



NATIONAL HEALTH INSURANCE FUND

EMPLOYMENT OPPORTUNITIES

INTRODUCTION

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by the NHIF Act, Cap 395, so as to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to providing support to its beneficiaries to access health services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envisions on becoming the leading Health Insurance Scheme of Choice in the Sub-Saharan region in terms of sustainability and quality of services. NHIF is an equal opportunity employer.

The NHIF Board of Directors invites qualified Tanzanians to fill executive vacancies here by advertised:

GENERAL INSTRUCTIONS TO ALL APPLICANTS

(a) An applicant must:

- be a citizen of Tanzania;
- be fluent in both written and spoken Kiswahili and English languages;
- be below the age of 50;
- be a person with high level of integrity proven by a good track record;
- have practiced leadership position in a reputable organization,
- be experienced in social security or health financing or health care systems.

(b) Essential Skills and Competencies:

- Good working knowledge of ICT applications;
- excellent interpersonal skills;
- ability to communicate clearly and concisely both orally and in writing;
- good analytical and problem solving skills.

(c) Desirable personal attributes: The aspirant for any of these posts should be a person who leads by examples, inspires others, encourages risk-taking, fosters team work, leverages diversity, focuses on results, discovers and pursue opportunities, is persistent and able to lead change.

JOB POST NO.1
JOB TITLE: Director of Medical Technical Services
TERMS OF ENGAGEMENT: Five (5) years contract renewable
POSITION RELATIONSHIP: Reports to: Director General Supervises: Claims Processing Manager, Quality Assurance and Claims Verification Manager
JOB PURPOSE: Responsible for the overall management and coordination of activities pertaining to medical and technical services which includes accreditation and supportive supervision of health facilities, benefits administration, quality assurance, claims processing, claims verification and clinical auditing.
MAIN DUTIES AND RESPONSIBILITIES: <ol style="list-style-type: none"> 1. Develops policies, regulations and procedures to guide the administration of benefits to members and service providers 2. Formulates work programmes for the directorate and ensures implementation of such programmes. 3. Oversees formulation of NHIF/CHF benefits package. 4. Oversees supportive supervision and inspections of health facilities. 5. Oversees claims processing and payment. 6. Sets guidelines for services needing special approval. 7. Oversees the undertaking of clinical auditing on NHIF services and ensures that the Fund offers high quality and cost effective services to its members. 8. Formulates research proposals and undertakes operational researches in the health insurance industry with a view to ensuring that the Fund occupies a competitive position with regards to offering health insurance benefits. 9. Oversees complaints and queries related to benefits, and take measures to minimize the incidence of such complaints. 10. Monitors development in medical science and technology and advises the Director General on such matters. 11. Undertakes performance appraisal for staff under him/her. 12. Maintains contacts and rapport with stakeholders related to his/her job. 13. Provides periodic reports on the performance of the directorate. 14. Performs such other related duties as may be assigned by Director General from time to time.
QUALIFICATIONS: Academic/Professional Qualification: A Bachelor's Degree in Medicine plus a Master's Degree in Health Economics or Public Health or Clinical Medicine. Any medical specialization will be an added advantage. Full registration with relevant professional Board is mandatory. Work experience: At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

JOB POST No. 2**JOB TITLE:** Director of Finance**TERMS OF ENGAGEMENT:** Five (5) years contract renewable**POSITION RELATIONSHIP:****Reports to :** Director General**Supervises:** Chief Accountant and Finance Manager**JOB PURPOSE:**

Director of Finance is the overall in-charge of the directorate responsible for all financial and accounting functions of the Fund. Custodian of the Fund's financial assets and chief advisor of the Director General on the matters of finance and accounts in the Fund. The output of this position is reflected in the standards of financial management towards achieving strategic organizational objectives.

MAIN DUTIES AND RESPONSIBILITIES

1. Develops financial regulations manuals and procedures for effective and efficient execution of finance and accounting functions for the Fund;
2. Formulates work programs for the directorate and supervise implementation of the same.
3. Oversees accounting operations and maintain the Fund's accounting books in accordance with current accounting conventions and legal requirements;
4. Implements proper and robust financial controls;
5. Oversees maintenance and keeps the register of non-current assets up- to- date and other accounting documents;
6. Provides cash flow analysis for desicion making;
7. Supervises preparation of annual accounts to be audited in accordance with legal requirements, and assists the auditors in carrying out their work; and
8. Oversees revenue tracking of all sources of funds and maintains proper record of such sources.
9. Oversees prudent management of sources and application of funds and maintains proper record of such sources and application.
10. Makes all technical decisions on matters related to his/her job.
11. Makes contacts and maintain rapport with stakeholders in the financial sector.
12. Undertakes performance appraisal for staff under him/her.
13. Prepares periodic reports on the performance of the directorate.
14. Performs such other related duties as may be assigned Director General from time to time.

QUALIFICATIONS:

Academic Qualification: A Masters' Degree in Accounting/Finance or related field of study, must be a holder of CPA (T) or equivalent professional qualifications and be registered with NBAA as Associate Certified Public Accountant.

Work experience: At least eight years relevant experience, four (4) of which shall be in managerial position in a reputable organization.

REMUNERATIONS

All posts carry an attractive remuneration package in accordance with the NHIF Schemes of Service and Staff Regulations.

MODE OF APPLICATION

Interested persons who meet the qualifications given above are required to submit their well written application letters enclosing certified copies of academic and professional certificates, a detailed CV with one current colored, passport size photograph of applicant attached on the first page of the CV.

Referees

The applicant should provide three names of his/her referees in the CV, indicating their telephone numbers, e-mails, postal and physical addresses. One referee must be from the current/ latest employer.

Deadline of application

Deadline of application is **Wednesday 26th March 2018, 4.00 pm**

Application address

Application shall be submitted in a sealed envelope clearly marked on top “**RECRUITMENT**” by post or physically to the following address:

The Board Chairperson,
Attention: Recruitment Committee,
National Health Insurance Fund,
Kurasini Bendera Tatu,
P. O. Box 11360,
DAR ES SALAAM.

NB: This advertisement is also available at our website: www.nhif.or.tz