



Position Title: Prevention and HTS Intern (8 Positions)

Reports to: Prevention and HTS Officer

Duty Station: Mwanza

Travel: Up to 50% in intervention sites

Overall Job Function:

ICAP is inviting interested candidates to complete an internship and gain exposure in supporting HIV prevention programs on HIV Self Testing (HIVST), Social Network Strategies (SNS) and index testing services in Mwanza region. HIVST is a screening tool that provides an innovative method to stimulate demand for HIV testing services and support the accelerated identification of persons living with HIV. HIVST is currently integrated a part of routine service delivery across health facilities in Mwanza. The interns will work closely with the Prevention and HTS Officers to Scale up of testing for social contacts of clients at high risk of HIV and scale up distribution of HIV Self Tests.

Specific responsibilities and duties:

- Work closely with Prevention and HTS Officers to design and implement strategies for scale up of HIVST and SNT activities.
- Participate in follow up and monitoring of KVP testing activities including index testing activities.
- Document on best practices and lesson learnt on HTS activities across FIKIA+ supported districts.
- Participate in program calls to identify gaps and opportunities for improvement in current approach.
- Participate in the rollout of new innovative strategies to improve identification.
- Perform any other assigned duties by the supervisors



Required competencies and qualifications:

- Required: Diploma or higher in Development Studies/Sociology/Community/Development/Medical studies from recognized academic institution.
- **Required:** Excellent communication skills, including writing and presentation skills.
- Fluent in both Kiswahili and English.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum).
- 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 non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>



JOB DESCRIPTION

Position Title: Subawards and Subcontracts Intern

Reports to: Subawards and Contracts Officer

Employment Type: Full-time

Job Location: Dar es Salaam

Overall, Job Function:

The Subawards Intern provides administrative assistance on efficient and effective Subawards compliance support to operational and program staff at ICAP central, ensuring that narrative and financial reports for sub agreements are prepared according to donor requirements.

Specific Responsibilities and Duties:

- Assist in pre award assessments and compliance site visits
- Assist in reviewing expenditure reports submitted by subs and RCHMT's
- Assist in preparation of RCHMT's payment requisitions
- Assist to follow up on proof of payments with Tz finance team and share with subs
- Ensure all subs/service agreement reports are well arranged and filed in the server
- Ensure that all Sub's submitted reports have been well capture in QB
- Cross checking accuracy of the formular in budget/cost amendments templates
- Assist in the development of program financial, implementation, monitoring, evaluation tools, and support program staff in their effective use.
- Perform any other tasks as assigned by supervisor.

Education Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in accounting, finance, Business administration or economics.
- **Required Work Experience:** No experience required
- Flexible and Quick learner.
- Knowledge on exchange rate computations, GAAP, budgeting, monitoring expenditure, preparing financial reports, reconciling accounts.
- Self-motivated and able to work alone, whilst also good as working as part of a team.
- Able to manage large portfolio/heavy workload and to handle competing demand from various quarters.



- Excellent verbal communications and interpersonal skills including the ability to communicate clearly and assertively with a wide range of people from different cultures.
- Able to communicate technical issues to non-technical colleagues.
- High level of competency with spreadsheets, database, and accountancy-based IT
- Good analytical skills and ability to deal with large quantities of financial data
- Strong writing, reporting, and editing skills including the ability to present information in a coherent manner

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Position Title: KVP Intern - Fisher folk Community Engagement (1 position)

Reports to: Prevention and HTS Officer

Duty Station: Mwanza

Travel: Up to 50% to intervention sites

Overall Job Functions:

ICAP is inviting a qualified candidate to complete an internship and gain experience in supporting programs for key and vulnerable populations (KVP), specifically on new initiatives to scale up coverage and service provision to fisher folk communities. Fisher folk communities have been identified as key areas for the scale up of HIV testing, case identification, and treatment. The intern will work closely with the Prevention and HTS Officers to plan outreaches to fisher folk communities and to design appropriate implementation approaches, and a system for activity monitoring and evaluation.

Specific responsibilities and duties:

- Work closely with Prevention and HTS Officer, KVP-Technical officer, and selected civil society organization to support the design and implementation of strategies to scale up FIKIA+ in fisher folk communities.
- Support Prevention and HTS Officers and CSO for planning fisher folk community outreach
- Ensure that the established M&E system is in place for accurate reporting of outreach activities.
- Participate in weekly calls to identify gaps and opportunities of current approach
- Document challenges in the field and suggest action to be taken for improving MAT client data reporting
- Perform any other assigned duties by the supervisors

Required competencies and qualifications:

- Degree in Public Health or other relevant subject areas
- Candidates from fisher folk communities or those with experience working with fisher folks are strongly encouraged to apply
- Excellent communication skills, including writing and presentation skills.
- Fluent in both Kiswahili and English.
- Strong computer skills (basic data entry in MS Excel, Word, and PowerPoint at minimum).
- 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 non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background.
- Must be a Tanzania citizen

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>