University of Dar es Salaam

College of Information and Communication Technologies (CoICT)
Department of Computer Science and Engineering

Job Opportunity: Project Administrator

Background

The University of Dar es Salam Department of Computer Science and Engineering (CSE) under the College of Information and Communication Technologies (CoICT) is located at CoICT Kijitonyama Campus along Ali Hassan Mwinyi Road, Dar Es Salaam. CSE has a long history of providing consultancies and technical support to the public and private sectors in the fields of Computing, Health informatics, and Data Science. Besides its core research and training activities, it offers consultancies and technical support in designing, developing, implementing, and evaluating digital information systems, technologies, and applications. The experts and innovators under CSE conduct several research and innovation projects in areas such as software engineering and information system development to address business and social challenges for sustainable development.

The UDSM DHIS2 digital health Lab (www.dhis2.udsm.ac.tz) under the CSE has played a critical role in adopting and implementing digital health solutions in the Tanzania health sector for nearly 20 years in collaboration with local and international partners such as the University of Oslo and the HISP Centre, in Norway. The UDSM DHIS2 Project is one of the UDSM DHIS2 lab's large collaborative initiatives with the Government of Tanzania and various implementing partners in the health sector. The UDSM DHIS2 Project is involved in designing, developing, training, and user support for the District Health Information Software Version 2 (DHIS2) adopted as Tanzania's national Health Management Information Systems (HMIS) software since 2014. The DHIS2 systems and related applications and technologies are also used by vertical health programs such as HIV/AIDS, TB/Leprosy, and Malaria. It is one of the global standard HMIS platforms implemented and used in more than 100 countries worldwide. Beyond the health sector, the DHIS2 platform has been customized and deployed in the agriculture sector by the UDSM DHIS2 lab. Other collaborative projects at the UDSM DHIS2 lab include research and innovation of the Electronic Medical Records (EMR) system at the UDSM Hospital used as a living lab model, integrated electronic disease surveillance and response system including COVID-19 applications, and human resources for health information system in Tanzania. Therefore, through the UDSM DHIS2 digital health lab, the CSE department over the past 20 years has interacted and worked, in a technical and

research capacity, with a local and global community of digital health solutions and supported several countries in implementing other digital health and information use solutions.

The department now wishes to attract talented Project Administrators to apply for a contractual engagement in the UDSM DHIS2 lab to work for the UDSM DHIS2 Project and other related projects.

Job Title: Project Administrator
Positions: 1
Location: UDSM DHIS2 Lab, College of ICT, Kijitonyama Campus

Key Duties/ Responsibilities

The successful candidates shall be involved in administrating the UDSM DHIS2 lab's DHIS2 and related activities related to the designing, developing, implementing, supporting, and maintaining digital health information systems and applications. Specific duties are:

- to facilitate and participate in writing project proposals and technical reports
- to compile implementation reports from fieldwork activities
- to report and make presentations to clients about project implementation reports where necessary
- to coordinate the project and team plans and software development deliverables
- to organize and manage social activities and events for the project team
- to coordinate and manage the project office and follow up on administrative matters related to the team
- to critically read and write projects and other administrative documents.
- To manage and participate in meetings related to:
    - systems requirements collection and analysis
    - systems design and development
    - systems testing, piloting, and deployment
    - user training and support
    - fieldwork support

Desirable Academic and Training Qualifications

- Bachelor's degree qualifications obtained from reputable higher learning institutions in any of the following fields
    - Project Management,
    - Business Management,
    - Business Administration,
    - Business Information Technology.
    - Information Technology and relevant postgraduate training in any of the above fields
    - Any other related fields
- Specialized training in Project Management or Monitoring and Evaluation is an added advantage.

Key Qualifications

- Prior experience as a project administrator or a related administrative role.
- Attention to detail.
- Excellent interpersonal and communication skills in English and Swahili.
- Excellent organizational skills.

- Excellent use of project management ICT tools
- Proven ability to prepare technical proposals and reports.
- Experience in ICT project management or management of software projects teams
- Ability to work effectively in a dynamic environment with changing needs and requirements;
- Excellent analytical skills, creative thinking, and problem-solving skills;
- Rich knowledge and experience in information systems development;

Added advantages
- Ability to travel upcountry (about 25%) and flexibility on working hours and schedules.
- Be available to start work as soon as the 1st of June 2023.
- Knowledge of or working experience with the DHIS2 software and other digital health systems.

Terms and Remunerations
- An attractive salary and other benefits will be paid based on qualifications, experience, and competitiveness.
- One-year contract with a possibility of extension based on performance.

How to apply
Interested candidates may forward their applications with cover letters addressed to:
> *The Head,*
> *Computer Science and Engineering Department,*
> *College of Information and Communication Technologies,*
> *University of Dar es Salaam,*
> *P.O. Box 33335, Dar es Salaam.*

Note:
   i. Certificate from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
   ii. All applicants must be Citizens of Tanzania an age of 30 and not above 50 years of age.
   iii. Applicants must indicate their National Identification Numbers (NIDA Number).
   iv. Presentation of forged certificates and other information will result in disqualification and legal action.
   v. Applicants retired or terminated from public service for whatever reason should not apply.
   vi. Only shortlisted candidates will be contacted for an interview.
   vii. Deadline for application is 21st May, 2023

Mode of Submission
> *All applications must be sent through UDSM recruitment portal by using the following address: **https://hrmis.udsm.ac.tz/hrportal/index.php/application_list** and not otherwise.*