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| Position Title: | <u>Assistant Boat Skipper (2 positions)</u> |
| Reports to: | Boat Skipper |
| Employment Type: | Full-time |
| Job Location: | Mwanza |
| Travel: | Approximately 80% in intervention districts outside of job location |

Overall Job Function:

The Assistant Boat Skipper is mainly responsible for cleaning and greasing the boat as well as helping with watch keeping duties. S/he is also responsible for minor repair of ship areas, preparing the boat for sailing, handling crew and maintaining boat equipment and midstream fuel transfers.

Specific Responsibilities and Duties:

- Assist with the maintenance and appearance of the vessel including responsibility for cleaning and polishing and general hygiene tasks.
- Assist the Boat Skipper to ensure the vessel is safely secured to the dock or mooring.
- Assist to secure locks, doors as well as ensuring systems such as water pumps and gas bottles are switched off.
- Assist with maintenance of the boat's equipment on board including anchors, ropes and fire extinguishers.
- Coordinate fuel for the boat and assist with refueling activities.
- Assist other crew members to ensure the passengers are upholding safe practices and that health & safety policies, particularly when the vessel is under way are practiced.
- Perform any other tasks assigned by the supervisor.

Qualification, Knowledge and Skills:

- **Required Certification:** Valid and current license for operating a passenger motorboat.
- **Required Certification:** Relevant firefighting and First Aid qualifications.
- **Required Experience:** Minimum 3 years' recent experience working as crew on a motorboat in Tanzania.
- Conversant with and commitment to health and safety practices.
- Must have good interpersonal skills and the ability to communicate effectively.
- 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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|-------------------------|---|
| Position Title: | <u>Boat Skipper (1 position)</u> |
| Reports to: | Admin Officer |
| Supervises: | Assistant Boat Skipper (2) |
| Employment Type: | Full-time |
| Job Location: | Mwanza |
| Travel: | Approximately 80% in intervention districts outside of job location |

Overall Job Function:

The Boat Skipper will be responsible for the safe operation of the ICAP vessel and must ensure that it is operated and crewed according to both ICAP and country marine guidelines. S/he will also be in charge aboard the boat and have command of a boat and the whole crew.

Specific Responsibilities and Duties:

- Shall be in charge of the vessel whilst on charter and assume the responsibility for the safety and wellbeing of the clients and crew
- Shall ensure no compromise on the safety and security of the boat and passengers on board and report all accidents/incidents as per regulations and maritime laws requirements.
- Ensure that at all times the vessel is in a safe and seaworthy condition and ready for charter or notify the supervisor if the boat is not seaworthy.
- Maintain any regulatory obligations that are required for the position.
- Maintain all documentation relevant to the boat as per regulations and maritime laws.
- Responsible for the maintenance and appearance of the vessel, this includes responsibility for cleanliness and pumping out of the boat.
- Responsible for the conduct of other ICAP staff during the trip and is obliged to report irregularities to management.
- Ensure observation of all maritime laws and regulations in force on Lake Victoria and Tanzania as a whole and ensure the boat operates per the law.
- Ensure the vessel is safely secured to the wharf, jetty or mooring and ensure it is left in a secure state with all windows, doors, vents closed and follow regulations and maritime procedures for engine room shutdown including ensuring domestic systems such as water pumps and gas bottles are turned off.
- Maintain boat equipment on board, such as engines, winches, navigational systems, fire extinguishers, and life preservers.
- Take a lead role in promoting safe practices and implementation of Health & Safety policies, particularly when the vessel is under way.
- Liaise with the respective Harbour Master and any other responsible personnel with regard to weather and water conditions to ensure the safety and enjoyment of passengers at all times.
- Responsible to ensure all routine maintenances are done.
- Perform any other tasks assigned by the supervisor.



Qualification, Knowledge and skills

- **Required Certification:** License for operating a passenger vessel.
- **Required Certification:** Relevant firefighting and First Aid qualifications.
- **Required Experience:** Minimum 3 years' recent experience managing and captaining a motorboat in Tanzania.
- Conversant with and committed to health and safety practices.
- Good interpersonal skills and the ability to communicate effectively.
- Ability to determine priorities and work to agreed objectives.
- 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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|-------------------------|---|
| 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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