



Vacancies Tanzania Communication and Development Center (TCDC) jobs 2022

The Tanzania Communication and Development Center (TCDC) is a Tanzanian NGO formed as a spin-off of the Johns Hopkins Bloomberg School of Public Health Center for Communication Programs (JHUCCP), empowering Tanzanian households and communities through social behavior change communication (SBCC), SMART Advocacy strategy and social development. TCDC's mission is to strengthen Tanzanian institutions and to support the government of Tanzania in its use of communications, social marketing, and social development strategies in the areas of health and education to improve the lives of Tanzanians. TCDC consists of team of over 40 staff, public health, behavior change and advocacy professionals with decades of collective experience in implementing large-scale SBCC and Advocacy programs on malaria, HIV/AIDS, family planning, safe motherhood, nutrition, Tuberculosis and Voluntary Medical Male Circumcision in Tanzania. TCDC currently has operations in the following regions; Lindi, Tanga, Mtwara, Ruvuma, Kagera, Kigoma, Geita, Katavi, Shinyanga, Simiyu, Mwanza, Mara, Tabora, Singida, Arusha, Pwani, Tabora, Kagera, Morogoro, Manyara regions and Zanzibar islands. Each of these regions were overseen by a regional manager, who is responsible for working with sub-granted CBOs

1. Job Title: Monitoring and Evaluation (M&E) Officer

Purpose of the role:

The Monitoring and Evaluation (M&E) Officer at sub- recipient Organization monitoring and evaluating implementation of TCDC's projects strategies and serve to track progress and evaluate the program, routine review of data and taking corrective action to adapt program activities towards reaching the desired results, goals and impacts. The M&E Officer works to support collection of timely and accurate information to ensure data-driven decision-making to solve critical problems and create evidence for dissemination.

Key Task and responsibilities

- Monitor Monthly performance, evaluate progress and advise on corrective action to improve and ensure timely and accurate data and progress reporting at the regional levels

- Compile Monthly reports
- Conduct community data verifications
- Reports to the M&E Leads at the prime organizations/donors
- Partner with R/CHMTs in data verifications, DQA and Data Management
- Continuously reviews existing community monitoring tools and adapt them accordingly
- Any other relevant duties assigned by the supervisor

REPORTING:

- S/he will report to M&E Lead of Prime Organizations/donors on the following:
- Collected and consolidated data from different projects in collaboration with SBC regional officers- Data should be verified and validated before submission.
- Success stories and lessons learnt so that there is continuous information that feed into the projects' progress.
- Mentorship activities and dissemination of lessons learnt on project result areas (reference to the projects' MEL plans)
- Linking SBC data and Service data during the projects quarterly review sessions
- Ensure regular and sufficient communication to SBC regional officers on implementation of project strategies and cascade any learning that will enhance quarterly/annual report.

Qualifications Required:

- Education, qualification, and other knowledge
- B.A/B. S/M. S/M. A in numerical/analytical subject (e.g., statistics, research design, applied social science, health informatics)
- Academic qualification relevant to TCDC area of operations (i.e., public health, community development, behavior change etc.)
- Demonstratable knowledge of public health issues in Tanzania
- Awareness and Knowledge of project focusing on addressing public health issues

Experience

- Demonstratable understanding of monitoring, evaluation and learning principles and practices, including the application of log frame approach
- Previous work/internship experience in public health related projects
- Experience in working with data including analysis, and drafting clear written reports/briefings
- Communicating technical information to non-technical 'lay' audiences
- Proven experience in training and capacity building in Monitoring and Evaluation practices

- Experience in managing individuals and support others in their professional abilities to interpret data and use it for proper reporting

Skills & abilities

Strong communication skills (verbal and written)

Strong partner relationship management

Fluent in written and spoken English and Swahili

Experience in using evidence for impact communication

Methodological, through approach with attention to detail

Good interpersonal skills and ability to work effectively as part of a team; responsive and informative in communication to both TCDC, Prime organizations/donors and SBC field staffs

2. Job title: Regional SBC Officer

Position Objective:

To provide effective leadership, management and implementation of SBC activities in order to contribute to overall objectives of AFYA KAMILIFU project. Supporting the AFYA KAMILIFU team by providing SBC technical advice to partners and government stakeholders to ensure activities are implemented based on evidence-based SBC approaches, follow current practice, and established standards to ensure quality and rigorous design. Be responsible for leading and coordinating the documentation and dissemination of knowledge to implementing partners to ensure consistency in the scale up of activities.

ROLES AND RESPONSIBILITIES:

- Planning, Organizing/coordination
- Initiate and assist the planning process with Implementing Partners, local government and community leaders.
- Liaison with the regional/district government staff to plan community mobilization activities
- Assist in the preparation of annual work plans, timelines, budgets and reports for TCDC
- Participate into regional as well as district planning sessions, share TCDC annual work plan to be incorporated into Regional Health Management Team plan.
- Develop and implement regional work plans
- Oversee implementation of SBC activities in the region
- Participate in national, regional, district invited or organized events
- Assist in the preparation of annual work plans, timelines, budgets and reports
- Build capacity of the Community Health workers through effective coaching and supportive supervision to enhance their project managerial skills.
- Coordinate SBC activities and ensuring the outputs are delivered on time and in accordance with regional Targets.

- Coordinate AFYA KAMILIFU activities in the region in collaboration with RHMT/CHMT
- Attend and represent TCDC in all key regional health technical meetings, present and provide feedback of meeting proceeds.
- Maintain a database of all partners, their contacts and location; interact regularly to present AFYA KAMILIFU strategic issues and clarification.
- Liaise with the district government staff to ensure mutual collaboration between Councils and other Ips
- Acting as TCDC representative in the region meetings, and maintaining strong links with the community leaders, government, and other stakeholders also to Advocate and influence government bodies, and partners on the organization activities at regional level and ensure there is good working relationships between government, private partners in reaching our goals.
- Perform any other work-related duties as assigned by your immediate supervisor.

Monitoring & Evaluation.

- Support AFYA KAMILIFU PROJECT and CHW by conducting support supervision visits on monthly basis to identify areas requiring support and as appropriate seek assistance when needed and provide regular and timely feedback to high-level management as needed on key challenges hindering the implementation of the program and suggest solutions for improvement.
- Work with M&E team to monitor all AFYA KAMILIFU SBCC activities in the region
- Collect and compile quality and timely regional monthly operations reports and disseminate them to all stakeholders in the region as well as provide solutions/plans that would lead to the improved or continued
- performance of the program activities.
- Provide report for supportive supervision and on-going monitoring activities
- Share project success story or stages of behaviour change in the project
- Properly use all community event guide lines to monitor field activities
- Ensure accuracy of data collected from field/community events and reported in the available M&E system.
- Present qualitative and quantitative results to regional and districts stakeholders including other AFYA KAMILIFU partners.
- Utilize qualitative and quantitative research results from internal and external sources for better programming and implementation of campaign activities in the region.

REQUIREMENTS:

- Degree qualification in social science-related studies, international development or other related fields required

- Minimum of four (4) years field and technical experience on social behaviour change with focus on HIV and TB.
- Strong project management experience and financial/budget analysis skills
- Personnel management experience is required
- Four years (4) experience in program planning and multi-cultural and remote personnel management experience
- Ability to become a thought leader in the field
- Excellent interpersonal and oral and written communication skills a must
- Ability to develop well-written, cohesive analyses and reports
- Track record of building strong client and stakeholder relationships
- Ability to identify and understand issues and opportunities, compare data from different sources to draw conclusions, use effective approaches for developing appropriate solutions, take action that is consistent with available facts and probable consequences, communicate with and seek guidance from regional program management team.
- Ability to generate innovative solutions in work situations
- Fluency in English and Kiswahili is required
- Willingness to be based in Katavi region and to travel to remote rural locations

How to apply

1. If you meet the criteria given and are interested in the positions, please send an application letter and updated CV combined as one PDF document. Include three referees.
2. All applications should be sent through email at jobs@tcdctz.org. The subject on your application should be the position you are applying for. The closing date of applications will be **Friday 28th November 2022; 17:00hrs**.
3. Direct application through other e-mail's or hand delivery will not be accepted.
4. TCDC doesn't require applicants to pay any fee at whatever stage of recruitment and selection process.
5. TCDC is an Equal Opportunity, Affirmative Action Employer committed to workplace diversity. We are committed to providing equal employment opportunities for all qualified applicants without regard to age, race, color, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference, genetic information, political affiliation in any employment decisions.
7. TCDC regrets that only short listed candidates will be contacted.