



Kilimanjaro Christian Medical Centre

An Institution of the Good Samaritan Foundation

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VACANCY ANNOUNCEMENT

TITLE:	Project Manager
PROJECT:	Strengthening the Eye Health Services in Primary and Secondary Health Facilities in the Northern Zone of Tanzania
DEPARTMENT:	Ophthalmology Department
LOCATION:	KCMC Hospital, Moshi
JOB TYPE:	Full Time
DURATION:	Employment Contract shall be for the tenure of 1renewable subject to performance and funding availability.

1. Introduction

The KCMC Eye Department, with support from CBM-BMZ, will implement a project titled "*Strengthening of Inclusive Eye Health Services in Primary and Secondary Health Facilities in the Northern Zone of Tanzania*" to improve access, quality, and inclusiveness of eye care services in the regions of Kilimanjaro, Arusha, and Manyara.

The project focuses on building ophthalmological capacities of community, primary, and secondary health personnel through training modules, clinical courses, advanced specializations, and supportive supervision. It also strengthens infrastructure by equipping health workers and hospitals with

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essential tools for eye disease detection, treatment, cataract surgery, and retinal care, while ensuring equipment maintenance.

Community awareness will be raised through IEC materials and radio campaigns, alongside targeted advocacy on gender equality and disability inclusion, supported by assessments, updated guidelines, and dedicated trainings. Additionally, project support measures include stakeholder coordination, safeguarding and inclusion policies, procurement of office equipment and vehicles, operational support, annual audits, and structured monitoring through Steering Committee reviews, ensuring sustainability and alignment with national health priorities.

We are seeking a highly skilled, experienced, and motivated Project Manager to support the implementation of this project. The successful candidate will play a pivotal role in planning, coordinating, supervising, and reporting on project activities, while ensuring compliance with donor and institutional requirements.

2. Structure of Authority

The Project Manager will report to the Programme Coordinator at KCMC Eye Department, and will work closely with the Eye Department management team, project partners, and stakeholders at community, district, regional, and national levels.

3. Main Responsibilities

The Project Manager will:

- Oversee the day-to-day planning, implementation, monitoring, and evaluation of project activities in line with project objectives, donor requirements, and institutional standards.
- Coordinate with health facilities, local government authorities, and implementing partners to ensure smooth delivery of project interventions.

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- Ensure effective budget planning, expenditure monitoring, and financial accountability in collaboration with the finance team.
- Develop and maintain project work plans, risk management plans, and procurement schedules.
- Supervise and support project staff, consultants, and trainers, ensuring high-quality delivery and professional development.
- Lead the preparation and submission of technical and financial reports to the donor and relevant stakeholders.
- Facilitate Steering Committee meetings, stakeholder workshops, and advocacy events.
- Ensure compliance with safeguarding, gender, and disability inclusion policies.
- Ensure timely, accurate preparation of project reports as per the donor requirement
- Support audits, evaluations, and project reviews, and ensure follow-up of recommendations.
- Foster knowledge management by documenting lessons learned, success stories, and best practices.
- Work closely with the programme coordinator, finance and administration teams to monitor budget utilization, expenditures, and financial reporting.

4. Specific Roles

- Act as the primary focal point between KCMC, CBM-BMZ, and stakeholders.
- Ensure timely procurement and distribution of project equipment and supplies.
- Oversee the production and dissemination of IEC materials and community awareness campaigns.
- Support the integration of eye health into community and primary health systems.

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- Promote capacity building of staff through training, mentorship, and supportive supervision.

5. Reporting and Collaboration

- **Internal:** Regular updates to the Programme Coordinator, Eye Department Head, and project team.
- **External:** Liaise with donors, government institutions (MOH, PORALG), local partners, and other stakeholders to ensure coordinated implementation.

6. Frequency of Reports:

- Monthly progress reports to the Programme Coordinator.
- Quarterly technical and financial reports to KCMC Eye Department Management and CBM Tanzania Country Office.

7. Semi-annual narrative and quarterly financial reports as per donor requirements **Qualification and Skills**

Essential:

- Master's degree in Public Health, Project Management, Health Systems Management, Social Sciences, or related field.
- Minimum of 5 years' experience in managing donor-funded health projects, preferably in eye health or other specialized health fields.
- Proven experience in project planning, budgeting, implementation, and reporting.
- Proven problem-solving and adaptability skills in dynamic project environments, including risk management and mitigation strategies.
- Strong leadership, team management, and capacity-building skills.
- Excellent communication, coordination, and networking skills with stakeholders at all levels.
- Proficiency in MS Office applications and project management tools.
- Fluency in written and spoken English and Kiswahili.

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Desirable:

- Experience working with international NGOs, government ministries, and regional/district health systems.
- Knowledge of safeguarding, gender, and disability inclusion in health programming.

8. Understanding of ophthalmology or broader non-communicable disease health systems. Additional Information

- **Duty station:** KCMC Eye Department, Moshi, with frequent field travel to Kilimanjaro, Arusha, and Manyara regions.
- **Contract duration:** 1 year, renewable subject to performance and funding.
- **Remuneration:** Attractive package commensurate with qualifications and experience.

9. Mode of Application

- Applications should be addressed to The Executive Director accompanied with certified of relevant certificates, Curriculum vitae, names and Telephone numbers of referees. The application can be dropped physical at KCMC Administration Office or via mail kcmcadmin@kcmc.ac.tz
- Closing date for receiving application is **19th October 2025 at 1530pm EAT.**