



Tanzania Health Promotion Support

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Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the GoT through the Ministries of Health (MoH) in Mainland and Zanzibar; the Ministry of Gender, Youth, elderly and special groups; Regional Administration and Local Government (PORALG), and the Ministry of Home Affairs with a goal of ensuring accessible high-quality health care and social welfare services to all Tanzanians; through strengthening of health and community systems. Currently, THPS works to address the following public health burdens HIV/AIDS; Tuberculosis; prevention of GBV; reproductive, maternal, neonatal, child, and adolescent health (RMNHCAH) services; laboratory and health management information systems (HIMS) and COVID-19.

THPS therefore is seeking competent, experienced, dynamic and qualified candidates to fill the position below:

1.Job Title: Zonal Technical Manager (1 Position)
Reports to: Technical Manager
Position Location: Dar es Salaam (Eastern Zone)

Job Summary:

The Zonal Technical Manager is responsible for provision of leadership, management and technical support in the overall implementation of the USAID Police and Prisons Activity for comprehensive HIV and TB care, treatment and prevention services across the zones in Tanzania. Specifically, the Zonal Technical Manager is responsible for the planning, coordination, management, monitoring and evaluation of program activities at the zonal level. S/he will oversee implementation of HIV and AIDS care, treatment and prevention programs including HIV testing, ART initiation and retention, PMTCT cascade, TB services and viral load services at all supported facilities in the zone in collaboration with technical advisors, regional and district authorities. Creates good working relationships and accountability for improved performance across all key intervention program areas. The Zonal technical Manager is the primary contact in the Zone for this USAID Police and Prisons Activity and ensures that all THPS staff in the Zone adhere to the MoHA legal framework during the implementation of field activities.

Roles and Responsibilities:

- Oversee and manage overall all zonal staff and offices implementing USAID Police and Prison Activity
- Provide oversight on provision of comprehensive HIV/AIDS and TB care, treatment and prevention services in the supported facilities by supervising and supporting zonal team
- Provides primarily on-site supervision, guidance and support to facilities in the implementation of comprehensive HIV and TB care and treatment services
- Provide leadership in the development, management and implementation, monitoring and evaluation of program activities at the zonal level and facility level leading to desired project results
- Liaise with the THPS central team, R/CHMTs, facility teams and other stakeholders in coordinating implementation of the program and compliance to the national guidelines and standards.

- Supports facility staffs to provide appropriate diagnostic and clinical services so that clients adhere to their treatment and are virally suppressed
- Liaises with all relevant team members to ensure integration and coordination of HIV and TB care and treatment activities with other program areas (i.e. prevention, enrollment, tracking and retention)
- Work closely with the USAID Police and prison Activity THPS central technical team in programmatic aspects of the supported TB services including screening for cervical cancer among staff, inmates and surrounding community.
- Supervise the zonal office team to develop and adhere to standard operating procedures to meet program goals and ensure compliance with national rules and regulation, THPS policies and procedures.
- Participate and represent THPS in National Program related activities e.g. Development of curricula/guidelines,
- Coordinate procurement of equipment and consumables for the sites in the zone
- Prepare budgets, work plans, monthly and quarterly reports and other technical reports
- Perform any other related duties as assigned from time to time by supervisor.

Qualifications, Experience & Skills Required

- Doctor of Medicine (MD) degree or equivalent
- Master of Public Health or postgraduate degree in health disciplines is an added advantage
- A minimum of 5 years' experience at HIV and/or TB programming and implementation.
- Knowledge with district-level health care systems in Tanzania is highly desired
- Strong people's supervisory and management skills
- Experience in working with USG funded programs, USAID preferred
- Ability to build strong partnerships with relevant stakeholders at national, regional districts and Community
- Excellent documentation skills including drafting of reports, presentations and best practices
- Ability to work under pressure and timely meet deadlines
- Ability to plan, implement independently or in a team

2. Position Title: Stores Assistant
Report to: Senior Stores Officer
Position location: Dar Es Salaam

Job Summary:

Stores assistant will help the stores officer the control and record movement of all materials delivered to and issued from the THPS stores.

Role and responsibilities:

- Inspect incoming goods for damage or discrepancies and report to the storekeeper for further action.
- Receive goods, and arrange properly in the store shelves to ensure maximum utilization of storage space.
- Arrange delivery of goods to THPS supported sites and Regional offices by enquiring distribution list or stores requisition from program team and regional/zonal managers.
- Maintain receipts, records, and issuing of goods form the store.
- Ensure adequate record keeping and manage all documentation to confirm proper tracking and movement of project materials.
- Assist in maintaining and update the asset register on regular basis by ensuring that all new procured materials are being coded, recorded and shipped to regional offices or across THPS supported sites.

- Assisting in carries regularly physical verification of stores, to check the book balances, with the actual physical stock at frequent intervals by way of internal control over wrong issues, damages, pilferage, expire dates etc.
- Assist in processing VAT refund claims
- Perform any other duties given by his/her supervisor.

Qualifications, Experience & Skills required:

- Bachelor Degree in Procurement and Logistics Management. PSPTB registered under graduate category will be an added advantage.
- At least three years working experience in Stores and Logistics management.
- Experience working with NGO's and/or donor-funded programs will be an added advantage
- Ability to work under minimum supervision
- Excellent written and oral communication skills in English and Kiswahili
- Basic computer skills with minimum of Microsoft word, and excel application

How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to recruitment@thps.or.tz by **December 27, 2023** with a subject line of 'Position' *example*. **“Zonal Technical Manager”** Only shortlisted applicants will be contacted. Please do not attach any certificates at this stage.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.