



Tanzania Home Economics Association (TAHEA) is a national professional organization of nutritionists, home economics, agriculturists and other related social science professionals.

TAHEA envisions 'A democratic society with better living Conditions'; with the Mission to improve the socio-economic conditions of the society through advocacy and capacity building on agriculture, food and nutrition, health and environment in collaboration with other stakeholders.

TAHEA implements the 'Meeting Targets and Maintaining Epidemic Control (EpiC) project in Dodoma Region.

EpiC is a 5 years' global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID), dedicated to achieving and maintaining HIV epidemic control. In Tanzania, EpiC implements an HIV service delivery project among key and priority populations, such as adolescent girls and young women; female sex workers, Men at risks and orphans and vulnerable children which aims to reduce HIV infections in pursuit of reaching 95-95-95 goals. To achieve this goal, the program supports targeted prevention and case-finding strategies at the community level amongst the targeted populations.

1. JOB TITLE: DATA OFFICER (1 POST)

Duty Station: Any of the District Councils of Dodoma Region

Reporting to: Data Manager

Main duties and Responsibilities

- Support Data Manager to conduct project data entry for HIV Testing services, Family planning, Pre-Exposure Prophylaxis (PrEP), Tuber Tuberculosis (TB) and Sexual Transmission Diseases (STD) into designated database.

- Perform routine data review and collection data for all project indicators from catchment health facilities.
- Support the assessment of quality of primary source data through checking the completeness, precision, validity and timeliness of data reports.
- Work closely with peer educators (PEs), peer navigators (PNs) and community health workers (CHWs) at community level to support collection and reporting of data.
- Assist the Data Manager in keeping records of all the data reports collected from field activities.
- Support Data Manager to conduct periodic verification and routine data quality (RDQA) assessment at facilities and council level to ensure data quality at all times
- Offer on-job training i.e. (data management, M&E tool recording and uses) to staff and community workers i.e. PE, PN and CHWs.
- Ensure all data (primary and secondary) are securely collected, organized and kept in accordance/ compliance with national data management and confidentiality guidelines.
- Ensuring data quality through review of completed reporting tools submitted to custody offices by field officers and other project affiliates.
- Ensure that files and other documents are stored safely and well arranged in an organized manner.
- Performs other related tasks as required by the organization.

Education and Experience:

Qualification:

- At least a Diploma in Information Technology, sociology, community development or equivalent. Additional training in Monitoring and Evaluation, community mobilization, counseling is of added advantages.

Working Experience:

- At least 1 year demonstrated experience working in monitoring and evaluation activities related to health/ HIV prevention, Care and Treatment Programming.
- Knowledge of health and development programs in Tanzania including familiarity with the national KVP, youth and gender guidelines, standards and protocols.
- Experience in programs serving KVP and addressing gender norms. Demonstrated cultural sensitivity and sound understanding of the needs of KVP and other vulnerable groups.
- Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- High degree of proficiency in written and spoken English communication.
- Well-developed computer skills.
- Fluent in speaking and writing English and Swahili.

Other Qualifications:

- Ability to build relationship with Key Vulnerable Populations (KVP) groups at community levels.

2. JOB TITLE: DRIVER (1 POST)

Duty Station: Any of the District Councils of Dodoma Region

Reporting to: Project Manager

Main Duties & Responsibilities

- To maintain and drive motor vehicles in accordance to road traffic rules and regulations
- To inspect motor vehicles before and after any route/journey in order to identify required maintenances or rehabilitation
- To ensure that a motor vehicle and its equipment are available and are in good condition
- To carry out minor/routine maintenances of vehicles;
- To ensure that motor vehicle doors and windows are properly locked and safe all the time;
- To ensure cleanness of motor at all time;
- To record and maintain records pertaining to any journey in the Logbook;
- To assist in office logistic activities such as collecting and dispatching mails and documents;
- To report any accident immediately to Supervisor or Traffic Police;
- To perform any other duties as may be assigned by his/her superiors.

Required Qualifications

- Holder of Form IV Certificate and a Class "C, C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution with Driving experience of at least one (1) year without causing accidents.

Possession of Trade Test Grade II/Level II in Motor Vehicle
Maintenance/Mechanics is an added advantage.

3. JOB TITLE: COMMUNITY ENGAGEMENT OFFICER (1 POST)

Duty Station: Any of the District Councils of Dodoma Region

Reporting to: Project Manager

Position General Description

The Community Engagement Officer under TAHEA will work in collaboration with Biomedical technical officers at regional levels and community in respective Council to implement HIV prevention program targeting population at risk, Vulnerable Adolescent Girls and Young women, female sex workers and Men at Risk, s/he will monitor the implementation of the SBC, structural and gender activities in compliance with the overall regional work plan. S/he will play a key role in ensuring that the Community activities (SBC, structural and gender activities) are conducted according to the National standards and EpiC standard operating procedures and that beneficiaries receive quality services; s/he will also play a crucial role in supervising and building the capacity of Peer Educators, Navigators and mobilizers for effective and efficient implementation of activities during outreach activities (mobile testing and moonlight approaches) for HTS provision. She/He will be managing all community activities through conducting progress review meetings on a monthly basis with all peers (educators, mobilizers, navigators) and health care providers.

Main Roles & Responsibilities

Community Engagement

- Supervising and managing all peers (educators, mobilizers, navigators), by making sure community activities are well planned and implemented to facilitate Comprehensive HIV service provision (HTS, PrEP, HIVST, TB, GBV and Family planning)
- Supporting Peer (Educators, mobilizers, navigators) to roll out SBCC Training among Key and priority population in the respective community

- Supporting Peer (educators, mobilizers, navigators) during Community works including demand creation, group education, individual education, outreach services for bot moonlight and mobile testing and client's referrals and linkages
- Supervising and supporting the formation of PrEP groups in the project by making sure groups are managed by the team members for sustainability in the working area.
- Supervising and monitoring community activities include SBCC activities to ensure Peer (educators, mobilizers, navigators) have all required tools etc.
- Work in collaboration with LGAs in managing community engagement portfolio
- Coordinate and support the Peers (educators, mobilizers, navigators) to implement and monitor the timely implementation of comprehensive HIV services and provision of friendly services to all KVP clients
- Manage peer educators and peer navigators to ensure proper planning and implementation of community engagement related activities like demand creation, group, and individual education sessions
- Support PEs to ensure that the vulnerability index tool is administered and filed for all AGYW enrolled in the project.
- Support establishment of the case management team in conjunction with health facility
- Work with project and district officials to facilitate community engagement training to, peer educators and navigators and other relevant training required.
- Support integration of HTS with other biomedical and behavioral interventions to key populations.

Networking

- Establish effective work relationships with other stakeholders and CHMT partners on program activities
- Work with Peers (educators, mobilizers, navigators) to identify and link KVP clients to other implementing partners for psychosocial support.
- Work collaboratively with other project team members to ensure necessary program planning, development, and management activities function smoothly and efficiently and in an integrated manner

Monitoring, Evaluation, Learning, and Reporting

- Prepare monthly and weekly route plans for the project to reach the targeted population. Prepare document experiences, briefs, and success stories
- Monitor Peers (educators, mobilizers, navigators) and Providers implement plans and progress of community engagement portfolio as per project targets
- Provide weekly updates and monthly reports to Program Manager.
- Conducting weekly performance for Peer (educators, mobilizers, navigators) to assess performance and share areas of improvement
- Working closely with the Data Manager to evaluate data and program progress.
- Conducting monthly meetings with Providers, Peer (educators, mobilizers, navigators) to share progress in a specific month and plan for the next month

Qualifications and other requirements specific to the role

- Medical degree holders with 3 to 5 years of relevant experience working with KVP groups at the community level; or Bachelor's degree in public health,

social work or other related degree required, 3 to 5 years of relevant experience working with KVP at the community level.

- Knowledge of health and development programs in Tanzania including familiarity with the national KVP, youth and gender guidelines, standards and protocols.
- Experience in programs serving KVP and addressing gender norms. Demonstrated cultural sensitivity and sound understanding of the needs of KVP and other vulnerable groups.
- Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- High degree of proficiency in written and spoken English communication.
- Well-developed computer skills.

4. JOB TITLE: LINKAGE & CASE MANAGEMENT OFFICER (1 POST)

Duty Station: Any of the District Councils of Dodoma Region

Reporting to: Project Manager

Position General Description:

The Case Manager will work with Community Engagement Officer and Biomedical Technical Officers to implement HIV prevention program targeting population at risk in the region. He/she will work with team to reach, serve and maintain Vulnerable Adolescent Girls and Young women, female sex workers and Men at risk, S/he will monitor the implementation of case linkages during the process of pre counselling, post counselling as well as linkages of positive diagnosed KVP to care and treatment Centre. Will monitor all activities related to community ART initiation, case retention to care of all identified, diagnosed HIV positive clients as well as returning to care of all clients who missed appointment and lost to follow. She/he will be responsible in

making sure that all Navigation process are well established, conducted and maintained according to Care and treatment standards. He/she will make sure KVP HIV positive clients are linked to structural intervention for economic strengthening activities and managing gender issues. She/he will also play a crucial role in supervising and building the capacity of Peer navigators of key and vulnerable population through conducting progress review meetings on monthly basis. She/he will be coordinating the case management team with health facilities and community for continuum of care. Also, will be responsible in monitoring Gender based/Intimate partners Violence cases includes status of referral and linkages.

Roles & Responsibilities

- Liaise with Districts Community-Based HIV coordinator (DCBHCO)
- Liaise with facilities and peer navigators for enrolment of clients from the community
- Liaise with facilities for retention of clients on ART and provide feedback to facilities
- Manage Client Appointment and ART Refill
- Manage and Track Missed appointment
- Support community-based ART services by managing appointments for refills
- Manage lost to follow and return to care
- Provide mentorship to peer navigators
- Act as a link between peer navigators and facilities
- Supervise peer navigation teams
- Facilitate post GBV linkages and track feedback for GBV survivors
- Tracking and reporting of all completed and non-completed referrals (GBV, STI, HTS AGYW, FP etc)
- Daily follow up on cases management by the team, from each service delivery point in close relationship with Biomedical field officer
- Reconcile and compile data into the regional tracking register and the regional partner listing and outcome register, and maintain it on weekly basis

- Follow up on all open cases who do not have an outcome yet and ensure that all escorted / tracked beneficiaries receive an outcome
- Conduct sites visits for at least 80% of the time
- Working with Data manager/M&E Officer to report tracking and partner listing and outcome data to the MER team in the region using referral from feedback (Vibutu)
- Prepare weekly and monthly reports related to tracking services and partner notification and success stories, as needed
- Participate in meetings at CSO level and related CHMTs meetings
- Document best practices for linkage for KVP
- Perform other duties as assigned by line manager

Qualifications and experience

- Diploma or bachelor's degree in clinical management, nursing, social work, counselling and psychology
- At least one-year experience in case management for community-based HIV services.
- Prior experience in working with literate and non-literate audiences; experience in participatory methods
- Experience on KVP program is an added advantage
- Experience in supervising a field team

2.4 Interpersonal skills

- Good communication skills
- Ability to work in a team
- Computer skills in basic applications example Ms excel, Ms word etc.

Method of Application & Instructions:

- Applications are to be lodged through email: **tahea.recruitment@gmail.com**
- Candidates are required to mention the 'Position Title' on the subject line of the e-mail.
- All applicants MUST attach a cover letter and their updated Curriculum Vitae with certified copies of academic certificates in ONE file (PDF Format) as supporting documents to their applications, applications made in multiple zipped folders will not be considered.
- Phone calls are not allowed during the solicitation process.
- Shortlisting and interviews will be done on rolling basis.

All applications should be submitted not later than **16:00 HRS on Wednesday, 8th November, 2023**