



EMPLOYMENT OPPORTUNITY

Join us in our efforts to end the HIV epidemic in Tanzania. Be part of the winning team to advance global health and save the lives of people living with HIV.

About HJFMRI Tanzania

HJF Medical Research International, Inc. Tanzania (HJFMRI) implements two (2) PEPFAR supported HIV care and treatment programs through the Walter Reed Army Institute of Research (WRAIR) of the US - Department of Defence (DoD) in close collaboration with the Tanzanian Ministry of Health (MoH) and the President’s Office, Regional Administration and Local Government (PORALG). The interventions supported under these two programs include HIV Testing Services, Adult and Pediatric Care and Treatment, PMTCT, TB/HIV Collaboration, CECAP, Supply Chain Management, Laboratory Services, Research and Community HIV Services including DREAMS.

The Southern Highlands (SHL) Program works with the Regional and Council Health Management Teams to implement these interventions in Rukwa, Katavi, Mbeya, and Songwe while in Ruvuma region, the program implements Voluntary Medical Male Circumcision (VMMC) intervention only. The Tanzania People’s Defense Forces (TPDF) Program implements the same interventions in 21 Military Health facilities in both Tanzania Mainland and Zanzibar.

CURRENT EMPLOYMENT OPPORTUNITIES:

HJF Medical Research International, Inc. Tanzania (HJFMRI-T) is seeking qualified candidates to fill the open positions listed below.

1.	Job Title:	Program Director, SHL Program
	Reports to:	Executive Director
	Job Location:	Mbeya

Position Overview

The Program Director, SHL Program shall oversee the day-to-day technical implementation of the HJFMRI Tanzania Southern Highlands (SHL) PEPFAR HIV Program in line with the approved work plans and budgets, the Tanzania Ministry of Health guidelines, HJF / MRI policies, SOPs and USG rules and regulations. The incumbent will provide technical direction to the SHL Program team to ensure the HJFMRI Tanzania SHL Program deliverables and / or outcomes are met in the most efficient and effective manner possible. The position will direct the development of SHL Program work plans and budgets based on the Country Operational Plan guidance, as well as work plans and budgets implementation and monitoring.

The position will frequently engage and work closely with our Government of Tanzania counterparts [Senior Government Officials from the Ministry of Health, PO-RALG and TACAIDS, as well as Regional Commissioners, Regional Administrative

Secretaries, District Commissioners and District Executive Directors in the SHL Program supported regions] on the technical implementation of the SHL Program, including performing liaison roles with WRAIR, PEPFAR Implementing Partners, and other key stakeholders. The position is based in Mbeya and reports to the Executive Director of HJFMRI Tanzania.

Main Roles and Responsibilities

- 1) Oversee the day-to-day technical implementation of the HJFMRI Tanzania PEPFAR SHL HIV Program in line with the approved work plans and budgets, Tanzania Ministry of Health guidelines, HJF / MRI policies, SOPs and USG rules and regulations.
 - 2) Lead, supervise, mentor, coach, guide and / or train the Regional Program Manager, Senior Technical Advisor – Community Services, Senior Technical Advisor – Laboratory Services, Senior Technical Advisor – Adult Care & Treatment, Senior Technical Advisor – HTS and Linkage Services, Senior Technical Advisor – PMTCT & CECAP, Senior Technical Advisor – Pediatric and Adolescents Care & Treatment, Senior Technical Advisor – TB/HIV & Nutrition, and Senior Technical Advisor – VMMC Services to ensure they have the requisite skills to successfully meet defined SHL Program deliverables or outcomes.
 - 3) Direct the development of the HJFMRI Tanzania SHL Program work plans and budgets based on the Country Operational Plan (COP) guidance.
 - 4) Direct the implementation and monitoring of the HJFMRI Tanzania PEPFAR SHL Program work plans and budgets to ensure successful realization of the SHL Program deliverables.
 - 5) Lead the SHL Program team in the development of response plans or strategies to the Program implementation challenges, including taking the lead in the development of SHL Program responses to the SHL Program related audit findings.
 - 6) Ensure that the SHL Program implementation activities are fully compliant with the Tanzania Ministry of Health guidelines, HJF/MRI policies, SOPs, guidelines, and USG rules and regulations.
 - 7) With specific directives or guidance and support from the Executive Director, represent the HJFMRI-Tanzania Senior Management Team in all matters pertaining to the implementation of the HJFMRI Tanzania PEPFAR SHL Program.
 - 8) Advise the HJFMRI Tanzania Senior Management Team (SMT) on the appropriate course of action or response(s) to developments or emerging issues that may impede the realization of the SHL Program defined outcomes.
 - 9) Advise the Deputy Executive Director (DED) on the technical direction of the SHL Program, including reviewing all SHL Program scope of works and trip reports prior to routing them to the Deputy Executive Director for further review and approval.
 - 10) Collaborate with IHPT/MHRP and other HJF support counterparts to ensure that the SHL Program team is integrated with other HJFMRI Tanzania technical and business / support functions leads to meet HJFMRI's strategic objectives.
 - 11) Supervise all aspects of Program field operations.
 - 12) Oversee management, delivery, and monitoring of sub-recipient activities.
 - 13) Serve as a principal liaison with the Government of Tanzania, WRAIR, program partners and stakeholders to ensure effective program implementation and to build positive lasting relationships.
 - 14) Ensure efficient management of SHL Program financial resources including the review and approval of SHL Program budget and expenditure monitoring.
 - 15) Assess expenditure, planning and implementing programmatic pivots based on burn rates/financial information.
 - 16) Oversee the program reporting process in line with donor requirements.
 - 17) Supervise program monitoring, evaluation, and reporting and ensure quality control and timeliness of all deliverables as required by the funder.
 - 18) Oversee the preparation of regular and frequent oral and written reports for the senior management team members on the progress of HIV/AIDS program activities, based on data analyzed by the monitoring, evaluation and learning team.
 - 19) Keep abreast of developments regarding program changes and progress, to advise and recommend tools and strategies to increase program performance and results.
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- 20) Liaise with Government stakeholders and partners to ensure stellar performance.
- 21) Oversee efforts to build programmatic capacity in partner organizations.
- 22) Liaise closely and regularly with donor, WRAIR/DOD to ensure compliance with all program expectations and requirements.
- 23) Oversee strategies to increase data use and demand amongst Program and Partners.
- 24) Work closely and collaboratively with other senior management staff to meet demands for program performance improvement.
- 25) Work with HJFMRI Home Office staff to implement strategies that improve program performance.
- 26) Ensure efficient management of financial resources, including the review and approval of program budgets and expenditure monitoring.
- 27) Take the lead in forging and maintaining strong relationships with all SHL Program stakeholders.
- 28) Perform other SHL Program duties as directed by the Supervisor.

Minimum Qualifications

- Doctor of Medicine (MD) degree required. Master's degree in Public Health, Health Economics, Health Policy, or related field preferred.
 - At least ten (10) years' relevant experience in managing complex health projects in Africa. Six (6) years' senior level experience required. Experience in Tanzania preferred.
 - Experience leading and / or managing large USG-funded health programs [DoD, USAID, or CDC] including experience in partner relationship management, developing program work plans, developing program budgets, managing program implementation, managing technical teams and experience working with international NGOs in a cross-cultural setting preferred.
 - Knowledge of WRAIR regulations and guidelines (administrative, operations, financial and program reporting, etc.).
 - Knowledge of community-level challenges impacting health and social service delivery.
 - Demonstrated success strengthening local systems and government institutions.
 - Excellent organization and communication skills including a demonstrated ability to work with diverse groups of people.
 - Diplomatic and culturally sensitive, enthusiastic for connecting with people of different backgrounds.
 - Demonstrated analytical skills and experience in identifying and evaluating best practices in continuous quality improvement, data for decision-making, and program monitoring and evaluation.
 - Ability to travel regularly within Tanzania.
 - Ability to effectively handle change and present ideas that motivate staff to strive for increased program effectiveness.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Analytical, problem solving and exceptional organizational skills.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
 - Demonstrate exceptional professional judgment.
 - Demonstrated ability to lead and manage program activities and staff and ability to model teamwork behaviors and team building skills.
 - Must have respect for ethics and fiscal stewardship.
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2.	Job Title:	Program Director, TPDF Program
	Reports to:	Executive Director
	Job Location:	Dar es Salaam

Position Overview

The Program Director, TPDF Program shall oversee the day-to-day technical implementation of the HJFMRI Tanzania TPDF PEPFAR HIV Program in line with the approved work plans and budgets, the Tanzania Ministry of Health guidelines, HJF / MRI policies, SOPs and USG rules and regulations. The incumbent will provide technical direction to the TPDF Program team to ensure the HJFMRI Tanzania TPDF Program deliverables and / or outcomes are met in the most efficient and effective manner possible. The position will direct the development of TPDF Program work plans and budgets based on the Country Operational Plan guidance, as well as work plans and budgets implementation and monitoring. The position will work closely with the Tanzania People's Defence Forces (TPDF) senior officials and other HJFMRI Tanzania senior Government of Tanzania counterparts on the day-to-day technical implementation of the TPDF Program, including performing liaison roles with WRAIR, PEPFAR Implementing Partners, and other key stakeholders. The position is based in Dar es Salaam and reports to the Executive Director of HJFMRI Tanzania.

Main Roles and Responsibilities

- 1) Oversee the day-to-day technical implementation of the HJFMRI Tanzania PEPFAR TPDF HIV Program in line with the approved work plans and budgets, Tanzania Ministry of Health guidelines, HJF / MRI policies, SOPs and USG rules and regulations.
- 2) Lead, supervise, mentor, coach, guide and / or train the Care & Treatment Technical Advisor, CQI Technical Advisor, Prevention Technical Advisor, Lab Technical Advisor, and M&E Technical Advisor to ensure they have the requisite skills to successfully meet defined TPDF Program deliverables or outcomes.
- 3) Direct the development of the HJFMRI Tanzania TPDF Program work plans and budgets based on the Country Operational Plan (COP) guidance.
- 4) Direct the implementation and monitoring of the HJFMRI Tanzania PEPFAR TPDF Program work plans and budgets to ensure successful realization of the TPDF Program deliverables.
- 5) Lead the TPDF Program team in the development of response plans or strategies to the Program implementation challenges, including taking the lead in the development of TPDF Program responses to the TPDF Program related audit findings.
- 6) Ensure that the TPDF Program implementation activities are fully compliant with the Tanzania Ministry of Health guidelines, HJF/MRI policies, SOPs, guidelines, and USG rules and regulations.
- 7) With specific directives or guidance and support from the Executive Director, represent the HJFMRI-Tanzania Senior Management Team in all matters pertaining to the implementation of the HJFMRI Tanzania PEPFAR TPDF Program.
- 8) Advise the HJFMRI Tanzania Senior Management Team (SMT) on the appropriate course of action or response(s) to developments or emerging issues that may impede the realization of the TPDF Program defined outcomes.
- 9) Advise the Deputy Executive Director (DED) on the technical direction of the TPDF Program, including reviewing all TPDF Program scope of works and trip reports prior to routing them to the Deputy Executive Director for further review and approval.
- 10) Collaborate with IHPT/MHRP and other HJF support counterparts to ensure that the TPDF Program team is integrated with other HJFMRI Tanzania technical and business / support functions leads to meet HJFMRI's strategic objectives.
- 11) Supervise all aspects of Program field operations.
- 12) Oversee management, delivery, and monitoring of sub-recipient activities.
- 13) Serve as a principal liaison with the Government of Tanzania, WRAIR, program partners and stakeholders to ensure effective program implementation and to build positive lasting relationships.
- 14) Ensure efficient management of TPDF Program financial resources including the review and approval of TPDF Program budget and expenditure monitoring.

- 15) Assess expenditure, planning and implementing programmatic pivots based on burn rates/financial information.
- 16) Oversee the program reporting process in line with donor requirements.
- 17) Supervise program monitoring, evaluation, and reporting and ensure quality control and timeliness of all deliverables as required by the funder.
- 18) Oversee the preparation of regular and frequent oral and written reports for the senior management team members on the progress of HIV/AIDS program activities, based on data analyzed by the monitoring, evaluation and learning team.
- 19) Keep abreast of developments regarding program changes and progress, to advise and recommend tools and strategies to increase program performance and results.
- 20) Liaise with Government stakeholders and partners to ensure stellar performance.
- 21) Oversee efforts to build programmatic capacity in partner organizations.
- 22) Liaise closely and regularly with donor, WRAIR/DOD to ensure compliance with all TPDF program expectations and requirements.
- 23) Oversee strategies to increase data use and demand amongst Program and Partners.
- 24) Work closely and collaboratively with other senior management staff to meet demands for program performance improvement.
- 25) Work with HJFMRI Home Office staff to implement Program performance improvement strategies.
- 26) Ensure efficient management of financial resources, including the review and approval of program budgets and expenditure monitoring.
- 27) Take the lead in forging and maintaining strong relationship with all key TPDF Program stakeholders, especially the Tanzania People's Defence Forces (TPDF) to ensure seamless and successful implementation of the HJFMRI Tanzania PEPFAR HIV TPDF Program.
- 28) Perform other TPDF Program duties as directed by the Supervisor.

Minimum Qualifications

- Doctor of Medicine (MD) degree required. Master's degree in Public Health, Health Economics, Health Policy, or related field preferred.
 - At least ten (10) years' relevant experience in managing complex health projects in Africa. Six (6) years' senior level experience required.
 - Experience in implementing military HIV programs in Africa or Tanzania preferred.
 - Knowledge of WRAIR regulations and guidelines (administrative, operations, financial and program reporting, etc.).
 - Knowledge of community-level challenges impacting health and social service delivery.
 - Demonstrated success strengthening local systems and government institutions.
 - Diplomatic and culturally sensitive, enthusiastic for connecting with people of different backgrounds.
 - Demonstrated analytical skills and experience in identifying and evaluating best practices in continuous quality improvement, data for decision-making, and program monitoring and evaluation.
 - Ability to travel regularly within Tanzania mainland and Zanzibar.
 - Ability to effectively handle change and present ideas that motivate staff to strive for increased program effectiveness.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Analytical, problem solving and exceptional organizational skills.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
 - Demonstrate exceptional professional judgment.
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- Demonstrated ability to lead and manage program activities and staff and ability to model teamwork behaviors and team building skills.
- Must have respect for ethics and fiscal stewardship.

3.	Job Title:	Monitoring Evaluation and Learning (MEL) Director
	Reports to:	Deputy Executive Director, Technical Programs and Partnerships
	Job Location:	Mbeya

Position Overview

The MEL Director leads the design and implementation of the monitoring, learning, and evaluation framework of the HJFMRI Tanzania, ensuring the Organization continually reflects and learns from, and adapts its program strategies based on the collection and analysis of data. The incumbent will provide expert guidance in project monitoring and evaluation while adhering to quality, reliability, integrity, and consistency in data outputs. The position will oversee the development of performance measurement frameworks, ensuring alignment with national guidelines and international standards. The incumbent will have a keen understanding of data-driven decision-making and will use this proficiency to influence project strategy and direction. The position is based in Mbeya and directly reports to the Deputy Executive Director, Technical Programs and Partnerships.

Main Roles and Responsibilities

- 1) Oversee the day-to-day implementation of HJFMRI Tanzania M&E activities.
- 2) Supervise, mentor, coach and / or train the HJFMRI Tanzania monitoring, evaluation and learning staff to ensure they have the requisite skills to successfully support the implementation of the HJFMRI Tanzania PEPFAR HIV Program.
- 3) Lead the development and execution of the organization's data strategy.
- 4) Ensure that data-driven insights are integrated into strategic planning and organizational decision-making.
- 5) Oversee the designing and rollout of the Performance Monitoring Plan (PMP), emphasizing effective tracking, utilization, and distribution of performance metrics.
- 6) Mentor and guide the Strategic Information team, fostering a culture of excellence.
- 7) Produce regular analytical reports that highlight key strategic information for decision-making.
- 8) Represent the organization in external forums related to data and strategic information.
- 9) Oversee the design and maintenance of data systems, ensuring accuracy, quality, and confidentiality.
- 10) Advocate for and implement best practices in data governance and management.
- 11) Establish and oversee the organizations and national data governance policies and procedures.
- 12) Ensure data quality, integrity, privacy, and security compliance in all monitoring and reporting activities.
- 13) Manage the collection, storage, and accessibility of data across HJFMRI, MOH and Donor platforms.
- 14) Oversee the entering of pertinent data into HJFMRI organizational performance management system.
- 15) Utilize statistical methods to identify trends, gaps, and areas of improvement in HIV/AIDS prevention, care, and treatment initiatives.
- 16) Collaborate with program staff to translate data into actionable insights and strategies.
- 17) Lead efforts to analyze complex data sets, identifying trends, patterns, and insights.
- 18) Develop and maintain dashboards and other tools to present data in a meaningful and accessible manner to various stakeholders.
- 19) Direct the preparation and dissemination of regular and ad hoc reports.
- 20) Ensure that data findings are communicated clearly to both technical and non-technical audiences.
- 21) Continuously monitor program performance against set targets and objectives.
- 22) Compile and submit periodic performance reports as required by PEPFAR and other stakeholders.

- 23) Collaborate with program teams to define performance indicators and ensure that they align with PEPFAR requirements.
- 24) Capacitate staff to promote data literacy and enhance data use in decision-making.
- 25) Support the Ministry of Health with technical expertise to improve the country's Health Management Information System (HMIS).
- 26) Engage with internal departments, partners, and stakeholders to determine data needs and address gaps.
- 27) Coordinate with external partners, stakeholders, and donors on performance monitoring requirements and findings.
- 28) Monitor and evaluate the effectiveness of data-related initiatives and adjust as necessary.
- 29) Contribute to strategic planning processes and provide data-driven insights to guide program design and implementation.
- 30) Stay updated with the latest trends and technologies in data management and analysis.
- 31) Ensure that all program activities comply with PEPFAR guidelines and requirements.
- 32) Develop and maintain a performance monitoring system that includes data quality assessments and periodic reviews.
- 33) Supervise the development of electronic data collection systems for real-time data acquisition from both community and facility levels.
- 34) Collaborate with other departments to adhere to stringent data security protocols, ensuring data integrity and compliance with both institutional and donor stipulations.
- 35) Collaborate with the Ministry of Health, national and regional stakeholders to propel the unification of health informatics systems, focusing on mHealth and eHealth initiatives.
- 36) Perform any other assignment or duties as assigned by the supervisor.

Minimum Qualifications

- Master's degree in data science, epidemiology, public health, computer science, or related field required.
 - At least eight (8) years' relevant experience in data management and analysis, health information systems, 5 years in a senior leadership role in PEPFAR funded programs a must.
Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
 - Proficiency in data analytics tools (e.g., SQL, Tableau).
 - Experienced in data visualization tools and electronic data capture systems.
 - Strong understanding of data governance, data integrity, data privacy, and related regulations.
 - Ability to present complex information clearly and compellingly.
 - Attentive to details and strong commitment to data integrity.
 - Leadership skills with an excellent track record of managing and developing teams.
 - Ability to travel up to 40% of the time within the SHL Program.
 - Clear understanding of the Tanzania regulatory environment, health systems and structures, administrative structure, including working with Regional Government (RC/RAS offices with the RHMT teams and DC/DED Offices with the CHMT teams).
 - Diplomatic and culturally sensitive.
 - Demonstrated ability to write technical documents and give state-of-the-art presentations.
 - Analytical, problem solving and exceptional organizational skills.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
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- Demonstrate exceptional professional judgment.

4.	Job Title:	Finance Director
	Reports to:	Executive Director
	Job Location:	Dar es Salaam

Position Overview

The Finance Director oversees the HJFMRI Tanzania finance and accounting function. The incumbent directs all finance and accounting department activities including mentoring, coaching, and supervising finance, and accounting staff. The position provides financial-strategic leadership and guidance to department heads and external stakeholders to ensure that HJFMRI Tanzania PEPFAR HIV Program financial goals and objectives are met in the most efficient and effective manner possible. The position oversees the development and implementation of key financial models and strategies, departmental annual operational plans, HJFMRI Tanzania budgets as well as development and / or review of systems and internal controls and ensuring that they are operating effectively. The position oversees the interpretation and implementation of financial concepts for financial planning and control; development and maintenance of complex financial reports to track HJFMRI Tanzania financial indicators. The position is based in Dar es Salaam and reports to the Executive Director of the HJFMRI Tanzania but works closely with MHRP finance.

Main Roles and Responsibilities

1. Direct the day-to-day operations of the finance and accounting department.
2. Direct the development and implementation of key financial models and strategy, departmental annual operational plans, organizational budgets as well as development and / or review of systems and internal controls and ensuring that they are operating effectively.
3. Mentor, coach, guide and / or train the finance and accounting staff to ensure they have the requisite skills to successfully support the implementation of the HJFMRI Tanzania PEPFAR HIV Program, including taking the lead in providing timely and practical solutions to emerging finance issues or financial challenges.
4. Provide effective oversight of all HJFMRI Tanzania financial planning, accounting, and reporting activities as well as policies and processes.
5. Oversee the development and / or review, implementation and monitoring of financial risk management plans.
6. In collaboration with Home Office (HO) finance and Program teams, guide the development and monitoring of HJFMRI Tanzania budgets.
7. Direct the design, implementation and maintenance of a functional financial-control environment plan and provide effective oversight in developing and / or reviewing HJFMRI Tanzania financial systems, policies, guidelines, procedures, and tools, as appropriate or needed.
8. Ensure that all HJFMRI Tanzania financial and accounting practices are in line with HJFMRI policies, procedures, Tanzanian laws, and regulations as well as donor regulations.
9. Oversee all HJFMRI Tanzania financial activities including the preparation of budgets and forecasts, short- and long-term financial plans including annual departmental operational plan.
10. Act as a trusted advisor to HJFMRI Tanzania executive leadership team and MHRP; work as an expert counselor when key financial decisions are being made.
11. Correlate operational and financial data prepared by the Controller to assist HJFMRI Tanzania executive leadership in understanding the financial impact of decisions in real time.
12. Provide HJFMRI Tanzania executive leadership with key business and financial insights needed to control and shape the direction of the Program.
13. Provide HJFMRI Tanzania with strategic leadership in financial management and reporting.
14. Direct the provision of support supervision to the finance and accounting staff.
15. Provide financial direction to meet deliverables during various financial cycles including monthly closes, quarterly reviews, forecast cycles and other ad hoc requests.

16. In conjunction with other members of HJFMRI, MHRP, and HJF HO ensure that the financial impacts of various business decisions are understood, aligned, and communicated.
17. Direct the provision of timely, consolidated, accurate, and reliable financial information to enable HJFMRI Tanzania and MHRP leaders to incorporate cost considerations in their decision making.
18. Provide effective oversight in conducting financial analysis, preparing reports, metrics, and analysis to extract meaningful and strategically important information from financial data including but not limited to project level expense-to-budget reports; carry-forward analysis by department and stakeholder; and reporting including key monthly/quarterly financial information.
19. Collaborate with project leads to direct the provision of timely and practical solutions to financial challenges emerging during the design and implementation of Program activities to ensure seamless implementation of PEPFAR Program work.
20. Oversee the monitoring of accounting data accuracy to ensure accurate monthly reporting and proper cost allocation per project and funder.
21. Oversee the provision of guidance, capacity building, technical assistance, and mentorship to finance and accounting staff in accounting, budget, financial planning, and reporting.
22. Oversee HJFMRI Tanzania financial and accounting practices to ensure compliance with Tanzania statutory requirements, HJF/MRI policies, guidelines, procedures and donor rules and regulations.
23. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively to provide the highest quality customer service.
24. Oversee all audits, including tax audits and spot checks.
25. Oversee the formulation, submission, and defense of the budget to MHRP / HJF HO and other various funding agencies.
26. Oversee the execution of other finance and accounting related roles as directed by the supervisor.

Minimum Qualifications

- Degree in finance or accounting required. Master's degree in finance or MBA preferred.
 - Public Accountant Certification (CPA-T) or equivalent certification recognized by NBAA required.
 - At least ten (10) years' relevant experience in financial management and reporting, five (5) years of supervisory experience required.
 - PEPFAR experience required. DOD, USAID, CDC, or experience working with international NGOs in a cross-cultural setting preferred.
 - Knowledgeable in International Public Sector Accounting Standards (IPSAS).
 - Must possess project and business management skills.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Thorough knowledge and understanding of the Tanzanian regulatory and business environment including understanding of health systems and administrative structures, including working with the Regional Government (RC/RAS offices with the RHMT teams and DC/DED Offices with the CHMT teams).
 - Knowledge of HJFMRI's strategic goals and objectives as well as corporate strategy.
 - Analytical, solution oriented and exceptional organizational skills.
 - Ability to meet and communicate schedules and deadlines.
 - Proficiency in MS Office applications and accounting software.
 - Demonstrate exceptional professional judgment.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Able to build and maintain sound relationships with internal and external stakeholders.
 - Ability to handle multiple tasks, work under pressure and under no or minimum supervision.
 - Proven experience in developing and implementing systems and internal controls.
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5.	Job Title:	Senior Human Resources Manager
	Reports to:	Operations Director
	Job Location:	Mbeya

Position Overview

This position manages the HJFMRI Tanzania Human Resources function. The incumbent is responsible for HJFMRI Tanzania human resources planning, directing, controlling, and organizing to ensure HJFMRI Tanzania HR objectives are met in the most compliant, efficient, and effective manner possible in alignment with local laws and HJF's HR strategy. The position ensures that HJFMRI Tanzania is staffed with the right talent: right skills, experiences, and headcount to fulfill its strategic objectives. The position provides strategic direction to HJFMRI Tanzania in human resources planning, recruitment and selection, talent management, performance management, function evaluation, rewards, well-being, training and development, compliance, health, and safety, etc. The incumbent reports to the Operations Director but works closely with the Global Human Resources (GHR) in a functional dotted line.

Main Roles and Responsibilities

- 1) Manage the day-to-day operations of the HJFMRI Tanzania Human Resources department.
- 2) Manage the HJFMRI Tanzania human resources planning, directing, controlling, and organizing to ensure HJFMRI Tanzania human resources objectives are met in the most efficient and effective manner possible.
- 3) Provide guidance, training, coaching, and mentorship to HJFMRI Tanzania human resources personnel to ensure they have the requisite skills to deliver what is expected of them by HJFMRI Tanzania.
- 4) In collaboration with GHR, develop and implement human resources strategies and initiatives in support of the Program (HJFMRI) business strategy.
- 5) Conduct human resources data analytics and provide the HJFMRI Tanzania executive leadership and GHR with key HR insights to enable them to make informed decisions.
- 6) Collaborate with GHR to manage the development and implementation of practical human resources models, development and execution of HR strategies, processes, as well as short and long-term plans including but not limited to objectives, critical successful factors, metrics, targets, activities, deliverables, timeline, tasks allocation, monitoring plans for tracking HJFMRI-Tanzania human resources indicators.
- 7) Collaborate with to manage the annual employee's performance management cycle to ensure employees' performance is tracked consistently and measurably.
- 8) Collaborate with GHR and the training department to manage the development and implementation of staff training programs as necessary.
- 9) Manage recruitments, selection, on-boarding, retention, and separations in accordance with HJFMRI employee handbook, human resources SOPs, strategic objectives, Tanzania employment and labor relations Act.
- 10) Manage employee relations, grievances, and disciplinary actions. Ensure staff disputes, complaints, and grievances are well managed to foster a conducive working environment. Escalate through the appropriate HJF / MRI channels and resolve issues and disputes conclusively, provide internal and external counselling and ensure alignment with the Tanzania Employment and Labor Relations Act (ELRA), and HJFMRI policies.
- 11) Manage the development, implementation, and maintenance of a functional human resources control plan to ensure all HR stakeholders' expectations are met.
- 12) Collaborate with GHR and legal counsel to develop and / or review human resources policies, guidelines, procedures, and tools, as appropriate or needed.
- 13) Manage all HJFMRI Tanzania human resources activities including development and monitoring of short- and long-term human resources operational plans.
- 14) Act as a trusted advisor to HJFMRI Tanzania executive leadership team and GHR; provide the HR best practices and contextual expertise when key HR decisions are being made.
- 15) Ensure that all HJFMRI-T human resources activities and / or practices are in full compliance with HJF / MRI human resources policies, SOPs, Employment and Labor Relations Act (ELRA), Tanzania labor laws and donor rules and regulations.

- 16) Manage and ensure the data quality and integrity of the Human Resources Information System to ensure real-time access to accurate staff records and reporting.
- 17) Nurture a positive working environment.
- 18) Manage the provision of timely, accurate, and reliable HR information/reports to enable HJFMRI-T executive members make informed HR decisions.
- 19) Manage human resources audits including providing responses, developing, and implementing corrective actions to human resources related audit findings.
- 20) Oversee the execution of other human resources roles as directed by the Supervisor.

Minimum Qualifications

- Bachelor’s degree in human resources management or related field required. Master’s degree in a relevant field preferred.
- At least ten (10) years’ relevant professional experience in human resources management, with at least seven (7) years progressive management level experience in a diverse industry.
- In-depth knowledge of the Tanzania labor laws (Employment and Labor Relations Act), federal employment laws and human resources best practices.
- Proven experience in representing Organizations in CMA cases in Tanzania.
- Proven track record of delivering complex human resources initiatives or projects with cross organizational and functional boundaries, managing risks, issues, and stakeholders to deliver against timescales, budget, and quality targets.
- Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Demonstrate high integrity and strong values, including confidentiality.
- Thorough understanding of the Tanzanian regulatory and business environment.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate continuous effort to improve human resources operations, decrease turnaround times, streamline work processes, and high-quality customer service.
- Diplomatic and culturally sensitive.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Ability to build and maintain sound relationships with stakeholders; competence to build and effectively manage interpersonal relationships at all levels of the Organization.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.

6.	Job Title:	Administrative Manager
	Reports to:	Operations Director
	Job Location:	Dar es Salaam

Position Overview

The Administrative Manager manages the provision of administrative support to HJFMRI Tanzania staff and partners. The position oversees and manages HJFMRI Tanzania’s day-to-day administrative processes and efforts. The incumbent ensures efficient and effective delivery of administrative support to HJFMRI Tanzania staff and partners to ensure successful implementation of the HJFMRI Tanzania PEPFAR HIV Program. The position is based in Mbeya and reports to the Operations Director.

Main Roles and Responsibilities

- 1) Manage the provision of administrative support to HJFMRI Tanzania staff and partners, including managing the establishment and maintenance of internal administrative systems and SOPs to ensure efficient and effective delivery of administrative support to HJFMRI-T staff and partners.
- 2) Manage the development, implementation, monitoring and evaluation of administration department operational plans, work plans and budgets, including managing administrative purchase requisitions and management of admin related service contracts.
- 3) Supervise, mentor and coach office attendants, and receptionists/travel assistants to ensure efficient and effective provision of administrative support to HJFMRI-T staff and partners.
- 4) Ensure all HJFMRI Tanzania offices are compliant with country laws and regulations.
- 5) Oversee HJFMRI Tanzania offices services and maintenance.
- 6) Plan, coordinate and manage all administrative procedures and systems.
- 7) Provide leadership in responding to admin related audit findings, including development and implementation of corrective actions.
- 8) Assist in the provision of logistical support to HJFMRI Tanzania staff and partners, including conducting process assessment / review and root cause analysis to inform the development of practical solutions to logistical support challenges.
- 9) Handle clerical duties, coordinate calendars, and organize meetings.
- 10) Perform all general administration tasks / roles.
- 11) Take the lead in the provision of administrative support to HJF/MRI TDYers including assisting in preparing VISA paperwork, hotel bookings, in country flights bookings, scheduling meetings, etc.
- 12) Work closely with HJFMRI Tanzania leadership team by handling clerical duties, coordinating calendars, and organizing meetings, including preparing minutes of the meetings.
- 13) Perform all general administration tasks / roles and manage the HJFMRI Tanzania Dar es Salaam office, including ensuring compliance with the laws of Tanzania, and HJF / MRI SOPs.
- 14) Provide exceptional customer service to internal and external customers.
- 15) Manage office supplies including ordering, storage, and distribution.
- 16) Carry out clerical duties such as answering phone calls, responding to office emails, preparing documents including reports, memos, and office correspondence, greeting office visitors, and directing them to the appropriate parties.
- 17) Manage staff travel arrangements, including booking, tracking, and preparing flight and hotel payment documents, as needed.
- 18) Identify process bottlenecks and develop response plans to address them.
- 19) Monitor costs and expenses to assist in budget preparation.
- 20) Manage all official meetings between the HJFMRI Tanzania and stakeholders.
- 21) Manage appointments, meetings, and the conference room schedule to prevent duplicate bookings.
- 22) Oversee the execution of other administrative duties as directed by the supervisor.

Minimum Qualifications

- Bachelor's degree in public administration, business administration or related field required. Master's degree in a relevant field preferred.
 - At least seven (7) years' relevant experience, three (3) years of supervisory experience a must.
 - Large donor experience, DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Demonstratable ability to write concisely reports, letters, proposals, etc.
 - Diplomatic and culturally sensitive, and enthusiastic for connecting with people of different backgrounds.
 - Excellent time and project management skills.
 - Fluent in both English and Kiswahili.
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- Demonstrate high integrity and strong values, including confidentiality.
- Analytical, problem solving and exceptional organizational skills.
- Ability to meet and communicate schedules and deadlines.
- Proficiency in MS Office applications and accounting software.
- Demonstrate exceptional professional judgment.
- Assessment, interpretation, and attention to details' skills.
- Able to build and maintain sound relationships with internal and external stakeholders.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Friendly and personable attitude and able to work as part of a team.

7.	Job Title:	Senior Technical Advisor, Community Services.
	Reports to:	Program Director, SHL Program
	Job Location:	Mbeya

Position Overview

The Senior Technical Advisor, Community Services will oversee all community services / activities of the HJFMRI Tanzania SHL Program, including but not limited to Community Based HIV and AIDS Services (CBHS), Gender Based Violence (GBV), Community HIV Testing Services (HTS), HIV prevention services, Pre-exposure prophylaxis (PrEP), Medically Assisted Treatment (MAT) and Determined-Resilient-Empowered- AIDS-Free- Mentored-and Safe (DREAMS) interventions and other related initiatives to enable bio-medical, behavioral and structural interventions implementation. The incumbent will liaise with the Ministry of Health (MoH), President Office Regional Administration and Local Government (PORALG), local and national organizations, including faith-based organizations to facilitate the provision of quality services at the health facility level and in community settings. The position will capacitate partner organizations and HJFMRI staff to deliver high-quality community services in the SHL Program supported regions. The position is based in Mbeya with frequent travels to Katavi, Rukwa, Songwe, Mbeya and Ruvuma regions to provide technical support and reports to the Program Director.

Main Roles and Responsibilities

- 1) Oversee the day-to-day activities of the community department, including supervising, coaching, mentoring, and training the community services team to ensure they have the requisite skills to meet community deliverables.
- 2) Collaborate with in-country partners in designing, implementing, and monitoring a strategic plan for the expansion of HIV community focused services in the Southern Highlands in line with the Tanzania Government bodies, MoH and PORALG directives.
- 3) Coordinate service expansion and implementation with other aspects of the HJFMRI/MHRP Southern Highlands HIV Program as well as other USG and bilateral donors/partners active in the region, ensuring development of a comprehensive intervention program.
- 4) Lead the planning of program activities and set high quality performance targets ensuring adherence to technical standards, best practices of PEPFAR and MoH guidelines.
- 5) Provide guidance and technical support to partners in developing work plans; track progress on work plans; provide mitigations of challenges that arise during implementation.
- 6) Use appropriate program management tools to plan, review and track progress on program implementation as well as on the utilization of program resources.
- 7) Facilitate the development and monitoring of organizational partners and their staff through provision of resources and technical assistance.
- 8) Assist partners in capacity building by establishing structures, tools, and mechanisms to improve services

- including enhanced data collection, analysis, and application of findings towards program planning.
- 9) Liaise and consult with the relevant authorities, partner organizations, community leaders and beneficiaries in relation to planning, designing and implementation of HJFMRI and partner HIV prevention activities.
 - 10) Travel within the Southern Highlands program supported regions for the purpose of program management, technical assistance, continued service development, implementation, monitoring and evaluation of service delivery.
 - 11) Work with partners to ensure collection of quality data within relevant areas of funding and the reporting of the data for semi-annual and annual submissions.
 - 12) Participate in the TWGs in areas of CBHS, GBV, DREAMS, PrEP, Prevention and HIV testing services to ensure programs are in line with the USG HIV/AIDS in-country strategy.
 - 13) Provide technical leadership in development of integrated, innovative, combination prevention strategies for key and vulnerable populations, their sexual partners and biological children.
 - 14) Assist in-country partners, Senior Technical and the Senior Management Team of HJFMRI/MHRP Program Tanzania in submission of annual/biannual funding requests for the continued support of prevention, care and treatment activities.
 - 15) Work with HJFMRI clinical teams and partners to design and integrate combination prevention interventions where appropriate.
 - 16) Initiate and design new initiatives that focus on HIV epidemic control.
 - 17) Provide technical leadership for HJFMRI/MHRP's Determined, Resilient, Empowered, AIDS-Free, Mentored, and Safe (DREAMS) for adolescent girls and young women (AGYWs) and GBV interventions in HJFMRI/MHRP areas of coverage.
 - 18) Facilitate and lead the scale up of PrEP and HIV self-testing interventions.
 - 19) Provide leadership in provision and improvement of MAT services.
 - 20) In collaboration with the Regional and council technical teams, supervise the enrolment of eligible clients to PrEP and maintaining them on medication as per national guidelines across all supported sites.
 - 21) Facilitate and lead the Mwanaume Jitambue (MJ) Men's initiative in Mbeya, Rukwa, Songwe and Katavi regions.
 - 22) Oversee the attachment of community service providers in high volume health facilities to facilitate linkage and enrolment of HIV positive clients into care and treatment services.
 - 23) Provide collaborative assistance to research sites that require the incumbent's expertise.
 - 24) Develop and maintain good working relationships with other partners, government, and non- governmental organizations within the five regions.
 - 25) Collaborate with other HJFMRI/MHRP program teams and partners to ensure that there are strong retention measures for those clients enrolled into the program, identification of all clients Interrupted in Treatment (IIT), sharing the IIT list with community and facility stakeholders, including CBHS teams and Expert Clients.
 - 26) The incumbent will be required to lead the Community Services unit and encourage teamwork spirit.
 - 27) Provide technical assistance to other HJFMRI programs including clinical, lab and M&E as needed.
 - 28) Liaise with the M&E Department to ensure that the HIV prevention components are functional, which includes clarity of indicators, quality of M&E data collection tools, data quality and reporting.
 - 29) Facilitate and coordinate Quality Improvement activities/initiatives with the CQI team for community services performance improvement.
 - 30) Document, consolidate and disseminate knowledge and information regarding best practices, success stories, lessons learned, and proven approaches both within and outside of HJFMRI.
 - 31) Perform any other assignment or duties that may be required to support the general program.

Minimum Qualifications

- Doctor of Medicine degree (MD) required. Master's degree in public health, gender, behavioral sciences, sociology, or equivalent preferred.
 - At least eight (8) years of relevant Community Services experience related to Community Based HIV and AIDS Services (CBHS), community HIV Testing & linkage, GBV, PrEP, MAT, and DREAMS. At least 5 years of supervisory experience required.
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- Experience in working with PEPFAR funded programs is a must.
- Experience working with CSOs in HIV/AIDS, KP, PP and AGYW advocacy, training, and institutional capacity building.
- Thorough knowledge and experience in Community Based Programs for HIV prevention and supportive care; Program management experience and training in international settings, in particular in a developing country.
- Ability to troubleshoot, work independently and supervise others.
- Diplomatic and culturally sensitive, enthusiastic for connecting with people of different backgrounds.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Demonstrated ability to write technical documents and give state-of-the-art presentations.
- Willingness and ability to work overtime and on weekends.
- Analytical, problem solving and exceptional organizational skills.
- Large donor experience required; DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

8.	Job Title:	Senior Technical Advisor, Laboratory Services.
	Reports to:	Program Director, SHL Program
	Job Location:	Mbeya

Position Overview

The Senior Technical Advisor, Laboratory Services will manage the implementation of laboratory-based activities at the HJFMRI Tanzania supported facilities consistent with the PEPFAR principles. The position will coordinate and leverage WRAIR/HJFMRI Laboratory activities and expertise with other U.S. Government, international and host government agencies as it relates to the activities supported in Tanzania and East Africa by the DoD/US MHRP. The position will also coordinate development of laboratory capacity building activities under PEPFAR and MoH. The incumbent will ensure that HJFMRI Laboratory activities are planned and executed with quality, accountability, and measurable impact. The position will represent the HJFMRI laboratory program activities with other USG agencies, donors, as the site representative for lab operations. Most importantly, the incumbent will develop and maintain strong, collaborative relationships with counterparts and colleagues in the relevant ministries and government entities across the regions supported by HJFMRI. The position is based in Mbeya with frequent travels to Katavi, Rukwa, Songwe, Mbeya and Ruvuma regions to provide technical support and reports to the Program Director.

A. Main Roles and Responsibilities

- 1) Ensure there is a robust supply of all necessary commodities and supplies necessary for the successful provision of high-quality laboratory services in supported regions.
- 2) Oversee the sample collection and transportation infrastructure needed to ensure successful implementation of lab activities supported by HJFMRI.
- 3) Provide coordination and supervision of laboratory team, ensuring activities in the lab are implemented in sync with the clinical, community, and strategic information teams with an emphasis on collaboration and teamwork for success.

- 4) Ensure the Program is well represented on in-country laboratory related technical working groups.
- 5) Provides collaborative assistance to other program personnel and health scientists that require the incumbent's expertise.
- 6) Liaise with the M&E Department to ensure laboratory components are functional, which includes clarity of indicators, quality of M&E data collection tools, data quality and reporting.
- 7) Facilitate and coordinate Quality Improvement activities/initiatives with the CQI team for Laboratory performance improvement.
- 8) Oversee transport of specimens for repatriation when required.
- 9) Supports HJFMRI research projects, ensuring correct collection and transportation of samples to the testing laboratory.
- 10) Lead the development of budgets and work plans for the laboratory services.
- 11) Provide technical assistance and supervision of specimen storage facilities to ensure correct conditions are met as per standards, all stored specimens are correctly documented and are easily retrieved.
- 12) Perform other duties as assigned by Supervisor.

B. Quality Management Roles and Responsibilities

- 1) Manage all quality management activities for the HJFMRI HIV Program in the Southern Highlands zone.
- 2) Plan and coordinate all activities regarding quality improvement for Laboratories under the WHO SLMTA process.
- 3) Ensure that laboratory services at all supported facilities are in place with adequate quality controls. Ensure that updated laboratory protocols are running smoothly, prepares interim reports as needed.
- 4) Determine the quality assurance materials needs for all supported laboratories and testing sites in the program.
- 5) Ensure timely ordering and delivery of quality assurance materials in coordination with all stakeholders including MSD, DLTS, RLTS, NACP and NHLQATC
- 6) Offer technical support as a mentor for quality improvement and accreditation requirements for supported laboratories.
- 7) Ensure establishment and implementation of quality management systems and practices at all supported laboratories.
- 8) In coordination with the NHLQATC ensure all sites are enrolled in External Quality Assurance (EQA) schemes for all tests performed.
- 9) Supervise and coordinate laboratory equipment maintenance activities for the HJFMRI and supported sites.
- 10) Prepare and submit all required documents for international accreditation of enrolled laboratories.
- 11) Design and implement interventions aimed at ensuring high quality standards in laboratories including remediation at sites that have shown unsatisfactory quality performance.

C. EID and Viral Load Roles and Responsibilities

- 1) Collaborate with the National AIDS Control Program (NACP) in the implementation of routine HIV-VL and EID testing in compliance to PEPFAR, MoH and WHO recommendations and guidelines.
 - 2) Support the continued implementation of quality Early Infant Diagnosis (EID) of HIV in HIV-exposed infants in the program. This involves development of training materials, coordination of training and overseeing the transport mechanisms for EID in the program.
 - 3) Support the scale up of viral load testing in the program through evaluation and installation of appropriate platforms.
 - 4) Supervise the regional teams and facility staff to ensure efficient patient sample collection and transportation schedules are developed and implemented for each health facility.
 - 5) Supervise correct transport and reception of specimens and ensures testing in appropriate time scales.
 - 6) Ensure all facilities are trained on sample collection, processing, and transportation.
 - 7) Ensure health facilities have the appropriate SOPs, Job aids and consumables for EID and VL sample collection and shipment to the testing laboratories.
 - 8) Respond to logistical problems regarding VL and EID sample transportation to testing labs and return of results to the health facilities, in a timely manner.
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Minimum Qualifications

- Bachelor’s degree in medical laboratory science is required. Master’s degree in related scientific or laboratory science preferred.
- At least eight (8) years related lab management experience working in PEPFAR funded programs. At least five years of senior level experience required.
- Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Knowledge and experience regarding successful implementation of laboratory operations and activities in resource limited settings.
- Knowledge of good clinical laboratory science, quality management systems and standards for accreditation.
- Laboratory management experience and good leadership and monitoring and evaluation.
- Ability to troubleshoot technical procedures.
- Ability to work independently and supervise others.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Ability to travel in Southern highlands up to 40% of the time building capacity of facility based HCW, RHMT, CHMT and regional HJFMRI staff.
- Willingness to work overtime and weekends.
- Fluent in oral and written English and Kiswahili.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

9.	Job Title:	Senior Technical Advisor, VMMC Services
	Reports to:	Program Director - SHL Program
	Job Location:	Mbeya

Position Overview

The Senior Technical Advisor, VMMC Services will provide technical leadership in the scale up and implementation of VMMC services in the HJFMRI Tanzania SHL Program supported regions. The incumbent provides technical leadership in the development of annual work plans and budgets to ensure program design and implementation is in line with the program and MoH strategies and VMMC service guidelines. The incumbent will collaborate with other partners and HJFMRI Tanzania regional technical staff to ensure excellence in technical implementation at targeted sites and during VMMC facility-led outreach and campaign services. The position leads cross-cutting approaches, such as quality assurance and improvement and will conduct operations research, as needed. The position is based in Mbeya with frequent travels to Katavi, Rukwa, Songwe, Mbeya and Ruvuma regions and reports to the Program Director, SHL Program.

Main Roles and Responsibilities

- 1) Provide expert technical assistance in all aspects of planning for VMMC scale up, including participating in the development of national policies and guidelines, human resources management, site assessment, communications/demand creation, logistics, and commodity procurement.



- 2) Take initiatives in demand creation for VMMC services and ensure the expected output corresponds with supply-side efforts to deliver quality services.
- 3) Technically support partners and HJFMRI VMMC regional staff to scale-up facility-based VMMC services in selected hospitals and facilities, through development of work plans, site assessments, training of service providers, and ongoing QA support.
- 4) Provide leadership, technical support, and supervision to HJFMRI Tanzania VMMC regional, district and facility staff.
- 5) Technically monitor the implementation progress against targets and the quality of VMMC services and recommend improvements for service delivery in the field.
- 6) Use programmatic data for monitoring performance.
- 7) Liaise with the M&E department to ensure that VMMC monitoring systems are functional including clarity of indicators, quality of M&E data collection tools, data quality and reporting.
- 8) Collaborate with the HIV testing and prevention teams to integrate HIV testing and referrals to prevention services, including PrEP.
- 9) Facilitate and coordinate Quality Improvement activities/initiatives with the CQI team for VMMC performance improvement.
- 10) Review partners' VMMC reports, work plans, strategic plans and other VMMC program-related documents in a timely manner and provide prompt feedback for program improvement.
- 11) Develop HJFMRI VMMC work plans and performance and adverse event reports.
- 12) Represent HJFMRI at the in-country VMMC TWG, effectively collaborating to develop national VMMC strategies and technical guidelines.
- 13) Serve as a principal technical adviser to the Senior Management Team on VMMC services issues.
- 14) Promote adherence to national QA standards at each region, participate in, and respond to QA visits in the zone.
- 15) Manage VMMC commodities in line with quality assurance, recommended shelf-life and national standards and meet the program needs as per allocated budget.
- 16) Keep track, document, and share lessons learned to the program and find creative ways to acknowledge excellence and achievements in the zone.
- 17) Serve as a member of the HJFMRI central technical team, and perform any other duties as assigned by the supervisor.
- 18) Closely coordinate with the WRAIR Tanzania Technical Advisor for Testing and Prevention and with the HJF home office Sr. Technical Director for Prevention and Behavior
- 19) Monitor compliance with national guidelines and availability of commodities for VMMC services.
- 20) Perform other duties as assigned by your supervisor.

Minimum Qualifications

- Doctor of Medicine degree (MD) required. Master's degree in public health or equivalent preferred.
 - At least eight (8) years' experience in PEPFAR HIV Program implementation with at least 3 years' experience providing technical support to PEPFAR VMMC programs.
 - Solid programming and technical expertise in HIV programs.
 - Demonstrated experience maintaining donor and partner relations.
 - Ability to work in a complex environment.
 - Demonstrated ability to write technical documents and give state-of-the-art presentations.
 - Ability to travel in Southern Highlands up to 40% of the time.
 - Fluent in Kiswahili and English.
 - Diplomatic and culturally sensitive, enthusiastic for connecting with people of different backgrounds.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Demonstrate high integrity and strong values, including confidentiality.
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- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

10.	Job Title:	Regional Program Manager
	Reports to:	Program Director, SHL Program
	Job Location:	Songwe

Position Overview

The Regional Program Manager manages the day-to-day implementation of the HJFMRI Tanzania PEPFAR HIV Program (prevention, care, treatment, and research activities) in the respective region as guided by the PEPFAR Country Operational Plan, the Tanzania Ministry of Health guidelines, HJFMRI policies and SOPs as well as donor rules and regulations. The position-provides leadership to HJFMRI Tanzania regional staff towards the achievement of the HJFMRI Tanzania HIV Program targets in the respective region. The position collaborates with the clinical and community partners and other stakeholders in the respective region to ensure excellent delivery of comprehensive HIV prevention, care, treatment, and research services in the region. In collaboration with the central Program staff, the position provides guidance, mentorship, coaching and / or training to the HJFMRI Tanzania Regional staff including the District Program Lead, Community Program Coordinator, Regional Monitoring and Evaluation (M&E) Lead, Regional Lab Lead, Supply Chain Officer, and Regional VMMC Officer. The position represents the HJFMRI-Tanzania Senior Management Team in all matters pertaining to the implementation of the HJFMRI Tanzania PEPFAR HIV Program in the respective region with specific directions and support from the Senior Management Team. The incumbent is responsible for the successful implementation of the HJFMRI Tanzania PEPFAR HIV Program in the respective region in line with the Tanzania laws, PEPFAR Country Operational Plan, Ministry of Health guidelines, HJF / MRI policies, and SOPs as well as USG rules and regulations. The position reports to the Program Director, with a functional dotted line to the Operations Director on Administration-Operations (Admin-Ops) activities.

Main Roles and Responsibilities

- 1) Manage the day-to-day implementation of the HJFMRI Tanzania PEPFAR HIV Program (prevention, care, treatment, and research) activities in the respective region in line with the PEPFAR Country Operational Plan, Ministry of Health guidelines and HJFMRI policies and SOPs.
- 2) Collaborate with the central Program staff to provide guidance, mentorship, coaching and training to as well as supervise the HJFMRI Tanzania regional staff including the District Program Lead, Community Program Coordinator, Regional Monitoring and Evaluation (M&E) Lead, Regional Lab Lead, Supply Chain Officer, and Regional VMMC Officer to ensure they have the requisite skills to deliver successfully the HJFMRI Tanzania PEPFAR HIV Program in the respective region.
- 3) Inform or update and advise the HJFMRI Tanzania Senior Management Team [through the Program Director, SHL Program] on issues or developments that are affecting or may affect the implementation of the HJFMRI Tanzania PEPFAR HIV Program implementation in the respective region.
- 4) Collaborate with central Program staff to perform analytics (diagnostic, descriptive, predictive, and prescriptive analytics), in the respective region, showing HIV Program implementation patterns, challenges, opportunities, for insights, effective decision making, and strategy development.
- 5) Provide technical support to the HJFMRI Tanzania regional staff, RHMT, CHMT, and health care providers [at the site level] to ensure efficient delivery of quality HIV Program services.
- 6) Process site visits reports generated by the HJFMRI Tanzania regional staff and provide feedback and summative reports to the Program Director.

- 7) Mobilize Program and RAS/DED resources to address gaps identified by the regional team.
 - 8) Support the RHMTS, CHMTS and facility staff to establish CQI teams that meet regularly to identify service delivery challenges and address them based on the tested interventions. This includes the incorporation of CQI initiatives into WITS.
 - 9) Coordinate with the RHMT, CHMT and CSOs for an effective mentorship program in the region based on the gaps identified from site visits.
 - 10) Ensure effective planning, coordination, implementation of the programmatic and operation activities in the region.
 - 11) Collaborate with the central HJFMRI Tanzania team in the development and monitoring of HJFMRI Tanzania central work plans and budgets.
 - 12) Collaborate with clinical, community partners and other stakeholders to develop annual partners' work plans and budgets that meet the MoH/PEPFAR/HJFMRI strategies for HIV services delivery.
 - 13) Ensure the program targets are shared and owned by the facilities and every effort is made to ensure targets are achieved at the end of the year.
 - 14) Facilitate and monitor the implementation of the partner's planned activities and work plans.
 - 15) Ensure the program implementation is in line with the approved annual work plans and budgets.
 - 16) Ensure program technical and operational activities are in line with the Tanzania laws and MoH guidelines, HJFMRI policies and donor rules and regulations.
 - 17) Represent the HJFMRI Tanzania in the CHMT and advocate for a gradual inclusion of HIV Program activities in the council plans.
 - 18) Under specific directions and / or guidance and support from the Senior Management Team, represent the HJFMRI-Tanzania Senior Management Team in all matters pertaining to the implementation of the HJFMRI Tanzania PEPFAR HIV Program in the respective region.
 - 19) Assist the Senior Management Team in building strong relationships with partner organizations, including but not limited to the regional and district health and Local Government Authorities.
 - 20) Ensure improved linkages between clinical and community services.
 - 21) Manage the regional program review meetings and facilitate those at the district levels.
 - 22) Ensure optimal use of available resources for the program under his/her jurisdiction.
 - 23) Raise capacity building needs and provide support in different trainings in the region.
 - 24) Organize regional HIV case reviews panels to help build the capacity of providers on advanced clinical management of HIV patients.
 - 25) Manage the availability of HIV/AIDS commodities through HJFMRI gap fillings and collaborations with the RHMT, CHMT, Supply Chain Management System and MSD.
 - 26) Manage samples collection, transportation, processing, and results flow back to the facilities for quality management of clients.
 - 27) Ensure HIV clinical and community service data is well documented, compiled, and reported based on the MoH and USG reporting schedules.
 - 28) Work with RHMT, CHMT and facilities to identify Monitoring and Evaluation tools, clinical, infrastructure, and human resource needs for the quality implementation of HIV care and treatment services in the region.
 - 29) Timely submit program activity reports from clinical and community partners to the respective director.
 - 30) Review program data and submit reports to the Program Director, SHL Program.
 - 31) Supervise all the regional-based staff and facilitate conducive working conditions.
 - 32) Ensure program staff and partners compliance with the Tanzania laws, HJFMRI and USG financial regulations.
 - 33) Ensures partners always have available funding as per our agreements.
 - 34) Review partner's programmatic and financial reports, provide feedback and timely submit to the Program Director.
 - 35) Monitor the activities conducted by the partners and ensure they abide by the HJFMRI and USG contract and regulations.
 - 36) Oversees all processes for identifying appropriate goods and services to be purchased to support the program's needs in the respective region.
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- 37) Raise needs for infrastructure support to partners and engage the necessary authorities to ensure the supported funds are utilized as per PEPFAR allowable costs.
- 38) Ensure operational activities are supporting HJFMRI program implementation at the regional level.
- 39) Perform other duties as assigned by your supervisor.

Minimum Qualifications

- Doctor of Medicine degree (MD) required. Master’s degree in public health or MBA preferred.
- At least eight (8) years’ relevant experience in HIV/AIDS programming and clinical experience in the management of HIV/AIDS patients, 5 years of supervisory experience a must.
- Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Ability to travel up to 70% of the time within the region.
- Clear understanding of the Tanzania regulatory environment, health systems and administrative structures, including working with the Regional Government (RC/RAS offices with the RHMT teams and DC/DED Offices with the CHMT teams).
- Diplomatic and culturally sensitive.
- Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

11.	Job Title:	Continuous Quality Improvement (CQI) Manager – (02 Posts)
	Reports to:	Continuous Quality Improvement (CQI) Director
	Job Location:	Mbeya and Songwe

Position Overview

The CQI Manager will provide technical support to the HJFMRI Tanzania SHL Program to ensure quality improvement initiatives are mainstreamed into a comprehensive HIV prevention, care, and treatment program. The position is part of a team of experts focusing on improving the quality of the HIV/AIDS services to the facilities and Regional and Council Health Management Teams (R/CHMTs) in HJFMRI supported regions. The position is based in Mbeya and Songwe with up to 50% of the time travels to the HJFMRI-T SHL Program supported sites. The CQI Manager reports to the CQI Director.

Main Roles and Responsibilities

- 1) Provide technical support to the Regional and council health management teams (R/CHMT) and supported health facilities in mainstreaming CQI activities in their work plans and monitoring the implementation of such activities.
- 2) Capacitate the health facility and community teams to ensure quality improvement activities are practiced.
- 3) Revive, establish and/maintain CQI teams and support them to apply and monitor CQI interventions to address identified challenges in service provision.
- 4) Ensure availability and use of all national policies, guidelines, training manuals, recording, and reporting tools and information, education, and communication materials that relate to the Quality Improvement Program/Initiative.
- 5) Track facility and community performance in PEPFAR CQI indicators and utilize CQI approaches to address identified gaps.

- 6) Collaborate with USG staff to plan and conduct SIMS and CQI site assessments and coordinate remediation activities across the program.
- 7) Provide technical support and monitor the facility and community quality improvement meetings and gather reports for such on monthly basis.
- 8) Participate in QI meetings, forums, conferences, and technical work groups at local and national levels (GoT and USG)
- 9) Coordinate and conduct site-level CQI mentorships, and supportive supervisions.
- 10) Ensure consistency of HIV/AIDS care and treatment services in supported sites as per established national guidelines as HIV/AIDS services are decentralized to satellite levels.
- 11) Routinely analyze and interpret data for CQI indicators for gaps identification and prioritization of facilities and challenges to be addressed.
- 12) Coordinate and conduct trainings and workshops of health care workers in HIV/AIDS care related QI activities.
- 13) Work with SI unit to develop and rollout tools that will improve data quality and strengthen data use at facility and community, council, and regional levels.
- 14) Collaborate with R/CHMT to identify performance gaps and develop evidence-based interventions to rectify and maintain quality HIV/AIDS services.
- 15) Collaborate with HJFMRI technical leads and R/CHMT to develop an effective and coordinated approach to supportive supervision.
- 16) Communicate best practices and updates to ensure consistency in the program application and to maximize effectiveness in overall program implementation and management.
- 17) Develop quarterly and annual CQI implementation and performance reports and presentations.

Minimum Qualifications

- Bachelor's degree in medicine, nursing, or public health, epidemiology, biostatistics, or related field required. Master's degree in the relevant field preferred.
 - At least five (5) years' experience in HIV/AIDS care and treatment programs supported by PEPFAR.
 - Experience in coordinating, conducting, and supervising health facilities in implementing CQI activities.
 - Experience in planning and implementation of HIV & AIDS programs, particularly PEPFAR funded programs.
 - Conversant with currently used systems for HIV/AIDS data management (CTC2 database, UCS, CTC analytics and monthly portal).
 - Conversant with national CQI policies and guidelines.
 - Excellence in mentorship, coaching, facilitating, and team building skills.
 - Conversant with data analysis, and presentation using Ms. Excel and other software.
 - Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
 - Ability to travel up to 50% of the time within the HJFMRI Tanzania SHL Program supported regions.
 - Analytical, problem solving and exceptional organizational skills.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
 - Demonstrate exceptional professional judgment.
 - Proven ability for data analysis and program management.
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12.	Job Title:	Monitoring and Evaluation (M&E) Manager, Clinical Services
	Reports to:	Monitoring, Evaluation and Learning (MEL) Director
	Job Location:	Mbeya

Position Overview

The M&E Manager – Clinical Services will oversee the monitoring, evaluation, and reporting activities of the HJFMRI-T PEPFAR SHL Program supported facilities. The position will monitor and assess the performance of HIV and AIDS programs and interventions, ensuring alignment with PEPFAR objectives and compliance with reporting requirements. The position is based in Mbeya with frequent travels to Katavi, Rukwa, Songwe, Mbeya and Ruvuma regions and reports to the MEL Director.

Main Roles and Responsibilities

- 1) Develop and implement a comprehensive M&E strategy for the program facility services.
- 2) Align M&E activities with PEPFAR priorities and guidelines.
- 3) Coordinate regular reviews of progress towards the achievement of program outcomes and outputs in the services provided in the program supported facilities.
- 4) Oversee the program data collection, analysis, and reporting in the facilities.
- 5) Ensure data accuracy, consistency, and reliability.
- 6) Coordinate Data Quality Assessments (DQAs) to improve the quality of program data.
- 7) Use data science techniques to proactively identify potential data quality issues before they arise.
- 8) Train and mentor facility program staff and partners on M&E best practices, data collection and reporting tools.
- 9) Perform basic and complex big data analysis and make meaningful interpretations to inform program decision making.
- 10) Organize workshops and seminars to enhance the M&E skills of R/CHMTs, facility teams and other stakeholders.
- 11) Prepare monthly, quarterly, and annual progress reports for the program supported facilities.
- 12) Manage quarterly reporting of PEPFAR monitoring, Evaluation, and reporting indicators into DATIM and IMPACT
- 13) Liaise with PEPFAR and other stakeholders to ensure timely and accurate reporting.
- 14) Share results, lessons learned, and best practices with relevant stakeholders.
- 15) Work closely with facility program teams to ensure alignment between M&E activities and program goals.
- 16) Use data to advise on programmatic adjustments and innovations of facility services.
- 17) Implement quality assurance processes for data collection and analysis.
- 18) Regularly review and improve facility M&E systems and tools.
- 19) Engage with local government, NGOs, and other stakeholders to strengthen M&E systems and build collaborative networks.
- 20) Support staff capacity building to ensure data quality and adherence to reporting requirements.
- 21) Perform any other assignment or duties that may be required to support the general program.

Minimum Qualifications

- Bachelor’s degree in Statistics, health informatics, Information Technology or related field required. Master’s degree in biostatistics, data science, health informatics or related field preferred.
- At least five (5) years’ experience in M&E roles (3 years in a leadership role), preferably in PEPFAR funded programs.
Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Proficient in statistical software such as R, SAS, STATA, and SPSS.
- Proficient in Geographical Information System (GIS).
- At least 2-3 years of prior experience with DHIS2 related project or program management

- Experience working on a range of Health Information System domains, including GoT-HoMIS, CTC2 database, Pharmacy module, LMIS and other mobile data collection tools preferred, strong understanding of PEPFAR reporting requirements and guidelines.
- Demonstrated ability to write technical documents and create state-of-the-art presentations.
- Proficiency in data visualization tools and software i.e., Tableau, Microsoft Power BI.
- Attention to details and commitment to data integrity is key.
- Ability to travel regularly to project sites to provide technical support to monitoring and evaluation efforts (at least 40% travel time).
- Analytical, problem solving and exceptional organizational skills.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

13.	Job Title:	Monitoring and Evaluation (M&E) Manager, Community Services
	Reports to:	Monitoring, Evaluation and Learning (MEL) Director
	Job Location:	Mbeya

Position Overview

The M&E Manager, Community Services will oversee all monitoring, evaluation, and reporting activities of the HJFMRI Tanzania SHL Program supported communities. The position will monitor and assess the performance of HIV/AIDS programs and interventions, ensuring alignment with PEPFAR objectives and compliance with reporting requirements. The position is based in Mbeya with frequent travels to Katavi, Rukwa, Songwe, Mbeya and Ruvuma regions and reports to the MEL Director.

Main Roles and Responsibilities

- 1) Develop and implement a comprehensive M&E strategy for the program community services.
- 2) Align M&E activities with PEPFAR priorities and guidelines.
- 3) Coordinate regular reviews of progress towards the achievement of program outcomes and outputs in the program supported community services.
- 4) Oversee the community program data collection, analysis, and reporting.
- 5) Perform basic and complex big data analysis and make meaningful interpretations to inform program decision making.
- 6) Ensure data accuracy, consistency, and reliability.
- 7) Coordinate Data Quality Assessments (DQAs) to validate and improve the quality of data in program supported community services.
- 8) Use data science techniques to proactively identify potential data quality issues before they arise.
- 9) Train and mentor community program staff and partners on M&E best practices, data collection tools, and data reporting.
- 10) Organize workshops and seminars to enhance the M&E skills of the community team.
- 11) Prepare monthly, quarterly, and annual progress reports for the community services.
- 12) Manage quarterly reporting of PEPFAR monitoring, Evaluation, and reporting indicators into DATIM and IMPACT.

- 13) Liaise with PEPFAR and other stakeholders to ensure timely and accurate reporting.
- 14) Share results, lessons learned, and best practices with relevant stakeholders.
- 15) Work closely with community program teams to ensure alignment between M&E activities and program goals.
- 16) Use data to advise on programmatic adjustments and innovations of community services.
- 17) Implement quality assurance processes for data collection and analysis.
- 18) Regularly review and improve community M&E systems and tools.
- 19) Engage with local government, CSOs, NGOs, community groups, and other stakeholders to strengthen M&E systems and build collaborative networks.
- 20) Support the development of community staff capacity to ensure data quality and adherence to reporting requirements.
- 21) Perform any other assignment or duties that may be required to support the general program.

Minimum Qualifications

- Bachelor's degree in Statistics, Health informatics, Information Technology or related field required. Master's degree in Biostatistics, health informatics, data science or related field preferred.
 - At least 5 years' experience in M&E roles (3 years in a leadership role), preferably in PEPFAR funded programs. Large donor experience required. DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
 - Proficient in statistical software such as R, SAS, STATA, and SPSS.
 - Proficient in Geographical Information System (GIS).
 - At least 2-3 years of prior experience with DHIS2 related project or program management
 - Experience working on a range of Health Information System domains, including GoT-HoMIS, CTC2 database, Pharmacy module, LMIS and other mobile data collection tools preferred, strong understanding of PEPFAR reporting requirements and guidelines.
 - Demonstrated ability to write technical documents and create state-of-the-art presentations.
 - Proficiency in data visualization tools and software i.e., Tableau, Microsoft Power BI.
 - Attention to details and commitment to data integrity is key.
 - Ability to travel regularly to project sites to provide technical support to monitoring and evaluation efforts (at least 40% travel time).
 - Analytical, problem solving and exceptional organizational skills.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
 - Demonstrate exceptional professional judgment.
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14.	Job Title:	Fixed Assets Specialist
	Reports to:	Procurement Manager
	Job Location:	Mbeya

Position Overview

The Fixed Assets Specialist will be responsible for effective and efficient performance of the HJFMRI Tanzania fixed assets and inventory unit. The incumbent will perform all Fixed Assets and Inventory roles including maintaining an updated fixed assets register throughout the year and controlling inventory to successfully support the implementation of the HJFMRI Tanzania PEPFAR HIV Program. The position is based in Mbeya Tanzania and reports to the Procurement Manager.

Main Roles and Responsibilities

- 1) Implement and enforce fixed assets and inventory policies and procedures.
- 2) Maintain inventories and fixed assets custodial records.
- 3) Enforce proper security of assets, ensuring care, custody, and safe keeping.
- 4) Work closely with requesting department during inspection of the incoming consignments to ensure that goods received are in accordance with the procured quantities and specifications.
- 5) Report in writing all changes in status of fixed assets to the Procurement Manager.
- 6) Monitor fixed assets and inventories and ensure they are properly maintained.
- 7) Perform inventories based on inventory schedules provided by Procurement Manager.
- 8) Perform property inventories as directed and reports the results to the Procurement Manager.
- 9) Perform inventory of all fixed assets transferring to other locations.
- 10) Report changes in asset status and excess status to the Procurement Manager for eventual disposal requests.
- 11) Responsible for tagging or engraving bar codes to the fixed assets as supplied and directed.
- 12) Ensure property is only used for official purposes.
- 13) Report any property incidence (such as lost or stolen assets) to the Procurement Manager and official authorities (i.e., security and police).
- 14) Ensure hand receipts are signed and filled for all portable electronic devices (laptops, netbook, iPads, etc.) in accordance with HJFMRI SOPs and tools.
- 15) Ensure laboratory equipment are decontaminated prior to relocation, donation, or disposal of equipment.
- 16) Collaborate with the Administration and IT department leads to track the maintenance of program equipment (vehicles, IT equipment) or leased equipment, if any.
- 17) Collaborate with other staff to ensure all fixed assets are captured in the register.
- 18) Prepare and submit weekly fixed assets report to the supervisor.
- 19) Perform any other duty as assigned by the supervisor.

Minimum Qualifications

- Degree in Procurement and Supply Chain Management, Inventory Management, Inventory Control, Materials Management, or related field required.
- A minimum of three (3) years' relevant experience required.
- Demonstrate high integrity and strong values, including confidentiality.
- Analytical, solution oriented and exceptional organizational skills.
- Ability to meet and communicate schedules and deadlines.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Proficiency in MS Office applications, assets, and inventory applications / software.
- Demonstrate exceptional professional judgment.

- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Excellent communication, relationship, and interpersonal skills.
- Ability to travel to supported sites to verify assets.

15.	Job Title:	District Program Lead
	Reports to:	Regional Program Manager
	Job Location:	Rukwa

Position Overview

The District Program Lead oversees the implementation of the HJFMRI Tanzania PEPFAR HIV Program in the respective district council as guided by the PEPFAR Country Operational Plan, Tanzania Ministry of Health guidelines, HJFMRI policies, SOPS and USG rules and regulations. The incumbent coordinates the provision of supportive supervision, mentorship, and coaching (for the clinical component) and assists in the development of and oversees the implementation of remediation plans to gaps identified at the health facilities across all technical areas/domains in the respective district.

The position takes the lead in determining gaps in capabilities among facility staff in the respective district council, development, and implementation of various capacity building programs to bridge the identified gaps in capabilities among facility staff to deliver quality services. The incumbent coordinates, manages, plans, and implements various initiatives and activities to achieve specific goals and objectives set by HJFMRI Tanzania in their respective district or council, including conducting basic M&E activities to monitor care and treatment programs. The position reports to the respective Regional Program Manager.

Main Roles and Responsibilities

- 1) Manage the day-to-day implementation of the HJFMRI Tanzania PEPFAR HIV Program in the respective district council as guided by the PEPFAR Country Operational Plan, Tanzania Ministry of Health guidelines, HJFMRI policies, SOPs, and USG rules and regulations.
- 2) Develop annual work plans and objectives for the programs within the district considering the needs and priorities set by the organization in collaboration with R/CHMT.
- 3) Oversee the execution of programs, ensuring that resources, timelines, and budgets are appropriately allocated and utilized.
- 4) Monitor and track performance progress to assess effectiveness, data demand and usage and make necessary adjustments for continuous improvement together with collaborating with the M&E team to ensure availability of M&E tools and their correct use for data recording and reporting.
- 5) Coordinate regular program review meetings for the facility and community at the district level.
- 6) Ensure CHMT and facility staff establish CQI teams that meet regularly to identify service delivery challenges and improve on them based on the tested interventions. This includes the establishment of HIV care multi-disciplinary teams at the facility level.
- 7) Work with CHMT and facilities to identify clinical, infrastructure, and human resource needs for the quality implementation of HIV care and treatment services in the council.
- 8) Ensure the program targets are shared and owned by the council authorities, and facilities, and every effort is done to ensure targets are achieved at the end of the year.
- 9) Ensure coordination and support of the availability of HIV commodities through HJFMRI gap fillings and collaborations with the CHMT, SCMS, and MSD.
- 10) Work closely with CHMTs to coordinate the implementation and monitoring of HTS, linkage, integrated HIV care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID), TB/HIV collaborative activities, PrEP services at the facility and community, GBV, VMMC and CECAP services at the facility level and through outreach activities and ensure the services are delivered in accordance with the national guidelines.

- 11) Capacitate the healthcare workers and facilities by performing regular supportive supervision, mentorship, and technical assistance visits at HJFMRI supported Care and Treatment facilities in line with program objectives and MoH guidelines and cooperation with CHMTs and RHMTs.
- 12) Collaborate with the Regional Program Manager, Community Program Coordinators and Senior Technical Advisors to develop action plans to gaps identified in the HIV/AIDS continuum of care during supportive supervision and oversee the implementation and follow-up of said action plans.
- 13) Liaise with the District Data Manager and collaborate with CHMT to ensure proper documentation and reporting of all indicators and provide timely remediation of underperformance in the district.
- 14) Facilitate and coordinate Quality Improvement activities/initiatives with facility QI teams for sustainable performance improvement.
- 15) Liaise with District Pharmacist, District Lab Technologist and HJFMRI Supply Chain Management team to support supply chain management services and ensure uninterrupted availability of HIV commodities at all levels within the district.
- 16) Perform other duties as assigned by the supervisor.

Minimum Qualifications

- Doctor of Medicine degree (MD) required. Postgraduate training in public health or related studies of internal medicine or infectious diseases preferred.
- At least 3 years' relevant experience in providing HIV/AIDS clinical and prevention care in Tanzania or previous experience working in HIV/AIDS care and treatment or research programs funded by PEPFAR.
- Good understanding of the Tanzania regulatory environment, health systems and structures, administrative structure, including working with the District Government.
- Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
- Ability to spend 75% of the time on travel within the district.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.
- Independent, yet still a team player.
- Proven ability for data analysis and program management.

16.	Job Title:	Regional Monitoring and Evaluation (M&E) Lead
	Reports to:	Regional Program Manager
	Job Location:	Mbeya

Position Overview

The Regional M&E Lead will oversee the implementation of M&E activities for both medical and community partners within their designated region to include data collection, data quality assurance, data compilation & reporting, and data analytics & use. The position will support the development and harmonization of effective monitoring and evaluation systems, support capacity building and training activities on M&E topics, ensure and logistics and communication across different program areas (clinical, research, and community) as it relates to data use to inform programmatic decision making. The Regional M&E Lead will provide feedback to MEL Director through weekly monthly and quarterly analysis of

key program performance indicators through review of historical trends, identification of programmatic gaps, and provide appropriate solutions to address challenges. The incumbent collaboration with the regional health management team, council health management team), and outreach implementing partners to provide mentorship regarding data management, quality, and use. Supervisory duties include capacity building and mentorship of Strategic Information officers to improve national M&E systems, use of data, and timeliness of reporting. The Regional SI Team Lead is responsible for ensuring quality of data prior to final report compilation. S/he also will collaborate with the District Program Lead & Community Program Coordinators to prepare monthly, quarterly, semiannual, annual narrative reports.

Main Roles and Responsibilities

- 1) Collaborate with the M&E team and other program staff in a designated region to:
- 2) Monitor progress of targets (regional and district) and disseminate analysis to Strategic Information officers through IMPACT and DATIM dashboards.
- 3) Ensure availability of standardized Monitoring and Evaluation tools at district and partner level.
- 4) Supervise District Data Managers to ensure quality data collection and reporting on a weekly, monthly, and quarterly basis and ensure all reporting deadlines are observed.
- 5) Monitor current data collection and management solutions to identify programmatic gaps and develop solutions in collaboration with district team.
- 6) Review and analyze weekly, monthly & quarterly district reports to identify challenges in program implementation and to enhance quality of reporting and communication.
- 7) Develop data visualization to identify and track regional program performance through IMPACT dashboards and other analytic tools and implement strategies to increase data use and demand across program staff.
- 8) Oversee implementation of district level quarterly data quality assessments through analysis of district and facility-based performance.
- 9) Conduct final review of data into IMPACT/DATIM on a monthly & quarterly basis prior to submission to MEL Director and other relevant staff.
- 10) Participate in field-based supportive supervision activities to include monitoring, technical assistance, and training visits with HJFMRI staff at district level, involving both internal and external stakeholders.
- 11) Liaise with program staff to review and analyze weekly, monthly, and quarterly reports to identify challenges in program implementation and enhance quality of reporting and communication.
- 12) Work with Strategic Information officers to build capacity of data clerks and data assistants through recommendations of best practices for data collection, data quality assessment, and reporting using national reporting tools to inform programmatic decision-making.
- 13) Collaborate with HMIS officers to support health information systems, data demand and information use at region level.

Minimum Qualifications

- Bachelor's degree in information technology, Computer Science, Data Management, Health Sciences, Epidemiology, Public Health, Statistics, or any related discipline. Master's Degree in related field preferred. A minimum of three years' working experience at a similar position
 - Computer literate in Microsoft Excel, Word, Access, and database administration.
 - Technical knowledge of data management policies and procedures
 - Expertise in DHIS2, DATIM, IMPACT, CTC2 database, pharmacy module, Electronic Medical Records (EMR) and others.
 - Ability to communicate technical data to non-technical audiences.
 - Excellent data management and data visualizations skills
 - Ability to analyze and interpret data for decision making.
 - Competent in the use of Statistical Analysis Packages (SAS, STATA, SPSS, EPI Info) and other analytical software (GIS and Tableau).
 - Strong organizational skills and ability to work in a team-oriented, culturally diverse environment.
 - Ability to resolve problems and identify appropriate solutions to improve data management and use.
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- Ability to manage multiple projects simultaneously with high degree of accuracy and attention to detail.
- The ability to plan work and meet deadlines.
- Excellent verbal and written communication skills in English & Swahili.
- Demonstrated initiative, creativity, and flexibility in problem solving.
- Ability to think strategically and work in a fast-paced environment.
- Ability to effectively prioritize projects, schedules, and deliverables.
- Ability to travel in Southern Highland up to 50% of the time building capacity of regional team, facility-based health care providers, RHMTs and CHMTs.
- Experience organizing and facilitating trainings, workshops, and meetings.

17.	Job Title:	District Data Manager - (21 Posts)
	Reports to:	Regional Monitoring and Evaluation (M&E) Lead
	Job Location:	Mbeya, Songwe, Rukwa and Katavi

Position Overview

The District Data Manager shall oversee the HJFMRI Tanzania PEPFAR Program monitoring and evaluation activities at the community and facility program supported sites in the district. The incumbent will ensure high quality data is collected, analyzed, and reported to support program monitoring and decision making. The position will oversee the work of all data staff in the facility and community program supported sites. The position reports to the respective Regional M&E Lead.

Main Roles and Responsibilities

- 1) Conduct data collection, analysis, and entry into the program data warehouse.
- 2) Support health care provider in the facilities to generate accurate, complete, and timely reports for all HIV and AIDS related services.
- 3) Collaborate with facility in charges, CTC in charges and CHMTs in supervising the day-to-day activities of data clerks in the councils.
- 4) Provide technical assistance and mentorship to facility and community data staff on using different program and national systems for data collection and reporting.
- 5) Ensure data quality through regular audits, verifications, and validation exercises.
- 6) Manage electronic databases (CTC2, TB/HIV treatment etc.) ensuring data security, backup, and easy accessibility for authorized personnel.
- 7) Regularly verify and validate data in the DATIM, IMPACT and DHIS2, coordinating with facilities for any necessary corrections.
- 8) Prepare regular reports for district stakeholders highlighting progress, challenges, and recommendations.
- 9) Regularly carry out DQA in line with DQA Standard Operating Procedures (SOPs) and PEPFAR recommendations and implement recommended remediation actions following DQA site visits.
- 10) Ensure each district adheres to policies regarding data quality assurance and reporting.
- 11) Conduct trainings for healthcare workers at facility and community level on PEPFAR data tools, indicators, and reporting requirements.
- 12) Promote the use of PEPFAR tools (Monthly portal and CTC analytics in all facilities to improve site level data use and performance improvement).

Minimum Qualifications

- Bachelor's degree in Statistics, Computer Science, Information Management, or related field required.
- At least 3 years' experience in data management in a PEPFAR funded project.
- Good understanding of PEPFAR indicators and reporting systems and tools.
- Expertise in DHIS2, DATIM, CTC2 database, pharmacy and HTS modules, CTC analytics and monthly portal.

- Proficiency in data analytics tools (e.g., SQL, GIS, and Tableau).
- Proficiency in data visualization tools and electronic data capture systems.
- Demonstrated ability in fostering collaboration and maintaining partnerships with a variety of stakeholders.
- Excellent communication, organizational, and training skills.
- Ability to work collaboratively with diverse teams and stakeholders.
- Analytical, problem solving and exceptional organizational skills.
- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

18.	Job Title:	Community Program Coordinator – (06 Posts)
	Reports to:	Regional Program Manager
	Job Location:	Mbeya, Songwe, Rukwa and Katavi

Position Overview

The Regional Community Program Coordinator will provide leadership in the design and implementation of community and SBCC interventions (activities) in the region / district. The position ensures community and SBCC deliverables are met with excellence, efficiency, and effectiveness. The incumbent is the focal person for the community and SBCC program implementation at the regional level and will coordinate and ensure high quality program service deliveries. The Community Program Coordinator will work under the supervision of the Regional Program Manager to design and implement HIV/AIDS program components and ensure adherence to PEPFAR, Ministry of Health (MoH) and HJFMRI standards of HIV/AIDS Program. The incumbent will facilitate the development, modification, and/or adaptation of appropriate community and SBCC strategies, with the goal of improving both clinical and community access to and use of services. The incumbent shall collaborate with other technical leads to strengthen linkages for the continuum response from Prevention, SBCC, HIV Testing Services (HTS) and linkage to care. The position will capacitate local partner organizations staff to deliver high-quality community-based services in the assigned districts in the Southern Highlands of Tanzania.

Main Roles and Responsibilities

A. Community Coordination Roles and Responsibilities:

- 1) Coordinate the overall design, implementation, and management of the HJFMRI program activities being implemented at the community level.
- 2) Provide technical assistance (TA) in planning, implementing, and evaluating activities undertaken by the community partners in the supported regions.
- 3) Support the development of integrated, innovative and gender sensitive interventions for the provision of comprehensive HIV/AIDS services for key populations and priority populations and their sexual partners.
- 4) Provide technical support to community partner's staff to provide comprehensive community services.
- 5) Facilitate and provide technical support at community and facility settings on HIV testing services, linkage to care, improve client adherence to ART (through tracing of MISSAP, and IITs).

- 6) Collaborate with Regional, Council, CSOs, and government DREAMS focal teams to ensure the availability of Adolescent and Youth Friendly Health Services, plan demand creation activities for HIV prevention, and identify economic opportunities for vulnerable Adolescent Girls and Young Women in the Enabling DREAMS councils.
- 7) Coordinate Enabling DREAMS stakeholders' meetings, provide technical assistance through training and mentorship using national curriculum and guidelines, and ensure alignment with strategic information for functional components, including indicator clarity and quality of M&E tools.
- 8) Develop, monitor, and report on plans and budgets, submitting periodic Enabling DREAMS progress reports, while ensuring data accuracy and reporting excellence.

B. SBCC Coordination Roles and Responsibilities

- 1) Provide Leadership and technical expertise to design, develop and monitor HIV and TB/HIV community based SBCC strategies for the project in collaboration with the government and other institutions.
- 2) Support the development of innovative new approaches to SBCC, including use of information and communication technology.
- 3) Support design and implementation of SBCC-specific capacity building activities in the supported regions.
- 4) Participate in the development and testing of community level SBCC materials and interventions, as needed.
- 5) Support community advocacy activities by regional and district leaders
- 6) Support SBCC activities using various IEC and media channels through regional and district health promotion teams.
- 7) Coordinate, monitor and oversee all community based SBCC campaigns/activities in the project supported region.
- 8) Document project results and impacts in various forms, including success stories and lessons learned.
- 9) Prepare the monthly SBCC project reports and submit to the regional program manager for further reporting.

C. Other Roles and Responsibilities

- 1) Ensure ongoing service delivery activities are monitored, evaluated, documented, and disseminated to relevant stakeholders.
- 2) Ensure compliance and adherence of Ministry of Health (MoH) HIV/AIDS guidelines and policies.
- 3) Identify, document, consolidate and disseminate knowledge and information regarding best practices, lessons learned, and proven approaches.
- 4) Follow up the implementation of the program activities in the partner's work plan on a monthly/quarterly/annual basis.
- 5) Perform any other duties assigned in the general support of the program.

Minimum Qualifications

- Degree in Social and behavioral sciences (e.g., public health, epidemiology, education/educational psychology, social work, nursing, etc.) or Advanced Diploma in health/counseling/ psychology/ social work or other HIV and AIDS related discipline and/or postgraduate training in Public or Community Development or relevant Discipline. Doctor of Medicine degree (MD) preferred.
 - At least three (3) years' relevant experience in managing HIV program, particularly community programs including HIV Testing and Counseling, HBC, and IEC/Behavioral Change Communication.
 - Experience in managing donor funded projects.
 - Experience working with NGOs, FBOs/CBOs at the community level.
 - Knowledge of the current developments and best practices in the field of HIV and AIDS prevention, globally and in Tanzania.
 - Good understanding of the Tanzania regulatory environment, health systems and structures, administrative structure, including working with the District Government.
 - Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
 - Ability to spend 75% of the time travelling within the district.
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- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.
- Independent, yet still a team player.
- Proven ability for data analysis and program management.

19.	Job Title:	Training Coordinator – (02 Posts)
	Reports to:	Training Manager
	Job Location:	Mbeya and Rukwa

Position Overview

The Training Coordinator will assist the training department with scheduling of trainings, resource mobilization, training logistics and adherence to the Standard Operating Procedures (SOPs) for all HJFMRI supported training activities. The Training Coordinator is expected to work closely with other teams within HJFMRI (especially finance, procurement, logistics and communication) to ensure training activities are implemented strictly according to schedule, budgets and the prevailing HJFMRI policies. The Training Coordinator will review all training requests and support the respective technical advisors accordingly. This position is based in Mbeya and will involve traveling to different areas across the Southern Highland Zone and reports to the Training manager.

Main Roles and Responsibilities

- 1) Receive and process all training requests according to prevailing HJFMRI procedures.
- 2) Prepare training schedules and calendars according to HJFMRI annual training plan.
- 3) Follow up with respective departments (procurement, finance, logistics) to plan for and obtain logistics and supplies for all scheduled training activities.
- 4) Institute controls in all HJFMRI training activities, including maintaining attendance registers for participants and ensuring training costs (per diems, refreshments etc.) match with evidence of participation.
- 5) Collect relevant data for evaluating HJFMRI training programs.
- 6) Send out invitations for trainings and follow up for confirmation of participation.
- 7) Coordinate strict adherence by all staff, to schedules, budgets and prevailing HJFMRI policies in all training activities.
- 8) Participate in revision of training materials and tools.
- 9) Liaise with the Training manager and respective technical advisors for each scheduled training to package participants' training materials (handouts, stationaries, and other supplies).
- 10) Review every post-training reconciliation and ensure consistency with prevailing SOP.
- 11) Prepare the training ARF and PR from the approved SOW to facilitate smooth running of trainings.
- 12) Support projects to ensure best practices in training development are incorporated and used in HJFMRI's training materials.
- 13) Assist in strengthening the capacity of HJFMRI staff in training methods.
- 14) Assist in building the training capacity in HJFMRI's partner organizations.

Minimum Qualifications

- Bachelor's degree in social science, health or related field required.
- At least three (3) years' relevant experience.
- Experience with the Tanzanian health system and donor funded NGOs preferred.

- Large donor experience required; prior DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.
- Proven experience in administering in-service training programs for health care workers.
- Ability to work under pressure and meet tight deadlines.
- Outstanding organizational skills and attention to details.
- Ability to work both independently and as part of a team.
- Diplomatic and culturally sensitive.
- Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.
- Positive attitude, strong team player, and ability to multi-task.
- Knowledge and skills in training materials development.
- Experience in working with multidisciplinary teams.

20.	Job Title:	Monitoring and Evaluation (M&E) Coordinator, TPDF Program
	Reports to:	Monitoring and Evaluation (M&E) Technical Advisor, TPDF Program
	Job Location:	Dar es Salaam

Position Overview

The M&E Coordinator is responsible for innovating, developing, and ensuring the effectiveness of health informatics systems across various service delivery points. The incumbent acts as a bridge between health and technology by ensuring that the data systems are responsive, secure, and aligned with institutional and donor requirements. The position is based in Dar es Salaam with frequent travels to the 21 TPDF facilities in the TPDF Program supported regions to provide monitoring and evaluation technical support. The position reports to the Monitoring & Evaluation Technical Advisor, TPDF Program.

Main Roles and Responsibilities

- 1) Collaborate with end-users at the TPDF settings to ensure the software solutions align with program practices and address specific challenges.
- 2) Design, develop, test, and implement software solutions tailored to meet the requirements of the program at all levels of implementation.
- 3) Regularly update and upgrade software to incorporate new features and enhancements, ensuring compatibility and security.
- 4) Design, develop and maintain TPDF health information systems that support the collection, sharing, standardization, and integration of healthcare data in close collaboration with TPDF HIS focal person.
- 5) Analyze data through CTC analytics and monthly portal to inform on program performance and liaise with technical staff for improvement.
- 6) Generate informative dashboards, visualization within the TPDF HIS to meet the stakeholders' requirements at different levels.

- 7) Ensure that the MoH HIS are implemented in the TPDF supported healthcare facilities with TPDFHQ approval by working closely with the TPDF HIS focal person and MoH ICT department.
- 8) Coordinate data collection, aggregation and reporting for C&T, prevention, and viral load indicators.
- 9) Setting up laboratory data collection systems, HVL sample tracking mechanisms, and TAT tracking mechanisms through the TPDF HIS.
- 10) Innovate and implement programming additions to enhance the functionality of project-related and collaborative health facility systems including regular chart reviews and data quality assessment which returns real-time reports/feedback through simple visualizations or dashboards.
- 11) Develop and employ electronic data collection systems for real-time data acquisition from facilities.
- 12) Use programming and data analytics tools to extract, transform, and analyze program data.
- 13) Facilitate the capacity-building to the TPDF HIS and facility teams in leveraging a centralized, web-based data visualization platform for instantaneous data access.
- 14) Interpret complex health data to provide meaningful insights and reports for stakeholders.
- 15) Enhance data systems to ensure consistent and accurate data capture from various service delivery points.
- 16) Collaborate with TPDF HIS and facility teams to adhere to stringent data security protocols, ensuring data integrity and compliance with both institutional and donor stipulations.
- 17) Create and distribute user manuals, standard operating guidelines, and training resources to encourage informatics skills within the TPDF program.
- 18) Lead training sessions and provide ongoing supervision and mentorship to the M&E teams and partners in the new systems' function and data extractions.
- 19) Collaborate with the TPDF HIS and Ministry of health ICT department/NACP in the improvement data visualization dashboards, enhancing program monitoring and strategic decision-making.
- 20) Collaborate with HMIS officers at the SHL program to share the health informatics dynamics for enhancing the TPDF program's health information systems.
- 21) Perform any other assignment or duties as assigned by your supervisor.

Minimum Qualifications

- Bachelor's degree in health informatics, Information Technology, Computer Science, or related discipline required. Master's degree or advanced degree in health informatics preferred.
 - At least three (3) years' relevant experience in health information systems, health informatics, or a similar domain working under PEPFAR related programs is required.
 - Experience in mHealth and eHealth initiatives.
 - Proficiency in C#, Python or Java programming languages and familiarity with database systems.
 - Proficiency in data analytics tools (e.g., SQL, Tableau and advance MS excel).
 - Proficiency in data visualization tools and electronic data capture systems.
 - Demonstrated ability in fostering collaboration and maintaining partnerships with a variety of stakeholders.
 - Strong supervising, training, and mentoring skills.
 - Demonstrated ability to write technical documents and create state-of-the-art presentations.
 - Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
 - Ability to travel to TPDF Program supported facilities more than 50% of the time.
 - Analytical, problem solving and exceptional organizational skills.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
 - Proficiency in MS Office applications.
 - Ability to meet and communicate schedules and deadlines.
 - Demonstrate exceptional professional judgment.
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21.	Job Title:	Prevention Officer, TPDF Program
	Reports to:	Prevention Technical Advisor- TPDF Program
	Job Location:	Dar es Salaam

Position Overview

The Prevention Program Officer is responsible for designing, planning and implementation by providing clinical and programmatic field support to the implementation of HJFMRI's PMTCT/EID, Cervical Cancer Program (CECAP) and PrEP in the TPDF program. The position provides technical support to HJFMRI TPDF- supported facilities to ensure quality service delivery. The incumbent provides field based clinical and programmatic support in the implementation of quality PMTCT/EID, CECAP and PrEP services provided across supported facilities. The position ensures PMTCT/EID, CECAP and PrEP activities implementation conforms to the national guidelines. The incumbent participates in the development of annual work plans and budgets based on the country strategies and operation plans. The position is based in Dar es Salaam with extensive travels to the regions on the mainland Tanzania (up to 50%) where PMTCT/EID, CECAP and PrEP services are provided and reports to the Prevention Technical Advisor.

Main Roles and Responsibilities

- 1) Provide technical support through mentorship, coaching and supervision to TPDF facilities implementing PMTCT/EID, Cervical Cancer Program (CECAP) and PrEP services ensuring quality in service delivery.
- 2) Assist in organizing and carrying out training programs for health care workers on PMTCT/EID, CECAP and PrEP service provision for HIV prevention.
- 3) Assist in development of annual work plans, budgets, and reports for prevention activities, ensuring integration of project activities into TPDF program annual plan as per COP guidance and GoVT.
- 4) Ensure PMTCT/EID, CECAP and PrEP services follows WHO, PERFAR/ HJFMRI and Government of Tanzania protocols, policies and guidelines and are consistent with established best practices.
- 5) Contribute to the attainment of all project targets and milestones associated with the implementation of PMTCT/EID, CECAP and PrEP services.
- 6) Prepare reports, success stories, technical briefs, abstracts for presentations, and updates on the ongoing implementation of PMTCT/EID, CECAP and PrEP services.
- 7) Build capacity of health-care providers and ensure they collect, compile and report quality PMTCT/EID, CECAP and PrEP data, including the use of data for quality improvement and informing program.
- 8) Develop and implement strategies to ensure linkages between PMTCT/EID, CECAP and PrEP with other established referral health facilities and community-based HIV services.
- 9) Ensure HIV testing services are routinely conducted at Reproductive and Child Health clinics (RCH): Maternal retesting across all key service delivery points across facilities.
- 10) Work with the HIV Prevention advisor and facility teams to ensure Newly diagnosed HIV positive Pregnant/Lactating women and Infants are linked and retained into care and treatment services.
- 11) Collaborate with the facilities to ensure close tracking of all HIV exposed infants is done to improve under 2 months DBS testing coverage across all supported sites and HIV outcome HIV test for exposed infants.
- 12) Creatively implement efforts to support health facilities to increase viral load coverage and suppression rate among Pregnant/lactating in supported sites, timely EAC to unsuppressed PBFW and recollection of VL samples.
- 13) Work with HIV prevention technical advisor to disseminate materials related to PMTCT/EID, CECAP and PrEP including frameworks/guidelines, Job Aids, and other necessary tools.
- 14) Liaise with the SI department to ensure that the PMTCT/EID, CECAP and PrEP components are functional, which includes clarity of indicators, quality of M&E data collection tools, data quality and reporting.
- 15) In collaboration with the facilities, ensure enrolment of eligible clients to PrEP and maintaining them on treatment across all supported sites.
- 16) Develop and implement strategies to ensure WLHIV are screened for cervical cancer and receive treatment health facilities.

17) Perform any other duties as assigned by the supervisor.

Minimum Qualifications

- Doctor of Medicine degree (MD) required. Master's degree in public health, gender, behavioral sciences, sociology, or equivalent is preferred.
- At least five (5) years' experience of progressive responsibilities in HIV/AIDS program and technical experience in clinic and community-based settings, in Prevention areas including PMTCT/EID, CECAP and PrEP.
- Knowledge of the current developments and best practices in the field of HIV and AIDS Prevention, globally and in Tanzania
- Proven skills in analysis, communication, networking, advocacy, and negotiation.
- Fluent in English and Kiswahili.
- Ability to use standard software applications (Word, Power Point, Excel, etc.)
- Ability to work independently.
- Ability to travel up to 50% of the time.
- Excellent organization and communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations.
- Analytical, problem solving and exceptional organizational skills.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

22.	Job Title:	Continuous Quality Improvement (CQI) Officer, TPDF Program
	Reports to:	Continuous Quality Improvement (CQI) Advisor, TPDF Program
	Job Location:	Dar es Salaam

Position Overview

Under the supervision of the CQI Advisor, the Program Officer supports the coordination and monitoring of the implementation of CQI activities in HJFMRI Tanzania supported TPDF health facilities in Tanzania mainland and Zanzibar. The position plays a key role in ensuring TPDF Program activities are carried out in alignment with the current Tanzania mainland and Zanzibar guidelines. The incumbent provides regular supportive supervision, mentorship and remediation plans for gaps identified at TPDF health facilities. The position assists facility CQI teams and work improvement teams in identifying gaps and utilizing CQI approaches to address them as well as conducting basic M&E activities to monitor CQI indicators. The position is based in Dar es Salaam with regular travel to TPDF program supported sites across the 16 Tanzania mainland regions and Zanzibar and reports to the CQI Advisor, TPDF Program.

Main Roles and Responsibilities

- 1) Coordinate HIV related Quality Improvement (QI) activities within the program supported health facilities and R/CHMTs.
- 2) Collaborate with HJFMRI technical leads, other program staff and supported facilities to implement and maintain an effective and coordinated approach to supportive supervision.
- 3) Plan and organize the comprehensive quarterly supportive supervision visits.
- 4) Support the coordination and implementation of supportive supervision, mentorship, and remediation visits in close collaboration with different departments and CQI Advisor

- 5) Effectively collaborate with field based HJFMRI clinical team and health facilities CQI teams to analyze gaps and challenges identified during supportive supervision visits and subsequently provide technical assistance for remediation/action plans.
- 6) Monitor CQI teams' activities at health facilities and communicate with the teams on a regular basis.
- 7) Conduct close monitoring and analysis of selected CQI indicators and communicate with other program departments and health facilities.
- 8) Receive QI reports from facilities monthly, analyze the reports and provide feedback to the direct supervisor and the CQI teams.
- 9) Ensure that the electronic reporting tool for selected CQI indicators is filled in a timely manner and provide technical assistance to complete the monthly reports where necessary.
- 10) Conduct regular coaching sessions for CQI at facility level, targeting the facility CQI teams.
- 11) Facilitate and participate in site visits to assess the progress in CQI implementation and identify way forward to deal with challenges.
- 12) Capacitate facilities on data driven implementation and analysis through CTC analytics.
- 13) Work with field based clinical teams to provide on-site QI consultations and coaching to supported sites using information gathered during assessments so that results are used to effect changes in HIV clinical practice.
- 14) Ensure availability and use of the national and international policies, guidelines, training manuals, recording, and reporting tools and information, education and communication materials that relate to the Quality Improvement Program/Initiative
- 15) Periodically measure and improve the quality of HIV/AIDS and related care be it through supportive supervision, SIMS and / or other available means.
- 16) Be involved in the development of clinical program quality indicators and track them over time, using the results for remediation of gaps and challenges.
- 17) Support the facilitation of QI meetings at the facility level.
- 18) Collaborate with facility WIT to identify CQI implementation gaps and support the development of evidence-based interventions to rectify and maintain quality HIV &AIDS services.
- 19) Communicate best practices and updates to ensure consistency in the program application and to maximize effectiveness in overall program implementation and management.
- 20) Participate in QI meetings at local and national level.
- 21) Perform any other duties or assignments as assigned by your supervisor.

Minimum Qualifications

- Doctor of Medicine degree (MD) or related field required.
 - At least 3 years' experience in CQI projects. Experience in planning and implementing HIV/AIDS care and treatment programs preferred. Prior experience in coordinating and implementing CQI activities in HIV and AIDS project activities preferably funded by PEPFAR required.
 - Demonstrated knowledge of CQI principles and skills used in Tanzania HIV and AIDS clinical and community services provision.
 - Clear understanding of Tanzanian health structure and system.
 - Fluent in the English and Kiswahili languages.
 - Competency in analyzing data using CTC2 database for obtaining different reports and lists, using CTC analytics and MS Excel in analyzing and plotting graphs at the minimum.
 - Basic understanding of monitoring and evaluation and data analysis preferred.
 - Diplomatic and culturally sensitive, enthusiastic for connecting with people of different backgrounds.
 - Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
 - Demonstrate high integrity and strong values, including confidentiality.
 - Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
 - Ability to multitask, successfully manage work pressure, with minimum supervision.
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- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

23.	Job Title:	Regional Voluntary Medical Male Circumcision (VMMC) Officer
	Reports to:	Senior Technical Advisor, VMMC Services
	Job Location:	Ruvuma

Position Overview

The Regional VMMC Officer will provide clinical and programmatic field support to the implementation of HJFMRI's VMMC scale up activities in the Southern Highlands (SHL). The purpose of this position is to provide field based clinical and programmatic support to the CHMT and RHMT in the implementation of quality VMMC services provided through static sites, outreach, and campaign services. The position will ensure VMMC activities implementation conforms to the national guidelines. The incumbent will also support partners in the development of annual work plans and budgets based on the country strategies and operation plans. The position will comprise a clinical team ensuring the implementation of comprehensive HIV/AIDS services. The position reports to the Senior Technical Advisor, VMMC Services.

Main Roles and Responsibilities

- 1) Assist partners in the development of strategic plans, work plans, monthly, quarterly, and annual data collection and compilation of reports.
- 2) Provide technical support, mentoring and supervision to implementing partners on VMMC services and ensuring quality improvement and quality assurance in delivering of services.
- 3) Assist in organizing and carrying out training programs for health care workers to deliver VMMC services in the regions as well as clinical implementation of VMMC program for HIV prevention.
- 4) Ensure VMMC services follows: WHO, PERFAR/ HJFMRI and Government of Tanzania protocols, policies and guidelines and are consistent with established best practices.
- 5) Contribute to the attainment of all project targets and milestones associated with the implementation of VMMC services.
- 6) Assist in identifying priorities for assessment, research and evaluations related to VMMC services.
- 7) Prepare reports, success stories, technical briefs, draft abstracts for presentations, and updates on the ongoing implementation of VMMC services.
- 8) Collaborate with partners to organize outreach and VMMC campaigns in the region and ensure the providers adhere to quality and standardized practices.
- 9) Build capacity of health-care providers and ensure they collect, compile and report quality VMMC data, including the use of data for quality improvement.
- 10) Develop and implement strategies to ensure linkages between VMMC and other facility and community-based HIV services.
- 11) Perform any other duties as assigned by the supervisor.

Minimum Qualifications

- Doctor of Medicine (MD) degree required. Master's degree in public health or related field preferred.
- At least three (3) years' experience working with PEPFAR funded programs in Tanzania.
- Fluent in English and Kiswahili.
- Analytical, problem solving and exceptional organizational skills.
- Large donor experience required; prior DoD, USAID, or CDC and experience working with international NGOs in a cross-cultural setting preferred.

- Excellent interpersonal, communication and relationship skills, including flexibility, diplomacy, intercultural communicative competence, and respect for colleagues.
- Demonstrate high integrity and strong values, including confidentiality.
- Ability to build and maintain sound relationships with multi stakeholders; competence to build and effectively manage interpersonal relationships at all levels.
- Ability to multitask, successfully manage work pressure, with minimum supervision.
- Proficiency in MS Office applications.
- Ability to meet and communicate schedules and deadlines.
- Demonstrate exceptional professional judgment.

APPLICATIONS INSTRUCTIONS:

All applications (***cover letter and updated CV with three professional referees, in PDF format***) should be submitted to recruitment@wrp.or.tz not later than **13th October 2023**. Hand-delivered applications shall not be accepted. To be considered, applicants must put the TITLE OF THE JOB in the SUBJECT LINE. As detailed in the job description(s) below, those who do not meet the minimum requirements will not be considered.

HJFMRI is an equal-opportunity Employer. Women are encouraged to Apply.
