



NEW JOB ADVERTISEMENT

Introduction

Rafiki Social Development Organization is a development and advocacy non-Governmental and non-profit sharing Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/00006336 to operate in Tanzania Mainland.

Currently Rafiki-SDO is implementing projects in 5 regions and 14 Councils in Tanzania mainland including Shinyanga ,Geita ,Kigoma, Rukwa, and Mara regions and funded by different donors.

Rafiki-SDO in partnership with PACT implement the USAID Adolescents and Children HIV Incidence Reduction, Empowerment and Virus Elimination project (ACHIEVE). ACHIEVE is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants and children. The project is funded by the U.S. Agency for International Development and implemented by a Pact-led consortium of top global HIV/AIDS partners. The ACHIEVE consortium works with USAID Missions, national governments and existing response partners to identify gaps in HIV prevention and treatment programming among target populations. As part of its strategy, ACHIEVE is working to prevent and respond to gender-based violence and to empower youth to own their own future.

To facilitate smooth implementation of this project, RAFIKI-SDO wishes to recruit qualified, experienced, motivated and dynamic individuals in the following positions available;

Job Title: Project Accountant - (2 POST)

Office location: Mara Region

Work station: Musoma MC 1 Post & Bunda TC 1 Post

Reporting to: Program Manager

Duration: 12 Months / Renewable (full time)

Salary: Attractive package

- Establish financial systems and policies for the project to ensure Organization compliance, practices, and regulations;
- Provide financial and administrative support in the design, implementation, and monitoring of project activities;
- Advise project staff on donor requirements; and provide training on financial management, recordkeeping, operational systems, and policies as needed;
- Maintain audit trail for all projects matters ie. proper book keeping both soft and hard copies, proper filling of project documents e.t.c

- Ensure sufficient internal controls are maintained throughout the project life, ie. bank reconciliations and all expenses are with proper approvals.
- Maintain project fixed assets register
- Develop and monitor budgets for the project;
- Work with program staff to finalize and administer sub agreements, subcontracts, MOU and other related project agreements;
- Effectively communicate with and orient subrecipients to ensure understanding of donor regulations, cost norms and requirements. Ensure the financial monitoring of all project sub-grants in accordance with proper accounting principles and donor requirements;
- Work with procurement process to ensure proper planning, purchasing and distribution of project products in compliance with Rafiki-SDO policies and donor regulations;
- Analyze project expenses, including subrecipient financial reports, on a monthly and quarterly basis;
- Assess cost-effectiveness of methodologies proposed by the project leadership team;
- Coordinate input for the annual budgeting process with the Chief of Party and subrecipients;
- Supervise other financial and administrative staff;
- Ensure timely preparation and submission of complete and accurate financial reports and cash requests as per donor requirements.
- Maintain effective linkages between technical components, grants and finance and administrative functions within the project.
- Oversee compliance of Donor financial policy guidelines, policies and procedure of Government of Tanzania relating to all statutory requirements (PAYE, WHT, SDL, WCF, NSSF, HESLB) and any other income tax.

Qualification and Experience

- University degree in Accounting and Finance, economics or another relevant field;
- At least three (03) years of experience working on donor-funded development programs and financial management;
- At least one (01) year in a supervisory role

JOB TITLE: Case Management Officer (CMO) - (1 POST)

Office location: Mara Region

Work station: Bunda TC & Serengeti DC

Reporting to: Program Manager

Duration: 12 Months / Renewable (full time)

Salary: Attractive package

Position Summary:

The overall purpose of Case Management Officer position is to provide strategic leadership and management of National Integrated Case Management System (NICMS) function at CSO and council level. The job holder will ensure high quality case management services are offered to OVC caregivers and Children and Adolescents living with HIV.

Roles & Responsibilities:

- Oversee Case Worker Coordinators and provide overall leadership for case management activities.

- Share direct supervision responsibilities of Community Case Workers (CCWs), Lead Case Workers (LCWs) and Community Health Workers (CHWs) with Case Management Coordinators.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, and M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to Case Management Coordinators and CCWs.
- Regularly monitor case management activities and use the information to improve case management quality and implementation.
- Ensure CCWs complete required case management forms and ensure case filing system is developed and maintained.
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors (DEDs), Council Health Management Teams (CHMTs), District Social Welfare Officers (DSWOs), and Ward-level officials.
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Map existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management System (NICMS) Training for CCWs.
- Ensure that all CCWs are oriented to the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and NPA-VAWC Committees.
- Lead the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once per quarter.
- Ensure that Case Management Coordinators are providing continuous mentoring and support to CCWs; directly conduct supportive supervision to Case Management Coordinators and CCWs.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document specific case management lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

Minimum required Qualifications, Experience and Skills

Education:

- Diploma in Social Work or Public Health. Diploma in Community Development, Community Economic Development (CED), may be considered.
- Bachelor's degree or higher, in the above-mentioned fields will be an added advantage.

Skills:

- Strong M&E skills and experience in strategic information

- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

Job Title: HIV AND HEALTH OFFICER (1 POST)

Office location: Mara Region

Work station: Serengeti DC

Reporting to: Project Manager

Duration: 12 Months / Renewable (full time)

Salary: Attractive package

Position Summary:

The overall objective of this position is to contribute towards strategic service delivery to OVCs and their caregivers, address critical barriers to service access, uptake, and adherence to scale up impact service delivery, advance progress towards 95-95-95 goals and improve health and social outcomes among OVC and their families. The job holder will ensure sound and vibrant bi-directional referral and linkage system, improved case identification, linkages to ART and Viral Load suppression among Children and Adolescents Living with HIV/AIDS.

Roles & Responsibilities:

- Represent the CSO and coordinate with the Council Health Management Team regarding HIV and health related activities.
- Hold monthly coordination meetings with Care & Treatment Centers (CTC) in implementation area to support shared confidentiality, facilitate case conferencing, improve the bi-directional referral system, and ensure HIV positive beneficiaries receive needed services.
- Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision.
- Support the facilities to have an updated enrollment register at the facility that demonstrate the cascade of enrollment of CLHIV at the CTC.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into ACHIEVE Project, and link them back to CTCs.

- Support CCWs to conduct HIV risk assessments for OVC during case management; refer and link at risk OVC to HIV Testing and Counseling (HTC).
- Schedule quarterly Sexual Reproductive Health Education outreaches to Adolescent Girls and Young Women (AGYW), DREAMS Girls in school and organize HTC outreaches for adolescents with high-risk behaviors.
- Work with Health Facility Implementing Partners to roll out a supplemental HIV curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers.
- Support CCWs to strengthen the capacity of caregivers to support HIV positive OVC and ensure CCWs refer HIV positive OVC and caregivers to PLHIV support groups.
- Support the roll out of evidence-based curriculums relating to HIV (e.g., Steppingstone, Furaha Lifelong Parenting (Sinovuyo), Sexual Reproductive Health Education, Care for Child Development, etc.)
- Support the establishment of a bi-directional referral system to monitor beneficiaries through the HIV continuum of care as well as service completion for other health and social services.
- Monitor implementation, bottlenecks, performance metrics of the bi-directional referral system; proactively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- Participate in quarterly council level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved.
- Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making.
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.
- Support CCWs to conduct nutrition activities, including nutrition assessments, counseling, and linkage to other nutrition service providers.
- Provide continuous supportive supervision to CCWs to ensure provision of health-related services and referrals and linkages to beneficiaries.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

Minimum required Qualifications, Experience and Skills

Education:

- **MUST** be Diploma holder in Clinical Medicine or Nursing.
- Bachelor's degree or higher in medicine or nursing will be an added advantage.

Skills:

- Good understanding of Government of Tanzania health policies.
- Strong M&E skills and experience in strategic information.
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.

- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming. Experience in implementation of community programs in health/HIV, MNCH, TB/Malaria etc., is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

JOB TITLE: CASE MANAGEMENT COORDINATOR (2 POST)

Office location: Mara Region

Work station: Bunda TC and Serengeti DC

Reporting to: Case management officer

Duration: 12 Months / Renewable (full time)

Salary: Attractive package

Responsibilities:

- Supervise Community Case Workers (CCWs) and provide continuous mentoring and support to ensure delivery of high-quality case management services.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to CCWs and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Ensure CCWs complete required case management forms and case filing system is well maintained
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors, Council Health Management Teams, District Social Welfare Officers, and ward level officials.
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Assist in mapping existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
- Ensure that all CCWs are oriented in the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- Assist in the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once a year.

- Submit timely updates to the Case Management Officer for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Case Management Officer.

Minimum required Qualifications, Experience and Skills

Education:

- Certificate in Social Work or Public Health. Certificate in Community Development, Community Economic Development (CED), may be considered.
- Diploma or higher, in the above-mentioned fields will be an added advantage.

Skills:

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

HOW TO APPLY:

If you believe you are the ideal person we are looking for, please submit your application letter to Executive Director, Rafiki-SDO, P.O.BOX 177, MUSOMA. Describing why you are the right candidate for this position, curriculum vitae detailing your experience, copy of educational certificates and three (3) professional referees from previous and current place of employment. Please send the application to ajira@rafikisdo.or.tz, via Postal or by hand at Rafiki-SDO Musoma office located at Bweri near Maduka Tisa.

NOTE: For those who applying through email, should indicate the position title in email subject line. Rafiki-SDO will review the applications sent to the official e-mail address, Postal and application which will be submitted to Rafiki-SDO office. The closing date for the applications will be on Monday, 19th September 2022, **17:00 Hrs**

Rafiki-SDO will not refund any costs incurred by any applicant in preparation for this application. This includes, but is not limited to, cost for submitting an application and other communications related to the application. Rafiki-SDO will inform only those successful, if you do not hear back from Rafiki-SDO two weeks from the date of release of this job advert consider yourself as unsuccessful, Thank you for your interest in Rafiki-SDO work in Tanzania and for supporting national initiatives to saving lives and improve health for people affected by poverty or disaster so they can reach their full potential.

Only shortlisted candidates will be contacted

To learn more about Rafiki-SDO visit: www.rafikisdo.or.tz