



Results Management Office Manager (Ref: C3HP/RMOM/12-21)

Background

Deloitte Tanzania has been awarded a contract to implement a Comprehensive Client-Centered Health Program HIV/TB LOC (C3HP) in Southern regions in Tanzania. This is a five year project (November 9, 2021 to September 30, 2026) funded by the American People through USAID aiming at supporting the Government of Tanzania's (GOT) Ministry of Health and Social Welfare, Elderly and Children (MOHCDGEC) and the President's Office- Regional Administration and Local Government (PORALG) at the central level and in target Mainland regions to deliver high quality integrated HIV and TB prevention, care and treatment services that will improve health outcomes, particularly for youth and children. The program intends to increase the demand for and use of quality integrated HIV and Tuberculosis services in Iringa, Lindi, Morogoro, Mtwara, Njombe, and Ruvuma regions by improving access to quality services in both facilities and the surrounding communities, promoting positive health seeking behaviors among Tanzania's population, and enhancing the overall policy environment for HIV & TB service delivery.

Deloitte is therefore seeking for experienced, self-motivated, a highly competent individual with exemplary ethical conduct to join the C3HP program as **RMO Manager** based in Dar Es Salaam.

Job Purpose

Assist the Results Management Office (RMO) Director in managing and tracking the status of program deliverables and milestones.

Key Responsibilities

- Coordinate thematic area advisors and managers to achieve the program objectives
- Monitor project timelines as indicated in cooperative agreement, work plan and other contractual documents
- Take lead of the annual project budget development process and ensure budgets are adequately monitored through periodic checks
- Monitor and track implementation of the scope of work as outlined in contractual agreements as well as annual work plan and keep track of different modifications
- Develop, use and monitor the Risk, Action, Issues and Decision (RAID) Log for the program
- Support the Project Risk and Compliance Officer to ensure the project comply with Deloitte Quality and Risk Management guidelines and client requirements
- Monitor and track implementation of the work plan and ensure quality in delivery of the scope and activities as outlined in the work plan and other action plans
- Coordinate project stakeholders engagement in the delivery of the project mandate and scope of work
- Coordinate and manage team dynamics for smooth project execution
- Track deadlines, deliverables, resources and timelines to provide status updates and identify resolved issues



- Support the RMO Director to monitor and track actual work performed compared to planned work by conducting monthly reviews to ensure all tasks are on track
- Develop program templates, forms and report formats
- Establish and maintain program templates, reports, contracts and other documentation (technical and management) to support the team
- Coordinate the annual work plan development process, work with program teams to ensure program activities as outlined in the annual work plan are implemented as scheduled, deliverables documented and readily available for internal teams and senior management
- Ensure timely submission of deliverables from the team through close monitoring and tracking
- Assist the RMO Director to communicate with program team on any new developments in a program status.
- Compile reports from various thematic areas for review and submission

Requirements

- Masters' degree in Development, Project Management, Public Administration or related field
- Project Management Professional (PMP) certification
- A minimum of five year's relevant working experience with 2 years at managerial level
- Excellent project management skills
- Excellent stakeholder management skills
- Excellent communication skills (writing, presenting, listening).

If you believe you are the right candidate for the job, submit a cover letter including your current and expected remuneration, detailed CV, copies of your academic certificates and transcripts, and three referees to C3HP@deloitte.co.tz. For your application to be considered, it **MUST** quote the job title, reference number and your preferred region on the email subject line. Submission deadline is 10th December 2021 at 4:30 p.m. Hard copy applications will **NOT** be accepted.

This position is on a one-year renewable contract, subject to performance and availability of funding from the donor. The job offer is conditional to successful vetting, including professional reference checks and limited lifestyle audit.