Position Title: **Field Implementation Manager**
Reports to: Regional Program Manager (RPM)
Supervises: District Program Leads (DPL)
Job Location: Geita (1 position), Mwanza (1 position)
Employment Type: Full-time
Travel: Up to 60% in intervention districts

Position Summary:

The Field Implementation Manager (FIM) oversees all ICAP's implementation of the community and facility activities in the region. Supervised by the Regional Program Manager, s/he is responsible for the overall regional program implementation performance and supervises the ICAP District Program Leads. The FIM works with the district teams to provide technical leadership and oversight, including leading the implementation, monitoring and evaluation, and reporting crucial program priorities. The FIM will also be responsible for ensuring fidelity in executing activities under district-level sub/service agreements in collaboration with the Council Health Management Team (CHMT). The FIM will also work hand in hand with the district leads to facilitate meaningful engagement with the respective council-level authorities and relevant stakeholders.

Position Duties and Responsibilities:

- Supervise and support the District Program Leads
- Coordinate the planning, implementation, monitoring, and reporting of program council-level workplans
- Support the District Teams to optimize and efficiently utilize resources allocated to the councils for field implementation according to the donor and government regulations.
- Support the District Team Leads in strategic dialogue with council authorities on project-related agendas
- Manage in collaboration with the DPL and CHMTs the needs assessment process for interventions relevant to ICAP's scope.
- Design interventions to address the gaps identified in the needs assessment exercise in collaboration with the DPL and provide technical assistance (TA) to the respective CHMTs and the supported health facilities in planning, implementing, monitoring, and reporting the identified gaps.
- Support the DPL to 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.
- Through the DPL, oversee the performance of sub-grantees and service agreement plans and budgets and ensure optimum resource allocation, utilization, and compliance with donor and government regulations.

- Support the DPL in ensuring compliance in the implementation of activities through sub-grantees audits to ensure effective use of project resources
- Coordinate the district teams to 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.
- Work with DPLs to conduct council-level data analysis and utilization initiatives
- Support the DPLs to implement and manage capacity-building efforts for HIV and related service providers, capitalizing on supportive supervision, mentorship, and on-job training.
- Perform any other tasks as 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 5 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:** Must have at least 3 years' experience managing and supervising an interdisciplinary team of at least 5 staff.
- 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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