



Position Title: Driver

Reports to: Admin Officer

Employment Type: Full-time

Job Location: Mwanza or Geita

Travel: Up to 80% in intervention districts outside of job location

Overall Job Function:

The Driver is tasked with safely transporting program staff and visitors, adhering to ICAP SOPs, policies, and traffic regulations. S/he is also responsible for maintaining vehicle cleanliness, timely servicing, and ensuring consistent fuel availability.

Specific Responsibilities and Duties:

- Operate ICAP program vehicles as instructed, ensuring the secure and efficient transport of staff members and visitors.
- Facilitate the delivery of packages, correspondence, and other relevant materials to various offices and businesses as necessary.
- Undertake long-distance trips with or without ICAP staff as needed, while complying with all road laws and regulations, as well as ICAP policies.
- Keep the vehicle consistently clean and in optimal condition and ensure that all necessary documents (such as insurance and road license) are current.
- Conduct routine checks and maintenance of the vehicle, which includes verifying oil, fuel, brakes, lights, windshield wipers, water levels, and tire pressures.
- Maintain a comprehensive record of vehicle maintenance to ensure adherence to service schedules and to alert the supervisor and fleet team in advance when the vehicle is due for service.
- Offer general assistance to ICAP staff members and visitors.
- Document all tasks performed, fuel consumption, and fill out all necessary forms. Timely report and submit accounts of any accidents, incidents, and unusual occurrences.
- Follow the necessary procedures as dictated by rules and regulations if involved in an accident.
- Adhere strictly to all rules and regulations set by ICAP.
- Carry out any other duties as delegated by the supervisor.

Qualification, Knowledge, and Skills:

- **Required Education:** Form Four (IV) certificate or higher education.
- **Required Certification:** Must have a valid and current driving license for category B/D.
 - **Preferred:** PSV Certificate from the National Institute of Transport (NIT) is an added advantage.
- **Required Experience:** Minimum five years' experience with a large organization or



company successfully driving 4WD manual vehicles in towns and up-country regions with a clean driving record.

- Basic knowledge of automobiles and ability to make minor repairs and perform preventive maintenance.
- Proficient written and spoken English and Kiswahili.
- Able to travel for significant periods of time to remote areas
- Highest level of integrity is required.
- Ability to collaborate with a diverse team and interact well with all beneficiaries, health care workers, and volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all clients regardless of their background

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<u>Position Title:</u>	<u>Quality Improvement Officer</u>
Reports to:	Technical Services Manager
Job Location:	Geita
Employment Type:	Full-time
Travel:	Up to 70% in intervention districts outside of job location

Position Summary

The Quality Improvement (QI) Officer enhances capacity and mentors quality assurance and continuous quality improvement for health management teams and facilities, ensuring adherence to national QI frameworks. S/he collaborates with various teams, such as HIV/AIDS, TB/HIV, and lab services, to streamline the design, implementation, and monitoring of QI activities. The officer ensures all facilities have active QI teams and follow national guidelines for facility and community-based activities.

Roles and Responsibilities:

- Develop, execute, and oversee regional QI work plans under the guidance of the regional manager and with technical support from the Technical Advisor - QI & Capacity Building.
- Partner with MOH to improve the abilities of regional and district health management teams and healthcare workers in quality enhancement for HIV/AIDS and TB care, PMTCT, VMMC, PrEP, and DREAMS activities.
- Strengthen the ability of all technical staff to incorporate QI principles into their tasks and across all supported indicators.
- Collaborate with facility and community coordinators to integrate QI principles in routine supervision, conduct regular site performance measurements, analyze QI data, provide feedback to site staff, CHMT, and RHMT, and participate in site-level QI meetings.
- Offer direct technical support and mentorship to health facilities for continuous quality improvement, change models, and system enhancements.
- Guide health facilities on using QI tools like flow charts, fishbone diagrams, driver diagrams, and decision matrix analysis for system and process improvement.
- Supervise site-level training and capacity-building efforts to implement quality improvement activities, coordinating with QI TOTs to effectively train ICAP staff.
- Lead initiatives to perform site-specific assessments of quality improvement capacity and monitor district and health facility QI activities.
- Manage data collection and feedback activities related to quality improvement efforts.
- Ensure regular QI meetings at the site level with the responsible site support officers attending.
- Carry out any other duties assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline
 - **Preferred:** Additional medical degree (MD, MBBS, or equivalent)



- **Required Technical Experience:** Minimum three years of proven experience in designing and implementing quality improvement activities in HIV care and treatment programs, including support to R/CHMTs and health facilities through donor-funded organizations.
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili required.
- Strong communication and project management skills as well as program implementation, data summary and presentation skills

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Position Title: **Supply Chain Officer**

Reports to: Technical Services Manager

Employment Type: Full-time

Job Location: Geita

Travel: Up to 70% in intervention districts outside of job location

Overall Job Function:

The Supply Chain Officer's role involves fortifying supply chain processes to guarantee prompt and precise forecasting, procurement, and distribution of HIV commodities required at facility and community locations. S/he will work towards enhancing logistics and supply chain management of HIV commodities across all ICAP-supported districts and sites in the region. The officer will directly provide technical support to the region, councils, facilities, and community sites, ensuring the necessary resources are in place to uphold high-quality HIV care standards. The Officer will also work closely and coordinate with the medical store department (MSD), regional pharmacist, regional laboratory teams, and other key stakeholders to maintain a steady supply of HIV commodities and materials for uninterrupted services.

Specific Responsibilities and Duties:

- Provide technical support and leadership to health facilities, district pharmacists, and ICAP staff for establishing and improving therapeutic committees, commodity management, and supply chain systems as per national standards.
- Establish a network of facilities for backup support during stock-outs and implement strategies for effectively managing HIV/AIDS commodity changes.
- Develop capacity-building plans and design improved supply chain systems, focusing on processes and procedures in collaboration with relevant stakeholders.
- Plan, implement, and evaluate ART and other relevant commodities for HIV programs at various levels and coordinate supply chain improvement activities to achieve program and national targets.
- Oversee supply chain activities, including forecasting, ordering, distributing, and distributing commodities, and conducting routine audits.
- Develop solutions for supply chain bottlenecks using trend analysis and peer-to-peer benchmarking to improve accountability.
- Monitor stock databases and commodities' shelf life to ensure optimal supply and avoid product expiry.
- Represent ICAP on logistics and supply chain issues to stakeholders, actively participating in partners' meetings and national drug management groups.
- Implement and monitor the supply chain logistic management information system (LMIS) involving ICAP and district pharmacists.
- Perform any other duties as assigned by the supervisor.



Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's Degree or higher in pharmacy or related field from a recognized academic institution.
- **Required Technical Experience:** Minimum 3 years working experience supply chain management issues supporting health facilities through a donor-funded organization, preferably on a PEPFAR-funded project through CDC.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of the duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred

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Position Title: **Prevention & HIV Testing Services Officer**

Reports to: District Program Lead

Job Location: Geita

Employment Type: Full-time

Travel: Up to 70% in intervention districts

Position Summary

The Prevention & HIV Testing Services (HTS) Officer works with and supports the HTS (including HIV recency testing) & HIV prevention portfolio to ensure efficient implementation, M&E, CQI implementation, and reporting of HIV testing and HIV prevention services in the respective district council, including accelerating index testing, optimized PITC, social network testing, HIV self-testing, DREAMS, linkage case management, KVP and PrEP services. S/he is responsible for the field implementation, coordination, and reporting of all HTS & HIV prevention initiatives in the assigned district council under the supervision of the District Program Lead and in collaboration with other ICAP staff, R/CHMTs, and supported facilities.

Roles and Responsibilities:

- Support the design, implementation, M&E, data use, CQI, reporting, and documentation of HTS and HIV prevention activities
- Support implementation of initiatives to address key program, donor, and national priorities such as accelerating index testing, focused PITC, linkage case management, PrEP, and DREAMS services in line with national guidelines.
- Provide technical assistance (TA) to the CHMT members and support facilities in planning, implementation, M&E, and reporting of HTS & HIV prevention services.
- Collaborate with CHMT to assess and implement initiatives to address skill and resource needs in HTS & HIV prevention services through supportive supervision, mentorship, on-job training, and CQI.
- Ensure compliance with national and international standards and best practices for program implementation, and that all programs are implemented in accordance with national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Participate in the data collection, analysis and use at facility and district council levels and contribute to the development of monthly, quarterly, and annual reports
- Lead the documentation of program success stories and lessons in the relevant technical areas learned for internal and external release/publication.
- Lead HTS and HIV prevention-related supervision in the respective council in collaboration with the CHMTs
- Coordinate and facilitate monthly meetings for sharing challenges and strategies for improvement of HTS and HIV prevention activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as assigned by the supervisor



Qualifications, Knowledge, and Skills:

- **Required Education:** Medical degree (MD, MBBS, or equivalent) or Bachelor's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline.
- **Required Technical Experience:** Minimum 3 years' work experience in the HIV field including demonstrated experience and knowledge working with key and vulnerable populations, HIV testing services, and HIV prevention.
 - Preferred: Experience working with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high-quality technical assistance to districts and facilities.
- Ability to work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.

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Position Title:	VMMC Officer
Reports to:	Technical Services Manager
Employment Type:	Full-time
Job Location:	Geita
Travel:	Up to 70% in intervention districts outside of job location

Overall Job Function:

The voluntary medical male circumcision (VMMC) officer will be responsible for the overall coordination, capacity building and implementation of the VMMC services in line with the national VMMC guidelines to achieve target coverage in the region in both community and facility settings.

Specific Responsibilities and Duties:

- Formulate daily work plan for regional and district level program implementation, including field supervision.
- Offer technical support, mentorship, and supervision to regional VMMC activities under the guidance of the Regional Manager and Technical Advisor - VMMC.
- Assist in preparing annual work plans, budgets, performance, and quarterly reports for VMMC.
- Prepare monthly VMMC service delivery budget, operations report, and quarterly comprehensive report in collaboration with the regional manager and Technical Advisor - VMMC.
- Monitor monthly financial expenditure on field service delivery for timely liquidation and budget compliance.
- Provide technical assistance, arrange and conduct training, seminars, and workshops on VMMC quality assurance with the training coordinator and QI team.
- Ensure constant availability of VMMC supplies and equipment across all VMMC facilities.
- Enforce adherence to established VMMC service protocols, policies, and guidelines.
- Conduct monitoring and evaluation of progress against manual targets with the SI coordinator and VMMC technical advisor.
- Maintain updated statistics and project data for performance reporting.
- Regularly communicate with R/CHMTs and handle special assignments from regional authorities.
- Provide technical assistance, monitor VMMC quality assurance activities, and evaluate the impact and sustainability of interventions.
- Write reports, success stories, technical briefs, abstracts, and updates on VMMC service implementation.
- Ensure effective and efficient program technical and logistic systems and procedures within the region.
- Provide direct technical assistance and on-job mentorship to MOH surgical staff.
- Collaborate with RHMT and CHMTs to ensure continuous VMMC service provision.



- Work with CHMT to provide healthcare workers with clinical mentorship and supportive supervision.
- Coordinate VMMC demand creation activities with local government and stakeholders.
- Oversee VMMC counselling program services and ensure linkage and referral of all HIV positive clients.
- Ensure surgical teams follow VMMC service guidelines and protocols.
- Develop regional innovations, document success stories, best practices and lessons learnt.
- Ensure regular and timely communication between MOH surgical teams and VMMC technical teams at both regional and central levels.
- Work with M&E team to ensure availability of national VMMC M&E tools, proper documentation at VMMC sites, and facilitate linkage in health facilities.
- Perform other relevant duties as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) with formal certification on VMMC
- **Required Technical Experience:** Minimum 3 years of overall coordination, capacity building and implementation of VMMC services
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili required

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Position Title:	<u>Pediatrics/PMTCT/CECAP Officer</u>
Reports to:	District Program Lead
Job Location:	Geita
Employment Type:	Full-time
Travel:	Up to 70% in intervention districts

Position Summary

The Pediatrics/PMTCT/CECAP Officer will coordinate the implementation of pediatric and adolescent HIV, PMTCT, and CECAP services in a district council. S/he will coordinate the Pediatrics, PMTCT, and CECAP portfolio to ensure efficient implementation, M&E, CQI implementation, and reporting of all interventions and indicators. In addition, s/he will work with the respective CHMT members in collaboration with other ICAP staff, facility providers, and expert clients to ensure that all activities are implemented per GoT and PEPFAR standards.

Roles and Responsibilities:

- Support the design, implementation, M&E, data use, CQI, reporting, and documentation of pediatric and adolescent HIV, PMTCT, and CECAP activities.
- Work with CHMTs and other ICAP staff to build capacity and mentor facility providers on the implementation of program priorities such as accelerating index testing for biological children, focused HIV testing for adolescents aged 15-19, provision of optimal ART regimen for children, pediatrics and youth-friendly services, psychosocial support, EID, maternal retesting, viral load testing, mentor mother initiatives, and all other interventions as per the national and donor guidance.
- Work with district teams to implement innovative, data-driven, quality pediatric and adolescent HIV treatment, PMTCT, and CECAP services.
- Work as part of the multi-disciplinary technical team to provide site support to district teams in ensuring linkages between PMTCT, EID, TB/HIV, and pediatric and adolescent HIV services
- Provide TA to the CHMT members and support facilities in planning, implementation, M&E, and reporting of pediatric and adolescent HIV, PMTCT, and CECAP services.
- Collaborate with CHMT to assess and implement initiatives to address skill and resource needs in pediatric and adolescent HIV, PMTCT, and CECAP services through supportive supervision, mentorship, on-job training, and design remediation strategies using CQI methodologies.
- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented per national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Provide oversight of pediatric and adolescent HIV clubs within the district council
- Participate in the data collection, analysis, and use at facility and district council levels and contribute to the development of monthly, quarterly, and annual reports
- Lead the documentation of program success stories and lessons learned in the relevant technical areas for internal and external release/publication.



- Lead HTS and HIV prevention-related supervision related to PMTCT & EID in the respective council in collaboration with the CHMTs
- Coordinate and facilitate monthly meetings for sharing challenges and strategies for the improvement of pediatric and adolescent HIV, PMTCT, and CECAP activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Medical degree (MD, MBBS, or equivalent)
- **Required Technical Experience:** Minimum 3 years' work experience in the HIV field with a donor-funded organization, including demonstrated experience and knowledge working on pediatric and adolescent HIV treatment, PMTCT, and CECAP programs.
 - Preferred: Experience working with PEPFAR-funded HIV programs.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at the minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high-quality technical assistance to districts and facilities.
- Ability to work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.

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Position Title: **District Program Lead**

Reports to: Field Implementation Manager

Supervises: Adult Care & Treatment/TBHIV Officer, Pediatrics/PMTCT/CECAP Officer, Prevention & HIV Testing Services Officer, Case Management Officer, Strategic Information Officer

Job Location: Geita

Employment Type: Full-time

Travel: Up to 80% in intervention districts

Position Summary:

The District Program Lead (DPL) heads ICAP programs and services at the respective council under the guidance of the Field Implementation Manager. S/he oversees all ICAP staff supporting the council level and provides technical leadership and oversight of all ICAP-supported programs and services including leading implementation, M&E and reporting of crucial program priorities including monitoring of activities under district level sub/service agreements – in collaboration with the Council Health Management Team (CHMT). The DPL is also responsible for managing communication and collaborations with the local government authorities and other key stakeholders.

Roles and Responsibilities:

- Lead and oversee the planning, implementation, monitoring, and reporting of program workplans and other ICAP-supported implementation activities at the council level.
- Ensure efficient utilization of project resources and compliance with donor and government regulations.
- Supervise program staff in the respective council.
- Participate in strategic dialogue with council authorities on project issues
- Actively participate in and collaborate with CHMTs to conduct needs assessments relevant to ICAP's scope and provide technical assistance (TA) to the District Medical Officer (DMO) and District AIDS Control Coordinator (DACC), Council Health Management Team (CHMT), and supported health facilities in planning, implementation, monitoring, and reporting of the identified gaps.
- Identify, engage and facilitate strategic collaboration with existing and new partners in HIV and related services to maximize the impact of ICAP's programmatic activities in the council.
- Work with the sub-awards and subcontracts officers to develop and oversee sub-grantees and service agreement plans and budgets and ensure optimum resource allocation, utilization, and compliance with donor and government regulations.
- In collaboration with compliance team, conduct program audits for subs and CHMTs to ensure effective use of project resources
- Ensure timely collection and submission of national HIV services and program data – as well as support strengthening of the related M&E systems – in collaboration with the M&E team.



- Lead the council-level data analysis and utilization initiatives to promote data utilization efforts at all levels.
- Implement and manage capacity-building efforts for HIV and related service providers, capitalizing on supportive supervision, mentorship, and on-job training.
- Perform any other related duties as may be assigned by the supervisor.

Qualifications, Knowledge, Skills

- Required Education:
 - MD/MBBS **or** PhD/doctoral degree in public health discipline **or** Clinical Officer/MPH with significant experience managing clinical programs in HIV/AIDS
 - Training and/or certification in program management is an added advantage
- Required Technical Experience:
 - Minimum 4 years of experience working in public health programs/services
 - Experience working for PEPFAR programs is an added advantage
 - Minimum 3 years of experience in design, implementation, management, and M&E of HIV or related clinical and public health programs and services
 - Experience in continuous quality improvement (CQI) implementation is an added advantage
- Required Managerial Experience:
 - Minimum 2 years of experience directly supervising and managing at least five staff in similar projects
- Excellent command of Swahili and English languages in written and oral communication
- Experience in basic computer applications such as MS Word, Excel, PowerPoint, and the internet
- Ability to work under pressure and stringent deadlines

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<u>Position Title:</u>	<u>Case Management Officer</u>
Reports to:	District Program Lead
Employment Type:	Full-time
Job Location:	Geita
Travel:	Up to 70% in the intervention districts

Position Summary:

The Case Management Officer (CMO) ensures client-centered services are provided to all people living with HIV (PLHIV) with fidelity. The CMO is responsible for facilitating the continuity of services and establishing networks for supportive services such as psychosocial counseling, legal services, economic strengthening, and PLHIV support groups. S/he will ensure client feedback is routinely collected and analyzed and information is used to make timely decisions for the benefit of the clients. The CMO will work with other ICAP staff to improve patient literacy, medication adherence, and care retention including differentiated service delivery (DSD) approaches. S/he will work with the facility providers to ensure accurate recording and regularly update clients' demographics and treatment supporters' information for easy tracking and follow-up.

Roles and Responsibilities:

- Work with the facility providers to navigate patients, families, and caregivers through the comprehensive care and treatment journey
- Provide TA to facility providers and expert clients to attain the optimum level of wellness among PLHIVs through the provision of relevant patient education, timely referrals, and client-centered services
- Work with the CHMT to identify appropriate providers, stakeholders, and services along the continuum of care and develop referral mechanisms for clients to access services
- Support proper documentation and regular updates of patients' information in facilities for easy follow-up.
- Work with the M&E and CQI teams to ensure proper recording and reporting of ART retention services
- Support initiatives to address program, donor, and national priorities, including supporting the day-to-day implementation of effective tracking and retention services including DSD approaches to ensure ART clients adhere to ART and clinic schedules.
- Support health providers in the early identification of missed appointments and lead efforts to re-engage clients to care
- Ensure tracking of CTC/PMTCT/TBHIV clients is appropriately done at the facilities and reduce interruption to treatment
- Ensure all facilities in the respective council have and use the standard national tools for clients' appointments and tracing, map ques, and facilitate proper documentation and reporting



- Compile and analyze daily/weekly/monthly/quarterly tracking reports of the whole council and help facilities to utilize data for decision making
- Coordinate and facilitate monthly meetings for sharing challenges and strategies for improvement of tracking activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Degree or Diploma in Social Work, Medicine, Nursing, Public Health or a related field
- **Required Technical Experience:** Minimum 3 years of experience in the HIV field including demonstrated experience with client-centered case management of PLHIV
 - Preferred: Experience working with PEPFAR-funded HIV programs
- Experience in using CQI techniques to address public health challenges
- Experience in writing reports, best practices, and lessons learned
- Excellent command of Swahili and English languages in written and oral communication
- Experience in basic computer applications such as MS Word, Excel, PowerPoint, and the internet
- Ability to work under pressure and tight deadlines

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Position Title: **Strategic Information Officer**

Reports to: District Program Lead

Employment Type: Full-time

Job Location: Geita

Travel: Up to 70% in intervention districts outside of job location

Position Summary:

The Strategic Information (SI) Officer is responsible for managing at the district level all data entry and database-related tasks and queries; reporting district data to the District Program Lead and SI Coordinator; and developing data analysis presentations for the district. The Strategic Information Officer's responsibilities include supervising electronic data entry and cleaning of the paper forms from field activities, as well as follow-up with health facility registries for referral and linkage tracing and verification, and supportive supervision to outreach workers on Strategic Information issues. The SI Officer also supports data collection and reporting at the facility level. S/he will work closely with the other members of the program and strategic information teams.

Roles and Responsibilities:

- Develop district level SI workplans covering activities in both community and facility.
- Ensure timely and complete data entry in both paper-based and electronic systems, ensuring consistency between linked systems.
- Supervise team to referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Lead generation of queries and ensure completion of data cleaning activities
- Fix any errors and problems observed in the database, and report any hardware/software malfunctions to the central team as needed
- Schedule and conduct monthly and quarterly data collection covering all sites within the district.
- Lead in training new staff, healthcare workers, and volunteers on data collection tools, including referrals, reporting and database
- Develop monthly, quarterly, and other reports on all indicators at the district level for submission and review to the District Program Lead, SI Coordinator, and central team
- Develop data analysis presentations and progress tracking at the district level
- Ensure all team members maintain the security of data tools at all times, including protecting the confidentiality of records and data
- Perform any other duties as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in data management, computer science, monitoring & evaluation, epidemiology, statistics, or related field or Advanced Diploma with significant experience
 - **Preferred:** Master's level or higher in relevant in data management, computer science, monitoring & evaluation, epidemiology, statistics, or related field



- **Required Technical Experience:** Minimum 3 years' experience with data management of PEPFAR-funded HIV/AIDS programs in facility or community. Must have:
 - Experience with programming language and database design and development
 - Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including CTC2, DAC tool, DHIS, and DATIM
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access.
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen

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Position Title: Informatics and IT Officer

Reports to: SI Coordinator
Employment Type: Full-time
Job Location: Geita
Travel: Up to 60% in intervention districts outside of job location

Overall Job Function:

This position aims to strengthen the geographical information systems, and applications developments, including customization of existing open platforms available, relational database design, data transfer, and application of inter-operability of data systems in the region. The Informatics & IT Officer will train and support electronic tools and systems, developing user capacity in data capture and use applications. S/he will develop a clear understanding of ICAP program data needs indicators, targets, aggregated and patient-level data points, and program management systems. In addition, s/he is responsible for all IT matters arising in the office, including maintenance troubleshooting staff laptops, office IT equipment, server room, etc. S/he will be responsible for ensuring the continuity of system services for users by providing the technical expertise, technical assistance, and project coordination necessary to install/repair hardware, software, resolve other technical problems and supporting day-to-day user's activities.

Specific Responsibilities and Duties:

- Contribute to the design and development of health informatics projects, and maintain a robust knowledge management system, including data validation, access, security, and descriptive analyses in collaboration with the SI team.
- Support data entry, export, and import in the PEPFAR database, organizational data warehouse, and DHIS2, and ensure data accuracy and completeness across all supported sites in the EMR (CTC2 database).
- Monitor and support the stability of service delivery infrastructure at the site level and implement m-Health solutions for real-time data transmission and report sharing.
- Work closely with end users to identify opportunities for improved data management and delivery and assist in integrating and optimizing healthcare-related software applications nationally.
- Ensure data quality through routine field validations and audits on health informatics systems, and support data collection activities for routine program reporting.
- Handle IT inquiries and provide first-line support to regional users while escalating complex issues to the IT office in Dar es Salaam.
- Maintain an updated ICT hardware inventory, perform configurations, updates, and repairs on hardware and software, and monitor the operation and security of computer systems in line with ICAP SOP.
- Manage users' access requests and authorizations for information systems, process requests for information system changes, and identify emerging system needs to meet programming requirements.



- Monitor the operation and security of computer systems and ensure that they are used as per ICAP SOP.
- Assist with software and hardware installation, upgrades, and troubleshooting to optimize workstation performance.
- Perform any other tasks as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree in computer science, information technology, computer engineering, information science, or other related field with experience in computer programming or health informatics.
- **Required Technical Experience:** Minimum 3 years of experience in data information systems, programming applications, health informatics, and/or database development and management in a health setting.
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at the minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili required.

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Position Title:	Laboratory Officer
Reports to:	Technical Services Manager
Employment Type:	Full-time
Job Location:	Geita
Travel:	Up to 70% in intervention districts outside of job location

Overall Job Function:

The Lab Officer is responsible to strengthen the implementation and management of laboratory quality assurance activities including training, mentorship, and supportive supervision of ICAP supported region, councils, and sites in the region. The Lab Officer will provide direct technical assistance to the region, councils and facilities' laboratories and ensure that the appropriate resources are available in all sites to maintain the standards of quality laboratory management systems with adequate number of stocks and other supplies.

Specific Responsibilities and Duties:

- Ensure ICAP supported sites meet national standards and PEPFAR indicators for laboratory practice required to support all project activities, including capacity building of laboratory personnel through training and mentorship.
- Support quality management system and quality clinical laboratory testing at ICAP supported facilities in the region.
- Coordinate and conduct capacity building of regional, council and facility staff on supported laboratory services
- Ensure availability of lab supplies and reagents support lab staff to correctly utilize lab manuals, guidelines, work sheets and ensure availability of reagents and other lab supplies and ensure proper documentation and reporting of lab services
- Provide oversight and lead implementation of HIV Viral load (HVL) Services by providing technical support focusing on sample collection, packaging, transportation, testing, and result reporting
- Strengthen HVL testing laboratories to ensure there is maintenance or improvement of the workflow for laboratory processes and improve
- Strengthen Early Infant Diagnosis (EID) Service by providing technical support focusing on sample collection, packaging, transportation, testing, and results and support scaled up and maximum utilization of available point of care (POC) platforms in EID.
- Support TB Diagnosis Service by providing technical support focusing on sample collection, packaging, transportation, testing, and result reporting
- Ensure maximum utilization of available GeneXpert for TB diagnosis
- Strengthen integration of TB diagnostic samples transportation into the sample referral system
- Collaborate with R/CHMTs and other stakeholders to expand and strengthen EQA services especially for HIV rapid test
- Coordinate with R/CHMTs to strengthen the laboratory sample referral system, and work with couriers to facilitate sample transportation from lower sites to facilities with testing capacity, and results back to respective sites
- Work closely with health facility laboratory manager and quality officer in developing and refining guidelines and protocols for laboratory services



- Ensure maximum utilization of electronic sample referral system for improved turnaround time of test results
- Collaborate with stakeholders to improve quality of HIV testing, by supporting the national certification program for non-laboratory HIV testers and HIV testing points, through provision of technical assistance and mentorship to participating
- Institute and monitor the use of internal quality control in all tests performed
- Responsible for ensuring supported sites meet national standard for laboratory practice required to support all project activities, including assessing site needs, identifying areas for quality improvement and capacity building of laboratory personnel through training and mentorship
- Support implementation of laboratory continuous quality improvement and quality management systems to ensure good quality clinical laboratory testing
- Prepare timely quarterly and annual narrative reports, best practices, lessons learned and other relevant documents on laboratory services
- Perform any other relevant duties as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in laboratory
 - **Preferred:** Additional Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline.
- **Required Technical Experience:** Minimum 3 years laboratory experience in general clinical laboratory testing, including HIV testing, CD4, viral load testing and microbiology and the following:
 - Capable of using various machines including FACS count, Calibur, PIMA, Gene X-pert, DNA PCR and VL machine.
 - Knowledge and skills on good laboratory practice, good clinical laboratory practice, laboratory safety management, and transportation of infectious materials (IATA).
 - Capable of supporting monitoring of viral load suppression (HVL sample transportation, hub spoke model, HVL testing and accreditation).
 - Ability to conduct laboratory training, mentorships, and supportive supervision
 - Familiar with the national laboratory guidelines and policies
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to develop and present reports and presentations using lab data
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili required

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Position Title: **Adult Care & Treatment/TBHIV Officer**

Reports to: District Program Lead

Job Location: Geita

Employment Type: Full-time

Travel: Up to 70% in intervention districts

Position Summary

The Adult Care and Treatment (C&T)/TBHIV Officer will oversee and coordinate the implementation of adult HIV care, treatment, and TBHIV services in a district council. S/he will coordinate the adult C&T/TBHIV portfolio to ensure efficient implementation, M&E, CQI implementation, and reporting of all interventions and indicators. In addition, s/he will work with the respective CHMT members in collaboration with other ICAP staff, facility providers, and expert clients to ensure that all activities are implemented per GoT and PEPFAR standards.

Roles and Responsibilities:

- Support the design, implementation, M&E, data use, CQI, reporting, and documentation of adult HIV care, treatment, and TBHIV activities
- Work with CHMTs and other ICAP staff to build capacity and mentor facility providers on implementing program priorities, such as timely ART initiation for newly identified HIV clients, viral load suppression, establishment and management of viremia clinics for clients with high HIV viral load, including enhanced adherence counseling (EAC) fidelity, intensive TB screening and case finding among PLHIVs, IPT initiation, and completion, and all other interventions as per the national and donor guidance.
- Work with district teams to implement innovative, data-driven, quality adult HIV care, treatment, and TBHIV services, including providing male-friendly services and support for PLHIV support groups.
- Work as part of the multi-disciplinary technical team to provide site support to district teams in ensuring effective linkages for adult HIV care, treatment, and TBHIV services
- Provide technical assistance (TA) to the CHMT members and support facilities in planning, implementation, M&E, and reporting of adult HIV care, treatment, and TBHIV interventions.
- Collaborate with CHMT to assess and implement initiatives to address skill and resource needs in adult HIV care, treatment, and TBHIV services through supportive supervision, mentorship, on-job training, and design remediation strategies using CQI methodologies.
- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented per national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Participate in the data collection, analysis, and use at facility and district council levels and contribute to the development of monthly, quarterly, and annual reports
- Lead the documentation of program success stories and lessons learned in the relevant technical areas for internal and external release/publication.



- Coordinate and facilitate the monthly meeting for sharing challenges and strategies for the improvement of adult HIV care, treatment, and TBHIV activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as will be assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Medical degree (MD, MBBS, or equivalent) or Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline.
- **Required Technical Experience:** Minimum 3 years' work experience in the HIV field including demonstrated experience and knowledge working on HIV care, treatment, and TBHIV programs.
 - Preferred: Experience working with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at the minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high-quality technical assistance to districts and facilities.
- Ability to work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.

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