



## **BACKGROUND:**

Amref Health Africa in Tanzania is a non-profit public health organization supporting the Government of Tanzania to address public health issues including maternal and child health, HIV, TB, Malaria and Nutrition in Tanzania since 1987. Amref Health Africa in Tanzania is funded by The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) through CDC Tanzania, to execute a robust HIV care and treatment clinical cascade project aiming to accelerate the achievement of the current 95-95-95 goals and the HIV epidemic control in Tanzania. The project branded as Afya Kamilifu Project is implemented in Tanga and Zanzibar since October, 2018, Simiyu Region since 2020. From October 2021 this project will extend its operations to Mara Region covering facility based and community based HIV care and treatment services. Afya Kamilifu project works - in collaboration with and with guidance from the Tanzania Ministry of Health, Community Development, Gender, Elderly and Children, Zanzibar Ministry of health and President's Office Regions Authority and Local Government (PORALG). That said, Amref Health Africa -Tanzania is announcing the following vacancies to be filled soon:

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|----------------------|---|
| <b>1. Position:</b>  | <b>Regional Project Manager (1)</b>         |
| <b>Work Station:</b> | <b>Amref Project Offices in Mara Region</b> |
| <b>Reports to:</b>   | <b>Project Director/Chief of Party</b>      |

### **Job Summary**

**The focus of this role is to provide** leadership, coordination and management of the technical staff for the Field Offices. The RPM main objective is to guarantee the technical performance of the Project supported HIV programs in the respective region.

### **Specific Duties and Responsibilities:**

- To provide technical leadership to the supported programs in the assigned region, in close collaboration with the Project director, Technical Directors and Advisors based in the DSM head office;
- Coordinates and manages Project's technical and operations team based in the field office and assigned to the specific region, including supporting staff.
- Assures a complete and well functioning technical team in the respective region, including the timely communication on additional staffing needs and the participation in the recruitment of staff members; wherever and whenever necessary, and take over or complement the responsibilities of the supervised Project Officers;
- Responsible for the effective planning and documentation of the communication and support provided to Afya Kamilifu Project sub-grantees, including but not limited to supportive supervision, telephone communications etc;
- Preparing financial reports and submit to the Project head office on a timely manner and ensuring that internal control systems are working effectively and efficiently
- Collaborate with the Project M&E team for the timely submission of high quality quarterly, semi-annual and annual donor progress reports to the Project Director

- Responsible for the timely submission of work plans, reports on activities performed, or any other report, as required by Project Direct and Head of Programs
- Responsible for the timely and effective communication of important technical and programmatic information to Afya Kamilifu sub-grantees and other relevant stakeholders within the region;
- To facilitate production of written documents including best practices and lessons learned.
- Represent Amref at various regional meetings after obtaining prior approval from Amref CD and HoP
- Carry out any other responsibilities as assigned by line manager or other Amref senior management team.

### **Qualifications, Experience & Skills Required**

- A degree in health related fields with a Masters in public health, MBA or a Masters in other relevant fields
- Proven experience and competence in project and human resource management skills, and critical analysis capacity
- At least 7 years of “hands on experience” at a senior position in HIV prevention , care and treatment program in the resource limited countries
- Experience working with Local Government Authorities in Tanzania
- Experience working in public health NGOs preferably but not limited to the PEPFAR funded projects
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.

2. **Position:** **Laboratory Service officers (2),**  
**Work Station:** **Tarime Office (1), Musoma Office (1)**  
**Reports to:** **Regional Program Manager**

### **Job Summary**

The Laboratory Service Officer will strengthen Laboratory Quality Management System and provide technical support of laboratory services to improve quality of HIV diagnosis and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade

### **Specific Duties and Responsibilities:**

- Responsible for supporting health facilities through an evidence-based CQI approach to implement a comprehensive Lab quality management program to surpass the 95-95-95 targets and adherence to safety laboratory requirements.
- Strengthen External Quality Assurance (EQA)/PT program for EID, HVL, HRT, TB and OI tests through mentorship and Technical assistance
- Work collaboratively with Tanzania Posts Cooperation and CHMT to strengthen laboratory sample transportation/results transmission and other HIV related testing to meet National standards
- Work collaboratively with Hub Focal person and TA partner to strengthen the Lab Information System
- Prepare and submit weekly and monthly reports regarding HVL/EID, reagents status and any other laboratory matters in their region/District
- Ensure that laboratories are familiar with supply chain management procedures



- Prepare and submit regular reports of sample referral to relevant authority (CHMT, IP) on monthly basis.
- Tracking of commodity status at facility and provide reports to Laboratory Service Officers
- Perform other duties assigned by Laboratory Service Advisor

**Qualifications, Experience & Skills Required**

- Minimum Education: Diploma in Medical Laboratory Science, A Bachelor degree is an added advantage.
- At least 2 years of “hands on lab experience” in facility or community-based program particularly HIV programs in an NGO which is active in health development.
- Experience in operating electrical and nonelectrical lab equipment and potentially dangerous substances
- Experience in Monitoring of lab systems
- Working knowledge of MS Office (especially Excel) and database systems
- Ability to work autonomously and under pressure
- Valid laboratory technician license

**4. Position Title:** HIV Testing Services (HTS) Assistant:  
**Work Station:** Mara 3 Positions, Simiyu 1 position  
**Reports to:** Regional Program Manager

**Job summary:**

The focus HTS Assistant is to ensure that all facility based HTS activities including index testing, O-PITC, HIVST and linkage case management are implemented at the acceptable service delivery standards in the specific districts and supported facilities. He/she will engage and work closely with providers at the facility setting including collaborating with CHMT, Facility in charges and HTS focal persons with technical advice and guidance from the project HTS officer or advisor. He will report directly to Regional Program Manager on administrative matters and in directly to HTS officers or advisor for technical related guardiancy

**Specific Duties and Responsibilities:**

- To assist in the development of weekly, monthly and quarterly work plans for the implementation of HTS Positive identification strategies
- To ensure the Provider-initiated HIV Testing and Counselling is offered at all service points (inpatient, outpatient, MNCH and TB clinics, STI clinics,) at project supported health facilities
- To support implementation of high yielding HTS strategies including index testing HIVST and o-PITC services to all supported sites
- Support project sites in implementation of strategies to identify unreached HIV positive clients from key and vulnerable population including children, male adolescent girls and young women at facility level
- To strengthen sites capacity in implementing linkage case management activities for newly diagnosed HIV positive
- To support project initiates in ensuring safety and ethical index testing services by adherence to set standards, IPV risk assessment and adverse events monitoring
- To provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards and scale best practices to the project supported facilities

- Ensure adequate supplies of commodities (condoms and test kits) and other materials including tools and relevant SOPs at the project supported sites
- With support from HTS officers and or advisor, follow up with CHMT's to ensure that project activities are well implemented at the project supported sites and all financial obligations are met on time.
- To Liaise with other project staff to ensure successful linkage and early retention of HIV Pos from community HTS interventions
- Support sites in achieving first 95 targets by conducting weekly review meetings to assess performances with development of action plans
- To support sites to ensure that internal and external quality assurance activities for HIV testing are conducted, result documented and actions developed to address identified gaps in collaboration with laboratory team
- Assist with other programmatic and administrative duties as required for successful implementation of HTS activities at the project supported health facilities
- Provide other technical support for HTS activities, monitoring, reporting, evaluation and documentation in a timely manner
- Work with CHMT to ensure successful transference of mentorship, technical support and support supervision to HTS providers at selected health facilities.
- Support Project HTS officer and or advisor in planning, implementation and evaluation of HTS activities in the supported councils and health facilities

#### **Qualifications, Experience & Skills Required**

- A Diploma Clinical medicine or nursing.
- Proven experience and competence in supporting the HIV Testing programs and LCM services.
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in HIV prevention, care and treatment program in resource limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage
- At least 3 years of “hands on experience” in HIV prevention, care and treatment program in resource limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

**5. Position Title:** **Community service Assistant (6)**  
**Reports to:** **Regional Project Manager**  
**Work Station:** **Tanga, Simiyu & Mara**

#### **Job Summary:**

The Community Service Assistant supports day-to-day field implementation of a community-based HIV testing and prevention program targeting key and vulnerable populations (KVP). S/he will work closely with the Community Service Officer(s) to ensure delivery of community-based HIV testing services for target beneficiaries.

### **Specific Duties and Responsibilities:**

- Participate in developing work plan for day-to-day program implementation at the district level including supervision of field activities
- Support the delivery of field-based HIV prevention services to the KPs/PPs including scheduling and implementing day/night mobile outreach campaigns and index testing.
- Conduct day-to-day program implementation at the site level including preparing logistics for field activities.
- Support HIV testing and pre and post-test counseling to KP/PPs, and facilitate referrals for HIV positive clients.
- Mentor and supervise community outreach volunteers regularly and frequently during outreach sessions and lead weekly outreach volunteer meetings;
- Support implementation of linkage case management activities for newly diagnosed HIV positive
- Support project initiatives in ensuring safety and ethical index testing services by adherence to set standards, IPV risk assessment and adverse events monitoring
- Prepare adequate supplies of commodities to community outreach volunteers, Expert client and Health Workers
- Support arrangement of healthcare workers who are engaged from health facilities to provide services in community-based activities via onsite supportive supervision and mentoring.
- Participate in the training/orientation of healthcare workers in the selected health facilities on Community based HIV services and KP/PP program
- Regularly conduct routine mapping/re-mapping of hot spots and size estimation where KPs and PP are found
- Liaise with CHMT's with Community Service officers to ensure that project activities are well implemented
- Assist with identifying/screening, recruiting, and training community outreach volunteers from peer groups to implement the outreach services.
- Support implementation of community-based test-and-treat strategies for cohorts of HIV positive beneficiaries and PrEP uptake for HIV negative beneficiaries, including identifying gaps and drop-offs along the cascade and ensure adequate supplies for smooth program implementation.
- Support implementation of community-based HIVST to the targeted population including identifying gaps and drop-offs along the cascade and ensure adequate supplies for smooth program implementation
- Perform other duties as assigned by Supervisor

### **Qualifications, Experience & Skills Required**

- Advance Diploma/Diploma level trained personnel (nurse, clinician, laboratory technician,) who have current qualifications and training in phlebotomy and HIV testing duties.
- Minimum of 2 years' experience providing HIV testing and counselling services with demonstrated familiarity with MOH systems, tools and procedure for HIV testing and care management
- Excellent speaking, reading, and writing skills in English and Kiswahili.
- Excellent computer skills, at minimum with Microsoft Office package.
- Ability to maintain confidentiality regarding clients' health status and sensitive information in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas



### **Qualifications, Experience & Skills Required**

- Medical qualified candidate with a Bachelor's Degree or higher including: BSc Nursing, MD or DDS.
- Minimum of 3 years' experience providing HIV testing and counselling services with demonstrated familiarity with MOH systems, tools and procedure for HIV testing and care management
- Excellent speaking, reading, and writing skills in English and Kiswahili.
- Excellent computer skills, at minimum with Microsoft Office package.
- Ability to maintain confidentiality regarding clients' health status and sensitive information in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Preference given to those who have additional experience with community-based HIV programs targeting KVP

7. **Position Title:** **Regional Community Service Coordinator (2)**  
**Work Station:** **Regional Project Manager**  
**Location:** **Simiyu & Mara**

### **Job Summary:**

The Regional Community Service Coordinator will be responsible to coordinate the rapid implementation of comprehensive, community-based HIV prevention and testing services targeting key vulnerable populations (KVP) in Mara & Simiyu region

### **Specific Duties and Responsibilities:**

- Lead and manage staff working on the community-based HIV prevention project reaching KVP in the region
- Develop Regional annual and quarterly work plans and supervise implementation at the regional level to ensure all targets are met
- Coordinate the provision of the Linkage Case Management (LCM) services
- Organize the orientation of the local and Regional government authorities and other stakeholders about the community-based HIV prevention project
- Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project
- Liaise with regional authorities and stakeholders as the representative for AMREF regional office for technical and supportive guidance
- Participate in the development and implementation of innovative approaches for index testing.
- Coordinate and conduct mapping of hot spots and size estimation where KVP including adolescent girls and young women are found
- Supervise the recruitment and training of community outreach Volunteers (COV) and lay counselors from peer groups to implement the outreach services.
- Supervise the recruitment and training of Community Expert Client (CEC) to implement the linkage Case Management Services (LCM).
- Supervise implementation of safety and ethical index testing services by adherence to set standards, IPV risk assessment and adverse events monitoring



- Ensure adequate data collection and timely, complete and clean reporting of regional data to the central level
- Lead implementation of community-based test-and-treat strategies for cohorts of HIV positive beneficiaries and PrEP uptake for HIV negative beneficiaries, including identifying gaps and drop-offs along the cascade and working with district teams to identify and implement strategies to minimize drop-offs and ensure adequate supplies for smooth program implementation
- Lead implementation of community-based HIVST to the targeted population including identifying gaps and drop-offs along the cascade and ensure adequate supplies for smooth program implementation
- Perform any other relevant duties as assigned by the supervisor.

**Qualifications, Experience & Skills Required**

- Medical qualified candidate with a Bachelor’s Degree or higher including: BSc Nursing, MD or DDS OR
- Non-medical personnel with a Master’s degree or higher in the following fields: Public Health (preferred), Sociology, Psychology, Social Work, Gender Studies, or Community Development.
- **Required:** Minimum 4 years working experience in HIV care and/or HIV prevention with a donor-funded organization. **Preferred:** experience with community-based and or KVP focused HIV programs
- **Required:** Minimum 2 years’ experience directly supervising/managing a multidisciplinary team, with demonstrated skills in leading teams of public health professionals with experience in developing and executing work plans and budgets
- **Required:** Familiarity with PEPFAR-funded projects.
- Flexible to work after normal working hours and weekends at various community locations
- Ability to interact well with all targeted groups and peer volunteers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background.
- Demonstrated knowledge on HIV/AIDS prevention, care and treatment, and adherence and psychosocial support programs
- Demonstrated ability to provide strong technical guidance for any interventions related to HIV care and prevention to KVP.
- Ability to work independently and travel extensively to remote areas
- Excellent written and verbal communication skills with fluency in Kiswahili and English
- Strong computer skills (MS Excel, Access, Word, and Power point at minimum)

**8. Position:** PMTCT Officer  
**Work Station:** Mara  
**Reports to:** Regional Project Manager

**Job Summary:**

The PMTCT/EID Program officer will support deliverance of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the epidemic control and specifically oversee all PMTCT/EID related services. The Program Officer will oversee implementation and monitoring of PMTCT and EID services and will also be responsible to provide technical assistance to R/CHMT in their respective districts to support provision of quality HIV services to clients. The PMTCT /EID Program Officer will directly report to Regional Program Manager in respective region and indirectly report to PMTCT

/EID Advisor. Both supervisors will provide guidance and technical support to the officer to fulfill his/her assigned responsibilities below:

**Specific Duties and Responsibilities:**

- Lead the implementation of all PMTCT/EID activities in the supported regions under Regional Managers
- Support the implementation of PMTCT/EID related technical work plans and annual budgetary development and implementation
- Provide guidance to CHMTs and HCWs on implementation of the PMTCT/EID services according to the National Guidelines
- Ensure all pregnant women within the catchment area are identified, attend RCH, tested for HIV and know their status with their sexual partners and those who are Positive for HIV are effectively linked into C & T.
- Track performance of district and provide technical support for improving low performing districts and health facilities
- Ensure district have updated PMTCT tools for PMTCT service provision (guidelines, SOPs, job aids, M&E tools)
- Coordinate all PMTCT/EID related mentorship, training and capacity building in the recipient's districts.
- Work closely with the facilities, Community IPs, CSO's and FBOs to develop effective linkage and retention strategies for pregnant mothers and the related infants
- Lead PMTCT/EID program reporting on periodic program events (monthly, quarterly, annual and ad-hoc) on all clinical related matters and provide relevant contribution
- Facilitate production of written documents including best practices and lessons learned
- Participate in District meetings relevant to the project and provide relevant technical contributions according to the guidelines and PEPFAR policies
- Collaborate district team to develop supportive supervision and mentorship plans focused on PMTCT and EID service delivery.
- Ensure availability of equipment and supplies for PMTCT service provision
- Track sites progress report summarize them for quarterly and other program progress reports
- In collaboration with M&E program officer enhance monitoring of program implementation and realize program outcome
- Assist facilities to have conducive client flow pertain to ensure continuity of care

**Qualifications, Experience & Skills Required**

- A doctor of medicine/nursing degree/ diploma of health-related field.
- Proven critical analysis skills and report writing skills.
- At least 5 years of "hands on experience" in PMTCT/EID HIV prevention, care and treatment program in resource limited country
- Experience working in public health NGO
- Experience working with Local government and ministry of health
- Good interpersonal and people management skills-a team player and builder.

**9. Position:** PMTCT Assistant  
**Work Station:** Mara  
**Reports to:** Regional Project Manager

**Job Summary:**

The PMTCT Assistant will support deliverance of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the epidemic control and specifically oversee all PMTCT/EID related services. S/He will supervise the district Pediatrics and Adolescents officers in collaboration with the CHMT to ensure the portfolio is comprehensively implemented according to the project strategic goals and expectations.

**Specific Duties and Responsibilities:**

- Support the implementation of all PMTCT/EID activities in AMREF supported district.
- Ensure all pregnant women within the catchment area are identified, attend RCH, tested for HIV and know their status as well as their sexual partners and those who are Positive for HIV are effectively linked into C & T.
- In collaboration with CHMT, leads implementation of PMTCT and EID focused interventions that target at increasing HIV diagnosis among pregnant and nursing mothers and HIV exposed infants.
- Coordinate and Implement strategies to address PMTCT/EID related linkage, treatment, retention, and viral suppression programs under the technical guidance from PMTCT advisor.
- Coordinate all PMTCT/EID related mentorship, training and capacity building in the recipient’s facilities under the technical guidance from PMTCT advisor.
- Lead PMTCT/EID program reporting on periodic program events (monthly, quarterly, annual and ad-hoc) on all clinical related matters and provide relevant contribution
- Participate in the relevant PMTCT/EID meetings at district and regional level, reporting, presentation and representation and abstract development/evidence-based documentation and sharing routinely and as required.
- Carry out any other responsibilities as assigned by line manager or other Amref senior management team

**Qualifications, Experience & Skills Required**

- A Clinical Officer/nursing degree/ diploma of health-related field.
- Proven critical analysis skills and report writing skills.
- At least 5 years of “hands on experience” in PMTCT/EID HIV prevention, care and treatment program in resource limited country
- Experience working in public health NGO
- Experience working with Local government and ministry of health
- Good interpersonal and people management skills-a team player and builder.

**10. Position:** **Laboratory Service officers (2),**  
**Work Station:** **Tarime Office (1), Musoma Office (1)**  
**Reports to:** **Regional Program Manager**

**Job Summary**

The Laboratory Service Officer will strengthen Laboratory Quality Management System and provide technical support of laboratory services to improve quality of HIV diagnosis and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade

**Specific Duties and Responsibilities:**

- Responsible for supporting health facilities through an evidence-based CQI approach to implement a comprehensive Lab quality management program to surpass the 95-95-95 targets and adherence to safety laboratory requirements.
- Strengthen External Quality Assurance (EQA)/PT program for EID, HVL, HRT, TB and OI tests through mentorship and Technical assistance

- Work collaboratively with Tanzania Posts Cooperation and CHMT to strengthen laboratory sample transportation/results transmission and other HIV related testing to meet National standards
- Work collaboratively with Hub and TA partner to strengthen the Laboratory Information System
- Prepare and submit weekly and monthly reports regarding HVL/EID, reagents status and any other laboratory matters in their region/District
- Ensure that laboratories are familiar with supply chain management procedures
- Work close with RLTs, DLTs R/CHMTs in quality management systems to increase coverage of laboratory participation into SLMTA and ensure graduation with at least 2 stars for enrolled Laboratories
- Participate in training, mentorship, supportive supervision and clinical guidance to health providers as needed
- Strengthening the utilization of POC machines for both EID and VL samples
- Make use of training materials/curriculum, SOPs and Job Aids useful to the providers according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

**Qualifications, Experience & Skills Required**

- A minimum qualification of Bachelor’s Degree in Medical Laboratory Sciences, with knowledge and skills in molecular biology, Good Clinical Laboratory Practices of, and Quality management systems.
- Proven competence in supporting the HIV related Lab services at least 3 years of “hands on experience” as Laboratory officer/Manager position in HIV prevention, care and treatment in PEPFAR supported NGOs
- Knowledge and skills in laboratory mentorship on quality improvement is an added advantage.
- Sound understanding of the Molecular laboratory settings, testing flows, and laboratory data analysis
- Experience in M&E as it relates to laboratory services (Including LIS, eSRS, GX-alert)
- Proven critical analysis skills and report writing skills
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.

**11. Position:** **Laboratory Service Assistants (2)**  
**Work Station:** **Tarime Office (1), Bunda Office (1)**  
**Reports to:** **Regional Program Manager**

**Job Summary**

The Laboratory Assistant’s key role is to strengthen Laboratory Quality Management and provide technical support on implementation of laboratory services at facilities and district levels to improve quality of HIV diagnosis and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade.

**Specific Duties and Responsibilities:**

- Ensure initial TB, HIV Viral Load and DBS samples are processed and stored to the required temperatures before transportation to the referral testing laboratory.
- Ensure proper documentation of TB, HIV Viral Load and DBS samples into Lab registers, processed and provide data that can be used to monitor quality as well as

- the efficiency and effectiveness of the sample Referral System (Recording samples rejected Vs Recollected for VL, DBS and TB)
- Responsible to ensure completeness and validity of client information and data entry in the electronic sample referral and results feedback system. (Tracking of rejected samples into the system)
  - Expedite transportation of TB, HIV Viral Load and DBS results from testing laboratories to its spokes
  - Prepare and submit regular reports of sample referral to relevant authority (CHMT, IP) on monthly basis.
  - Tracking of commodity status at facility and provide reports to Laboratory Service Officers
  - Perform other duties assigned by Laboratory Service Advisor

**Qualifications, Experience & Skills Required**

- Minimum Education: Diploma in Medical Laboratory Science, A Bachelor degree is an added advantage.
- At least 2 years of “hands on lab experience” in facility or community-based program particularly HIV programs in an NGO which is active in health development.
- Experience in operating electrical and nonelectrical labo equipment and potentially dangerous substances
- Experience in Monitoring of lab services including results flow
- Working knowledge of MS Office (especially Excel) and database systems
- Ability to work autonomously and under pressure
- Valid laboratory technician license

**12. Position Title:** HIV Prevention Assistant  
**Work Station:** Handeni, Tarime (2 assistants) and Zanzibar Office (4)  
**Reports to:** Regional Project Manager

**Job summary:**

The focus of HIV Prevention Assistance is to ensure that all facility-based HIV Prevention activities including cervical cancer screening and treatment to all women living with HIV, Gender Based Violence MAT services and PreP are implemented at the acceptable service delivery standards in the specific districts and supported facilities.

S/he will engage and work closely with providers at the facility setting including collaborating with R/CHMT, Facility in charges and HIV Prevention focal persons with technical advice and guidance from the project HIV Testing and Prevention officers. S/he will report directly to Regional Program Manager on administrative matters s and in directly to HIV Prevention officers for technical advice and guidance.

**Specific Duties and Responsibilities:**

- To assist in the development of annual work plans for the implementation of HIV prevention strategies
- To assist HIV Prevention Office, to ensure HIV prevention activities are offered at all service points (OPD, RCH, CTC and Methadone Assisted Therapy Unit) at project supported health facilities
- To assist in strengthening sites capacity in implementing cervical cancer screening and treatment including referral to higher centres among all PLHIV women, as per National guidelines.

- To provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards and scale best practices to the project supported facilities
- Ensure adequate supplies of commodities (cervical cancer screening, methadone Assisted Therapy utensils kits, Prep supplies) and other materials including tools and relevant SOPs at the project supported sites
- In collaboration with HIV Prevention officers, follow up with CHMT's and respective Civil Society Organisation (CSO) to ensure that project activities are well implemented at the project supported sites and all financial obligations are met on time.
- To liaise with other project staff to ensure successful referral and proper management of all Gender Based Violence cases both at the community and Health Facilities.
- Integrate post-GBV and VAC services within the existing care and treatment services in all supported facilities include PEP, STI screening and treatment, basic psycho-social assessment and counseling, care and support, collection of forensic evidence, and referral to the police or legal systems and to other community services for GBV/VAC survivors.
- Support project supported sites in implementation of strategies to identify People Who Injects Drug (PWID) from the community for enrolment into CSO and MAT Clinic.
- Work in collaboration with other project staffs mainly community KVP and PMCTC to ensure smooth implementation of Prep activities both at Facility and Community level.
- Support sites in achieving Prevention indicators (GBV, Cervical Cancer screening, KP MAT, and PrEP targets by conducting weekly review meetings to assess performances with development of action plans
- Assist with other programmatic and administrative duties as required for successful implementation of HIV Prevention activities at the project supported health facilities
- Work with CHMT to ensure successful transference of mentorship, technical support and support supervision to Health Care Workers at supported health facilities.
- Support Project HIV Prevention officer in planning, implementation and evaluation of HIV Prevention activities in the supported councils and health facilities.
- Work with M&E on program monitoring, reporting, evaluation and documentation on weekly, monthly and quarterly bases using existing National/PEPFAR tools in a timely manner.

#### **Qualifications, Experience & Skills Required**

- Diploma, Advanced Diploma or Degree in the related field of clinical and medical services, social science, counselling or psychology.
- Medical professional background with public or community health skills as an added advantage
- At least one-year experience in implementing HIV program.
- Basic skills in Microsoft Office packages for report writing and presentation
- Relevant interpersonal skills; ability to work with others, develop and maintain good work relationships
- Good command of English and Swahili language will be an added advantage
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Any training or previous experience with Gender Based Violence services will be an added advantage.

- Experience working with PEPFAR Funded Project.

**13. Position Title:** HIV Testing Services (HTS) Officer:  
**Work Station:** Mara 3 Positions, Simiyu 1 position  
**Reports to:** Regional Project Manager

**Job summary:**

The focus HTS officer is to ensure that all facility based HTS activities including index testing, O-PITC, HIVST and linkage case management are implemented at the acceptable service delivery standards in the specific districts and supported facilities. He/she will engage and work closely with providers at the facility setting including collaborating with CHMT, Facility in charges and HTS focal persons with technical advice and guidance from the project HTS Advisor. He will report directly to Regional Program Manager on administrative matters and in directly to HTS advisor for technical related guardianship.

**Specific Duties and Responsibilities:**

- To support development of weekly, monthly and quarterly work plans for the implementation of HTS Positive identification strategies
- To ensure the Provider-initiated HIV Testing and Counselling is offered at all service points (inpatient, outpatient, MNCH and TB clinics, STI clinics,) at project supported health facilities
- To support implementation of high yielding HTS strategies including index testing, HIV self-testing and o-PITC services to all supported sites
- Support project supported sites in implementation of strategies to identify unreached HIV positive clients from key and vulnerable population; children, male adolescent girls and young women at the facility level
- To strengthen sites capacity in implementing linkage case management for newly diagnosed HIV positive
- To support project initiates in ensuring safety and ethical index testing services by adherence to set standards, IPV risk assessment and adverse events monitoring
- To provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards and scale best practices to the project supported facilities
- Ensure adequate supplies of commodities (condoms and test kits) and other materials including tools and relevant SOPs at the project supported sites
- In collaboration with team leads and other program staff, follow up with CHMT's to ensure that project activities are well implemented at the project supported sites and all financial obligations are met on time
- To Liaise with other project staff to ensure successful linkage and early retention of HIV Pos from community HTS interventions
- Support sites in achieving first 95 targets by conducting weekly review meetings to assess performances with development of action plans
- To support sites to ensure that internal and external quality assurance activities for HIV testing are conducted, result documented and actions developed to address identified gaps in collaboration with laboratory team
- Assist with other programmatic and administrative duties as required for successful implementation of HTS activities at the project supported health facilities
- Provide other technical support for HTS activities, monitoring, reporting, evaluation and documentation in a timely manner

- Work with CHMT and RHMT to ensure successful transference of mentorship, technical support and support supervision to HTS providers at selected health facilities.
- Support sub office level in planning, implementation and evaluation of HTS activities in the supported councils and health facilities

**Qualifications, Experience & Skills Required**

- A degree in medicine or nursing. A Master degree in public health or any health-related field is an added advantage
- Proven experience and competence in supporting the HIV Testing programs with LCM services
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in HIV prevention, care and treatment program in resource limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

**14. Position:** **Retention Services Officer (2)**  
**Work Station:** **Simiyu and Mara**  
**Reports to:** **Regional Project Manager**

**Job summary:**

The focus of Retention Assistant is to strengthen referral and linkage from testing services to enrollment, retention in care and adherence to ART care, in respective region and districts with frequent working with trackers at that facility and Community level in tracing defaulters with close support, supervision and guidance from the Retention Officer.

**Specific Duties and Responsibilities:**

- Support adherence and improve community support groups adherence to Community ART Refills and PLHIVs adherence to ART and TB medication.
- Provide linkage of PLHIV to the economic strengthening and life skills training
- Provide on job mentorship on proper documentation of the National Appointment and tracking registers
- Support formation, start up and implementation of Community ART refill programs specifically on engagement of community health workers on tracing of defaulters to minimize the loss to follow up of pre- ART and ART clients through improving evidence linkages between health facilities and community.
- Achieve targets and outputs of Appointment and Adherence of HIV care at community and Facility level
- Collaborate with CHMTs to identify training, Mentorship and supportive supervision needs for trackers and Community health workers and organize basic and refresher trainings using currently recommended national curriculums.
- Support facilities and Community ART drug pick up points have all the required documentation for tracing client’s movement and the registers are properly filled.
- Work with M&E on program monitoring, reporting, evaluation and documentation on weekly, monthly and quarterly bases using existing National/PEPFAR reporting tools
- Carry out any other responsibilities as assigned by supervisor.





- Good command of English and Swahili language will be an added advantage.

**16. Position Title:** **Clinical/ART Services Officer (3 positions)**  
**Work Station:** **Musoma Office (1), Bunda Office (1), Serengeti Office (1)**  
**Reports to:** **Regional Project Manager**

**Job Summary**

The incumbent will support delivery of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the HIV epidemic control. S/He will be responsible to integrate and deliver all the treatment cascade portfolio to ensure a continuum of care and scaled up service delivery. S/He will collaborate with health facility teams to oversee the work of HIV/AIDS Clinical Services towards reaching the set targets.

**Specific Duties and Responsibilities:**

- Support provision of comprehensive HIV/AIDS care and treatment service according to national guideline and technical assistance to the supported facilities
- Ensures effective execution of clinical cascade from the linked HIV Identified cases, adherence counseling and retention to care and treatment to facilitating their viral load suppression
- Coordinate and supervise health facility HIV/AIDS clinical services in supported districts to accomplish their expected scopes of work and provided targets
- Provide technical support to health care providers, and collaborate with CHMTs and Regional teams on implementation of the SDM; same day ART initiation, MMD/MMS, Community ART and other models according to the National Guidelines
- Support management of advanced HIV disease according to national guideline
- Participate in training, mentorship, supportive supervision and clinical guidance to health providers
- Make use of training materials/curriculum, SOPs and Job Aids useful to the providers according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

**Qualifications, Experience & Skills Required**

- A degree in medicine or nursing or advance diploma in clinical medicine. A Master degree in public health or any health-related field is an added advantage
- Proven experience and competence in managing patients on ART in Tanzania context
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in HIV prevention, care and treatment in resourceless country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder
- Good command of English and Swahili language will be an added advantage

**17. Position Title:** **Community ART Services Officer (2 positions)**  
**Work Station:** **Bariadi Office (1), Musoma Office (1)**  
**Reports to:** **Regional Project Manager**

**Job Summary**

The incumbent will support delivery of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the HIV epidemic control. S/He will be responsible to strengthen DSD focused on client centered approach which will improve satisfaction and retention. S/He will collaborate with clinical and health facility teams to oversee implementation of DSD in the region.

**Specific Duties and Responsibilities:**

- Offer technical assistance in provision of comprehensive HIV/AIDS care and treatment service to the supported facilities according to national guideline
- Ensures effective execution of DSD cascade from the linked HIV Identified cases, adherence counseling and retention to care and treatment to facilitating their viral load suppression
- Coordinate and supervise health facility with community ART refill services in supported districts to accomplish their expected scopes of work and provided targets
- Provide technical support to health care providers, and collaborate with CHMTs and Regional teams on implementation of the DSD including MMD/MMS, Community ART refill and other models according to the National Guidelines
- Support establishment of new facility led community ART refill sites management of advanced HIV disease according to national guideline
- Participate in training, mentorship, supportive supervision and clinical guidance to health providers
- Make use of training materials/curriculum, SOPs and Job Aids useful to the providers according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

**Qualifications, Experience & Skills Required**

- A degree in medicine or nursing or advance diploma in clinical medicine. A Master degree in public health or any health-related field is an added advantage
- Proven experience and competence in managing patients on ART in Tanzania context
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in HIV prevention, care and treatment program in resource limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder
- Good command of English and Swahili language will be an added advantage

**18. Position Title:** Clinical ART Services Assistant (1)  
**Work Station:** Korogwe Office  
**Reports to:** Regional Project Manager

**Job Summary:**

The Clinical ART Services Assistant will support delivery of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the HIV epidemic control. S/He will engage and work closely with providers at the facility to support linkage, counseling and retention of clients to ensure continuum of care.

**Specific Duties and Responsibilities:**

- Support provision of comprehensive HIV/AIDS care and treatment service according to national guideline and technical assistance to the supported facilities.
- Participate in execution of clinical cascade from the linked HIV Identified cases, adherence counseling and retention in care to facilitating their viral load suppression.
- To assist in development and implementation of weekly, monthly and quarterly plan for ART services
- Support health care providers in collaborate with CHMTs on implementation of HIV care and treatment including same day ART initiation, DSD including MMD/MMS, Community ART and other models according to the National Guidelines
- Participate in mentorship, supportive supervision and clinical guidance to health care providers as needed
- Support and ensure facilities have SOPs and Job Aids useful for provision of quality HIV care and treatment according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

#### **Qualifications, Experience & Skills Required**

- Minimum Education: Diploma in Clinical Medicine/Nursing, Advanced Diploma or Bachelor degree in the relevant health-related field is an added advantage.
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in HIV prevention, care and treatment program in resource limited country
- Experience working in public health NGO
- Experience working with Local government and ministry of health
- Good interpersonal and people management skills-a team player and builder

**19. Position Title:** HIV Prevention Officer  
**Work Station:** Bariadi and Musoma Sub Offices (2)  
**Reports to:** Regional Project Manager

#### **Job summary:**

The focus of HIV Prevention Officer is to ensure that all facility-based HIV Prevention activities including Cervical cancer screening and treatment to all women living with HIV, Gender Based Violence, KP MAT services and PreP are implemented at the acceptable service delivery standards in the specific districts and supported facilities.

S/he will engage and work closely with providers at the facility setting including collaborating with R/CHMT, Facility in charges and HIV Prevention focal persons with technical advice and guidance from the project HIV Testing and Prevention officers. S/he will report directly to Regional Program Manager on administrative matters and in directly to HIV Prevention Advisor for technical advice and guidance.

#### **Specific Duties and Responsibilities:**

- Development of annual work plans for the implementation of HIV prevention strategies.
- To ensure the HIV prevention activities are offered at all service points (OPD, RCH, CTC and Methadone Assisted Therapy Unit) at project supported health facilities

- To strengthen sites capacity in implementing cervical cancer screening and treatment including referral to higher centres among all PLHIV women, as per National guidelines.
- To provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards and scale best practices to the project supported facilities
- Ensure adequate supplies of commodities (cervical cancer screening, methadone Assisted Therapy utensils, GBV kits, Prep supplies) and other materials including tools and relevant SOPs at the project supported sites
- In collaboration with HIV Prevention Advisor, follow up with CHMT's and respective Civil Society Organisation (CSO) to ensure that project activities are well implemented at the project supported sites and all financial obligations are met on time.
- To liaise with other project staff to ensure successful referral and proper management of all Gender Based Violence cases both at the community and Health Facilities.
- Integrate post-GBV and VAC services within the existing care and treatment services in all supported facilities include PEP, STI screening and treatment, basic psycho-social assessment and counseling, care and support, collection of forensic evidence, and referral to the police or legal systems and to other community services for GBV/VAC survivors.
- Support project supported sites in implementation of strategies to identify People Who Injects Drug (PWID) from the community for enrolment into CSO and MAT Clinic.
- Work in collaboration with other project staffs mainly community KVP and PMCTC to ensure smooth implementation of PrEP activities both at Facility and Community level.
- Support sites in achieving Prevention indicators (GBV, Cervical Cancer screening, KP MAT, and PrEP targets by conducting weekly review meetings to assess performances with development of action plans
- Assist with other programmatic and administrative duties as required for successful implementation of HIV Prevention activities at the project supported health facilities
- Work with CHMT to ensure successful transference of mentorship, technical support and support supervision to Health Care Workers at supported health facilities.
- Support Project HIV Prevention Advisor in planning, implementation and evaluation of HIV Prevention activities in the supported councils as well as Health Facilities.
- Work with M&E on program monitoring, reporting, evaluation and documentation on weekly, monthly and quarterly bases using existing National/PEPFAR tools in a timely manner.

### **Qualifications, Experience & Skills Required**

- Advanced Diploma or Degree in the related field of clinical and medical services, social science, counselling or psychology.
- Medical professional background with public or community health skills is an added advantage
- At least two years' experience in implementing HIV program.
- Training in HIV/AIDS prevention, care and treatment.
- Basic skills in Microsoft Office packages for report writing and presentation
- Relevant interpersonal skills; ability to work with others, develop and maintain good work relationships

- Good command of English and Swahili language will be an added advantage
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Any training or previous experience with Gender Based Violence services will be an added advantage.
- Experience working with PEPFAR Funded Project.

**20. Position Title: Supply Chain Assistant**  
**Work Station: Musoma, Tarime and Bunda Field Offices, (3)**  
**Reports to: Regional Project Manager**

**Job Summary:**

The Supply chain assistant is responsible for ensuring that Project supported sites meets national standard for ARV and related commodity supply chain management. He\She will work closely with the Pharmaceutical teams at facilities including collaborating closely with District and Regional Pharmacist providing technical advice and guidance on Supply Chain and Management of Health Commodities.

**Specific Duties and Responsibilities:**

- Ensuring that relevant staff at Project supported sites/districts are trained to provide high quality of services.
- Ensuring that validated drug management tools (paper tool and software) are available and properly used at all Project-supported pharmacies o designing improved supply chain systems, processes and procedures for Project sites in collaboration with Supply chain partners.
- Identify training needs for sites, Districts and regional pharmacists and facilitate trainings on good practice in pharmaceutical and supply chains management site staff.
- Collaborate with National, regional and district level pharmaceutical personnel to develop a mentorship program for site level staff.
- Ensures uninterrupted supply in HIV-related commodities at all Project-supported sites.
- Ensure that forecasted and budgeted of HIV-related commodities including lab commodities are constantly for each single site/district.
- Ensure that each single site/district has the required minimum and maximum stock levels of all HIV-related commodities including lab reagents and consumables, assist in redistribution of products when out of stock.
- Providing technical assistance to site staff responsible for ordering HIV related commodities through e-LMIS through accurate forecasting and ordering from the MSD regional stores.
- Ensuring that technical procedures for procurement, distribution and dispensation are respected at all sites according to the standard operating procedures, keep track of drug flow between stores and Project supported sites and continuously update and educate site staff on developments and issues related to new drug formulations.
- Maintain the inventory of drugs and Laboratory commodities and reagents that are present at both drugs stores and all of Project supported site pharmacies
- Prepare monthly, quarterly narrative reports.
- Collecting on monthly basis information about the stock at all Project supported sites districts, compile per region.

- Liaise with the ARV focal pharmacists and municipal counterparts on quarterly basis to address any concerns or problems that they are faced with regarding supply chain issues of HIV/AIDS commodities and related supplies.
- Actively perform supportive supervisions to Project supported sites. And use these supervisions to strengthen their capacity on issues related to supply chain management.
- Carry out any other responsibilities as assigned by the line manager.

**Qualifications, Experience & Skills Required**

- Certificate/Diploma in pharmacy
- Public Health background is an asset
- At least three years of experience in Health commodities management within public and private sector (forecasting, procurement, distribution and monitoring)
- Experience in health program management as team member or other position, a strong advantage.
- Knowledge of using existing Logistics tools like e-LMIS is an added advantage.
- Excellent written and oral communication, Fluency in English as working language
- Good knowledge in computer software applications such as MS Word, Excel.
- Ability to identify problems, design interventions and oversee their implementation.
- Ability to train and mentor others, Ability to work in a complex environment with multiple tasks.

**21. Position Title: Monitoring and Evaluation Officer Facility Based (4 positions)**  
**Work Station: Tanga, Simiyu and Mara**  
**Reports to: Regional Project Manager**

**Job summary:**

The M&E Officer will provide leadership to Amref’s HIV Community Services portfolio in strengthening district and regional HIV M&E Systems by ensuring that all activities meet the highest standards through provision of strategic information which will inform the right direction of the program. S/he will oversee HIV Community Services teams focused on designing and implementation of M&E strategies including data quality assurance and associated frameworks.

**Specific Duties and Responsibilities:**

- Lead a team supporting timely, accurate and appropriate reporting project activities and results to the program management team
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress towards the program objectives
- Ensure that routinely collected data summaries are available in a timely fashion and a user-friendly format for regular use in program monitoring
- Ensure that Amref best supports districts and regional efforts to review and improve community HIV program performance through the use of quality routinely collected data
- Work with the Strategic Information team to ensure electronic systems are in place to manage and disseminate program data from client to national level.
- Ensure timely and complete data entry from paper-based sources to electronic sources

- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Facilitate generation of queries and ensure data cleaning activities are conducted systematically
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to central team as needed
- Lead in training new outreach workers on data collection tools, including referrals, reporting and database
- Conduct regular data quality assessments and joint supportive supervision with CHMT team to ensure the highest degree of program data quality
- Develop all monthly, quarterly, and other reports on all indicators for submission and review to central team
- Ensure all team members maintain security of data tools at all times, including protecting the confidentiality of records and data
- Involved in data reporting quarterly, semi-annually (SAPR) and annually (APR) and any other reports as necessary by GoT and Donor.

#### **Qualifications, Experience & Skills Required**

- Degree in health informatics, social sciences, or statistics
- At least 3 years of “hands on experience” as M&E officer position in HIV prevention, care and treatment. Experience in working with HIV Community interventions will be an added advantage
- Strong data analysis, graphical data presentation, dissemination and report writing skills
- Experience working in NGO which is active in health development.
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS, CTC2, CTC3 and DATIM
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Power point, and Access

**22. Position Title:                    Monitoring and Evaluation Officer Community Based (1)**  
**Work Station:                        Simiyu**  
**Reports to:                             Regional Project Manager**

#### **Job summary:**

The M&E Officer will provide leadership to Amref’s HIV Community Services portfolio in strengthening district and Simiyu region HIV M&E Systems by ensuring that all activities meet the highest standards through provision of strategic information which will inform the right direction of the program. S/he will oversee HIV Community Services teams focused on designing and implementation of M&E strategies including data quality assurance and associated frameworks.

#### **Specific Duties and Responsibilities:**



- Lead a team supporting timely, accurate and appropriate reporting project activities and results to the program management team
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress towards the program objectives
- Ensure that routinely collected data summaries are available in a timely fashion and a user-friendly format for regular use in program monitoring
- Ensure that Amref best supports districts and regional efforts to review and improve community HIV program performance through the use of quality routinely collected data
- Work with the Strategic Information team to ensure electronic systems and other tools are in place to manage and disseminate program data from client to national level.
- Ensure timely and complete data entry from paper-based sources to electronic sources
- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Facilitate generation of queries and ensure data cleaning activities are conducted systematically
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to central team as needed
- Lead in training new outreach workers and data clerks on data collection tools, including referrals, reporting and database
- Conduct regular data quality assessments and joint supportive supervision with CHMT team to ensure the highest degree of program data quality
- Develop all weekly, monthly, quarterly, and other reports on all indicators for submission and review to central team
- Ensure all team members maintain security of data tools at all times, including protecting the confidentiality of records and data
- Involved in data reporting quarterly, semi-annually (SAPR) and annually (APR) and any other reports as necessary by GoT and Donor.

#### **Qualifications, Experience & Skills Required**

- Degree in health informatics, social sciences, or statistics
- At least 3 years of “hands on experience” as M&E officer position in HIV prevention, care and treatment. Experience in working with HIV Community interventions will be an added advantage
- Strong data analysis, graphical data presentation, dissemination and report writing skills
- Experience working in NGO(s) which is active in health development.
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS, CTC2 and DATIM
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Power point, and Access

**23. Position Title:** Monitoring and Evaluation Assistant  
**Work Station:** Community (1) Zanzibar, Facility Based (1) Bariadi  
**Reports to:** Regional Project Manager

**Job summary:**

The M&E Officer will assist the project Strategic Information portfolio in HIV care and treatment for Community (Zanzibar) and Facility Services (Simiyu) in strengthening district and Simiyu region HIV M&E Systems by ensuring that all activities meet the highest standards through provision of strategic information which will inform the right direction of the program. S/he will support HIV Services teams focused on routine implementation of M&E strategies including data collection, assessing quality assurance and associated frameworks.

**Specific Duties and Responsibilities:**

- Support a team supporting timely, accurate and appropriate reporting project activities and results to the program management team
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress towards the program objectives
- Ensure that routinely collected data summaries are available in a timely fashion and a user-friendly format for regular use in program monitoring
- Ensure that Amref best supports districts and regional efforts to review and improve community HIV program performance through the use of quality routinely collected data
- Work with the Strategic Information team to ensure electronic systems and other tools are in place to manage and disseminate program data from client to national level.
- Ensure timely and complete data entry from paper-based sources to electronic sources
- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Support generation of queries and ensure data cleaning activities are conducted systematically
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to central team as needed
- Participate in training new outreach workers and data clerks on data collection tools, including referrals, reporting and database
- Conduct regular data quality assessments and joint supportive supervision with CHMT team to ensure the highest degree of program data quality
- Develop all weekly, monthly, quarterly, and other reports on all indicators for submission and review to central team
- Support Data Officers to maintain security of data tools at all times, including protecting the confidentiality of records and data
- Involved in data reporting quarterly, semi-annually (SAPR) and annually (APR) and any other reports as necessary by GoT and Donor.

**Qualifications, Experience & Skills Required**

- Diploma in social sciences, health informatics or statistics; Degree in the mentioned areas will be an added advantage to the candidates.

- At least 1 year of “hands on experience” as M&E officer position in HIV prevention, care and treatment. Experience in working with HIV Community interventions will be an added advantage
- Basic data analysis, graphical data presentation, dissemination and report writing skills
- Experience working in data management systems including data collection, data quality assessments and simple analyses
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Power point, and Access

**24. Position Title:** ICT Officer (1)  
**Work Station:** Musoma  
**Reports to:** Regional Project Manager

**Job summary:**

Support Amref Offices, Facilities and the RHMTs on keeping the Health Information Systems functional and Up To Date to enhance the projects data management and reporting. He will work closely with the Strategic Information Director in strengthening Health Information Systems across Mara region

**Specific Duties and Responsibilities:**

- Review current CTC databases and present ideas for system improvements to ensure their strong functionality and optimization
- Work with software development team to review new and existing code and/or perform unit testing
- Install and configure computer network, computer hardware operating systems and applications correctly and within agreed timescales and standards
- Monitor and repair malfunctioning peripherals, computer systems and networks
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults in the most efficient way possible
- Provide support, including procedural documentation and relevant reports
- Record accurately and prioritise support requests, outcomes and time taken in the ICT Service Desk portal
- Maintain an inventory of ICT hardware and software
- Perform preventive maintenance duties on items of ICT hardware, including the cleaning of equipment.
- Prepare training manuals and provide training sessions as required

**Qualifications, Experience & Skills Required**

- Minimum Education: Bachelor's degree in Computer Science, Information Technology or Health Information System.
- Experience: 4 + years in information technology
- Good understanding of CTC databases
- A working knowledge of web technologies, such as HTML, PHP, CSS and Javascript, as well as traditional programs like Java, Visual Basic, .NET, etc.
- A working knowledge of computer hardware, current Microsoft Windows Desktop, Server, and Network Operating Systems.

- Effective written and verbal communication skills

**25. Position:** Assistant Project Accountant (2)  
**Work Station:** Country Office  
**Reports to:** Program Accountant

**Job summary:**

To provide processing and coordination support to the Program Accountants within the defined area of specialization.

**Specific Duties and Responsibilities:**

- Data preparation and entry; this includes daily data entry from invoices for assigned cost centres, payment and Processing JVs for all MPESA requests, review of purchase requisitions and staff imprest in the ERP and correctly prepare LOE Journal for the respective cost centre on monthly basis
- Managing Creditors, including maintaining an up to date creditors status (matching invoices to LPOs and GRNs, checking correctness and accuracy of the invoices preparation of payment of creditors), ensuring as much as possible all invoices are PO based, exceptions must have approved justification. Reviewing of the creditors accounts and respond to supplier queries
- Managing Debtors; this includes maintaining an up to date debtors status, verifying that staff qualifies for imprest before passing the request for approval, following up with the receipts/invoices for deposits paid, reviewing debtors account and monitoring imprests and perform staff allocation for staff
- Managing Ledgers; such as ensuring inter-ledgers balances are correct for the assigned cost centres, sharing with the Cost centre managers Expenditure by donor report lines (Income and expenditure by donor report lines to use in preparation of the complete report to the donor) by every 10th day of the month and audit trail (Details of every transaction for the cost centre ) by every 10th day of the month
- Audit; to provide audit support to allocated projects, prepare files in advance of audit visits and respond to audit issues and queries as appropriate.
- Grants management; which includes co-ordinating the project's grants accounting, reporting, compliance and risk management. To review and finalize sub recipients budgets, prepare contracts/agreements and follow up on compliance. To handle correspondences and matters in regard to grant management in consultation with the Program Accountant, to receive and review periodic grants reports for all sub recipients, liquidate the eligible costs and take relevant action on the expenses rendered ineligible. To provide feedback to all Sub recipients on grants performance, to provide technical support and supervise the sub recipients to ensure full compliance with the Global Fund requirements. To provide on-site mentorship to sub recipients and capacity development to them to plan, implement, monitor and report on grants awarded

**Qualifications, Experience & Skills Required**

- The candidate must hold Bachelor degree in Finance or Accounting,
- CPA is an added advantage
- Experience handling multi-currency transactions
- At least 4 years work experience in the related field and Experience working with donor funded projects.
- High level of integrity

- Knowledge of finance, accounting, budgeting, cash flow forecasting and cost control.
- Skills in analysing financial data and prepare financial reports.
- Strong analytical skills in applying accounting principles of accounting and ensure that best practices are observed
- Knowledge of Federal Government and State financial regulations preferably CDC and USAID financial rules and regulations
- Experience working with Local Government Authorities and PEPFAR funded project

## **26. Position: Assistant Grant Officer (1)**

**Work Station: : Mara**

**Reports to: Regional Project Managers**

### **Job Summary:**

Maintains Sub Grantees' financial, accounting functions in order to meet the needs of the organization and the donor. S/he prepares financial statements, maintaining cash controls, providing financial reporting and analysis in support of the project. Support's both Amref staff and subs grantees financial and budgeting, compliance and reporting functions.

### **Specific Duties and Responsibilities:**

- Financial control and accounting, includes, keeping the accounting system for tracking of expenses up-to-date; collecting and prepare invoices and Cash Transfer Requests for payment, post in accounting system, and process in the accounting/bank system; preparing monthly finance reports, including budget vs actuals of the sub grantees portfolio assigned; ensuring financial procedures for the Afya Kamilifu Project are kept updated under the guidance of Grants, Contracts and Compliance Specialist for local payments, cash management and general accounting. Preparing accurate and timely financial reports to donors as required, reviewing invoices and provide account codes, when appropriate, for proper project accounting and working on cash flow forecasts for project.
- Sub Grantees Direct payments and payroll processing; this includes maintaining updated sub grantees employment contracts, and tracking all changes which occurs over a time of the project life, tracking and maintain all the records of the payments processed directly by Amref Tanzania and accounts for compliance and adherence of donor and all necessary local policies, to manage and update all contractual engagements relating to benefits and statutory contributions and deductions, managing the sub grantee's payroll and maintaining and updating all extra duty/allowances paid by Amref Tanzania
- Compliance and Auditing, specific responsibilities includes, ensure compliance of grants with CDC/procedures and donor rules/regulations, including all applicable policies and procedures, visit Sub grantees (Districts, FBOs, CSOs) in order to support financial management of grant-funded projects, conduct periodic compliance review of grant-funded projects, to support required audits as need arise and advice or recommend the execution of audit as per requirement and planning and executing compliance review to other sub grantees as per Amref SOPs
- Grants and Contracts Management, this include to perform grant-related pre and post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes, reconciliations, re-budgeting and grant closeout functions as required. Maintaining and updating all sub grantees information, making sure that every sub grantee is having active contracts, sufficient

funds for project implementations, active and signed sub agreements and sub grantees maintains project files and other Duties as deem necessary and assigned

### **Qualifications, Experience & Skills Required**

- The candidate must hold Bachelor degree in Finance or Accounting,
- At least 2 years work experience in the related field and Experience working with donor funded projects.
- High level of integrity
- Knowledge of finance, accounting, budgeting, cash flow forecasting and cost control.
- Skills in analyzing financial data and prepare financial reports.
- Strong analytical skills in applying accounting principles of accounting and ensure that best practices are observed.
- Knowledge of Federal Government and State financial regulations preferably CDC and USAID financial rules and regulations
- Experience working with Local Government Authorities and PEPFAR funded project

**27. Position: Administration and Logistics Officer (1)**

**Work Station: Mara Region**

**Reports to: Project Manager**

### **Job Summary:**

The Job holder will be responsible to provide general administrative support, office upkeep and facility management. S/he will be responsible with supporting program logistics and transportation needs

### **Specific Duties and Responsibilities:**

- Supervise and review quality service delivery of outsourced services including travel and vehicle usage, cleaning and security
- Coordinate the general support services for Amref facilities including tea, photocopying, and messenger service etc.
- Coordinate the letting of Amref facilities including advertising, processing contracts, rent collection and any required follow up
- Maintain an asset register for all Amref fixed assets and project assets. All new assets to registered, tagged with Amref ID number and allocated to respective as per Amref Health Africa assets procedures by using professional way of dispatching items by using way bills.
- Provide a liaison between Amref and key suppliers of office equipment ensuring all necessary service is provided
- Supervise all security operations and systems, making appropriate recommendations where required Security assessment for Amref offices,
- Improve Safety and Security of staff, property and the office Premises
- Amref offices to be registered under OSHA and complied with OSHA regulations
- Services of fire extinguishers as required intervals
- Maintain up to date insurances for all facilities, equipment etc.
- Manage utilities including water and electricity ensuring timely payment to avoid disconnection; appropriate usage as well as alternative supply options
- Oversee building maintenance for all Amref facilities and the construction of any new buildings with the assistance of a Clerk of works
- Maintain all necessary files with regards to general office administration.

- Prepare monthly vehicles maintenance, fuel report which will include details of when, at what KM service performed, spares and cost for spares and shared with Administration Manager.
- Coordinate and allocate all vehicle requesting accordingly
- Make sure drivers are all obey transport rules and procedures as per Amref transport policy by conducting meeting with drivers.
- Routing meeting with drivers for coaching and guidance.
- Timely submit of monthly fuel payment to finance

#### **Qualifications, Experience & Skills Required**

- Minimum Education: Masters degree in Public Administration or Business Administration, Procurement and Supply Chain/Logistic Management
- General administration including facilities management and secretarial knowledge
- Excellent computer skills at minimum with Microsoft Office package of Word and Excel,
- Good interpersonal and people management skills with a matured and confident personality
- Possess work experience of not less than 5 years and should be competent or have worked in HIV related project for at least 3 years
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

#### **How to Apply:-**

If you meet the criteria given above and interested in the vacancies, please send an application letter and CV combined in as one PDF document indicating your present employer and position, daytime telephone contact, names and addresses of three referees. All interviews will be conducted at Amref Health Africa country Office in Dar es Salaam for shortlisted applicants. To be considered, your application must be received **by 16.30 HOURS August 07, 2021**. The subject line of your job application email should mention the job position that you are applying as it appears in this advertisement. Failure to do that your application may not easily be retrieved. All correspondences and applications should be emailed to: [jobs.tanzania@amref.org](mailto:jobs.tanzania@amref.org)

- 1. Amref Health Africa is an equal opportunity employer and has a nonsmoking environment policy***
- 2. "Amref Health Africa is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible"***
- 3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, sms, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above***
- 4. Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.***