



## **Elizabeth Glaser Pediatric AIDS Foundation**

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) began supporting HIV and AIDS programming in Tanzania in 2003 and established a country office in 2004. Ever since, in close collaboration and partnership with the Ministry of Health Community Development, Gender, Elderly and Children and Presidents Office Regional Administration and Local Government, EGPAF expanded scope to supporting quality comprehensive and integrated HIV, GBV, TB and Family planning services in the supported regions. Recently, EGPAF in collaboration with consortium partners Amref Health Tanzania, Engender Health, D-tree International and Matchboxology won the U.S. Agency for International Development (USAID)/Tanzania's Comprehensive Client Centered Health Program – HIV and Tuberculosis Northern (CH3P-HIV&TB) Activity contract. Under C3HP, EGPAF offers USAID a responsive and forward-thinking approach that will address the evolving needs of the people of Tanzania as they relate to HIV in 5 regions (Arusha, Kilimanjaro, Manyara, Dodoma and Singida), tuberculosis (TB) in 6 regions (Arusha, Kilimanjaro, Manyara, Dodoma and Singida and Tabora), and family planning (FP) in 3 regions (Arusha, Dodoma and Manyara) services across each continuum.

**1. Job title: Grants Officer**

**Primary manager: Senior Finance and Administration Manager**

**Job Grade: 5**

**Location: Kilimanjaro and Manyara.**

### **Job Summary**

Grants Officer in the provision of contract and sub-contract support to EGPAF Tanzania's program and ensures compliance with the terms and conditions of the Foundation's awards,

applicable EGPAF and US Federal Government audit, cost and administrative principles and regulations

## **Essential Duties and Responsibilities**

### **Compliance review, monitoring and support**

- Participate in developing compliance review plans with project grant coordinator and ensure they are properly implemented.
- Facilitation and execution of compliance review at least twice a year for each partner as per Grants under contract management plan.
- Facilitation and execution of risk assessment on annually basis to and pre award assessment to new partners.
- Advise the technical leader on any potential risk within the respective portfolio.
- Tracking and ensuring all outstanding compliance findings are addressed and resolved in a timely manner as per grant under contract management plan.
- To provide updated property register of all assets and inventories within the portfolio to technical leader during the compliance review visit.
- Advise technical leader on the audit requirement for all sub grantee under the respective portfolio on annually basis as per USG rules and regulations by filling out audit questionnaire.
- To ensure sustainable technical relationship between EGPAF and the Grants under contract recipient.
- Monitor Grants under contract recipient performance to ensure compliance with the terms and conditions of Grants.
- Provides on-going assistance to Grants under contract recipients to administer their agreements compliant with all terms and conditions.
- Manages the Grants under contract close out process.

### **Documentation and Communication**

- Tracking and documenting all relevant and necessarily information using the documentation guideline.
- To always keep files updated in both as a hard copies and electronically in the country sharing drivers and in the CGIS.
- The Grant officer will be responsible to proactively and professionally communicate with colleague and partners on the information ready to be shared.
- To facilitate documentation of the Grants under contract in hands of the recipients under the respective portfolio
- To communicate and document any conversation and/or written information to a supervisor, colleagues, and partners.
- To provide a weekly updates and plan as per monitoring and support tracker.

### **Cash Flow Management**

- To facilitate that all Grants under contract recipients in the portfolio has cash in hand to implement activities all the time of the project life
- Submit all cash requests for each Grants under contract recipients on a monthly basis and in a timely manner as per SOP.
- To monitor Grants under contract recipient's expenses on monthly basis by providing financial analysis and BVA on monthly basis on every 10<sup>th</sup> the month.
- Advise the technical leader on the cash flow risk within the portfolio.
- To track all wire transfer made to the Grants under contract recipients and collect all receipts and file accordingly.
- To realistically and accurately facilitate projection of the cash for Grants under contract recipient under your portfolio on quarterly basis as per SOP.

### Contract

- Ensure each Grants under contract recipient has an active contract at all times by monitoring and tracking all modification requirement
- Ensure Grants under contract recipient adhere to contractual and donor regulations at all times through capacity facilitation plan.
- Facilitate in Pre-Award assessment process and ensures organizations have the capacity to appropriately manage a Grants under contract.
- To provide a technical justification of selection and cost analysis of the proposed Grants under contract.
- Works closely with contractual, financial and technical staff and provides guidance as necessary on Grants under contract requirements.
- To advise on the need for modification of any Grants under contract on your portfolio
- Addresses problems or concerns with management of Grants under contract in a timely and effective manner.
- Advise on the proper funding mechanism of the respective portfolio

### Capacity Facilitation

- To facilitate technical assistance in trainings on USG, Grants under contract, EGPAF, and donor regulations and financial management to recipients including, but not limited to - Startup Training, Initial Training, Orientation of Grants under contract recipients, Renewal Workshops, and Annual Trainings.
- Providing technical assistance to GUC recipient key personnel on the daily administrative and financial procedures.
- To proactively build your portfolio capacity by provide onsite training on need basis.
- To at least orient and learn critically at least two key policies of A&C and share with your colleagues
- To continually learn new development in the project management and Grants under contract management.

### Other Duties

- To work as a team player with the colleagues and demonstrate positive attitude and readiness to offer support upon need.
- To continually advise on tools, SO, Checklist, policies and ideas to support continuous learning and improvement.
- To plan and report all quarterly activities with the project office plan with the administrative supervisor.
- To provide support to other Grant officers, supervisors and other colleagues as advised by supervisor.

### Required Qualifications

- Minimum of two years' experience in US Federal funded grants/contracts administration and management.
- Bachelor's degree in Business or other related field required.
- Project management experience

### Knowledge, Skills & Abilities

- Prior experience in business management or financial administration federally-funded programs.
- Data management experience
- Prior experience with international non-profit organizations preferred.
- Excellent communications skills (oral and written), including editing and proofreading.
- Proficient computer/software skills, including command of Word and Excel.
- Excellent organizational skills, ability to work independently, assess priorities and manage a variety of activities with attention to detail.
- Ability to interact professionally with staff, applicants, and sub recipients.
- Willingness to travel in Tanzania and throughout the region.

### HOW TO APPLY

EGPAF is an equal opportunities employer and the position is open to all. Qualified candidates should submit a CV, cover letter and relevant certificates explaining how the experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

**Submissions to be sent to the below Link:**

<https://phe.tbe.taleo.net/phe02/ats/careers/v2/viewRequisition?org=PEDAIDS&cws=41&rid=2677>

**2. Job title: Executive Secretary**

**Reporting to:** Country Director

**Job grade:** Grade 6

**Location:** Dar es Salaam

### **Job Summary**

The Executive Secretary will be a point of contact for internal and external relations on all matters pertaining to the Office of the Country Director /Chief of Party for the USAID Comprehensive Client Centred Health –HIV & TB Northern Project (C3HP). She/he will provide high-level administrative support to the Country Director/Chief of Party and the Country Management Team through effective planning, coordination, office management; administration and logistics oversight.

### **Essential Duties and Responsibilities**

#### **General Administrative and Logistical Support :**

- Support the Country Director / Chief of Party in a proactive manner, working closely and effectively with her to keep her informed of impending commitments, obligations, and actions that require follow up.
- Plan, coordinate, and ensure that the Country Director's and USAID's C3HP Northern Project's schedules are followed.
- Prioritize conflicting demand; respond quickly and proactively to issues; and complete relevant projects on time, even when deadlines are tight.
- Manage communications and responses with important EGPAF Tanzania external stakeholders and establish a positive rapport with them.
- Schedule meetings with government authorities, EGPAF Tanzania donors, EGPAF Tanzania external partners, and others as needed.
- Review and align all papers before submitting them for signature to the Country Director / Chief of Party including contracts, MOUs, timesheets, and expense reports, as needed.
- Keep an archives of relevant materials for the Country Director's office / Chief of Party
- Oversee the Country Director's / Chief of Party Project departments' file systems.
- Research, prioritize, and follow up on issues and concerns presented to the Country Director/ Chief of Party particularly those that are sensitive or confidential.
- Follow up on the outcomes of meetings attended by the Country Director / Chief of Party as needed, ensuring that the outcomes are executed in accordance with the meeting.
- In collaboration with appropriate EGPAF Tanzania stakeholders, prepare agendas and related documents for field visits.
- In collaboration with the EGPAF Tanzania Administration team, prepare the agendas for the Country Director / Chief of Party visitors.
- Handle all logistics in-country, including itineraries, transportation, lodging, and any other request/reservation during the visit period.
- Provide essential information to the Country Director / Chief of Party prior to a meeting or consultation, such as context, visitor profiles, planned agenda, and interests.

- Assist the Country Director / Chief of Party with any other tasks that are allocated to him/her.

### **Communications support:**

- On behalf of the Country Director / Chief of Party, draft replies to EGPAF HQ, Donor Offices, EGPAF Tanzania Country Office, and Field Offices concerns.
- Determine whether concerns should be delegated or referred to others, and provide proper briefing and documentation.
- Assist the Country Director /Chief of Party in effectively disseminating information.
- Prepare reports for the Country Director / Chief of Party
- In cooperation with communications or other CMT members, prepare communications and presentations for the Country Director and the Chief of Party

### **Support and Liaison**

- Serve as a link between the Country Director and the USAID C3HP Northern Project office and EGPAF Tanzania internal departments, exhibiting leadership to preserve EGPAF Tanzania Country Management Team and USAID C3HP Northern Project Senior Management Team credibility, confidence, and support.
- Assist in the scheduling of meetings, attend meetings, and takes notes/writes reports as an adjunct member of the EGPAF Tanzania Country Management Team and the USAID C3HP Northern Project Senior Management Team.
- Assist in coordinating the agendas and meeting invitations for the CMT/USAID C3HP Northern Project management meetings.

### **Requirements**

#### **Education:**

A bachelor's degree in law from an accredited university, or a bachelor's degree in business administration, human resource management, or a related field of study, is required. Post-graduate education will be beneficial.

#### **Experience:**

- A minimum of four (4) years of relevant work experience in a similar function, preferably in a high-level administrative or executive position with an international NGO.
- Potential candidates should be mature, possess high-level skills and experience in supporting top management leadership
- Proven ability to write technical and managerial communication (letters, reports, minutes, and presentations)
- Working understanding of Tanzania's government and USAID's structure and communication channels

**This position requires a person with the following attributes:**

- Excellent English and Kiswahili written and oral capabilities (ability to express ideas clearly and effectively, both in spoken and written English)
- Outstanding computer literacy and MS Office Suite (Word, Excel, PowerPoint, and Outlook) fluency, as well as excellent documentation abilities, are required.
- He or she must have excellent interpersonal and communication skills, an extensive network in the government and non-profit administration sector, be innovative and able to make solid decisions in a range of settings
- Detail-oriented, excellent analytical, strategic planning capabilities and able anticipate needs and obstacles
- Ability to prioritize, work efficiently, and meet deadlines
- Must be proactive in meetings and exceed the needs of the Country Director/Chief of Party of the USAID C3HP Northern Project.
- Ability to work independently with minimum supervision
- Good listening skills and the capacity to keep confidential information
- Excellent presentation skills, able to be assertive yet with compassion and respect for others
- Ability to work in a team-building environment and contribute to it
- Ability to communicate with people from various backgrounds including international settings, cultures, and levels of authority
- Willing and able to travel as needed
- Must be willing and able to work evenings and weekends to meet event or assignment deadlines (should the need arise).
- Thorough knowledge of the EGPAF Tanzania core values, policies and procedures, as well as donor requirements for the USAID C3HP Northern Project.
- Superior planning, coordination, and reporting abilities, as well as the ability to coordinate

## HOW TO APPLY

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**3. Job title: Associate Technical Officer – Laboratory Services**

**Primary manager: Senior Strategic Results Manager**

**Job Grade: 4**

**Location:** **Dodoma and Manyara.**

### **Job Summary**

The purpose of this position is to strengthen the implementation and management of overall laboratory quality management system and RAS+ activities for the C3HP – project in supported sites in the. The Associate Technical Officer Laboratory Services [ATO LS] will provide direct technical assistance to laboratories and sites and ensure that the appropriate resources are deployed to assist sites in maintaining the highest level of quality systems and implementation of the RAS+ plan.

The [ATO LS] will fully be accountable to the RAS+ leadership and technically reports to Senior Technical Advisor Laboratory Services.

### **Essential Duties and Responsibilities**

#### **Capacity building**

Ensuring good quality clinical laboratory testing in the C3HP supported facilities in the Dodoma regional supported sites including:

- To conduct needs assessment at supported sites; identify areas for improvement for quality services including introduction of new technologies.
- Ensure availability and proper use of laboratory SOPs, manuals, guidelines, worksheets, and forms at all sites and sections. Assist in the modification of these forms whenever required
- Capacity building in collaboration with the Senior Technical Advisor Laboratory Services prepare and facilitate trainings for Health Care workers including laboratory staffs, and other stakeholders as planned/ needed.

#### **Coordination and technical support at the supported sites:**

- Actively involved in laboratory related program planning, implementation, monitoring, and evaluation and reporting to appropriate levels within the foundation
- Monitor sample transportation (Spoke – Hub model) and verify the documents at project office before the courier submits to C3HP Dar es Salaam office for review and payment process
- Provide technical support on implementation of the HIV Viral load testing services for both conventional and Point of Care sites, including sample/ results transportation logistics.



- Provide technical support on HEID testing at Point of Care testing sites also ensure sample transportation to testing Lab with conventional machine (Muhimbili Lab in Dar es Salaam) and post analytical phases which includes results return at standard turnaround time (TAT)
- Provide technical support on implementation of Laboratory Quality Management system including Laboratory Accreditation.
- Support districts in planning and implementing laboratory services towards sustainability of Laboratory program
- Perform any other related duties as assigned by the supervisors or delegate

### Documentation and Reporting of laboratory services

Follow up to receive quality quarterly lab reports and as needed, data analysis then shares with other levels including the Senior Technical Advisor Laboratory Services for continual improvement

- Collaborate with other C3HP staffs, and regularly inform all local stakeholders about the C3HP's supported laboratory activities in the region/ district
- Provide any other information /reports as requested by senior management
- Document/ involved in documentation of technical findings e.g. piloting, best practices etc.
- Ensure quality lab service input to the quarterly, semiannual and annual report from the supported project councils

### Required Qualifications

- Applicants must be the laboratory technologist completed from the Government recognized institution, with 3 years Medical Diploma/ Advanced Diploma, a degree would be advantageous
- Candidates must be registered or eligible for registration with the Tanzanian Medical Laboratory Council
- At least four years' bench laboratory experience in general clinical laboratory testing, including HIV testing, CD4, Viral load testing, Microbiology etc.
- Capable of using various machines including DNA PCR/ VL machine, FACS Presto, PIMA, Gene X-pert machine, TB Microscopy etc.
- Knowledge and skills on Good Laboratory Practice/ Good Clinical Laboratory Practice, Laboratory Safety Management.
- Ability to conduct Laboratory trainings, mentorships, and Supportive supervision
- Writing and performing Laboratory presentations using data
- Ability to plan, develop and work independently
- Familiarize with the National Laboratory guidelines and policies

### Skills and desired competencies

- Clear demonstration of interpersonal skills and ability to communicate (written and oral communication) effectively
- Basic knowledge in computer software applications such as MS Word, Excel, and the Internet

- Ability to work independently, committed to implementing Laboratory quality standards as required under ISO: 15189 including Laboratories under accreditation road map.

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**4. Job title: Associate Technical Officer – TB Services**

**Primary manager: Senior Strategic Results Manager**

**Job Grade: 4**

**Location: Tabora.**

### Job Summary

The Technical Officer TB services (TO-TB) is a highly committed, self-motivated and result oriented individual. S/he will coordinate and supervise implementation of TB and TB/HIV services within the region, towards effective and sustainable implementation. S/he will provide regional level technical assistance, mentorship and supervision of the supported TB and TB collaborative activities, including designing and supporting implementation of innovative approaches to ensure high quality and integrated TB and TB/HIV collaborative activities across the supported councils and facilities. S/he will be part of the Regional Acceleration Strategy team and will ensure an effective collaboration with various technical officers, while providing guidance and technical assistance to RTLCs and DTLCs in line with the government of Tanzania (NTLP) guidelines. The TO-TB will lead on documentation and sharing of best practices in TB and TB/HIV collaborative activities in their respective regions. The TO-TB will report to the Senior Strategic Results Manager – RAS, with a dotted reporting line for technical oversight to the Senior Technical Advisor TB Services

### Essential Duties and Responsibilities

Associate officer TB services will work with RAS team in Tabora region to support implementation of C3HP supported TB, TB/HIV and DRTB activities.

- To Contribute to develop program activities and implementation plan, including TB, DRTB and TB/HIV program goals, objectives and targets
- Review sub grantee proposals, work plans and budgets to ensure accuracy, relevancy and feasibilities of proposed TB, DRTB and TB/HIV collaborative activities in line with C3HP supported programs.
- Provide technical support to councils, supervising and monitoring implementation of sub grantees planned TB, DRTB and TB/HIV collaborative activities
- Ensure TB and TB /HIV materials including guidelines, SOPs, Job aids are widely available from the central/national program levels to the supported regions, districts and facilities
- Take lead in various TB and TB/HIV collaborative activities work planning, and coordination to ensure they are included into regional and council's project plans
- Track TB, DRTB and TB/HIV collaborative activities performance of districts and provide advice CHMTs for improving low performing districts
- Take a lead in TB case finding including TB screening, linkage to diagnosis and treatment
- Supporting councils to implement quality improvement for TB case finding activities
- Ensure all TB, DRTB & TBHIV recording tools are documented properly by reviewing TB screening tools, Presumptive TB, IPT registers, TB unit register and TB contacts registers
- Writing a quality and detailed TB section of quarterly and annual narrative report and achievements towards annual work plan
- Work with regional M&E team and participate in collection and reporting of quality TB, DRTB and TB/HIV collaborative activities/services data
- Representing EGPAF at meetings and workshops related to TB, DRTB and TB HIV/Collaborative activities in the region
- Perform other duties assigned by supervisor

### Required Qualifications

- Degree or advanced diploma in medicine, nursing or related field with relevant national registration
- Master's degree in public health or related field is an added advantage
- At least 1 year of experience working in public health programs/ services
- At least 1 years of experience in implementation and management of TB and TB/HIV services or related clinical and public health programs
- Experience in writing reports, best practices and lessons learnt

### Knowledge, Skills & Abilities

- Excellent command of English and Swahili languages in written and oral communication.
- Experience in basic computer applications such as MS Word, Excel, Power point and internet
- Ability to work under pressure and tight deadlines

### HOW TO APPLY

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Closing Date: April 29<sup>th</sup> 2022

Only shortlisted candidates will be contacted.