



1. Position : DATA OFFICERS

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Data Manager

Project : EpiC

ORGANIZATIONAL BACKGROUND:

SHDEPHA+ is an acronym for Service, Health, and Development for People living with HIV/AIDS. It is a national non-governmental organization, registered on 21 November 1994 with registration number SO 8216. SHDEPHA+ originated from the initiatives of fifteen people living with HIV/AIDS whose goal was to create a network and to mobilize resources to help people living with HIV/AIDS and to fight the spread of the disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS around 8 Regions of Tanzania Mainland.

SHDEPHA+ in partnership with FHI360 is implementing a project named Meeting Targets and Maintaining Epidemic Control (EpiC) in Arusha and Shinyanga Regions. USAID-Epic Project is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). The Meeting Targets and Maintaining Epidemic Control (EpiC) project is dedicated to achieve and maintain HIV

epidemic control. The project provides strategic technical assistance (TA) and direct service delivery (DSD) to break through barriers to 95-95-95 UNAIDS goals and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention, and treatment programming. SHDEPHA+ is extending its interventions to the new Districts in Shinyanga Region – Shinyanga DC and MC and it is currently seeking to employ staff to fill the position for the Councils as follows;

• **Position Overview**

Data Officers will Provide technical support and oversight to the implementation of community-based activities for all details obtained from targeted population in the district, including the details and data from community-based HIV testing and counseling (CBHTC), pre-exposure prophylaxis (PrEP), HIV self-testing (HIVST), linkage to care, family planning (FP), services for gender-based violence (GBV) victims, and sexually transmitted infection (STI) screening. Data officer should be able to analyze and translate all indicators performance and track the project trend will Work closely with data manager and all other technical staffs for making sure that each data from all project interventions is entered in all project systems.

• **ROLES AND RESPONSIBILITIES**

- 1. Enter data, run output reports from data bases and cross-check with data sources to make sure that data are accurate.
- 2. Enter data, run output reports from data bases and cross-check with data sources to make sure that data are accurate.
- 3. Assist the data manager in keeping records of all the forms collected from field activities file completed forms in organized manner Enter data, run output reports from data bases and cross-check with data sources to make sure that data are accurate.
- 4. Ensure all data are routinely entered into the data base and updated
- 5. Ensuring data quality through reviewing of all data collection forms submitted to the office by field officers and other data collectors particularly, health unit's staff, CHWs and identifying the errors and

working with data collectors to ensure that the errors are timely addressed.

- 6. Ensuring data and field level are collected according to EpiC guidelines, well kept at all levels, analyzed and results shared with data manager.
- 7. Conducting data verification and periodic data audits to ensure data quality at all times

- **Qualification and experience**

- I. Diploma in Information Technology
- II. Training in Monitoring and Evaluation, community mobilization, counseling is of added advantage
- III. Experience in HIV Prevention, Care and Treatment Programming.
- IV. Community health experiences and capacities.
- V. Ability of Community Health Work, Health Committees (villages Health committees, Ward Development committees, Health facilities committees) etc
- VI. Ability to build relationship at community levels.
- VII. Able to work with Health staff at different district council levels
- VIII. Proficiency in writing and speaking English
- IX. Able to timely collect, verification, compilation and data analysis as required by the EpiC.
- X. Ability to work with minimal supervision

2. Position : DISTRICT BIOMEDICAL SERVICES FIELD COORDINATOR

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : EpiC

- **Position Overview**

District Biomedical services Field Coordinator, will be responsible to coordinate the implementation of EpiC Project biomedical services to the assigned council. He/she will work closely with FHI360 Regional/Central team, RHMT and CHMT to ensure provision of high-quality biomedical services including HIVST, PreP, HTS, Family planning, Screening, and referral for STIs, Gender Based Violence and TB. Also, in coordinating linkages and adherence support for HIV care and treatment to clients in their assigned council.

- **ROLES AND RESPONSIBILITIES**

- PLANNING
- a. To participate in the Comprehensive Council Health Plans (CCHP) meetings and ensure USAID EpiC activities are included in the respective CCHP.
- b. Liaise with District Community Engagement Officer to map hotspots and develop a directory of all hotspots where beneficiaries are found at the council level.
- c. Conduct weekly review of the list of indexes developed by service providers and ensure all the providers conduct index testing services with fidelity (index sexual Partners/contacts elicitation and tracing)

- **Coordination and Supervision**

- 1. With support from the Project/Assistant Manager & DMO's office, he/she will be responsible to liaise with DMOs office to secure Government biomedical providers who will provide biomedical services at the community level respectively.
- 2. Actively participate into development of monthly operation plans in close collaboration with community engagement officers for targeted and focused HTS outreaches to the mapped hotspot areas and reach at most risk populations to acquire HIV and ensure equity in HIV service Prevention, care and Treatments.
- 3. Assist in organizing training/orientation to biomedical providers to be engaged in USAID EpiC monthly operation plans and maintain the list of Service Providers working with USAID EpiC project.

- 4. Monitor and coordinate community–facility referral and linkages services for health–related services including care and treatment, Family planning, STI&TB screening, and treatment, and GBV services.
- 5. Liaise with DACC and the DMO office to obtain commodities, supplies and government M&E Tools for Biomedical services.
- 6. Supervise biomedical providers and ensure monthly planned activities are implemented and all Service Providers are reaching their allotted targets with fidelity.
- 7. Provide technical support and mentorship to the biomedical services providers within the assigned districts to ensure they meet standard of performance as per the government guidelines and project SOPs (including IQC/EQC and proficiency test).
- 8. Work closely with the CHMT members in performance monitoring, joint supportive field supervision at the site/council level and ensure the outcomes of the visits is clearly documented and recommendations implemented.
- 9. Jointly work with facility implementing partners at the council level to develop a sound Bi-directional referral network but also quality of services is provided to beneficiaries.
- 10. Ensure all service providers properly fill all required National and Project M&E tools and timely submission of service reports appropriately, including monthly summary reports to the catchment health facilities.
- 11. Ensure council service providers are reporting their daily performance through WhatsApp groups and other agreed channels for real time data.
- 12. Develop and timely share daily/weekly updates and monthly reports for all biomedical services.

- **Qualification and experience**

- 1. Bachelor degree in medicine with At least 3 years' experience working in community HIV/AIDS-focused programs.
- 2. Or certified clinician with good experience of not less than 5 years in HIV/AIDS programs, a sounding knowledge on HIV/AIDS care and treatment.

- 3. A good team player with demonstrated skills and experience in leading and coaching the team.
- 4. Ability to network and maintain professional relationship with the LGA's and other stakeholders at the Council level
- 5. Excellent written, presentation, communication, and organizational skills in both English and Kiswahili.
- 6. Good understanding of council and regional level healthcare system
- 7. Flexible to work beyond normal working hours

3. Position : ASSISTANT PROGRAM MANAGER

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : EpiC

• Position Overview

Assistant Project Manager will oversee all project activities and deliverables in Two Councils of Shinyanga MC and DC; will Support the program staff to understand the program description and required deliverables, monitor program performance and advice on strategic direction for project implementation. This position also will work closely with LGAs and make sure there is a good cooperation with Government at all stages of Program phases, S/he will report to Program Manager

• ROLES AND RESPONSIBILITIES

- 1. To participate in the Comprehensive Council Health Plans (CCHP) meetings and ensure USAID EpiC activities are included in the respective CCHP.
- 2. Liaise with Biomedical and Community Engagement Officers to map hot spots and develop a directory of all hot spots where beneficiaries are found at the council level.

- 3. Work closed with biomedical officers on conduct weekly review of the list of index developed by service providers and ensures all the providers conduct index testing services with fidelity (index sexual Partners/ contacts elicitation and tracing)
- 4. He/she will be responsible to liaise with DMOs office to secure Government biomedical providers who will provide biomedical services at the community level respectively.
- 5. Work closely with Project Manager to lead and direct technical and administrative project team.
- 6. Execute and monitor project activities.
- 7. Manage changes to scope, cost and schedule of project work.
- 8. Coordinate priorities and resources of the project's activities
- 9. Prepare and update project plans and status reports.
- 10. Supervise Team and ensure monthly planned activities are implemented and reaching their allotted targets with fidelity.
- 11. Coordinate cross-functional meetings of personnel related to project.
- 12. Facilitate sessions to effectively resolve issues if any.
- 13. Allocate appropriate resources to ensure projects are completed within given time and budget.
- 14. Report status, develop project-related documentation and implement lessons learned.
- 15. Participate in project performance review meetings and discussions.
- 16. Review compiled monthly and quarterly report from project staff and submits to Project Manager.
- 17. Performance other duties as assigned by supervise

- **Qualification and experience**

- 1. Degree (Medicine, nurse, physician), Bachelor degree in Sociology, Community development, Project Management or Public Administration with not less than 2 to 5 years in provision of community-based Projects
- 2. Knowledge on management of health and development programs in Tanzania including familiarity with relevant national guidelines, standards and protocols, Familiarity with the public health sector at regional, district and council level and experience working with the steams

- 3. Experience on managing HIV/AIDS programs at community level in Tanzania; familiarity and experience with USAID/PEPFAR-funded programs
- 4. Ability to manage tight deadlines and deliver high volumes of work with minimal supervision
- 5. High degree of proficiency in written and spoken English communication
- 6. Well-developed computer skills (PPT, Excel and word)

4. Position : DISTRICT COMMUNITY ENGAGEMENT OFFICERS (2)

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : EpiC

• Position Overview

The District Community Engagement Officer will assist the Assistant/Project Manager and work closely with biomedical and CHMT in ensuring the overall success of the project and will be responsible for day-to-day outreach activities and act as the linkages between beneficiaries and the service project intended to deliver. ensuring that the Community activities (SBCC, structural and Case management) are conducted according to the National and project standard operating procedures and that beneficiaries receive quality services; s/he will also play a crucial role in supervising and building the capacity of Peer Educators, Peer Navigator and mobilizers for effective and efficient implementation of activities during outreach for HTS provision. S/he will be managing all community activities through conducting progress review meetings on monthly basis with all peers and health care providers.

• ROLES AND RESPONSIBILITIES

- 1. Focal lead for the outreach and coordinated delivery of EPIC Project by supervising peers' educators/Mobilizers and Navigators to facilitate implementation of comprehensive HIV service provision (HTS, PrEP, HIVST, TB, GBV) in line with Project results framework and annual costed Programme work plans.
- 2. Ensure The project is delivered to high technical standards by providing training, coaching and mentorship to the peer educators/Peer navigators and Mobilizers on facilitation skills, HIV Prevention and GBV.
- 3. Direct management support to peers' (Navigators, Mobilizers and peer educators) to create demand and roll-out of social behavior communication (SBC) educations and supporting effective Programme cycle management.
- 4. Support establishment of the case management teams,
- 5. Support identification and mapping of hotspots, linkages to care, treatment, and support referrals to GBV, TB, STI and other biomedical services.
- 6. Engagement and partnership with the Regional administration and local government, providing leadership support to strategic positioning and delivery of EpiC project services in local government planning and implementation processes.
- 7. Data collection and verification for informing project M&E processes, including ensuring an efficient and high standard of reporting daily, weekly and monthly.
- 8. Demonstrate due diligence in the management of project budget management, including adherence to SHDEPHA+ finances policies and procedures and endeavoring to achieve value for money and high transparency and accountability for Programme resources.
- 9. Collecting and reporting project short term results/impact and lesson learnt through success story documentation and obstruct developments
- 10. Key responsibility to ensure that all reasonable measures are taken to ensure child protection across all operational aspects of the EPIC project.

- 11. Prepare monthly and weekly route plans for the project to reach the targeted population. Prepare document experiences, briefs, and success stories.
- 12. Report to the Programme Manager on strategic performance objectives that are developed and signed off on annual basis and also assist with wider organizational activities as and when required.
- 13. Responsible for community ART Groups management

- **Qualification and experience**

- • Bachelor' degree in public health, social work or other related degree required, 3 to 5 years of relevant experience working at the community level.
- • Knowledge of health and development programs in Tanzania including familiarity with youth and gender guidelines, standards and protocols.
- • Experience in programs serving KVP and addressing gender norms. Demonstrated cultural sensitivity and sound understanding of the needs of community and other vulnerable groups.
- • Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- • Ability to manage tight deadlines and delivers high volumes of work with minimal supervision.
- • High degree of proficiency in written and spoken English communication.
- • Well-developed computer skills.

5. Position : ASSISTANT PROJECT ACCOUNTANT

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : Epic

• Position Overview

The Assistant Project accountant will be supporting the finance department to coordinate and supervise financial activities of the project. S/he will provide day-to-day financial technical work of the project and strict adherences to financial regulations and grant compliance requirements during the implementation of the program. S/he shall ensure daily, weekly and quarterly financial reports are timely prepared and submitted as well as accounting reports and documents including cash books, payment vouchers, bank reconciliation statements, budget compliance reports and any other financial reports that may be required by Project and Organisation.

• ROLES AND RESPONSIBILITIES

- 1. Participate in Annual project planning, monitoring spending and provide technical guidance to the technical team in regards to the Financial spending and Adherence to the Donor and Organisation guidelines.
- 2. Preparing financial documents such as invoices, bills, and accounts payable and receivable
- 3. Preparing and Managing payrolls
- 4. Completing financial reports on a regular basis and providing information to the finance team.
- 5. Assisting with budgets planning and reviews
- 6. Completing bank reconciliations
- 7. Entering financial information into appropriate software programs
- 8. Managing day-to-day transactions.

- 9. Recording Project expenditures and ensuring these expenses are within the set budget ceilings.
- 10. Assisting the finance department and senior accounting staff members with various tasks, including preparing budgets, records, and statements
- 11. Handling accruals and pre-payments
- 12. Resolving errors in financial reports and correcting faulty reporting methods

- **Qualification and experience**

- 1. Holder of bachelor's degree in accounting and finance or equivalent qualification from a recognized institution.
- 2. Experience of at least one (1) year in working with Donor funded project
- 3. Must be computer literate
- 4. Knowledgeable on accounting packages will be an added advantage.
- 5. Numerical, confidential, detailed, proactive and team work skills required
- 6. Strong interpersonal, oral and written communication skills.
- 7. Ability to work under pressure and work within deadline

6. Position : DREAMS OFFICERS

Location : SHINYANGA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : Epic

• **Position Overview**

DREAMS Program Officer will oversee the design and roll-out DREAMS package of services for Adolescent girls and Young Women (AGYW) this include Stepping Stones Curriculum, health service demand creation for AGYW and their partners, HIV testing and counseling and linkage to care, creation of safe spaces, GBV screening, scale-up of adolescent-friendly health services, support for economic strengthening activities and roll-out of Family matters program, etc.). S/he will play a key role in ensuring that the Community activities (SBCC, structural and gender activities) are conducted according to the National standards and EpiC standard operating procedures, and that beneficiaries receive quality services. She will work in collaboration with Community engagement officer, Biomedical technical officer and case management officer to ensure the provision of integrated biomedical services. But also, will search for different social economic opportunities from the government and other stake holders and link the AGYW for their well-being/sustainability.

• **ROLES AND RESPONSIBILITIES**

- 1. Assessment and Enrolment of new AGYW to WORTH+ 360 groups as a starting point Establish Groups as per recommended age, and criteria set by the project.
- 2. Support WORTH+ 360 groups formed in FY 21/22, conduct graduation assessment and ceremony as per guide on monthly basis.
- 3. Ensure AGYW in WORTH+360 receive a comprehensive HIV prevention package through linkage to (Biomedical (HTS, FP, GBV AND STI Screening and SBCC services)
- 4. Reviewing and sharing reports from Empowerment workers to data unit on weekly, monthly, semi-annual, and annual basis
- 5. Develop EWs assessment form and assess their performance of EWs on quarterly basis and share the report to DREAMS PO
- 6. Strengthening GVT project ownership by distributing files to WEO officers and ensure EWs reports are submitted to Ward officers on monthly/quarter basis

- 7. Assessment and Enrolment of new AGYW to WORTH+ 360 groups as a starting point Establish Groups as per recommended age, and criteria's set by the project.
- 8. Support WORTH+ 360 groups formed in FY 21/22, conduct graduation assessment and ceremony as per guide on monthly basis.
- 9. Ensure AGYW in WORTH+360 receive a comprehensive HIV prevention package through linkage to (Biomedical (HTS, FP, GBV AND STI Screening and SBCC services)
- 10. Reviewing and sharing reports from Empowerment workers to data unit on weekly, monthly, semi-annual, and annual basis
- 11. Develop EWs assessment form and assess their performance of EWs on quarterly basis and share the report to PM
- 12. Strengthening GVT project ownership by distributing files to WEO officers and ensure EWs reports are submitted to Ward officers on monthly/quarter basis
- 13. Conduct quarterly supportive supervision with key stakeholders includes CHAC, Community development officers, commercial and agricultural officers on quarter basis
- 14. Establish strong relationship with DCDO, CHAC, and community development officers are ward levels to easy project ownership and linkage of AGYW to other opportunities.
- 15. Support AGYW to rise their voice by engagement them to national and councils' events
- 16. Capacitate EWs on the gaps identified during supportive supervisions.
- 17. Link AGYW to other services provided by other Implementing partners within the project areas
- 18. Ensure completeness and timely data entry to DREAMS layering tools and other necessary tools.
- 19. Supervise the Mentors to understand risks of AGYW; utilize mapping tools to understand HIV acquisition among AGYW.
- 20. Lead efforts to strengthen quality of demand generation and service provision for AGYW.
- 21. Ensure that project strategies and activities addressing youth are evidence-based and in line with state-of-the-art, globally recognized

best practices; as well as aligned with GoT, PEPFAR and EpiC standards, protocols and guidelines.

- 22. Ensure that the project engages youth in all stages of the project to promote youth leadership and ensure that youth perspectives are taken into consideration.
- 23. Promote integration across a range of services for youth to take a holistic, family-centered approach to improving their wellbeing.
- 24. Ensure all youth-focused strategies are gender-sensitive and promote equitable programming.
- 25. Liaise with GoT counterparts, service providers and stakeholders to ensure activities are well-coordinated with other national and regional programs.
- 26. Work closely with the project M&E team to ensure regular updates of the DREAMS tracker and accurate and timely reporting.
- 27. Ensure timely reporting and documentation of results from the DREAMS implementation in collaboration with M&E team with focus on accurate data for timely entry in the DAMES system.
- 28. Foster collaboration with partners and district DREAMS coordination teams and local government authority.
- 29. Strengthen referral and linkages between health facility and community service delivery points for AGYW and partners
- 30. Engage in community Quality Improvement teams to support implementation of AGYW risk reduction plans in identified communities
- 31. Participate in partner coordination in the district through monthly meetings and joint field activities
- 32. Timely submit activity progress reports on weekly, monthly and quarterly basis to Project manager
- 33. Document project success stories and case studies for sharing with a wider audience.
- 34. Work collaboratively with other project team members to ensure necessary program planning, development, and management activities function smoothly and efficiently and in an integrated manner
- 35. Perform any other duties assigned by the supervisor

- **Qualification and experience**

- i. Bachelor's Degree in Social Science, Community Development, Youth Development, with 3 years' experience in provision of PEPFAR DREAMS services to AGYW at community level.
- ii. Experience working with out of school AGYW aged 15-24 years; familiarity with evidenced-based strategies for reducing their vulnerability and providing targeted services; familiarity with the PEPFAR DREAMS package of services.
- iii. Knowledge of health and development programs in Tanzania including familiarity with the national youth guidelines, standards and protocols.
- iv. Familiarity with Tanzania public health sector at multiple levels; experience working with GoT stakeholders.
- v. Wide range experience in enhanced economic strengthen activities
- vi. Experience in linking AGYW program with other stakeholders
- vii. Experience in programs serving AGYW, Men and women at risk.
- viii. Demonstrated cultural sensitivity and sound understanding of the needs of vulnerable youth.
- ix. Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- x. Proficiency in writing and speaking English
- xi. Well-developed computer skills i.e., word, excel, internet, and power point
- xii. Ability to work in a team

7. Position : COMMUNICATION AND KNOWELDGE MANAGEMENT

Location : KAHAMA

Deadline : 25 Sep 2023

Report to : DEPUTY EXECUTIVE DIRECTOR

- **Position Overview**

Will work hand in hand with project officers to raise the profile of SHDEPHA+ by contributing and supporting the work of communications team which includes media relation, cooperate publications, newsletters, internal communications and management of online content and social media presence.

The communication officer will also be responsible for leading the coordination of documenting and disseminating project successes to key stakeholders includes Government community, Funders communities and benefiries as per SHDEPHA+ Communication strategy and media plan engagement.

He/she will be expected to manage internal knowledge management system across the project group and ensure compliance to the projects branding and marking up plans by project staffs and stake holders

- **Experience and Qualifications**

- i. Advanced Diploma/Degree in Mass Communication, Public Relations
- ii. Excellent written and oral communication skills in English and Swahili.
- iii. Open minded, creative, have an eye for design and attention to details.
- iv. Knowledge in design and programing software such as Photoshop will be added advantage.
- v. At least one-year experience working with NGO'S in Tanzania
- vi. Ability to mult-task even under pressure of deadlines with minimum supervision

8. Position : FACILITY HIV AND HEALTH SERVICES OFFICER (FHHO) (3)

Location : SHINYANGA and KAHAMA

Deadline : 25 Sep 2023

Report to : Project Manager

Project : ACHIEVE

Position Overview T

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 jobholder 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

- i. Represent the SHDEPHA+ and coordinate with the Council Health Management Team regarding HIV and health related activities.
- ii. Hold monthly coordination meetings with Care & Treatment Centres (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.
- iii. Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision.
- iv. Support the facilities to have an updated enrolment register at the facility that demonstrates the cascade of enrolment of CLHIV at the CTC.

- v. Support Community Case Workers (CCWs) to work with high paediatric volume CTCs to trace HIV positive OVC who miss appointments, enrol them into ACHIEVE Project, and link them back to CTCs.
- vi. Support CCWs to conduct HIV risk assessments for OVC during case management; refer and link at risk OVC to HIV Testing and Counselling (HTC).
- vii. 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 behaviours.
- viii. 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.
- ix. 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.
- x. 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.)
- xi. 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.
- xii. Monitor implementation, bottlenecks, and performance metrics of the bi-directional referral system; pro-actively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- xiii. 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.
- xiv. Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making.
- xv. Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.

- xvi. Support CCWs to conduct nutrition activities, including nutrition assessments, counselling, and linkage to other nutrition service providers.
- xvii. Provide continuous supportive supervision to CCWs to ensure provision of health-related services and referrals and linkages to beneficiaries.
- xviii. Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- xix. Document lessons learned and best practices for experience sharing and replication.
- xx. Perform any other relevant duties as assigned by the Project Manager.

- **Qualification and experience**

- 1. MUST be Diploma holder in Clinical Medicine or Nursing.
- 2. Bachelor's degree or higher in medicine or nursing will be an added advantage.
- 3. A good team player with demonstrated skills and experience in leading and coaching the team.
- 4. Ability to network and maintain professional relationship with the Healthcare facility leadership, LGA's and other stakeholders at the Council level
- 5. Excellent written, presentation, communication, and organizational skills in both English and Kiswahili.
- 6. Good understanding of council and regional level healthcare system
- 7. Flexible to work beyond normal working hours

JOB APPLICATION PROCEDURE

- SHDEPHA+ is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of Age, race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.

METHOD OF APPLICATION

- - All applications are to be lodged through email:
recruitmentskahamashdepha@gmail.com /
recruitments@shdepha.org
- - All candidates are required to mention the 'Position Title in the subject line of the e-mail.
- - All applicants MUST attach a cover letter and their updated Curriculum Vitae with certified copies of academic certificates as supporting documents to their applications.