Position Title: Technical Officer – Prevention (1 position)

Reports to:	Technical Advisor – Prevention and HTS
Employment Type:	Full-time
Job Location:	Dar es Salaam
Travel:	Up to 30% in intervention districts

Overall, Job Function:

The Technical Officer – Prevention is a member of the central technical team responsible for providing technical assistance on implementation of HIV prevention interventions for key population and vulnerable groups (KVP) and facility and community settings. Under the supervision of the Technical Advisor – Prevention & HTS, the officer provides support to regional staff ensuring effective implementation of HIV prevention interventions tailored to the needs of these groups. The role involves close collaboration with Civil Society Organizations, community stakeholders, and health facilities to ensure that services are client-centered, accessible, and aligned with programmatic goals.

Specific Responsibilities and Duties:

- Guide, implement, and monitor prevention interventions for Key and Vulnerable Populations (KVP) in both community and facility settings, ensuring alignment with ICAP, donor, and government priorities.
- Develop and execute strategies to enhance KVP-friendly service delivery, coordinating with stakeholders and providing technical assistance to regional teams.
- Create annual workplans and oversee the timely implementation of prevention activities for high-risk populations, meeting program objectives and deliverables.
- Conduct site visits to support regional teams, assess progress, and prepare reports on program achievements.
- Collaborate with regional teams and partners to develop and monitor activity schedules and strategies to achieve annual targets in HIV prevention services, including PrEP and other interventions.
- Ensure compliance with national and international standards, guidelines, and best practices for program implementation, including ethical and regulatory requirements.
- Provide technical oversight for HIV prevention interventions, including the design and adaptation of service delivery models to meet the needs of both KVP and non-KVP populations.
- Support the integration of various prevention services into existing HIV prevention frameworks, ensuring high-quality delivery across all sites.
- Prepare and review monthly, quarterly, and annual reports on prevention activities and progress.
- Document and share success stories, lessons learned, and best practices in HIV prevention implementation.
- Conduct supervision visits and provide mentorship to ensure consistent, high-quality prevention services.
- Engage in national and regional technical working groups to contribute to the development of policies and guidelines related to HIV prevention.

Qualifications, Knowledge, and Skills:

- **Required Education**: Medical doctor or a Nurse, or master's degree or higher in the following fields: Public Health Epidemiology, Biostatistics.
- **Required Technical Experience**: Minimum 3 years' work experience in HIV programs including demonstrated experience working with HIV prevention interventions.
- Excellent written and verbal communication skills with fluency in English and Kiswahili required.
- Strong computer skills (MS Excel, Word, and PowerPoint at minimum and preferred proficiency with statistical software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional teams.
- 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.
- Ability to work independently with minimal supervision
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station

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Position Title: Data Analyst (*Multiple positions*)
Reports to: M&E Advisor
Employment Type: Full-time
Job Location: Dar es Salaam/Mwanza
Travel: Up to 40% in intervention districts outside of job location

Overall Job Function:

The Data Analyst is responsible for conducting programmatic data analysis on a routine basis to identify gaps, strengths, and trends from implementation of HIV prevention, testing, care and treatment services. S/he provides technical assistance to ICAP staff, R/CHMTs and healthcare workers (HCWs) to analyze program data and use data for real-time decision making. Under the supervision of the M&E Advisor, the Data Analyst develops visual tools, reports, and graphics to summarize analyses into format that is easily understandable to the program team and other stakeholders.

Specific Responsibilities and Duties:

- Conduct regular analysis of facility- and community-based HIV prevention, care, and treatment initiatives and ensure the integrity of program monitoring and evaluation, surveillance, and health information systems.
- Under supervision of the M&E Advisor, prepare routine and ad hoc reports on data quality activities and outcomes to meet reporting requirements and requests for donors and stakeholders.
- Prepare reports and presentations for regular data review with local, regional, national, and global partners.
- Conduct internal data monitoring and analysis, including development of dashboards and slides to track progress over time with appropriate disaggregation.
- Monitor the implementation of corrective and preventive action plans to address identified data quality issues where necessary, implement course corrections or redesign strategies and interventions to ensure consistently high-quality data related to all community- and facility-based services.
- Support the implementation of data quality improvement plans based on data collected and where necessary, implement course corrections or redesign strategies and interventions.
- Participate in monthly and quarterly project planning and evaluation meetings with corresponding CDC staff and local partners, as needed.
- Perform any other tasks as assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education**: Bachelor's degree or higher in data management, monitoring & evaluation, statistics, health informatics or related field; preference given to those who have experience with large-scale health projects with community- and facility-level
    - **Preferred:** Master's level degree or higher
- **Required Technical Experience**: Minimum 3 years' work experience in monitoring and evaluation of large-scale health or development projects, including:
    - Experience with community-based health services and integration of data from diverse sources preferred.

- o Excellent computer skills, at minimum skills in Microsoft Access, Excel, Word, and Powerpoint. Additional skills in statistical packages preferred and must have demonstrated analytical skills with large datasets.
- o Demonstrated competence in frameworks and elements of data management.
- o Familiarity with PEPFAR-funded projects and related monitoring and evaluation components such as MER indicators and DATIM. Experience with CDC-funded projects preferred.
- o Familiarity with the monitoring and evaluation tools and health information systems used in the Tanzania health system
- 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 English and Kiswahili required.

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