



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 is implementing the **USAID funded Police and Prison Activity**- Cetology of Federal Domestic Assistance Number 98.001 awarded in August 12, 2020 through the funding opportunity announcement number 72062120-RFA 00003 in collaboration with the Ministry of Home Affairs (MoHA). The Activity focuses on providing quality comprehensive HIV/AIDS and Tuberculosis prevention, care, and treatment support services to the police and prisons staff, their families, prisoners and surrounding communities in Tanzania.

In FY24, the GOT under the leadership of the Ministry of Community Development, Gender, Women and Special Groups and Ministry of Community Development and Gender in Zanzibar; in collaboration with stakeholders through the Together for Girls (TfG) partnership and through funding from the US Presidents Emergency Plan for AIDS Relief (PEPFAR)/US Centres for Disease Control and Prevention (CDC) will conduct the second national Violence against Children and Youth Survey (VACS 24). THPS will work with National Bureau of Statistic (NBS) and Office of the Chief Government Statistician (OCGS) to conduct the survey. The results of the survey will inform national policies, laws, and programs to prevent violence.

Hence, THPS is seeking experienced, dynamic and qualified Candidates for the below positions.

Position:	Chief of Party (COP)
Reports to:	THPS Director of Programs (DoP)
Position Location:	Dar es Salaam, Tanzania

Overall Job Function

The Chief of Party (COP) will serve as the primary technical and managerial lead for the USAID Police and Prisons Activity program in Tanzania which focuses on providing quality comprehensive HIV/AIDS and Tuberculosis prevention, care, and treatment support services to the police and prisons staff, their families, prisoners and surrounding communities. The Chief of Party, and will provide leadership and coordination in strategic planning, program development and management, and overseeing the implementation and evaluation of all activities related to this program in Tanzania; while ensuring that project resources are used as planned

Specific Responsibilities and Duties:

- Provide overall strategic, technical leadership and coordination in planning, implementation, and evaluation of all activities under USAID Police and Prisons Activity project in Tanzania.
- Ensure quality and timeliness of work and the completion of the activity within budget.
- Maintain oversight responsibilities for all field-related technical & management issues

- Serve as the programs chief project and technical representative with USAID, MoHA including, Tanzania Police Force and Tanzania Prisons Services, MOH in mainland and Zanzibar, and other national/international agencies, institutions, and stakeholders.
- Communicate in a timely fashion with THPS Director of Programs and senior management team (SMT) and USAID on the coordination of activities and regarding status/ problems associated with activities and propose solutions.
- Supervise and manage all program staff and consultants working on this activity.
- Provide programmatic and technical direction, lead annual work plan development, as well as completion of required reports.
- Present Activity progress in quarterly USAID-TZ joint program management meetings (JPMM)
- Oversee the planning, monitoring, management and control systems to ensure informed decision-making and implementation of project activities.
- Oversee monitoring of project activities and ensure incorporation of lessons learned into ongoing activity tasks.
- Ensure performance against targets. Take corrective action where necessary.
- Coordinate and plan meetings with USAID, MoHA, and other partners at national and sub-national level.
- Ensure project financial systems and controls comply with generally accepted accounting practices and USG standards and GOT.
- Ensure compliance with THPS and USAID policies, rules and regulations.
- Lead development and implementation of sustainability plans and ensure continuous engagement of local government authorities (R/CHMTs) in supportive supervisions.
- Advocate for resource allocations to police and prison facilities by the local government authorities.
- Communicate regularly with THPS Executive team, sharing information in a timely manner.
- Accuracy and timely submission of all quarterly/ annual reporting requirements
- Supervise the development, implementation and reporting of evaluation and performance management including mid- and end-term project evaluation

Qualifications and Experience

- M.D. with minimum of Master's Degree in public health, health education, or health management field.
- 10 + years of program and/or project management experience in the area of HIV/AIDS and TB
- Excellent oral, written, and interpersonal skills.
- Previous work experience managing PEPFAR USAID-funded projects.
- Good interpersonal and people management skills, a team player, demonstrated ability to work effectively and harmoniously with other project staff, host country counterparts, USAID, consultants, donors, and international organizations.
- Able to travel domestically to project sites as needed.
- Must be a citizen of Tanzania

Position:	Senior Data Manager
Reports to:	VACS Project Director
Position Location:	Dar es Salaam, Tanzania

Overall Job Function

Reporting to the VACS Project Director, the VACS senior data manager will ensure quality data of high standard are collected, analyzed and reported. The VACS senior data manager is responsible for in-country management, storage, and security of data, as well as other technical aspects of the population-based surveys conducted on tablets. S/he will work to ensure delivery of clean, high-quality survey data and troubleshoot possible ICT challenges during data collection. Together with the ICT manager, senior data manager will ensure good storage and maintenance of tablets in the entire duration of the survey; He/she will collaborate with NBS, OCGS and CDC/DVP in preparing and using tablets for data collection and troubleshoot any challenges with the local server. The VACS senior data manager will

be responsible in assisting with technical issues, receiving/downloading the data files, verifying validity of files, downloading raw data on a weekly basis and sending them to CDC/DVP, processing the files to generate reports as necessary, and analysing data reports to respond accordingly.

Specific Responsibilities and Duties:

- Develop and implement procedures for effective data management, formulation of techniques for quality data collection, devises and implements efficient and secure procedures for data handling and analysis, establishes data sharing rules, and supports others in the daily use of data systems.
- Collaborate with the NBS, OCGS and CDC/DVP in preparing, testing, and using tablets for data collection and troubleshoot any challenges with the local server.
- Responsible for the reception, monitoring, de-duplication, and transfer of data to the CDC server during the period of data collection.
- Troubleshoot platform -level technology issues that may arise with tablets.
- Help identify and resolve potential connection issues with mobile operators using mobile data devices.
- Help identify and resolve potential connection issues within the survey team (e.g., from tablets to a group router, etc.).
- In collaboration with CDC, NIDC and other keep partner with help troubleshoot database.
- Provide remote technical assistance by phone or through remote access of tablets used during survey.
- Provide in-person technical support on an ad-hoc basis for field teams.
- Coordinate replacement of damaged or lost equipment.
- Report and send damaged equipment for repair.
- Control and maintain an active inventory of tablets and other ICT equipment.
- Help troubleshoot any software and connectivity issues with tablets and server.
- Assess system performance and make recommendations for software, hardware, and data storage improvements.
- Ensure digital databases and archives are protected from security breaches and data losses.
- Ability to conduct advanced statistical analysis using survey data through use of analysis packages such as SPSS, Stata, RDS etc.

Minimum Qualifications:

- Master's Degree in Computer Science, Engineering, Statistics, Mathematics, Management, Technical, Science, Economics, Health,
- Minimum of five (5) years of related experience managing and working directly with health informatics applications and databases from large research studies.
- Demonstrated experience in conducting data quality checks and producing data collection monitoring reports.
- Demonstrated experience in using and troubleshooting electronic data collection tools, especially tablets.
- Competence in cloud-based data storage service offerings.
- Good understanding of TCP/IP protocol suite.

Preferred experience and other skills:

- Demonstrated experience in providing remote assistance (e.g., from a central office location) to public health teams working in the field.
- Demonstrated and successful experience managing large, population-based survey data.
- Demonstrated experience in resolving IP-level connection issues, IPv4 sub-netting, etc.
- Demonstrated experience in working with mobile telecommunications technologies (GSM, 3G/4G, etc.), mainly in disconnected mode.
- Strong writing and verbal communication skills.
- Data Management/Analysis and Programming experience using survey data.
- Demonstrated experience working with servers and willing to learn ODK Central data server.
- Demonstrated experience in managing geospatial data.

Position:	VACS ICT Data Manager
Reports to:	Senior Data Manager
Position Location:	Dar es Salaam, Tanzania

Overall Job Function

The VACS ICT Data Manager is responsible to ensure good storage and maintenance of tablets in the entire duration of the survey. S/he will be expected to participate in the VACS training to assist and organize the handling and use of the tablets and other equipment. Once the training phase is completed, the ICT manager will organize the handling and distribution of the tablets to the teams before they head to their corresponding areas of work. Once data collection starts, the ICT manager will be responsible for the daily monitoring of teams and data. The monitoring phase includes contacting the teams daily, assisting them with any needs or technical issues, receiving/downloading the data files, verifying validity of files, downloading raw data on a weekly basis and sending them to DVP, processing the files to generate reports as necessary, analysing data reports to respond accordingly, and contacting field teams if needed. Upon completion of the data collection phase, together with the senior data manager, the ICT manager will be responsible for compiling and verifying all expected data have been received and checked, participating in data cleaning, collecting and cleaning the tablets to ensure no data from field work remains on them, and preparing tablets and other equipment to be sent back to designated location, if applicable, based on the standard procedure to be provided.

Specific Responsibilities and Duties:

- Ensure that tablets arrive and are set up for the training.
- Ensure good storage and maintenance of tablets for the entire duration of the survey.
- Develop techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data.
- Devise and implement efficient and secure procedures for data handling and analysis with attention to all technical aspects.
- Conduct training to data collection team to be able to perform data collection independently and effectively.
- Make sure that data collection procedures are in line with all relevant rules and guidelines.
- Develop data collection and management SOP.
- In collaboration with Survey Coordinator, ensure data collection team are following established guidelines and SOP for data collection.
- Establish data sharing agreement with external stakeholders etc.
- Conduct daily data quality control checks with the help from Senior Data Manager
- Assist with reports and data extraction when needed.
- Provide periodic data collection progress update.
- Provide data collection update to VACS technical working groups.
- Monitor and analyses information and data systems and evaluate their performance to discover ways of enhancing them.
- Troubleshoot data-related problems and authorize maintenance or modifications.
- Regularly monitor and evaluate information and data systems that could affect analytical results.
- Attend meetings on data management and security and facilitate consensus on data architecture plan.
- Manage data duplication, missing data, and inconsistent data.
- Develop data queries and manage queries resolution.
- Participate in data analysis, reporting and dissemination workshops and meetings.
- Perform other related duties as directed.

Minimum Qualifications:

- Bachelor's degree in computer science, Information Technology, Informatics, Engineering, or related field.

- Minimum of two (2) years of related experience managing and working directly with health informatics applications and databases from large research studies.
- Demonstrated experience conducting data quality checks and producing data collection monitoring reports.
- Demonstrated experience in using and troubleshooting electronic data collection tools, especially tablets.
- Basic understanding of cloud-based data storage service offerings.
- Basic understanding of TCP/IP protocol suite.

Preferred experience and other skills:

- Data Management/Analysis and Programming experience.
- Experience programming and troubleshooting ODK program.
- Experience working with servers and willing to learn ODK Central data server.
- Computer/Android tablet troubleshooting experience.
- Some experience in managing geospatial data.
- Strong writing and verbal communication skills.

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 **17th September 2023** with a subject line example **Chief of Party USAID Police and Prison Activity**. Only shortlisted applicants will be contacted. Please do not attach any certificates when submitting online.

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