

BENJAMIN WILLIAM MKAPA FOUNDATION



EMPLOYMENT OPPORTUNITY

The Benjamin William Mkapa Foundation (BMF) is a non-profit Trust, established in 2006 with the vision towards healthy lives and well-being for all, in Tanzania and the rest of Africa. Its strategic mission is to innovate sustainable and resilient health and related system solutions for equitable health outcomes. BMF's Vision and Mission can be achieved through empowered workforce, which is self-motivated, committed to growth and integrity, and the one who seeks excellence in execution. BMF seeks for innovative, self-driven, dynamic, and competent qualified candidates to fill the vacancies below: -

Positions: Head of Business Development and Partnership Unit

Reports to: Chief Executive Officer

Department: CEO's Office

Duty Station: BMF Headquarters - Dar es Salaam

Overall, Purpose of the Role:

The Head of Business Development and Partnerships will play a critical role in driving the Mkapa Foundation's mission forward by cultivating relationships, securing resources, and ensuring the foundation's sustainability.

Key roles and responsibilities:

1. Strategy Development and Implementation:

- Develop business strategies by working closely with senior leadership to craft and implement the foundation's business development strategy, ensuring alignment with the foundation's mission and objectives.
- Identify growth opportunities by researching and identifying new opportunities for the foundation to expand its impact, whether through new funding sources, partnerships, or innovative programs.

2. Partnership Building and Relationship Management

- Build and manage strategic partnerships by forging strong, sustainable partnerships with key stakeholders, including government bodies, local and international NGOs, private sector companies, and community organizations.
- Collaborate with Development partners by establishing collaborations with institutions, international donors, philanthropists and development agencies to leverage resources and expertise for the foundation's initiatives.
- Stakeholder Engagement by engaging with a diverse group of stakeholders to create value-driven collaborations, ensuring mutual benefits for all parties involved.

3. Fundraising and Resource Mobilization

- Lead Fundraising Initiatives/efforts to secure funding through grants, donations, sponsorships, and other income-generating activities. This includes working with international donors, foundations, and private-sector partners.
- Oversee the development of compelling grant proposals and funding applications to secure resources for ongoing and new projects.

- Diversify funding streams by exploring and implementing new ways to raise funds, including partnerships with the private sector, social enterprises, or creating income-generating programs.

4. Networking and Advocacy

- Represent the Foundation by serving as the face of the organization in public forums, conferences, and meetings, promoting the foundation's mission and vision to potential partners and donors.
- Advocate for the Foundation's mission/work and its impact in addressing key social issues (e.g., health, education, community development) by building relationships with policymakers, influencers, and other organizations.

5. Program Development and Impact Assessment

- Collaborate on Program design by working with the program teams to design initiatives that address critical community needs, ensuring these programs are aligned with the foundation's mission and objectives.
- Monitor and evaluate Partnerships by ensuring that partnerships and collaborations are effectively implemented and delivering the desired outcomes, assessing the impact of joint projects and initiatives.

6. Organizational Leadership and Team Management

- Lead and manage a team focused on business development, partnerships, and fundraising. Provide guidance, mentorship, and support to ensure the team's success in meeting objectives.
- Cross-functional collaboration with other departments (e.g., finance, operations, communications) to ensure a coordinated approach to resource mobilization and partnership management.

7. Reporting and Compliance

- Monitor and report on partnership activities and funding use, ensuring transparency and compliance with both local and international regulations.
- Provide regular updates to the Management and later to the Board, stakeholders, and donors on the progress of business development, partnership outcomes, and financial growth.

Skills and Qualifications

- Master's degree in international development, Business Administration, Marketing, Communication or related field is preferred.
- At least ten (10) years demonstrated professional experience in strategic partnerships and fundraising from major government donors, multilateral agencies, corporate donors, foundations/philanthropists and/or private sector
- Strong networking skills, particularly ability to build relationships across various sectors, including government, business, and civil society as well as internally to form productive working relationships across different departments and Units.
- Experience or understanding of social enterprise will be an added advantage.
- Strong leadership, team-building, and interpersonal skills.
- Ability to think strategically and develop innovative solutions to achieve the foundation's mission.

Positions: Senior Human Resources and Administration Officer

Reports to: Director of Finance and Operations

Department: Finance and Operations

Duty Station: BMF Headquarters - Dar es Salaam

Overall, Purpose of the Job:

To support and coordinate effective management of human resources (recruitment, training, performance, and employee relations) and administrative functions (logistics, office management, asset management and transport). The officer ensures smooth operations across both areas, aligning HR and administrative activities with the Mkapa Foundation overall goals.

Key Roles and Responsibilities

1. Human Resource Management:

- Recruitment & Staffing: Manage the hiring process, from posting job openings to conducting interviews and onboarding new employees.
- Employee Development: Organize staff training, performance appraisals, and support career development.
- Compensation & Benefits: Administer salaries, benefits, and ensure compliance with compensation policies.
- Employee Relations: Handle staff grievances, conflicts, and ensure a positive work environment.
- HR Strategy & Compliance: Ensure the organization follows labor laws and develops and/or reviews HR strategies aligned with the BMF Vision and mission and its entire Strategic direction.

2. Administrative Management:

- Office Management: Oversee daily office operations, including managing supplies, equipment, and workspace maintenance.
- Records & Documentation: Maintain important organizational records, ensuring compliance with legal and regulatory requirements.
- Asset Management: Maintaining an up-to-date asset register, overseeing tagging and tracking, and ensuring assets are properly used, monitored, and disposed of in accordance with policy.
- Transport Management: Managing vehicle scheduling, maintenance, fuel usage, and driver supervision, while ensuring full compliance with transport management guidelines.
- Logistics & Event Coordination: Organize internal meetings, conferences, and travel arrangements.

3. Overlap & Collaboration:

- Support the supervisor in managing communication flow within the organization, ensuring smooth information dissemination through working in close collaboration with the Communication Officer of BMF
- Policy Development & Implementation: Create and enforce policies affecting both HR and administrative functions, like leave policies and workplace standards.
- Staff Welfare & Compliance: Ensure that both HR and administrative processes prioritize staff well-being and legal compliance.

Skills and Qualifications:

- Bachelor's degree in human resources or public administration, Masters will be an added advantage
- At least 5 years' working experience in Human Resources Management and/or Administration
- Effective communication and negotiation skills.
- Strong critical thinking and analytical skills.
- Experienced in working with a Non- Government, Government or Private sector entity with multiple financiers will be an added advantage.

Positions: Digital Health Manager

Reports to: Director of Program and Strategic information

Department: Programs and Strategic Information

Duty Station: BMF Headquarters - Dar es Salaam

Overall, Purpose of the Job:

The Digital Health Manager provides strategic and technical leadership for BMF's digital health initiatives, ensuring all institutional and project-level systems align with Tanzania's national digital health agenda, eHealth strategies, and data governance requirements. He/she will strengthen and harmonize digital platforms, interoperability frameworks, and emerging technologies across BMF programs. By collaborating with government, partners, and internal teams, the position drives data-driven decision-making, improves service delivery efficiency, and supports scalable, sustainable digital health solutions.

Key Roles and Responsibilities**1. Digital Transformation & Data Systems Strengthening**

Provides strategic leadership for BMF's digital health agenda, including developing the Digital Health Roadmap and ensuring alignment with national systems. Overseeing the design, deployment, and maintenance of digital platforms promotes interoperability, and builds staff capacity in digital systems and data use.

2. Data Governance, Protection & Compliance

Leads development and enforcement of data governance policies and SOPs aligned with national laws and donor standards. Ensures robust data security measures, including backups, firewalls, and recovery systems.

3. Capacity Building, Innovation & Partnerships

Strengthens digital and data analytics skills through training and mentorship. Fosters partnerships with government, academia, tech firms, and donors to advance digital innovation and represents BMF in national and global digital health forums.

4. Monitoring, Evaluation, Research & Learning

Integrates digital health metrics into M&E systems, develops indicators, and manages real-time dashboards. Enhances analytics capacity, produces evidence-based reports, and supports research and documentation of digital health impact.

5. Institutional Sustainability & Resource Mobilization

Identifies funding opportunities, provides technical input for proposals, and supports BMF's positioning in digital health initiatives. Prepares accurate cost estimates, budgets, and sustainability strategies for funding applications.

Skills and Qualifications:

- Advanced degree in Health Informatics, Digital Health, Biomedical Informatics, Computer Science, Data Science, Public Health, or related field.
- Master's degree in public health, Health Informatics, Business Administration or Digital health will be an added advantage.
- Minimum 7 years of progressive experience in digital health/eHealth, preferably in Tanzania or similar contexts.
- Experience in deploying and managing health information systems and system integration and interoperability standards is desirable.
- Understanding and/or collaborative history with key partners from Government/ regulatory bodies on ICT and data governance, Digital Start-up related entities; etc.
- Strong abilities in partnership building, advocacy, communication, planning, and project management.

MODE OF APPLICATION:

For all interested candidates, kindly fill in the application form via the following links:

1. [Application Form - Head of Business Development and Partnership Unit](#)
2. [Application Form- Senior Human Resources and Administration Officer](#)
3. [Application Form- Digital Health Manager](#)

Kindly attach the required documents as stated in the application form. The deadline for application is **23rd December 2025**

BMF is an equal opportunity employer, and we value diversity. Women are also encouraged to apply. BMF is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible. In the event of any abuse, you may report by submitting your complaints via <http://whistleblow.mkapafoundation.or.tz/>

**RELEASED BY:
CHIEF EXECUTIVE OFFICER,
BENJAMIN WILLIAM MKAPA FOUNDATION
12 December 2025**