



## Helen Keller International Job Announcement

### Eye Health Program Officers- Eye Health Program Tanzania

Established in 1915 with Helen Keller as a founding trustee, Helen Keller International works to save the sight and lives of the most vulnerable and disadvantaged. Headquartered in New York City, Helen Keller Intl currently conducts programs in 20 countries in Africa and Asia as well as in the United States. Helen Keller Intl is known for sustainability, reliability, efficiency, and the highest level of technical expertise in fighting and treating blindness and malnutrition.

#### **Country Overview:**

Established in 1984, the Helen Keller Intl – Tanzania office was the organization's first in Africa set up to provide primary eye care services in central Tanzania. Helen Keller Intl has since expanded its role and currently works in partnership with the Ministry of Health, Local Government Authorities (LGAs), Ministry of Education, Science and Technology, Local NGOs, and other national and international development partners in the areas of nutrition, eye health and neglected tropical diseases (NTDs), particularly trachoma elimination.

#### **Scope of the Position:**

Helen Keller Intl – Tanzania is in collaboration implementing Eye Health Program committed to reducing avoidable blindness and improving access to quality eye care services in underserved communities in Tanzania. We work closely with regional district-level health teams across the Mbeya, Njombe, Songwe, Iringa and Tabora regions in Tanzania to conduct cataract case finding, community screening, and outreach surgical camps that provide timely diagnosis, treatment, and referral services for cataract patients, refractive error among school-based children and other eye conditions, with the goal of restoring sight and improving quality of life for vulnerable populations.

We are seeking a motivated and experienced Eye Health Program Officers to support the planning, coordination, implementation, monitoring and reporting of eye health programs in Tanzania. The successful candidate will work closely with government stakeholders, health facilities, partners, and communities to strengthen delivery of quality eye care services and contribute to the prevention of avoidable blindness and visual impairment.

**Position Title:** Program Officer- Eye Health

**Department:** Eye Health

**Duty Station:** Tabora and Mbeya Region.

**Reports to:** Program Mnager

**Employment Type:** Full -Time

**Position:** 2 positions

**Duration:** 1 year with Potential of extension

## **Key Roles and Responsibilities:**

### **Program Implementation and Coordination**

- Support the planning and implementation of eye health projects activities in line with organizational goals and national eye health strategies.
- Coordinate day-to-day field activities including trainings, outreach services, screenings, referrals, and community eye health campaigns in rural districts of Tanzania.
- Work closely with regional and district health teams to strengthen integrated eye care services.
- Ensure timely execution of project work plans, budgets, and reporting requirements.
- Perform any other duties as directed by Program Manager/supervisor.

### **Stakeholders Engagement**

- Maintain strong collaboration and liaison with the Ministry of Health, PMO-RALG, Ministry of Education, regional and district authorities, hospitals, NGOs, development partners, and community organizations.
- Represent the organization in relevant eye health technical working groups and coordination meetings.
- Support advocacy initiatives aimed at improving access to eye health services in Tanzania.

### **Training and Capacity Building**

- Organize and facilitate training for healthcare workers, teachers, community health workers, and volunteers on primary eye care and referral systems.
- Support mentorship and supportive supervision activities for health facilities implementing eye care services.
- Contribute to development of training materials and educational resources.

### **Monitoring, Evaluation, and Reporting**

- Collect, analyze, and report program data to track performance indicators and project outcomes.
- Conduct routine monitoring visits to project sites and ensure quality standards are maintained.
- Prepare monthly, quarterly, and annual technical reports and presentations.
- Support documentation of success stories, lessons learned, and best practices.

### **Community Engagement and Awareness**

- Support implementation of community awareness campaigns on prevention of blindness, eye diseases, and available services.
- Promote inclusive participation of women, children, persons with disabilities, and underserved populations in eye health programs.
- Coordinate school eye health and community outreach initiatives where applicable.

### **Logistics and Administrative Support**

- Support procurement and distribution of eye health supplies and equipment.

- Assist in organizing outreach activities, workshops, meetings, and partner engagements.
- Ensure compliance with organizational policies and donor requirements.

### **Desired Qualifications and Experience**

- A degree in Social Science or Eye Health plus at least two (2) years of work experience in field-based public health work in rural Tanzania
- Willingness to live and work full-time in rural districts of Tanzania, with frequent visits to remote villages. Candidates already based in Manyara region are encouraged to apply.
- Experience working with Community Health Workers (CHWs) and Local Government Authorities (LGAs) will be a significant added advantage.
- Demonstration of strong program planning, organizational, and communication skills.
- Proficiency in Microsoft Office applications
- Knowledge of Tanzania's health system and eye health priorities, strong strategic thinking, good organizational and problem-solving, and analytical skills.
- Experience working with NGOs, government health systems, or donor-funded projects is an added advantage.
- Strong project management, interpersonal and stakeholder engagement and report writing skills.
- Must be a Tanzanian national, fluent in Kiswahili and a working knowledge of English.

### **Key Compétences**

- Excellent analytical and problem-solving skills.
- Strong interpersonal and communication skills to collaborate with diverse teams.
- Attention to detail with a focus on data quality and accuracy.
- Ability to manage multiple priorities in a fast-paced environment.
- Commitment to confidentiality and ethical practices.
- Flexibility and adaptability in a dynamic work environment.

### **Fairness, Belonging and Zero Tolerance to Abuse**

As a member of the Helen Keller Family, each employee is expected to:

- Help to develop and maintain an environment that welcomes and develops a multi-cultural workforce with varied lived experiences and identities.
- Foster a work environment where everyone feels valued and included.
- Support employees' evaluation and promotion processes based on skills and performance.
- Promote a safe, secure, and respectful environment for all members of Helen Keller family, stakeholders in general, and particularly for the communities we serve.

- Follow Helen Keller Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
- Adhere to the Organizational Core Values, which include courage, integrity, rigor, and compassion.

## To Apply

Qualified candidates should submit a Cover Letter and Resume at [TZ.Recruitment@hki.org](mailto:TZ.Recruitment@hki.org) please indicate the job title in the subject line of your email by **06<sup>th</sup> July 2026**.

HELEN KELLER INTL:

- **DOES NOT** CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, TEST, INTERVIEW, MEETING, PROCESSING, OR TRAINING)
- **DOES NOT** ASK FOR INFORMATION ON APPLICANTS' BANK ACCOUNTS
- **DOES NOT** RECRUIT THROUGH ANY RECRUITMENT AGENCY

***Helen Keller is dedicated to building an inclusive workforce where diversity of all types is fully valued***

- *All qualified applicants will receive consideration for employment without regard to ethnicity, race, caste, color, religion, sex, national origin, age, disability, or any other characteristic that has no bearing on the ability to perform the required job duties.*
- *We are committed to providing reasonable accommodation to individuals with disabilities.*
- *If you are a qualified individual with a disability and need to request accommodation during the application or interview process, please contact us at the email above.*