 years.

## **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. The applicant should also provide two 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**.

Application shall be submitted in an envelope **clearly marked the name of position applied for** on the top right hand side of the envelope "

Application shall be submitted by post or physically so as to reach the undersigned not later than **31<sup>st</sup> July 2017, 4.00 pm**

Board Chairperson

**Attention:** Recruitment Committee

National Health Insurance Fund,

KurasiniBenderaTatu,

P. O. Box 11360,

**DAR ES SALAAM.**

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