



Ciheb Tanzania

JOB TITLE: Project Coordinator (1 Position)

PROJECT: Boresha Afya ya Mapafu (BAM)

Dar es salaam Full-time Application Deadline: Nov 15, 2024

Job Description

Position Overview:

The Project Coordinator will be responsible for managing and executing daily implementation tasks and coordinating various project activities. Working closely under the guidance of the Technical Project Lead, he/she will ensure that all project objectives are met efficiently and effectively. His/Her role will also include overseeing the implementation of the project specifically in the Dar es Salaam region, ensuring that all regional goals and milestones are achieved. Coordinates and facilitates information flow between the project sites scattered throughout the two regions of Dar es Salaam & Simiyu and CIHEB Tanzania technical team.

KEY RESPONSIBILITIES:

- Coordinate TB and COPD integration activities to ensure successful implementation and alignment with project goals and timelines.
- Collaborate with the project team to develop training materials, SOPs, job aids, and data collection tools.
- Support data collection and reporting from health facilities for accurate and timely reporting.
- Organize and conduct orientation sessions for healthcare workers and community health workers on TB and COPD integration.
- Provide ongoing support to healthcare workers in screening, diagnosing, and managing TB and COPD cases through supervision and mentorship.
- Facilitate training sessions through virtual platforms like Project ECHO
- Assess project progress, address issues, and prepare detailed reports for stakeholders.
- Engage with community leaders and the media to promote TB and COPD integration efforts.
- Manage distribution of supplies and equipment for project activities.

- Conduct regular field visits to healthcare facilities and community sites to support project implementation.
- Maintain project documentation by creating and updating work plans and reports.
- Engage with stakeholders in mapping CHWs in supported health facilities
- Coordinate quarterly regional data review meetings with HCWs, PO-RALG, R/CHMT and NTLP to monitor progress and develop mitigation plans
- Provide technical assistance to ADDO dispensers and CHWs to support TB and COPD screening and referrals activities
- Coordinate TB and COPD screening outreaches/interventions in high-risk areas
- Attend meetings, consolidate and write reports, and deliver presentations to a variety of audiences in supported facilities
- Perform additional duties as assigned by the supervisor to support the project's success.

Requirements

REQUIRED SKILLS:

- In-Depth knowledge of HIV/AIDS, TB/HIV.
- Understanding TB indicators reported by NTLP in Tanzania
- Ability to interact proactively with health facility teams and the council and regional health management teams
- Ability to monitor and provide technical expertise to Health care workers in supported health facilities
- Ability to analyze data and report back in the most efficient and understandable manner
- Self-motivated, team player

QUALIFICATIONS and EXPERIENCE: ·

- Minimum Diploma in Medicine, Nursing or other health related field.
- Experience in HIV/TB Care and Treatment services is critical ·
- At least 3 years' experience working with local health facilities in delivery of HIV/AIDS and TB services

Ability to work independently and manage various tasks in a team setting

- Experience with Donor- funded projects is highly desirable
- Excellent knowledge of various National and World Health Organization guidelines on TB management.
- Prior experience in capacity building, such as planning and facilitating training and providing technical assistance is an added advantage.
- Prior experience in curriculum development, clinical teaching and conducting trainings.
- Strong problem-solving skills

- Fluency in written and spoken English and Swahili
- Must be a computer literate with knowledge and skills in MS Word, Ms. Excel, Ms. PowerPoint. Knowledge of any Statistical data package will be an added advantage
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Instructions for Submitting Applications:

- All applications should be submitted electronically to: info@cihebtanzania.org
- Applications should include 3 references that are familiar with applicant's work experience. References should include contact information including daytime phone, and e-mail address.
- All applications should include a cover letter that details one's suitability for the job highlighting key functional areas, expected qualifications, and experiences.
- Candidates should attach a CV/Resume that highlights one's key achievements in areas relevant to the job.
- Job-related qualifications and experience are the basic minimum requirements that each applicant must meet to be considered for interviewing.
- All applicants should include daytime phone and email contact information.
- The deadline for application is **15th November 2024 at 5:00PM EAT**. Applications received after the deadline will not be considered.

How to Apply

Please send your CV and cover letter to info@cihebtanzania.org