



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 Ministry of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care and social welfare services to all Tanzanians; through strengthening of health and community systems.

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

Title: Communications & Advocacy Manager (1 position)
Reports to: Director of Programs
Location: THPS Headquarters at Dar es Salaam

Purpose and Scope of Job:

The Communications Manager reports to the Director of Programs and has primary responsibility of designing and implementing THPS's public relations, brand and reputation management strategies. S/he will lead the communications and advocacy unit in creating and managing the organization's communications, including Communications Strategy; brand message; content creating/ writing/ editing across multiple channels and formats; public relations tools and narrative; and communications processes, tracking, and reporting. The Communications Manager works collaboratively with internal and external stakeholders on website content, project initiatives, and serves as the staff writer on communications platforms including, but not limited to web content, brochures, newsletters, briefs, reports, press releases, annual reports, presentations, social media, and training videos.

This position will develop relationships with media agencies, publications, editorial staff, and influential columnists; and implement the protocol for official interaction for media inquiries, press conferences, and media visits. S/he will directly supervise the communications and advocacy officer and provides counsel and guidance to project leaders and Executive Team on communication related issues.

Principal duties and responsibilities:

A. Implementation of THPS's public relations and brand strategy

- Ensure all aspects of approved PR/ Brand are adopted in all content –documents, presentations, brochures, adverts, and speeches.
- Ensure that corporate narrative is deeply entrenched in all internal and external communication and visual expression.
- Influence the tone, look, and feel of shared media platforms with close coordination with the THPS executive team.
- Provide feedback and observations towards refining or re-thinking strategies

B. Position THPS in the public domain

- Key media interface.

- Key event organizer.
- Identify suitable programs, events, and media leveraging and positioning initiatives.
- Mitigates reputation risk.
- Ensure top-of-the-mind awareness for THPS and achieve the highest visibility in the development sector in key media by ensuring 80% favorable media mention.
- Assist with developing the business case for THPS and ensure visibility with crucial business media, government, and the local donor community.
- Ensure the high quality, relevant, timely, brand---consistent, and fresh Project content is published and regularly updated in THPS Website and Social Media Platforms,
- S/he will be responsible for consistency and quality control.

C. Responsible for THPS's content development, look and feel across all media and engagements

- Lead and Serve as staff writer and editor for a broad array of organizational communications including, but not limited to brochures, newsletters, speeches/ presentations, infomercials, short clip videos, annual reports, and presentations.
- Participate in research projects; contribute to writing and editing final reports, success stories and learning pieces documentation: support finalization of the learning pieces and success stories and support dissemination to stakeholders.
- Assist with responses to media inquiries.
- Manages all executive external and internal communication.
- Provide high-quality, consistent program and thematic content based on approved communication and brand DNA in multiple media channels, including press, web, and social media.
- Oversee the management of THPS's media bank (photos/videos/publications) and ensure the correct details are included (proof of consent, photographer credit, etc.)
- Maintain the THPS and donor branding and marking plan: guide teams internally and externally in ensuring branding requirements are upheld.

D. Management and Leadership

- Supervise the communications and advocacy officer.
- Provide direct in-house training on communications, e.g., writing, photography, public speaking, and presentation skills for the program staff.
- Ensure the THPS's brand is understood and complied with by all staff in all external communications.
- Assist Executive Director and leadership team to prioritize and manage engagement with critical stakeholders in media, donor community, partnerships, government, and regulators.
- Scans the environment from time to time and identifies future or perceived challenges for THPS

Required qualifications:

- A relevant technical qualification, such as a Master's degree in Development Communications, Mass Media, Journalism
- Additional training in project planning and management and advocacy

Required experience:

At least 10 years' experience in the following:

- Developing or implementing communication and dissemination strategies, and using evidence in communications.
- Building communications and partnership with government.
- Digital communications, development and management of websites and social media.

- Development work particularly in the social services field (health, education, water etc.) in an NGO, research organization Delivering advocacy initiatives

Required skills:

- Excellent writing (technical), editing, facilitation, message delivery, dissemination and presentation skills both in English and Kiswahili.
- Good social skills, ability to work and communicate in an international environment and in communities of diverse cultures
- Good basic computing skills, experience in layout of documents using Word and InDesign
- Fluency in English and Kiswahili
- Excellent computer skills and Microsoft Office applications.
- Have a high sense of aesthetics of documents and communication media

Position Title: Zonal Project Manager (1 position)

Reports to: Deputy COP/Technical Director

Position Location: Songwe

Purpose and Scope of Job:

The Zonal Project Manager is responsible for provision of leadership, management and technical support in the overall implementation of the USAID Uhuru; Tuberculosis and Family Planning Integrated Facility Solutions Activity in zone B i.e. Songwe and Rukwa regions. Specifically, the Zonal Project Manager is responsible for the planning and coordination of TB and reproductive health program supported activities in collaboration with regional and district authorities. Creates good working relationships and accountability for improved performance across all key intervention program areas. The position involves at least 30% field travel.

Principal duties and responsibilities:

- Oversee the overall planning, initiation and implementation of TB prevention, early detection and linkage to treatment services as well as the integration of reproductive health services at supported health facilities (HFs) in the zone.
- Liaise with the RHMT, CHMT, MOHCDGEC officials and other stakeholders in coordinating implementation of the program and compliance to the national guidelines and standards.
- Ensure that all technical teams in the zone support program implementation by building good working relationships and enhancing capacity of R/CHMTs in program management and various technical domains for sustainability.
- Work closely with the USAID Uhuru TB and FP Facility Solutions Activity central technical team in programmatic aspects of the supported TB and reproductive health services activities.
- Supervise and oversee overall activities implemented by zone Program Officers and other Staff in the supported regions.
- Participate in THPS strategic planning sessions including planning with sub grantees in the region, development of Country Operational Plan (COP) activities and other planning related activities as will be deemed necessary.
- Participate and represent THPS in National Program related activities e.g. Development of curricula/guidelines, SOPs.
- Coordinate procurement of equipment and consumables for the sites in the zone.
- Prepare budgets, work plans, monthly and quarterly reports and other technical documents.
- Coordinate the training of relevant healthcare providers in line with the approved budgets
- Assist in the program in Monitoring and Evaluation activities in the zone.
- Perform any other related duties as assigned from time to time.

Qualifications, Experience & Skills Required

- Doctor of Medicine (MD) degree
- Master of Public Health or postgraduate degree in health disciplines is an added advantage
- A minimum of five years' experience at senior level TB and FP programming and implementation.
- Experience in working with USAID supported programs.
- Substantive knowledge of current best practices in TB, HIV and FP programs in Tanzania
- Ability to build strong partnerships with relevant stakeholders at national, regional districts and Community levels
- 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

Position: District Manager (4 Positions)

Reports to: Regional Program Manager

Location: Tanga

Purpose and Scope of Job:

To provide THPS technical and managerial leadership on supporting the R/CHMT and HMTs in the implementation of TB/HIV prevention, care, treatment, and support at the facility and community level in the district cluster. Specifically, responsible for the planning and coordination of TB/HIV prevention and care and treatment activities at THPS-supported sites at the facility and community level in the district clusters ensuring excellent program performance and working relationships with district authorities.

Principal duties and responsibilities:

- Oversee the overall planning, initiation, and implementation of quality Care and Treatment, PMTCT/EID, APSR, PSG, TB/HIV, HTS, GBV and VAC, Cervical Cancer screening, Palliative care, MAT, NCD, AHD, COVID-19, Lab and Pharmacy services including integrated QI initiatives at THPS supported sites in the district
- Ensure all components of the project are implemented in accordance with project objectives and expected outcomes
- Lead, supervise, and coordinate THPS district technical team and ensure each technical area is implemented at all levels and complied with THPS policies
- Provide the technical leadership to the supported program in the respective districts, in close collaboration with, Regional Manager, Technical Advisors, and other senior management officials
- Ensure that THPS technical team in the districts support program implementation by building capacity for CHMTs in program management and various technical domains for program sustainability
- Work closely with the THPS Regional team and Central Technical Team in programmatic aspects of TB/HIV/AIDS implementation programs.
- Participate in THPS strategic planning sessions with district sub-grantees, implementation, monitoring, evaluation, capacity building and timely reporting program activities with councils.
- Review sub-grantee technical reports before submission to the Regional Clinical Coordinator.
- Participate in CHMTs planning (CCHP), implementation, monitoring, evaluation, negotiations, capacity building and reporting program activities with Council

- Provide direct technical assistance to healthcare facilities supported by THPS such as startup activities, training staff on HIV/AIDS management, clinical mentoring (including CME), patient flow analysis, improvement of adherence, and data-driven program.
- Ensure and maintain good work relationships and communication with CHMT, the health facility in charge and other health facilities staff in the district
- Ensure that THPS-supported clinical care activities at all service delivery points conform to the National guideline in sites supported in the district
- In collaboration with the Regional team and Technical advisors coordinate HIV/AIDS-related trainings, CMES and mentorship session activities for health workers in a continuum of care.
- In collaboration with the regional team coordinate quarterly joint R/CHMT supportive supervision to be held in the district.
- Work with APSR field officers, Community field officers, APSR and Prevention Technical advisors to strengthen linkage and retention of ART services and community HIV/AIDS services through collaboration internally and also with other key stakeholders in the region.
- Ensure programmatic donor's key result priority areas are well implemented, clearly communicated to CHMT, the THPS-supported staff and achievement is on an increasing trend.
- Assist the THPS program Regional manager on the programmatic and financial management of all THPS sub-granted HIV/AIDS activities to CHMT in the district
- Provide technical assistance, facilitate, and monitor the development and implementation of TB-HIV integration activities at the district and site levels.
- Ensure all THPS-supported staff in the district effectively contribute to THPS project goals achievement and are a catalyst to performance in their respective health facilities.
- Collaborate with the district monitoring and evaluation team to monitor and evaluate the effectiveness of program interventions
- Coordinate development and presentation of best practices during planned THPS meetings and wherever relevant.
- Coordinate all planned and emerging meetings with CHMTs and Health facility staff in the district.
- Lead the team to timely prepare the weekly and monthly district reports.
- Coordinate and finance HCPs in all planned and approved interventions with a high level of accountability and efficiency to realize THPS meets its planned objectives.
- Perform any other duties as assigned by your supervisor

Qualifications, Experience and Skills Required:

- Medical Doctor (or equivalent) from a recognized University. Postgraduate training will be an added advantage.
- At least four years of experience in donor-funded HIV program implementation managing Clusters/districts
- Familiarity with national, regional and district-level health care programs in Tanzania.
- Ability to work independently with strong problem-solving skills
- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially on Ms Word, power point and excel.

Position title : Clinical Advisor - HIV Prevention and Treatment (6 positions)

Reports to: District Manager

Location: Tanga (4), Pwani (1) and Shinyanga (1)

Purpose and Scope of Job:

To provide technical support to health care providers (HCPs) on the provision of high-quality person-centered, multidisciplinary family-focused HIV prevention, and treatment services at supported facilities in the Tanga, region. This entails targeted HIV testing services, optimized Provider Initiated testing and Counseling (O-PITC), same-day enrollment into antiretroviral treatment (ART) of newly identified PLHIV, effective adherence and retention strategies and minimizing interruption to treatment (IIT), TB/HIV integration, screening and management of Advanced HIV Disease (AHD), integration of Non-Communicable Disease (NCD) services into care, and ensuring viral load monitoring and maximal suppression to < 50 copies/ml. S/He will work with the PMTCT/Pediatrics field officers and community services team to ensure that HCPs, expert recipients of care (RoC) and community volunteers are well equipped with skills to appropriately manage infants, children and adolescents living with HIV according to national and international standards.

Principal duties and responsibilities:

- To conduct supportive supervision, job training, continuous medical education and training to HCPs and supportive cadres on RoC-centered comprehensive TB/HIV services towards epidemic control.
- Facilitate the provision of optimized PITC, Index testing, Social network Testing (SNT), and HIV self-testing services (HIVST) at all key entry points in the health facility
- Facilitate integration between TB and HIV services including infection control within HIV care and treatment clinics.
- Facilitate screening and management of Advanced HIV Disease (AHD) and other opportunistic infections to RoC within HIV care and treatment clinics.
- Facilitate integration between Non-communicable diseases (NCDs) (eg. HTN, Diabetes, Malnutrition etc) and HIV services within HIV care and treatment clinics.
- Support the health facilities in the provision of comprehensive friendly HIV/AIDS to children and adolescents including pediatric case identification, optimized ART initiation, TB preventive therapy, screening, and management of opportunistic infection
- Under the leadership of District Managers support HFs in the assigned districts to implement program activities that meet targets on HIV prevention, treatment, adherence and retention to ART, TB/HIV collaborative activities, HTS, PMTCT, Laboratory, CECAP and GBV/VAC.
- Support health providers and community teams to implement evidence-based innovations to retain key and vulnerable populations living with HIV identified in community settings
- Ensure RoC efficient HVL, CD4 and TB samples are transported and results documentation for proper HIV viral load monitoring.
- Facilitate pediatric optimization for pediatric clients on ART in the assigned districts.
- To ensure QI initiatives are implemented in all supported HFs in the districts.
- Ensure that THPS-supported clinical care activities at multiple delivery sites conform to the Tanzanian national guidelines.
- Work closely with the THPS supply chain officer to ensure all HIV/AIDS supplies and commodities are available in all supported health facilities
- Ensure the availability of national HIV prevention and treatment guidelines and tools at all supported sites
- Perform any other duties as assigned by your supervisor

Qualifications, Experience and Skills Required:

- Medical Doctor (or equivalent) from a recognized University. Postgraduate training will be an added advantage.
- At least two years of experience in donor-funded HIV program implementation
- Familiarity with national, regional and district-level health care programs in Tanzania.
- Ability to work independently with strong problem-solving skills

- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially on Ms Word, power point and excel

Position title: HIV Testing, Prevention & Linkages Program Officer (1 position)
Reports to: District Manager
Location: Shinyanga

Purpose and Scope of Job:

S/He will serve as the program, lead for all activities related to HIV prevention & linkages including community and facility-based HIV testing in the region, linkage to ART, adherence support for clients initiated on ART and PMTCT, psychosocial support for PLHIV including adolescents and children enrolled into care. S/He implement an efficient client centered linkage system between ART facilities and community-based service delivery points. S/He will be providing technical guidance and support to the HIV Prevention & linkages Field Officers, HCPs and any sub grantees (community-based NGOs) implementing HIV Prevention & linkages for general, priority and vulnerable populations.

Principal duties and responsibilities:

- Support regional team to ensure that all facility and community identified PLHIV are linked to ART and other relevant services
- Oversee and provide technical support to HCPs, peer educators (PE) and other actors to implement protocols on HIV testing services, prevention & linkages.
- Develop and facilitate innovative strategies to reduce treatment interruptions among PLHIV in supported sites.
- Work with HIV prevention & linkages and QI teams to conduct periodic assessment of HIV prevention & linkages standards of care in high volume THPS supported sites.
- Distribution of relevant job aides and materials related to HIV prevention & linkages to HCPs, community-based NGOs.
- Conduct supportive supervision and mentorship in collaboration with team members to HCPs, PEs, LCs and sub granted NGOs by applying mentorship skills and methods in order to improve quality of services.
- Review District scope of work, reports, plans and performance of the HIV prevention & linkages sub-grantees on quarterly basis.
- Maintain relationship with and support R/CHMT, and sub granted community NGOs in implementing HIV prevention & linkages activities for both facility and community settings.
- Represent THPS in the regional meetings on issues related to HIV prevention & linkages.
- Strengthen multi-sectorial collaboration with Regional and District/Council HIV and AIDS Coordinators (R/DACC/(CHACC) and other partners working in the community.
- Provide technical support in the use of national appointment and tracking systems that include mechanisms for tracking and tracing defaulters in care and treatment.
- Implement innovative approaches to improve appointment adherence, referrals and follow-up of clients in the community and tracing clients with treatment interruptions.
- Work with the clinical teams to establish viremia clinics for unsuppressed clients.
- Participate in development the R/CHMTs HIV annual work plans.
- Review and input all HIV prevention & linkages quarterly, semi – annual and annual progress report prior to submission.
- Prepare periodic technical reports, best practices and monitor progress through weekly and monthly reporting.

Qualifications, Experience and Skills Required:

- Degree in Medicine, Sociology or Nursing is mandatory.
- Candidate with

- relevant post graduate training related field e.g. Medicine, Sociology, Nursing MPH, etc. will have added advantage.
- Minimum of three years in HIV Testing, Prevention & Linkages services
- Experience in working in collaboration with local government partners (R/CHMTS) and NGOs.
- Ability to deal effectively and diplomatically with multiple government agencies, non-governmental organizations, faith-based organizations, and the private sector.
- Proven interpersonal skills in working effectively as a member of a team.
- Ability to work independently with strong problem-solving skills.
- Fluency in Swahili and English
- Computer knowledge

Job Title: Adherence, Psychosocial Support & Retention Field Officer (APSR FO) – (3 Positions)

Reports to: District Manager

Location : Tanga

Purpose and Scope of Job:

S/He will be a lead of all activities related to adherence and retention of PLHIV to ART and psychosocial support, including establishment/strengthening facility-community partnership/linkage mechanism in the assigned districts/cluster. S/he will receive technical assistance and guidance from the APSR Technical Advisor (APSR TA) and will be responsible for providing technical guidance and support to Health Care Providers (HCPs), clinical trackers, Peer Educators (PEs) and other community volunteers in enhancing adherence and treatment continuity of PLHIV on treatment. Establish/strengthen an internal referral system between various service units within the Health Facilities (HFs) and conduct supportive supervision and mentorship on APSR services in Tanga Region. The job entails extensive travel up to 80% within all districts of the Region. The incumbent will be a member of the Adult and Paediatric care and treatment, team and will provide day-to-day oversight of the following areas:

Principal duties and responsibilities:

Peer Education in HIV Care and Treatment Clinics (CTC) settings

- Facilitate selection of PEs and APSR training for TOTs, HCWs and PEs in the Tanga region.
- Establish/strengthen facility-community partnership/linkage in the Tanga region.
- Conduct supportive supervision (SS), mentorship, CMEs and OJT on APSR services.
- Support the implementation of peer education programs in Care and Treatment settings by ensuring PE's trace defaulters; provide testimonials, link positive clients into care and treatment services and all other PE responsibilities.
- Work with both DACC and CHAC to develop inventory for community-based support services (CBHS) within Tanga Region and strengthen community mobilization activities and linkages with community-based organizations
- Work with CHAC to establish, register and support PLHIV support groups in the Tanga region.
- Work closely with the CHMT and HMTs to design and establish site-specific psychosocial activities to improve retention (continuity of treatment) to adolescents and young adults,

Clinical adherence support

- Provide technical assistance to HCWs on care and treatment sites to implement protocols on adherence support for clients on antiretroviral care and treatment.
- Ensure effective use of National and program appointment and tracking systems (appointment and tracking registers, PE 3 forms, 3 boxes approach, e- LCM wateja Marafiki)
- Assist in the assessment of APSR-specific standards of care (SOC) in assigned districts.

- Conduct SS and CMEs on clinical adherence support to HCPs as per guidelines. Maintain the relationship with RHMT and CHMT, CSO and Faith-based organizations responsible for APSR services in the Tanga region.
- Take part in the integration of other programs (Pediatric, PHDP, TB/HIV units within APSR) in the region through training and implementation.
- Provide technical support to HCPs, PEs, clinical trackers and other relevant actors in assigned districts to implement facility-based HIV and person-centred initiatives for recipients of care on treatment.
- Develop and facilitate innovative strategies to reduce treatment interruptions.
- Design retention interventions targeting different subpopulations on treatment continuity.
- Take leadership in the design, training and distribution of relevant job aides and materials related to adherence counselling and treatment continuity in assigned districts.
- Collaborate with Community IP, HCPs, PEs, LCs and sub-granted NGOs to conduct SS and mentorship in order to improve the quality of services.
- Ensure the formation of active Adolescent and youth groups/clubs and other initiatives to improve adolescents' adherence, retention and viral suppression across facilities and promote HIV knowledge and psychosocial support to this age group.
- Strengthen multi-sectorial collaboration with CHACs and other partners including linkages with community-based organizations.
- Provide technical support and best approaches on how to improve reminders, referrals and follow-up of clients in the facility to prevent clients from missing appointments and tracing clients with treatment interruptions.
- To prepare daily, weekly, and monthly summary reports and provide periodic progress reports and provide input for the preparation of the quarterly reports.
- Any other duties as assigned by the supervisor.

Qualifications, Experience & Skills required:

- Degree in BA sociology or nursing or related discipline with extensive field experience.
- Minimum 5 years of work experience in the HIV field with a donor-funded organization, including demonstrated experience and knowledge working with facility-based HIV prevention programs. Must have experience with PEPFAR-funded HIV programs, preferably with CDC.
- Familiarity with district-level healthcare systems in Tanzania is highly desired.
- Excellent written and verbal communication skills with fluency in English required
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at a minimum);
- Ability to provide high-quality technical support to HCPs, clinical trackers and volunteer
- Ability to lead and work with diverse teams.
- Flexibility to work after normal working hours and on weekends with significant travel.
- Ability to work independently with minimal supervision and strong problem-solving skills.

Position Title: Cervical Cancer Prevention and GBV Field Officer (5 positions)
Reports to: District Manager
Location: Tanga (3), Shinyanga (1) and Kigoma (1)

Purpose and Scope of Job:

The CCP &GBV -FO will assist the THPS Cervical Cancer Prevention and GBV unit in overseeing the planning, implementation and monitoring of the MoHCDGEC and CDC cervical cancer prevention program in the region and ensure that the program achieves its goals in all THPS supported health facilities. The CCP & GBV-FO will work with the THPS program teams to ensure national standards, guidelines and policies on CCP, and GBV are followed and standard operating

procedures and job aids are developed to enhance program performance. /he is expected to cover extensive travel to all THPS-supported facilities within the region.

Principal duties and responsibilities:

Cervical Cancer Prevention

- Liaise closely with the Regional and District health authorities in the implementation of the cervical cancer screening program in the region.
- Build working relationships and provide technical support to Regional and Council Health Management Teams (RHMT and CHMTs) in planning, coordination and supervision of cervical cancer screening activities in the region.
- Build the capacity of the health facility staff to ensure the necessary equipment and supplies including CO2 and 5% vinegar are available.
- Build the capacity of health facility staff to ensure all VIA-positive screened women are treated.
- Build the capacity of health facility staff on HPV DNA testing and ensure women the new strategy for screen, triage and treatment is being followed.
- Orient PEs and auxiliary staff on cervical cancer screening, and HPV vaccination in order to mobilize women and the community at large.
- Work with available community support structures/authorities to mobilize and sensitize the communities in the region to participate in the program.
- Organize and facilitate training of health care providers on cervical cancer screening and cryotherapy
- Organize stakeholders' meetings/joint supportive supervision biannually.
- Organize and coordinate outreach services to needy communities to reach the desired prevention goal of cervical cancer
- Organize and provide technical support to health facility staff to ensure all girls living with HPV eligible for HPV vaccination are vaccinated
- Explore the integration of cervical cancer screening in postpartum care, Family planning, PMTCT, HT, CTC STI services and outreach services
- Work with other programs within THPS such as PMTCT, HTS/EID, CTC and APSC to mobilize and sensitize clients and integrate cervical screening and treatment services within the existing programs.
- Supervise and mentor healthcare workers at sites in implementing the program.
- Track and document lessons learnt and best practices during the implementation of the program.
- Build the capacity of service providers in documentation, data collection and analysis
- Provide reports to the regional team leader/coordinator, regularly at required intervals
- Ensure DHIS data of all supported sites and outreach sites reports monthly and timely in collaboration with DRCHCos and DHIS focal persons within the districts and RRCHCo and RHIMs
- Carry out other relevant tasks as assigned by the supervisor
- To prepare weekly, monthly progress reports, budgets, and work plans, particularly those pertaining to CCP
- Provide data and a summary report on a timely basis for the preparation of quarterly reports.
- Performs other related duties as assigned

Gender-Based Violence

- Facilitate and oversee the planning and implementation of GBV and VAC activities across HIV interventions and ensure the availability of national GBV and VAC guidelines
- Provides technical and programmatic support for GBV and VAC-related interventions
- Plan, organize and facilitate training and coaching for GBV and VAC according to MoH-approved curriculum
- Conduct field monitoring and supportive supervision to provide feedback and guidance to staff to improve the services provided in screening, identification, counselling, referrals and

linkage and management of GBV and VAC cases Conduct Quarterly joint supportive supervision and mentorship with R/CHMTs and DSWOs to health care providers to improve quality of services as per national guidelines on GBV and VAC. Prepare monthly summary reports and provide periodic progress reports and input for the preparation of the quarterly reports

- Lead monthly and Quarterly performance reviews of health facilities on programmatic GBV indicators.
- Identify and document lessons learned and best practices for scale-up across HIV interventions
- Perform any other duties as may be required by the supervisor

Qualifications, Experience and Skills Required:

- Degree in Medicine, Nursing, or social work or equivalent from recognized Universities.
- At least two-three years' experience in cervical cancer screening and GBV programs.
- Experience in LEEP services, VIA TOT, CCS, HTS and PMTCT-EID program is added advantage
- Demonstrated experience in planning, implementation and monitoring of gender programming to prevent GBV among PLHIV clients
- Experience facilitating gender training and workshops with a focus on GBV
- Experience in community sensitization and mobilization.
- Experience in data management, monitoring and supervision.
- Strong communication and team-building skills.
- Ability to work independently with strong problem-solving skills.
- A good understanding of public functions and operations in government and/or NGO services.
- Good verbal and written communication skills in English and Kiswahili
- Good intellectual and human skill capacity to engage and work with individuals with different character

Job Title: PMTCT & Pediatric Field Officer (5 positions)
Direct Reports to: District Manager
Location: Tanga (4) and Kigoma (1)

Purpose and Scope of Job:

The Prevention from Mother to Child Transmission Field Officer (PMTCT& Ped-FO) will serve as THPS focal point for activities related to PMTCT and pediatric program in the allocated Districts in the Region. This will include capacity building of health facility staff, establishment and monitoring of support groups for the pregnant/postpartum women, HIV positive women and their families, coordination of care and treatment within facilities providing PMTCT services including standalone PMTCT sites, ensuring drugs and supplies for PMTCT services are available, support strategies to foster adherence and retention among pregnant and lactating women enrolled in all supported sites. Development of linkages to other services including psychosocial support groups the laboratory services as well as community support services. This position is part of a multidisciplinary, cohesive team and requires excellent communication skills and extensive travel.

Principal duties and responsibilities:

- Work closely with the District Managers and Regional teams to jointly implement the PMTCT and pediatric work plan.
- Jointly with CHMT members conduct focused supportive supervision to the sites to oversee program implementation (travel up to 80 % of the time in the field) i.e. Visit every site to strengthen the program at the site through identifying gaps and collaborating with the THPS staffs and district and facility team to find solutions.
- Provide direct, onsite support to nurses and clinical officers working at RCH units in THPS supported districts to establish and strengthen services and provide ongoing mentoring and support to implement the current National PMTCT and pediatric guideline

- Coordinates and monitors early infant diagnosis (EID) services for all identified HIV exposed infants and ensures results timely communicated.
- Ensures HIV viral load monitoring among HIV pregnant women in the PMTCT program and pediatric recipient of care.
- Develop linkages between various HIV programs and community-based organizations within the region.
- Work with health facility staff and HIV positive pregnant/postpartum women to support the establishment and monitor the Psychosocial Support Groups (PSGs) for PMTCT at the facilities.
- Ensure M&E & IEC materials and job aids are available at every PMTCT site.
- Reviews and maintains a resource binder (resource mapping) of current PMTCT information for Health care worker education purposes and referral resources.
- Help facility staff own the data through improving preparation and make use of PMTCT monthly summary reports. Assist in data collection from the health facility if needed Reporting to specified levels.
- Establish and maintain a strong relationship with health facility staff delivering PMTCT services in districts.
- Working closely with CHMT ensure timely ordering, stocking and supply of PMTCT and Family planning supplies to PMTCT sites.
- Prepare and timely submit site visit reports, ensuring observed issues which need immediate intervention are communicated immediately upon return from the field.
- Conduct supportive supervision, mentorship and on the job training to all HTC & PMTCT staff in partner organizations and health facilities including identification capacity gaps and address them.
- Ensure the optimal standard of counselling is achieved by ensuring the use of national guidelines and protocols. Ensure proper documentation of activities using appropriate national HTS, PMTCT/EID data collection tools for accurate record keeping and timely reporting.
- Provide technical assistance to health facility staff on comprehensive management of pediatric including management of opportunistic infection and Advanced HIV disease (AHD).
- Work closely health facility staff to conduct HTS to children born by women living with HIV receiving care in care and treatment clinic (CTC).
- Review partners' reports and develop quarterly reports and submit to regional office for further proceedings.
- Work with RHMT/CHMT and Hospital Management Teams (HMT) to design and implement innovative strategies for improving the quality of HTC, PMTCT and EID services
- Assist in the development of community linkages and support groups for HIV positive mothers and their families to ensure a network of quality care.
- Work closely with THPS M&E team to ensure monthly reporting of HTS, PMTCT and EID indicators.
- Write regular program reports as required by THPS regional office.
- Travel to the sites to oversee program implementation (expected to travel to the field up to 75% of the time)
- Collaborate with other THPS staff and other stakeholders to develop strategies for strengthening referrals and linkages to Care and treatment clinics and ensure the continuum of care for clients.
- Facilitate establishment/strengthening adequate outreaches or mobile HTC service whenever needed.
- In collaboration with Pharmacy and laboratory teams facilitate monitoring and supportive supervision on logistics management.
- Support Health Care Providers (HCPs), Peer Educators (PE) and other relevant actors in the region to implement protocols on adherence support for pregnant and lactating women on PMTCT Program

- Take part in design, training and distribution of relevant job aides and materials related to PMTCT, HTC.
- Work as Mlezi in the HFs S/He will be assigned to.
- Perform other related duties as assigned by the supervisor

Qualifications, experience & skills required

- Degree in Medicine, or Nursing or equivalent from recognized Universities.
- Training on HIV care and treatment, PMTCT, HIV/AIDS counseling and community-based PLHIV groups.
- At least three years working experience in HIV and AIDS care and treatment program including HIV care and treatment, PMTCT and HIV/AIDS counseling.
- Experience in working with community-based PLHIV groups or PLHIV post-test groups.
- Familiarity with health systems in Tanzania is highly desired.
- Ability to work independently with strong problem-solving skills.
- Computer literacy in Word, Excel, and PowerPoint are required
- Excellent oral communication and writing skills, interpersonal skills, and the ability to work in a team setting
- Willingness and preparedness to travel domestically for at least 75% of the time

Job Title: Medically Assisted Therapy (MAT) Program Officer (1 Position)

Reports to: Regional Program Manager

Position Location: Tanga

Purpose and Scope of Job:

The Medically Assisted Therapy (MAT) PO provides technical leadership and oversight on all MAT-related services and interventions. S/He will be guided by the National Guidelines, SOPs and other relevant authorities to keep up to date with key advances in all issues related to MAT, translating into practice key program national and global priorities in MAT and HIV prevention among People Who Inject Drugs (PWID). S/He will provide substantive technical direction on MAT services and support to other field-based THPS staff, key stakeholders at regional, and local government authorities and Civil Society Organizations and Community based organizations.

Principal duties and responsibilities:

- Lead and oversee the implementation, of MAT services under the Afya **Hatua** Project in the Tanga Region
- Provide functional and timely input in the implementation of MAT services including reporting on the progress of the planned activities and expected outputs
- Provide technical support in the implementation of integrated services including HIV, TB, STIs, and Hepatitis screening in line with National guidelines to people who inject drugs (PWID) and people who use drugs (PWUD)
- To collaborate with the facility in charge at supported MAT clinics in needs assessment on MAT services and organize the efforts to address them including relevant skills enhancement to providers, commodities, and supplies as needed in collaboration with Regional/District AIDS Control Coordinators, and Regional/ District Mental Health coordinators
- Support CBOs and CSOs in Tanga to recruit, and train clients (PWID/ PWUD) for enrollment in the MAT clinic
- Support the establishment of psychosocial support groups for MAT clients and ensure adherence to the sessions by these clients
- To ensure timelines and accuracy of relevant MAT data as well as support strengthening of the M&E systems in collaboration with the SI Technical Advisor
- To collaborate with the M&E team in analyzing and utilizing MAT data for planning, priorities and resource allocation and write reports, best practices, success stories and lessons learned for a wider dissemination

- To participate in regional and national meetings and consultations to share and disseminate THPS experience and models of MAT service integration and coordination
- To conduct mentorship to service providers on the provision of MAT service in the MAT clinic
- To engage and facilitate strategic collaboration with key technical and community-based stakeholders in HIV prevention among PWID/ PWUD including, CBOs, community leaders and other IPs
- Facilitate the procurement of reagents such as clients monitoring Urine Drug Screening (UDS) kits, hepatitis B and C reagents and other supplies for daily use at MAT clinics
- Facilitate safe and ethical transportation of Methadone drugs from the Drug Control and Enhancement Authority (DCEA) to Tumbi and Bagamoyo MAT clinics.
- Support, mentor and organize HIV screening and testing to MAT clients, index contacts tracing and defaulters tracing
- Lead efforts in writing technical program documents including work plans, reports best practices, success stories, lessons learned and other relevant documents as required by THPS
- Collaborate with RHMT to facilitate quarterly technical working groups (TWG) MAT meetings
- Coordinate and attend monthly performance reviews of the progress of the provision of MAT services
- Work with CBOs/ CSOs peer educators, on awareness creation to the community on the availability of MAT services in the region
- Perform other duties assigned by the supervisor

Qualifications, Experience & Skills required

- Medical Doctor or equivalent in a recognized Institution
- Master's Degree in Public Health or other relevant advanced degree is an added advantage
- At least 5 years of experience working in MAT services as part of comprehensive HIV prevention, care and treatment services
- Demonstrated ability through previous experience of working with LGAs and civil society
- Experience working with national counterparts i.e. NACP, DCEA, PORALG and participating in MAT National TWGs
- Strong interpersonal and communication skills, and proven ability to lead a multi-disciplinary team.

Position Title: Community Services Field Officers (13 positions)

Reports to: Regional Community Program Coordinator and Indirectly to District Manager

Location: Tanga (10), Kigoma (2) and Pwani (1)

Purpose and Scope of Job:

Support and coordinate community services at the district level that foster identification, linkages and retention of new PLHIV including reaching priority, vulnerable and key populations. Provide leadership in community initiatives that support effective referrals and follow-up of clients between community settings and HFs while working with sub granted NGOs. The position includes monitoring all community outreach services, community-based ART refill for newly diagnosed and stable eligible HIV clients, follow up of clients with treatment interruptions, linkage case management initiatives, viral load and sputum sample collection, transportation and to ensure clients with high viral loads attains viral suppression. Also, coordinates linkages to other services including MAT for people who inject drugs, and social services to victims of gender-based violence (GBV)/violence against children (VAC). S/he will monitor the implementation of the Social and Behavioral Change Communications (SBCC), structural, gender activities and referrals and linkages to biomedical services among general, key and vulnerable populations in compliance with the overall approved work plan. S/he will play a key role in ensuring that the SBCC, structural and biomedical services are conducted according to the national guidelines, and that beneficiaries receive quality services.

Principal duties and responsibilities:

- Work with HCPs and expert clients/volunteers to manage community outreach activities for HTS, ART refills, HVL coverage as per required standards of care to ensure treatment continuity adherence support, psychosocial support groups.
- Ensure HFAs, volunteers and HCPs participating in community-based services are appropriately trained and oriented on initiatives strategies to ensure continuum of care
- Ensure all newly diagnosed clients are enrolled into HIV treatment and attached to Peer Educators/Community Outreach Workers (COWs) as '*Wateja Marafiki*' and are known to the multidisciplinary team for treatment continuity.
- Participate in development of district level work plans for implementation of community HIV identification, linkage and retention activities.
- Ensure linkage and retention including community-based ART services are provided in line with WHO, national, donor and THPS working strategies.
- Collaborate with facility staff to coordinate activities, share data and work plans to strengthen continuum of care across community and facility interventions.
- Work closely with the existing district systems (CHACC and DACC) to establish and strengthen facility-community partnership at all levels.
- Provide technical support in best approaches for improving referrals and follow-up of clients in the community.
- Facilitate identification of static community refill points to assist priority and key populations maintain good ART adherence
- Support facility and community to establish referral and linkage system between facility and community services.
- Work with KVP led sub granted NGO to ensure all PWID are linked to MAT services
- Conduct routine site visits for technical support and improvement of performance
- To monitor progress of community-based services through, data collection, reporting and monthly/quarterly/annual quarterly meetings
- Conduct joint supportive supervision, mentorship and CMEs with RHMT/CHMT and other program staff to improve quality of adherence support provided to clients receiving HIV care and treatment.
- Support sites to establish appointment systems that include mechanisms for tracking and tracing defaulters in care and treatment setting and in the community.
- Perform any other duties as assigned by the supervisor

Qualifications, Experience and Skills Required:

- Social Scientist or Nurse with degree or equivalent from recognized institutions.
- At least three years' working experience in working with community-based programs.
- Training in advanced adherence counseling
- Ability to work independently, document best practices and write analytical reports.
- Strong problem-solving skills.
- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially on Ms Word, power point and excel.

Position: District Data Manager (2 positions)

Reports to: Senior Data Manager with a dotted line to District Manager

Location: Shinyanga

Purpose and Scope of Job:

To serve as the key technical contact to RCHMT and CHMT Care and Treatment team lead to ensure THPS provides technical assistance, Care and Treatment services across all the CTCs. This entails HIV counselling and testing at all entry points including, Provider Initiated testing and Counseling (PITC), pediatric HIV care and treatment, enrollment of adults and adolescents living with HIV into care and antiretroviral treatment (ART); enhancing retention and minimizing LTFU, effective

adherence and psychosocial support, implementation of collaborative TB/HIV activities, effective linkages of into HIV care and treatment, updating and managing databases in THPS supported sites, ensure privacy policies and data use skills in Medical records and data are managed accurately in Care and treatment According to data quality SOP of Tanzania

Principal duties and responsibilities:

- Lead in maintaining and updating, managing, installing and repairing all regional databases for care and treatment, CTC2DB, PMTCT, TB/HIV, HTS, EID, CCs, DHIS2, UCS and other internal/external databases as assigned.
- Assist to provide technical assistance to regional supported facilities within the region in collaboration with RCHMT/CHMTs members
- Create and implement policies and procedures for data management
- Implementation and evaluation of program monitoring tools and data management
- Ensure that DQA is carried out quarterly according to DQA SOPs and that recommendations following the site DQA visit are implemented and strengthen facilities staff in DQA knowledge
- Ensure Tanga Region compliance with policies for data quality assurance and reporting requirements and share with Staff, CHMT
- Train and supervise Data Officer and Health facilities Staff to ensure timely data entry, cleaning on a routine basis,
- Generating data queries and routine progress organization reports levels to Donor
- Collaborate with other team members to prepare monthly, quarterly, semi-annual and annual reports on supported program areas
- Develop and respond to queries related and relationship to data analysis and report writing
- To assist RHCMT & CHMT to strengthen facilities in care and treatment
- Supporting CHMTs/RHMTs to computer management maintenance, Assembling, and updating software installation in care and treatment clinic
- Ensure data triangulation between source registers, cards and forms versus database or reporting systems
- Always ensure adequacy, accuracy and legitimacy of data collection activities with Team
- Ensure data and medical records privacy law according to SOP of Tanzania
- Participating in related data meetings in RHMT/CHMT and the Ministry Health
- Frequency statistical data analysis by using MS Access, Excel and SPSS, STATA and Advance tables' management and relationship.
- Prepare and participate in data after collection, APR, SAPR, verification, data review, and report to ensure all program area data are accurate and timely to THPS MER info(databases)DHIS2 and DATIM with the attention response query from Donor
- To provide technical assistance for MTUHA focal persons in District
- Monitoring and Evaluate performance and analyzing information of data systems
- Troubleshoot related problems and suggest solutions to identified problems
- Determine methods and implement effective and secure procedures for data quality, processing and collection.
- Define and implement procedures for data sharing with THPS program management, CHMT and RHMT
- Support others in the daily use of data systems
- Extract reports and data when needed
- Coordinate and share compiled District Monthly reports to regional Snr Data Managers.

Qualifications, Experience & Skills required:

- Bachelor degree in Informatics, Biostatistics, Statistics, ICT, Demography or equivalent education
- Strong analytic and quantitative aptitude, including an understanding of data science and informatics
- Experience with managing large data projects, including integrating and analysing multiple datasets and developing customized reporting.
- Must be able to use Windows, MS Office, PowerPoint, and Excel as well as statistical analytical packages and data manipulation with R, Python etc.
- Experience with business intelligence visualization software like Power BI,
- Experience using messy data to mine relevant insights to improve program performance.
- At least 5 years of experience in data analytics of public health data, including HIV and TB related data.
- At least 5 years of progressive responsibility in managing teams and projects.
- Experience creating compelling and meaningful visualization and reports displaying programme, health quality and cost information for a wide range of audiences, including health providers, implementers and executive management

Position Title: Strategic Information Officers (9 positions)

Reports to: Regional M&E Manager and Indirectly to District Manager

Location: Tanga

Purpose and Scope of Job:

Strategic Information Officer will be responsible to design, develop and update databases and implement high-standard data management systems including data analysis; build staff capacity of THPS and stakeholders at District and health facility levels including CHMTs. S/He will be responsible for the development and implementation of site-level databases for collection of HIV/AIDS program indicators, as well as community services. Providing technical assistance on data entry of patient data and generating data reports timely.

Principal duties and responsibilities:

- Lead in maintaining and updating District databases for care and treatment, TB/HIV, HCT, community services and other databases as assigned.
- Assist to provide technical assistance to District supported facilities within the region in collaboration with R/CHMT members.
- Build capacity of CHMT in data management and data use for program improvement
- Implementation and evaluation of monitoring tools and data management
- Ensure that DQA is carried out quarterly according to DQA SOP's and that recommendations following the site DQA visit are implemented.
- Ensure District compliance to policies for data quality assurance and reporting requirements.
- Train and supervise Data officers in the councils in the supported CHMTs to ensure timely data entry, cleaning on a routine basis, generation of data queries and routine progress reports.
- Collaborate with other team members to prepare daily, weekly, monthly, quarterly, semi-annual and annual reports on supported program areas.
- Develop and respond to queries related to data analysis
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to central team as needed.

Qualifications, Experience & Skills required:

- Bachelor's degree or certified training in Computer Science, IT/HMIS, data management or a related discipline.
- Advanced skills in Database programming, and analytical software an advantage
- A background in nursing, health science or a related discipline are an advantage
- 3+ years relevant experience years' experience with MS Access application development and use, data analyses with standard software packages and implementing protocols for data quality assurance.
- Strong supervisory and management skills
- Ability to work independently
- Fluent in English & Kiswahili
- Experience working with NGO's and/or donor-funded programs

Position title: Sub Grants Officer (1 position)

Reports to: Directly to RPM and Indirectly Snr Sub Grants Manager

Location: Kigoma

Purpose and Scope of Job:

To focus on all issues related to sub awardees efficient management of THPS funds and to monitor the financial and administrative systems for proper utilization of such funds. S/He will work with Kigoma sub grantees and other THPS sub grantees in building their capacity towards compliance and efficiency in managing donor funds including timely reporting. Under the leadership of the Senior Subs Grants Manager S/he will facilitate and coordinate the subs budgeting process and provide ongoing feedback to the THPS on the implementation of the subs work plans and Budgets including compliance to all set rules and regulations of the grants

Principal duties and responsibilities:

- Assist in assessing the financial and administrative requirement for the sub awardees.
- Adapt administrative and financial policies and procedures for the sub awardees which includes; manuals, user guides and templates to be compliant with donor and THPS requirements
- Provide training and technical support to sub awardees staff to improve administrative and financial systems by using THPS management tools and general management of fund procedures.
- Be a technical lead in regional subs Annual Planning and Budgeting and work closely with District Managers and Regional managers to ensure close follow up of the program activities.
- Ensure thoroughly review of the subs expenditure reports to ensure certified reports are free from errors, fraud and comply with THPS, USG regulations or specific donor requirements.
- Ensure consistent application of THPS financial and administrative policies/standards, as well as donor, and THPS rules and regulations
- Act as resource person for tracking and monitoring systems, reporting policies and procedures to sub awardees.
- Monitor project staff Regional Payrolls and confirm the same to THPS HQ by working closely with CHMTs and HF in charges and THPS District Managers to report staff availability at sites before payrolls.
- Ensure that sub awardees provide their reports accurately, completely and on time as per specified deadlines in their sub agreements.
- Monitoring of sub awardees invoices and advances to and from THPS
- Monitor the need for internal and external audits of sub awardees, and manage the audit including all the audit findings as needed

- Coordinate with THPS finance staff and field finance managers to correct sub awardees bank account errors and improve payment systems.
- Train new sub awardees staff on matters related with financial management and perform project financial review
- Assist in provision of procedures for sub awardees closing by making sure that all steps and regulations are followed properly
- Work closely with program team to ensure close follow up of the program including planning, monitoring and filling of both the technical and financial reports.
- Supervise and train the Sub Award Finance Staff in CDC rules and regulations and the Financial Reporting.
- Perform other duties as assigned by supervisor

Qualifications, Experience and Skills Required:

- Degree in Business Administration, Accounting or Finance or equivalent related field Minimum of five years relevant experiences in management, at least five years of experience in an NGO environment. Master Degrees and CPA will be added advantage.
- Relevant experience in grants management and financial/operational systems preferred.
- Substantial experience implementing USG-supported projects and knowledge of USG regulations and procedures strongly preferred.
- Demonstrated expertise with USAID cost principles especially on Cost Share, reporting requirements, financial regulations and management systems.
- Demonstrated experience in managing a portfolio of more than 10 subgrantees on public health projects with over US \$ 750k budget per year in Tanzania, with emphasis on HIV/AIDS.
- Excellent organizational, multitasking, coordination, communication and interpersonal relationship skills required.
- Experience working with and providing technical assistance and training to NGOs, FBOs, CSOs and Local Government Organization (LGAs) as sub grantees, using different awards mechanisms preferred.
- Experience in managing Extensive sub grantees audits both internal, statutory and audit of non-US NGOs.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Excellent facilitation, oral and written communications skills both in English and Kiswahili.
- Computer literacy and very good knowledge of Excel, Ms-Word; experience in QuickBooks accounting package is advantageous.
- Fluency in English and Kiswahili (written and spoken).

Position Title: Administration Officer (1 position)

Reports to: Directly to RM with dotted line to Snr Administration Officer

Position Location: Tanga

Purpose and Scope of Job:

The purpose of this job is to perform administrative functions and secretarial duties to facilitate core programmatic and operational activities in THPS.

Principal duties and responsibilities:

- Assess Administration policies and procedures on an on-going basis to identify and propose new policies or changes as needed, in addition to monitoring the implementation of existing Admin policies to ensure they are being properly adhered.
- Prepare administration periodic status reports and submit for onwards review and approval to assist in management decision making;

- Report any issues with the building utilities for the building such as electricity water and proper function of telephone lines to ensure business runs smoothly at all times;
- Report any security breach or issue to Administration Officer in order to maintain safety and security of the building and assets at all times;
- Coordinate the use and maintenance of the office equipment including the photocopier, fax, binding machine to ensure that they are in working order and report of any default;
- Oversees proper running of utilities for the building such as electricity, water and proper function of telephone lines and ensure all faults are dealt with to avoid down time of THPS;
- Enhance customer engagement and relationship management and ensure all clients and visitors are well taken care of.
- Act as the sole custodian of the official stamp to ensure usage is only for official matters and to avoid any personal usage;
- Along with the lead Driver, coordinate routine servicing and maintenance of vehicles other assets by service providers and to ensure they are in good condition and fit for intended purpose
- Maintain inventory of all THPS property as a record to track any changes in inventory levels;
- Carry out any other duties as assigned by Supervisor

Qualifications, Experience and Skills Required:

- University degree in Business Administration or any related field is required.
- A minimum of Five (5) years of relevant professional work experience in managing the front desk, Administration or customer care.
- Hands-on experience on Microsoft Office applications
- Fluency in English and Swahili is required.
- Excellent verbal and written communication skills including the ability to interact professionally with directors, managers, colleagues and clients.
- Team player and works very collaboratively with others
- Thinks and Acts Strategically
- Must have time management skills and flexibility to work beyond normal business hours

Position Title: Admin Assistant (2 Positions)

Reports to: Administration Officer

Position Location: Korogwe (1) and Kahama (1)

Purpose and Scope of Job:

To organise and supervise administrative activities that facilitate smooth running of the Dar Team.

Principal duties and responsibilities:

- Organizing trainings, conferences, meeting, seminar and other events.
- Ensure facilitator contracts are in place before the start of the training and the necessary transport logistics such as booking, per diem, accommodation, are in place.
- Assist with booking venue, catering and soft drinks
- Ensures training materials are available and delivered to the venue on time and coordinate the purchase of specified stationeries.
- Assist with training room layout and ensure training equipment's (LCD, laptop, pointer etc) are available as requested. Upon closure of the training make sure the equipment's are returned to the office.
- Prepare course certificate at the completion of the training.
- Responsible for training data entry and maintenance of data base.
- Enter training data into the Training database and regular to run database clean up

- Ensuring office electricity and water is available through out
- Manage staff bookings for Hotels and flight, update the list for Hotel invoice to avoid double payment and follow up for all pending invoices.
- Assist with the co-ordination of other office events such as meetings staff re-treat, staff day out, launching etc.
- Preparing administration and program purchase requisitions.

Qualifications, Experience and Skills Required:

- University degree in Business Administration or any related field is required.
- A minimum of Five (2) years of relevant professional work experience in managing the front desk, Administration or customer care.
- Hands-on experience on Microsoft Office applications
- Fluency in English and Swahili is required.
- Excellent verbal and written communication skills including the ability to interact professionally with directors, managers, colleagues and clients.
- Team player and works very collaboratively with others
- Thinks and Acts Strategically
- Must have time management skills and flexibility to work beyond normal business hours

Position: Project Driver (11 positions)

Reports to: Head Driver

Location: Tanga (7), Shinyanga (1), Kigoma (2) and Songwe (1)

Purpose and Scope of Job:

To maintain and provide the general maintenance and services for the THPS Program Vehicles and fleet services to THPS Staff travelling to sites.

Principal duties and responsibilities:

- Drive THPS program vehicles as directed and providing safe and efficient transportation to the staff and its visitors.
- Deliver parcels, letters and other relevant items to offices and businesses as appropriate.
- Drive long distance with or without THPS staff when required and adhere with the rules and regulation.
- Ensure that the vehicle is always clean and in good order and all the documentation e.g. insurance and road license are up to date.
- Perform routine vehicle inspection and maintenance including checking oil, fuel, brakes, lights, windshield wipers, waters and tire pressures.
- Keep track of maintenance record of vehicles to ensure that service schedule are adhered to and to remind the employer in advance when vehicle (s) service is due.
- Provide information and other general assistance to the organization staff and its visitors.
- Maintain record of work performed; Fills up all necessary forms, makes timely reports of accidents, incidents and unusual occurrences.
- Ensure necessary steps are taken as required by rules and regulations in case of involvement in an accident.
- Abide to all THPS rules and regulations.
- Performs miscellaneous job-related duties as assigned by Supervisor.

Qualifications, Experience and Skills Required:

- The candidate should hold a new valid and clean class C1, C2, C3 and C or more driving licence issued by Tanzania Revenue Authority
- The candidate must possess a driving certificate from VETA or NIT – This is Mandatory
- Must have not less than 5 years working experience driving 4wheel drive station wagons

- Must be a holder of Ordinary level Secondary education with good passes in English and Swahili
- Knowledge of basic vehicle inspection and maintenance with safety driving skills
- Sound previous driving experience of three years and above working in NGOs (Programs or Projects)
- The candidate should be fluent in both English and Swahili

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 **August 16, 2023** with a subject line of 'Position' *example* **Medically Assisted Therapy Program Officer**. 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.