



Job Advertisement

ICAP at Columbia University is a Non-Governmental Organization affiliated with Columbia University Mailman School of Public Health (MSPH) registered in Tanzania as MSPH Tanzania LLC since February 2005 (SO No. 12987). ICAP has been receiving funds to support HIV prevention and treatment programs in Tanzania from US President's Emergency Plan for AIDS Relief (PEPFAR) through the U.S. Centers for Disease Control and Prevention (CDC) since 2005. In collaboration with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), ICAP has been supporting the government on health system strengthening, providing technical support especially on HIV prevention, care, and treatment, voluntary medical male circumcision services, and facilitating HIV prevention in community settings. It is in this respect that ICAP since 2013, has been implementing an HIV-prevention program to accelerate, expand and improve the quality of comprehensive community-based HIV prevention services targeting several vulnerable and priority populations. The program has employed competent, dynamic individuals with programmatic/technical understanding and public health management knowledge in implementing the program objectives.

The program is now seeking to fill various positions as listed below for a recently awarded five-year project on community-based HIV prevention in multiple regions addressing adolescent girls and young women and other targeted vulnerable populations.

Job Description

- Position Title:** Field Officer (8 positions)
- Reports to:** Project Coordinator, designated region
- Location:** Mwanza, Mara, Geita, Simiyu, Kigoma, Tanga, Pwani and Dar es salaam
- Travel:** Up to 70% in intervention districts

Overall Job Function:

The incumbent will be responsible to manage the day-to-day field implementation of a community-based HIV prevention program targeting adolescent girls and young women and other vulnerable populations in the designated region. One of the primary roles will be to conduct and manage HIV testing and counselling with target beneficiaries in the field. S/he will work closely with the Project Coordinator of that particular region.

Specific responsibilities and duties:

- Develop work plan for day-to-day program implementation at the district level including supervision of field activities

- Supervise the delivery of field-based HIV prevention services to beneficiaries by community outreach workers, including scheduling and implementing day and night mobile outreach campaigns.
- Perform HIV testing and pre and post-test counseling with beneficiaries, and facilitate referrals for HIV positive clients.
- Mentor and supervise peer outreach workers regularly and frequently during outreach sessions and lead weekly outreach worker meetings;
- Ensure adequate supplies of commodities and tools to outreach workers and healthcare workers
- Support healthcare workers providing services in health facilities and mobile activities via regular supportive supervision and mentoring
- Inform and cooperate with local government authorities and other stakeholders on current and upcoming activities for the program
- Participate in the training/orientation of healthcare workers in the selected health facilities on the community-based program
- Regularly conduct routine mapping/re-mapping of hot spots and size estimation where targeted populations are found
- Assist with identifying/screening, recruiting, and training community outreach workers from peer groups to implement the outreach services.
- Prepare weekly reports on outreach activities and progress
- Assist in development of the referral network between the outreach and health facility services
- Perform any other duties as assigned by the supervisor

Required qualification, Knowledge and skills:

- Required Education: Medically trained personnel (nurse, clinical officer, laboratory technician, etc) who have current qualifications and training in phlebotomy and HIV testing duties. Preference given to those who **also** have a Degree in Social Work, Public Health, Social Sciences or similar field from a recognized academic institution.
- Demonstrated working experience of minimum 1 year providing HIV testing and counseling services with demonstrated familiarity with MOH tools and procedures for HIV testing and care management. Preference given to those who have additional experience with community-based HIV programs targeting adolescent girls and young women and other vulnerable populations.
- Able to maintain utmost confidentiality regarding participants' health status and sensitive information contained in paperwork
- Able to adapt to situations quickly and problem solve
- Ability to work independently and travel extensively to remote areas, including islands
- Ability to work after normal working hours and weekends at informal gatherings and entertainment centers
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all clients regardless of their background
- Excellent written and verbal communication skills in Kiswahili (fluency required) and English
- Must be a Tanzanian Citizen; preference given to candidates already living in the job location region.

Position Title: **Data Officer** (7 positions – one per region)

Reports to: Project Coordinator, designated region

Location: Geita, Mara, Simiyu, Kigoma, Tanga, Pwani and Dar es Salaam

Travel: Up to 70% in intervention districts

Overall Job Function:

The incumbent's overall responsibilities include electronic data entry and cleaning of the paper forms from the community-based HIV prevention program targeting adolescent girls and young women and other vulnerable populations, as well as follow-up with health facility registries for referral and linkage tracing and verification, and supportive supervision to outreach workers on M&E issues. The incumbent is responsible for managing all data and database-related tasks, queries, and reporting in relation to the community-based program under the direction of supervisor. S/he will work closely with the other members of the program and M&E teams.

Specific responsibilities and duties:

- Collect and enter all data from the community-based program into electronic databases on a daily or weekly basis;
- Compare data entered with source documents, verify accuracy of data to be entered to detect and correct errors;
- Track referral forms and conduct verification with registers at facilities to verify completed referrals and linkage outcomes;
- Participate in generation of queries and data cleaning.
- Update database to include responses to data queries
- Inform supervisor of any problems or errors observed in the database.
- Detect any hardware and database/software malfunctions and notify supervisor;
- Manage printing and disbursement of study tools and handling, proper documentation of tools taken vs returned, query submitted vs resolved, logging of assignments received vs completed;
- Assist in training new outreach workers on data collection tools, including referrals, reporting and database;
- Protect confidentiality of records and information used during data entry;
- Create weekly reports on outreach activities and progress
- Review completed data tools on a regular basis and ensure adequate data collection including timely, complete and clean reporting/data transfer to data staff
- Manage security of data tools when not in use
- Assist in creation of monthly, quarterly, and other reports on all indicators for submission and review to supervisors
- Perform any other duties as assigned by supervisor.

Required qualification, Knowledge and skills:

- Degree, Advanced Diploma or Certificate in data management or related field; preference given to those who have experience with community-based HIV programs targeting adolescent girls and young women and other vulnerable populations.
- Proficient speaking, reading, and writing skills in English and Kiswahili
- Minimum 1 year experience with electronic data entry and cleaning; preferred experience with programming language and database design and development
- Excellent computer skills, at minimum with Microsoft Access, Excel, Word
- Good documentation skills and ability to follow standard procedures
- Able to maintain utmost confidentiality regarding participants' health status and sensitive information contained in paperwork
- Ability to work after normal working hours and weekends at informal gatherings and entertainment centers
- Ability to work independently and travel extensively to remote areas, including islands

- Able to adapt to situations quickly and problem solve
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all clients regardless of their background
- Excellent written and verbal communication skills in Kiswahili (fluency required) and English
- Must be a Tanzanian Citizen; preference given to candidates already living in the job location region.

Position Title: **Administrative Assistant** (5 positions – one per region)

Reports to: Project Coordinator for the designated region

Location: Geita, Mara, Simiyu, Kigoma and Tanga

Travel: Up to 40% travel in intervention regions

Overall Job Function:

The incumbent will be responsible to manage all office and administration-related tasks for a community-based HIV prevention project reaching adolescent girls and young women and other vulnerable populations in the target regions. The person will work closely with the program teams at the regional level.

Specific responsibilities and duties:

Front Desk:

- Attend visitors and handling all incoming calls
- Making and keeping record of all outgoing local and international calls
- Sorting and routing all incoming mails and materials
- Maintaining the front desk and making sure is in good and smart order
- Responsible for dispatch of all office mails and packages via post office, hand delivery and courier, and maintaining a log book for all outgoing and incoming mails and packages
- Ensuring that all office telephone and fax lines are working properly every day
- Supervising and ensuring proper and economic use of all office facilities and stationeries and placing weekly stationeries request from staff as well as monthly stationery orders to procurement as needed
- Manage office equipment (scanner, printer, computers, WIFI and air conditioner) for repair and maintenance;
- Coordinate the conference room usage schedule and its appearance.
- Ensuring cleanliness of kitchen supplies and availability of kitchen supplies
- Ensure office security; office is properly locked daily with security codes and maintaining the key register; security guards present; attend any emergency security calls

Admin Support

- Coordinate travel arrangements including ordering tickets for flight, boats and bus. Arrange accommodation and airport pickups.
- Performs duties as petty cash custodian; receives, handles and manages cash for routine purchases made at the Mwanza office level
- Process monthly utilities (such as hotel, cleaners' payment bills, electricity, etc)

- Maintains and submits petty cash log, approved petty cash disbursement forms and petty cash requests to central level finance department;
- Manage inventory of materials, ordering/procurement and store keeping
- Supervise quality of service offered by vendors working under contract and manages invoices for office services (water delivery, cleaning and security services);
- Assist in logistics planning of training and meetings/conferences; collecting invoices; purchases supplies and materials, participates in handling cash advance and submitting cash reconciliation;

Fleet Support

- Keep records and track renewal of vehicles insurance and road license renewals.
- Oversee and process invoice for fuel, repair and vehicle maintenance and process insurance claims in case of accident damages.
- Conduct monthly check of vehicles log books and vehicle inspection.
- Keep management advised of developments and changes related to the ICAP fleet
- Supervise drivers, including conducting annual performance appraisals
- Ensure proper staffing and the use of overtime hours for the drivers to maximize the effectiveness of the administration department.
- Organize parking for staff and organization vehicles.

Other

- Perform any other duties as assigned by supervisor.

Required qualification, knowledge and skills:

- Certificate or advance diploma or equivalent; degree will be added advantage
- Minimum 1 year experience a similar position; preferred experience working with donor-funded international organizations
- The candidate should be fluent in both English and Swahili
- Computer literacy is an added advantage.
- Ability to travel extensively to remote areas, including islands
- Ability to work after normal working hours and weekends at informal gatherings and entertainment centers
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all clients regardless of their background
- Must be a Tanzanian Citizen; preference given to candidates already living in the job location region.

Position Title: **Project Coordinator** (7 positions – one per region)

Reports to: Senior Zonal Project Manager (for Lake Zone regions) or Senior Advisor, Prevention (for Coastal Zone regions and Kigoma)

Location: Mara, Geita, Simiyu, Kigoma, Tanga, Pwani and Dar es salaam

Travel: Up to 70% in intervention districts of the designated region.

Overall Job Function:

The incumbent will be responsible to coordinate the implementation of a community-based HIV prevention project reaching adolescent girls and young women and other vulnerable populations in the target regions. S/he will work closely with the Senior Zonal Project Manager and/or the Senior Advisor for Prevention to ensure high-quality program implementation at the regional level.

Specific responsibilities and duties:

- Lead and manage all staff working on the community-based HIV prevention project reaching adolescent girls and young women and other vulnerable populations in the designated regional office.
- Develop annual and quarterly work plans and supervise implementation at the regional level.
- Organize the orientation of the local government authorities and other stakeholders about the community-based HIV prevention
- Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project
- Participate in the development of the referral network model between the community-based outreach and health facility services
- Coordinate and conduct mapping of hot spots and size estimation where vulnerable populations including adolescent girls and young women are found
- Collaborate with organizations for execution of sub-agreements and service agreements
- Supervise the recruitment and training of community outreach workers and lay counselors from peer groups to implement the outreach services.
- Mentor and supervise community outreach workers and lay counselors regularly and frequently during outreach sessions and lead regular meetings
- Ensure adequate data collection and timely, complete and clean reporting of regional data to the central level
- Performing any other duties as assigned by the supervisor

Required qualification, Knowledge and skills:

- Preferred Masters in Public Health with field experience; minimum Bachelor's Degree in Social Work, Medicine (MD) or similar field from a recognized academic institution.
- Demonstrated working experiences of a minimum 3 years in HIV prevention and care with a donor funded organization focused on community-based programs for adolescent girls and young women and other vulnerable populations
- Demonstrated management experience of a minimum 2 years, with strong supervisory and management skills in leading teams of public health professionals, experience in developing and executing work plans, budgets, etc.
- Ability to work after normal working hours and weekends at informal gatherings and entertainment centers
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all clients regardless of their background
- Demonstrated knowledge on HIV/AIDS prevention, care and treatment, and adherence and psychosocial support programs
- Ability to work independently and travel extensively to remote areas, including islands
- Excellent written and verbal communication skills in Kiswahili (fluency required) and English
- Preference given to candidates already living the job location region

How to apply:

Applicants should send their cover letter and CV **within 7 days from the date of this advert** via email, **mentioning in the subject line the Position Title and Preferred Region(s)** to icap-jobs-tanzania@columbia.edu. Only short listed applicants will be contacted. Please do **NOT** attach any certificates when submitting online.

ICAP is an equal opportunity employer; **women and people living with HIV/AIDS are encouraged to apply.**