



Tanzania Health Promotion Support

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Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministries of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care services to all Tanzanians; through strengthening of health systems for quality health services.

THPS has been awarded by the U.S. Centers for Disease Control and Prevention (CDC) through Division of Global Migration and Quarantine (DGMQ) to implement a project titled “Strengthening COVID-19 vaccine delivery among Refugee Settings in Tanzania (SCoRe)”. The goal of the project is to improve COVID-19 awareness and uptake among refugees, their family and health care workers (HCWs) in Nyarugusu and Nduta refugee camps while simultaneously strengthening the overall vaccine delivery system for long term impact on fighting vaccine preventable diseases.

THPS therefore is seeking competent, experienced, dynamic and qualified candidates to fill the positions listed below

Job Title: Project Coordinator (1Post)
Reports to: Regional Program Manager
Position Location: Kigoma

Job Summary

The incumbent will supervise the THPS SCoRe Project; regional and district immunization and vaccination officers (R/DIVOs) in strengthening Covid-19 vaccine delivery and uptake among refugee Settings in Tanzania (SCoRe Project). Specifically, s/he will work with Regional Program Manager in overseeing the planning, implementation and monitoring of the COVID - 19 vaccination in Nyarugusu and Nduta Refugee Camps in Kigoma region and ensure GOT targets are reached and all data is entered into the Chanjo-Covid Database and internal monitoring systems.

Specific duties and responsibilities:

- Facilitate COVID-19 vaccination activities/outreaches to the community in refugee camps with assistance of the site coordinators
- Work closely with the R/CHMT and site coordinators to support timely COVID-19 data collection and submission then prepare weekly and monthly reports
- Track progress and present to THPS leadership, CDC, DGMQ and other relevant stakeholders THPS achievements in the Covid-19 Vaccination.
- Develop and conduct a survey to understand barriers to vaccine uptake among PLHIV and general population clients who refused COVID-19 vaccination
- Facilitate data entry in the Chanjo-COVID systems and other internal systems
- Work with R/DIVOs to organize stakeholder’s meetings and joint supportive supervision.

- Track and document lessons learnt and best practices during the implementation of the program.
- Work with the Regional M&E Managers/Data Manager to ensure all the teams involved in data collections and entries received key orientation and other necessary capacity building to make sure there is accuracy of reported data
- Work with the Regional M&E Managers/Data Manager to ensure all the teams involved in data collections and entries receives working equipment like computers or tablets to keep them productive
- Work with the field teams to identify the specific requirements for instance availability of COVID -19 Data collections tools across all councils in the region
- Work with the available Assistant Data Officer (ADO) interns in the facilities to ensure that all clients vaccinated at the facilities and during community campaigns are properly documented in the COVID-19 register and data entry of COVID-19 vaccination uptake for both PLHIV and general population is up to date and complete clearing of all ChanjoCovid backlog and real time data entry
- Work with HCWs at the facility to ensure COVID-19 registers are properly filled and together develop structured data filling workflow at each health facility
- Ensure all project reports daily, weekly, monthly and quarterly reports are of high quality and are produced and submitted on time and entered into relevant reporting systems
- Work with HCWs to identify clients eligible for second dose, generating the list for easy follow-up and ensure that those vaccinated are directly updated in both systems.
- Work with HCWs to identify the list of the clients in MMD who are not vaccinated, develop weekly list for HCWs to trace and offer COVID-19 vaccination in outreach.
- Provide all the necessary support and assistance on data requests at facility or district level to SCoRe's program staff
- Work very closely with ADO to conduct daily, weekly and monthly tracking of all COVID-19 vaccinated clients from all vaccination points at facility and community level ensuring proper documentation of these clients for easy tracking
- Actively participate in COVID-19 QI related activities and ensuring provision of quality data on monitored indicators by the QI team within respective assigned facilities
- Conduct routine analysis of data and display of key set of COVID-19 indicator progress on a weekly/monthly/quarterly basis, and share findings with the facility/district and SCoRe staff for use and for decision making
- Ensure timely reporting requested are prepared and submitted as requested from your region ensuring that all reports shared are accurate and of high quality.
- Participate in internal Data Quality Assessment (DQA) with R/DIVOs and participate in the implementation of the recommendations
- Mentor HCWs and facility ADOs on proper COVID-19 vaccination documentation and data management
- Work with R/CHMTs to ensure key stakeholders including MoH, MoHA, PORALG and other IP teams working in refugee camps participate in COVID -19 data sharing meetings and joint supportive supervision.
- Carry out other relevant tasks as assigned by supervisor

Knowledge and qualifications

The applicant MUST have the following minimum qualifications;

- Medical doctor degree from recognized institutions. Masters in public health, Epidemiology, Sociology are an advantage.
- At least two-years' experience working in HIV and /or vaccination programs.
- Experience in community sensitization and mobilization and ability to work with community stakeholders i.e. grassroots LGAs, community-based organizations.
- Experience in data management, monitoring and supervision

- Good verbal and written communication skills in English and Kiswahili
- Ability to work independently with strong problem-solving skills, transparency and accountability
- A good understanding of public functions and operations in government and NGO services.
- Able to meet deadlines for assigned tasks

Other additional qualification

- History of being a COVID-19 champion at community or facility is an added advantage

Job Title: Site Coordinator (2 Posts)
Reports to: Project Coordinator-SCoREcore Project
Position Location: Kigoma

Job Summary

The incumbents will assist the THPS SCoRe Project Coordinator and work closely with district immunization and vaccination officers (R/DIVOs) in strengthening Covid-19 vaccine delivery and uptake among refugee settings in Tanzania. Specifically, they will work with Project Coordinator in overseeing the program implementation and monitoring of the COVID -19 vaccination in Nyarugusu or Nduta camps in Kigoma region and ensure GOT targets are reached and all data is entered into the Chanjo-Covid Database and internal monitoring system.

Specific duties and responsibilities:

- Facilitate COVID-19 vaccination activities/outreaches to the community in refugee camps
- Work closely with the regional and council teams to support timely COVID-19 data collection and submission then prepare weekly and monthly reports
- Track progress and regularly present to THPS Score Project coordinator on achievements in the Covid-19 Vaccination.
- Develop and conduct a survey to PLHIV and general population clients who refused COVID-19 vaccination
- Facilitate data entry in the ChanjoCovid systems and other donor system.
- Work with DIVOs to organize stakeholder’s meetings and joint supportive supervision.
- Track and document lessons learnt and best practices during the implementation of the program.
- Work with the District M&E Managers/Data Manager to ensure all the teams involved in data collections and entries received key orientation and other necessary capacity building to make sure there is accuracy of reported data
- Ensure that all the teams involved in data collections and entries receive working tools like computers or tablets to keep them productive
- Work with the field teams to identify the specific requirements for instance availability of COVID -19 Data collections tools across all councils in the region
- Work with the available ADOs interns in the facilities to ensure that all clients vaccinated at the facilities and during community campaigns are properly documented in the COVID-19 register and data entry of COVID-19 vaccination uptake for both PLHIV and general population is up to date and complete clearing of all ChanjoCovid back log and real time data entry.
- Work with HCWs at the facility to make sure COVID-19 registers are filled properly and together develop structured data filling workflow at each health facility
- Ensure all project reports daily, weekly, monthly and quarterly reports of high quality and are produced and submitted on time and entered into government ChanjoCovid reporting

- systems
- Work with HCWs to identify clients eligible for second dose, generating the list for easy follow-up and ensure that those vaccinated are directly updated in both systems.
- Work with HCWs to identify the list of the clients in MMD who are not vaccinated, develop weekly list for HCWs to trace and offer COVID-19 vaccination in outreach.
- Provide all the necessary support and assistance on data requests at facility or district level to SCoRe's program staff
- Work very closely with ADO to conduct daily, weekly and monthly tracking of all COVID-19 vaccinated clients from all vaccination points at facility and community level ensuring proper documentation of these clients for easy tracking
- Actively participate in COVID-19 QI related activities and ensuring provision of ~~are~~ data on monitored indicators by the QI team within respective assigned facilities to check the quality
- Conduct routine analysis of data and display of key set of COVID-19 indicator on a weekly/monthly/quarterly basis, and share findings with the Facility/district and SCoRe staff for use and for decision making
- Ensure all Donor reporting requested are prepared and submitted as requested from your refugee camps ensuring that all reports shared are accurate and of high quality.
- Participate in internal DQA with DIVOs and participate in the implementation of the recommendations
- Mentor HCWs and Facility Assistant Data Officers on COVID-19 vaccination proper documentation and data management
- Work with R/CHMTs to coordinate participation of MoH, MoHA, PORALG and other IP teams and stakeholders working in refugee camps teams participate in COVID -19 data sharing meetings and joint supportive supervision.
- Carry out other relevant tasks as assigned by supervisor

Knowledge and qualifications

The applicant MUST have the following minimum qualifications;

- Medical Doctor degree from recognized institutions. Master's in Public Health, Epidemiology, Sociology are an advantage.
- At least two-years' experience working in HIV and /or vaccination programs.
- Experience in community sensitization and mobilization and ability to work with community stakeholders i.e. grassroots LGAs, community-based organizations.
- Experience in data management, monitoring and supervision
- Good verbal and written communication skills in English and Kiswahili
- Ability to work independently with strong problem-solving skills, transparency and accountability
- A good understanding of public functions and operations in government and/or NGO services.
- Able to meet deadlines for assigned tasks

Other additional qualification

- History of being a COVID-19 champion at community or facility is highly encouraged

Job Title: Assistant Data Officers (2 Posts)
Reports to: Project Coordinator-Score Project
Position Location: Kigoma

Specific duties and responsibilities:

- Work with the available Data Clerks in the facilities to ensure that all clients vaccinated at the facilities and during community campaigns are properly documented in the COVID-19 register and data entry of COVID-19 vaccination uptake for both PLHIV and general population is up to date and complete clearing of all Chanjo Covid and Patch Excel data entry backlog.
- Audit entry of COVID-19 Vaccination (i.e. partially and fully vaccinated) done by Data Clerks for all COVID-19 register and databases.
- Work with HCWs at the facility to make sure COVID-19 register fields are filled properly and together develop structured data filling workflow at each health facility.
- Assist Data clerks to ensure that COVID-19 registers are neatly kept and easily accessible when needed
- Conduct COVID-19 vaccination data entry (both from facilities and communities) into the National Chanjo Covid system including conducting data reviews and validations at facilities and district level as required
- Ensure all project reports daily, monthly, quarterly, semi-annual and annual reports are of high quality and are produced and submitted on time and entered into Patch Excel
- Work with HCWs to identify clients eligible for second dose, generating the list for easy follow-up.
- Work with HCWs to identify clients in MMD who are not vaccinated, develop weekly list for HCWs to trace and offer COVID-19 vaccination in outreach.
- Provide necessary support on data requests at facility or district level
- Work very closely with Data clerks to conduct daily, weekly and monthly tracking of all COVID-19 vaccinated clients from all vaccination points at facility and community level ensuring proper documentation of these clients for easy tracking
- Actively participate in COVID-19 QI related activities and ensuring provision of accurate data on monitored indicators by the QI team within respective assigned facilities
- Conduct routine analysis of data and display of key set of COVID-19 indicator progress on a weekly/monthly/quarterly basis, and share findings with the facility/district for use and for decision making
- Ensure timely report compilation and submission as requested by the SI team or technical team in your region
- Conduct monthly data cleaning exercise for respective site/s
- Conduct routine data checks on COVID-19 vaccinated client information entered into database on a daily/weekly basis
- Participate in internal DQAs with R/DIVOs
- Mentor HCWs and facility Data Clerks on COVID-19 vaccination proper documentation and data management

- Build working relationship regional and district immunization and vaccination officers (R/DIVOs) to provide technical support in planning, coordination and supervision of COVID-19 vaccination data in the district
- Work with R/CHMTs to organize stakeholder’s meetings and joint supportive supervision.

Knowledge and qualifications

The applicant MUST have the following minimum qualifications;

- Recognized education in Computer science, Statistics, Health Informatics, Public Health or related disciplines with an advanced diploma or first degree
- At least one-year experience working in HIV and /or vaccination programs.
- Analytical and communication skills, ability to assimilate and process information for diverse audiences.
- Advanced computer skills in Microsoft package (Excel, word processor and PowerPoint)
- Ability to work with computer graphics, data visualization or geospatial information systems.
- Working experience in a health facility setting with good knowledge of HIV interventions and tools
- Staff training capabilities
- Able to work independently or as part of a team
- Exceptional ability to self-organize with attention to detail.
- Skills focus on results and accountability

How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to (recruitment@thps.or.tz) by **3rd June, 2022** with a position title as a subject line, for example ‘**Project Coordinator**’. Only shortlisted applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; youth, women, people living with HIV/AIDS and people living with disability are encouraged to apply.