



SHORT TERM CAREER OPPORTUNITY

MSI Tanzania is one of the largest providers of Sexual Reproductive Health and Rights (SRHR) services in the country, serving communities nationwide since 1989. We are part of MSI Reproductive Choices, a global organization operating in 36 countries worldwide. Working in close collaboration with the Government of Tanzania, MSI Tanzania delivers high-quality, client-centered reproductive health services and information through multiple service delivery channels, with a presence across all regions in the country.

Our organization is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment.

MSI Tanzania is recruiting for a short-term position (LOCUM):

ROLE: HMIS AND M&E OFFICER (1 Position)

Expected Duty Stations: Dar es Salaam

Job Summary:

The HMIS and M&E Locum reports to the HMIS, Monitoring and Evaluation Manager and is responsible for providing daily technical support for MSI Tanzania's data reporting systems, including CLIC+, ORION, and PETRAS, to Outreach teams and Public Health Facilities. The role ensures timely resolution of system-related issues, supports data quality and reporting, and contributes to the smooth operation of digital health information systems.

Among the Key Responsibilities:

Key Responsibilities 1: CLIC+ System Support

- Provide timely technical support to Outreach Teams (Outreach and Embedded Nurses) experiencing issues while using CLIC+, particularly after normal working hours, during weekends and public holidays.
- Ensure all supported Outreach Teams successfully synchronize their data.
- Support installation, routine maintenance, troubleshooting and upgrades of the CLIC+ application.
- Support smooth month-end reporting from CLIC+ to the Portal/Infor-BI.
- Train new users on CLIC+ and develop user guides and job aids to enhance effective system utilization.

Key Responsibilities 2: Data Quality and Reporting

- Prepare and share weekly Data Quality and Shift Status reports with relevant stakeholders.
- Conduct data quality assessments and data review meetings to ensure completeness, accuracy and timeliness of reported data.
- Support data collection, compilation, analysis and reporting across service delivery channels.
- Support data management training and orientation for staff and partners.

Key Responsibilities 3: ORION and PETRAS Support

- Support data verification, validation and cleaning activities in ORION.
- Provide technical support to Public Sector Support (PSS) sites on the use of PETRAS.
- Monitor weekly reporting status in PETRAS and share reporting updates with relevant teams to improve reporting compliance.

‘We serve our clients with a smile😊, always’



Minimum Requirements

Qualifications and Experience

Education

- Bachelor's degree in Information Technology, Computer Science, Information Systems or a related field.

Experience:

- Minimum of two (2) years' hands-on experience in IT support, computer hardware and software maintenance, systems administration and network management.
- Proven experience in troubleshooting, repairing and maintaining computer hardware and software systems.
- Experience supporting digital health information systems or health management information systems will be an added advantage.

If you meet the requirements and you are motivated enough to be part of the team, please send your applications including your curriculum vitae (CV) and a cover letter detailing your suitability and why you are interested in the post to the address below:

Director of People and Culture
MSI Tanzania
11 Majuva Street – Mwenge
P. O. Box 7072, Dar Es Salaam.

Telephone: +255 22 2774991 / 4
VOIP +255 768 987 780
E-mail : jobs@mst.or.tz

Closing date: All applications should reach the addressee before **2nd August 2026**. Please note that only shortlisted candidates will be contacted.