

Job Title: Program Manager – Policy Monitoring and Advocacy	
Department: Programs	
Immediate Superior: Director of Programs	
Job Purpose	Coordinate advocacy portfolio and execute advocacy interventions within Health Promotion Tanzania. He/she will be responsible to develop and maintaining relationship with decision makers and relevant reputable institutions.
Staff Reporting	Advocacy Officers
Location	Dar es Salaam, Tanzania
Category/Level	Senior



Vision: A responsible and healthy society.

Mission: Through a results-based approach, HDT envisages pioneering and promoting innovative community-based health systems and standards that deliver sustainable health.

SPECIFIC DUTIES, RESPONSIBILITIES AND PREREQUISITES

A: Leadership in Advocacy Portfolio Management

1. Take lead in identifying advocacy agenda of public concerns impacting on Maternal Child Health and Non Communicable Diseases,
2. Employ strategic thinking to prioritize advocacy issues,
3. Lead advocacy planning including agenda setting, proposal writing for advocacy funding,
4. Responsible for ensuring that all advocacy activities are implemented, reviewed as appropriate,
5. Ensure that all internal and external advocacy reports are prepared and submitted.

B: Human Resource Management

1. Manage and coordinate advocacy team in delivering all proposed advocacy task,
2. Participate in recruitment of advocacy officers including interviews where appropriate,
3. Develop and propose Job description for advocacy staff,
4. Appraise and review staff performance in advocacy portfolio as required by staff handbook,

5. Establish staff development plan for advocacy staff and provide planned technical support to advocacy staff as necessary,
6. Report to Executive Director and officer responsible with HRM on performance standards of advocacy staff every six months, except during the probation period.

C: Program implementation and reporting:

1. Take lead in conducting policy analysis and monitoring that relates to RMNCH and NCDs.
2. Take lead in conducting budget analysis at National level and support District level RMNCAH and NCDs advocacy,
3. Lead in informing policy formulation that impact RMNCAH and NCDs
4. Represent and speak for HDT on advocacy issues,
5. Develop quarterly plans and reports for the same,
6. Develop annual report indicating outcomes as per strategic plan.

D: Networking:

1. Identify and nurture critical and key relationships with Government, Parliament, Religious Leaders and Private Sector Organizations to deliver timely information and influence public policy related to RMNCAH,
2. Facilitate new alliances and collaborate with other like-minded agencies, coalitions involved in legislative and policy initiatives for RMNCAH initiatives and NCDs,
3. Linking with Knowledge and Innovation, Establish and maintain relationships and communication with key health professional associations regarding RMNCAH and NCDs issues.

E. Other duties as reasonably assigned by Line Manager

Qualifications and Experience:	<ul style="list-style-type: none"> - Master's Degree in Health or Social Science such as Public Health or Health Economics with minimum of three years of legislative, policy or advocacy experience. - Result Oriented, Excellent written and verbal communication skills. - Excellent leadership, organizational, networking and interpersonal skills are required; demonstration of initiative desired. - At least FIVE years' experience in public health advocacy.
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	<ul style="list-style-type: none"> - Knowledge and understanding of personal computers, a valid driver's license.
Technical Skills:	<ul style="list-style-type: none"> - Microsoft Word, Excel, Power Point and Outlook - SAM, Budget and Policy Analysis and Policy Briefs Development
Other Skills:	<p>The Manager must demonstrate:</p> <ul style="list-style-type: none"> - Full understanding of legislative and public health in Tanzania and how to use advocacy to solve community problems. - Futurist with ability to set goals and integrity. - Strong leadership and problem solving skills. - Ability to manage diverse groups and multiple projects. - Outstanding oral and written communication skills. - Ability to manage difficult or complex situations and/or relationships with tact, confidence and diplomacy. - Personal attitude, behavior and appearance reflecting professionalism at all times. - Willingness to learn be coached and motivated to develop professionally and personally.