



Tanzania Health Promotion Support

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Background

Tanzania Health Promotion Support (THPS) is an indigenous NGO established under non-governmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Government of Tanzania (GOT) through Ministries of Health (MOH) in Mainland and Zanzibar; Ministry Community Development Gender Women and Special Groups; Presidents' Office - Regional Administration and Local Government (PO-RALG), and the Ministry of Home Affairs with a goal of ensuring accessible high-quality health care services to Tanzanians; through the strengthening of health and community systems.

In FY24 year the Government of Tanzania (GOT) under the leadership of the Ministry of Community Development, Gender, Women and Special Groups and Ministry of Community Development and Gender in Zanzibar; in collaboration with stakeholders through funding from the US Presidents Emergency Plan for AIDS Relief (PEPFAR)/US Centers for Disease Control and Prevention (CDC) will conduct the second Welfare and Health of Youth and Children Survey (WHYS 24). The WHYS2024 is based on the broader work that has been done through the Together for Girls (TfG) partnership and through funding from the US Presidents Emergency Plan for AIDS Relief (PEPFAR)/US Centers for Disease Control and Prevention (CDC). Through data, nationally led action, and advocacy, the survey aims to raise awareness, promote evidence-based solutions, and galvanize coordinated action across sectors to end violence against boys and girls, with a special focus on sexual violence against girls. WHYS2024 data are intended to inform a comprehensive, national multi-sector policy and programmatic response to the issue of violence against girls and boys.

WHYS 2024 will be conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. CDC, CDC, Tanzania Office, United Nations Children's Fund (UNICEF) and Tanzania Health Promotion Support (THPS) – the lead implementing partner. Data collection will be done by the National Bureau of Statistics (NBS) in Tanzania mainland, The Office of the Chief Government Statistician (OCGS) in Zanzibar, and Survey will be implemented in collaboration with multisectoral partners including, the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), and Ministries of Health through national Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP). THPS will work with NBS and OCGS as subgrantees. The number of completed survey will be 9,144, targeting 500 primary sampling units with the objective of reaching 12469 households (HH) in mainland Tanzania and Zanzibar targeting children (boys and girls) and youth aged 13 – 24 years.

THPS is therefore seeking to recruit qualified and competent candidates to fill the following positions:

Position:	WHYS Field Supervisors (6 positions)
Reports to:	Directly to WHYS Survey Coordinator and indirectly to Senior Survey Advisor
Supervises:	WHYS Team Leads
Employment Type:	Full-Time
Job Location:	TBD
Travel:	Up to 80% in intervention districts outside of job location
Duration:	Six (6) months from January to June 2024

Overall Job Function:

Reporting directly to the WHYS Survey Coordinator and indirectly to Senior WHYS Survey Advisor, the WHYS Field Supervisors will provide strategic survey implementation and monitoring support in the planning and implementation of WHYS in the regions. The Field Supervisors will build the capacity of the Survey Team Leaders and Interviewers. He or she will coordinate field work with local representatives/community members including securing permission from local community leaders for data collection in selected clusters.

Specific Responsibilities and Duties:

- Oversee and review all aspects of fieldwork, including management of team leaders and field workers, on a daily basis.
- Ensure that field teams adhere to WHYS protocol and Standard Operating Procedures.
- Maintain adequate and accurate participant records, as per the study protocol.
- Determine readiness for survey implementation in each enumeration area (EA) and complete pre-implementation steps.
- Ensure the data collection teams are provided with adequate supplies and equipment's all the time during data collection.
- Assess ongoing performance of Field Team Leaders and Interviewers and identify training needs.
- Documents and reports all field incidences as per protocol.
- Documents, report protocol deviations and take correct measures.
- Maintain good communication between team leader and Survey coordinator.
- Conduct refresher training to data collection team whenever required.
- Perform EA and Household spot checks when and where needed.
- Plan the logistics for fieldwork data collection.
- Participate in community engagement activities, including making courtesy calls with relevant authorities.
- Ensure EA completeness as per deployment plan.
- Work closely with Team leader and transport Manager to ensure vehicles are well serviced and maintained in good condition.
- Ensure safety movement of teams within and across EA during all periods of data collection.
- Ensure tablets are secured and maintained as per tablet security SOP.
- Verify and ensure data quality by performing completeness and consistency checks.
- Provide feedback to the supervisor and write weekly progress reports that include the number of completed households per EA.
- Perform any other tasks as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree in Social Welfare, Sociology /Medicine /Statistics /Demography /Economics or related field from a reputable academic institution. Postgraduate degree will be an added advantage
- **Required Technical Experience:** Minimum one-year experience managing and implementing nationwide surveys or similar research.
- **Required Managerial Experience:** Minimum 1 year's supervising a survey team.
 - ✓ Demonstrated experience managing teams of people who are working in remote locations.
 - ✓ Strong interpersonal, group facilitation and oral presentation skills.
 - ✓ Ability to meet tight deadlines and successfully manage multiple assignments concurrently.
 - ✓ Ability to function independently with a strong focus on results.
 - ✓ Excellent organizational and analytical skills with close attention to detail.
 - ✓ Ability to creatively solve problems and work collaboratively as part of a team.
 - ✓ Knowledge of Tanzania context and cultures in urban and rural areas.
 - ✓ Ability to communicate effectively (verbally and written).

- ✓ Advanced knowledge of relevant software packages and tablet applications not limited to Microsoft Office Suite, Windows 8, Skype, and internet search engines.
- ✓ Working knowledge of operational/programmatic rules and regulations for recipients of United States Government funding preferred
- ✓ Familiar with Tanzania context; fluency in Kiswahili required

Position Title: **WHYS HTS Supervisors (6 positions)**
Reports to: Directly to WHYS Survey Coordinator and Indirectly to WHYS HTS Advisor
Supervises: WHYS Field Testers
Employment Type: Full-time
Job Location: Dar es Salaam
Travel: Up to 80% in intervention districts outside of job location
Duration: six (6) months from January to June 2023

Overall Job Function:

Reporting directly to the WHYS Survey Coordinator and indirectly to WHYS HTS Advisor, the WHYS HTS Supervisors will be responsible for overseeing the day-to-day operations of field biomarker activities. Through supervision and spot checks, the WHYS HTS Supervisors will ensure that household HIV Rapid tests are conducted in line with SOPs as well as QA/QC procedures for point of care HIV rapid testing. In addition, HTS Supervisors will be responsible for overseeing HTS supplies as well as be responsible for dealing and resolving all non-conforming events (NCEs) relating to the field biomarker component of the survey.

Specific Responsibilities and Duties:

- Monitor and supervise field teams on household HIV rapid testing.
- Ensure all field biomarker activities are in accordance with SOPs.
- Oversee ground level supply chain including submitting timely requests, recording receipt.
- Ensuring correct storage of all necessary survey implementation materials.
- Collaborate with the survey coordinator and HTS Advisor and other central supplies team to ensure all necessary materials are available when needed for ground level survey implementation activities.
- Ensure smooth transitioning of field teams from one region to the next by collaboratively working with WHYS Field supervisor.
- Manage documentation of biomarkers weekly field implementation activities.
- Ensure timely submission of field reports (weekly, monthly, quarterly & project) as requested.
- Coordinate the supply, elution and aliquoting of QC materials for field teams.
- Coordinate once per monthly QC and periodic PT Panels administration and execute corrective action where necessary.
- Mentor field teams on proper waste management and disposal.
- Responsible for all NCEs arising from field biomarker activities.
- Responsible for retraining testers on all biomarker activities.
- Ensure adherence of proper pre and post-test procedures and safety of the participant.
- Submit weekly reports on field biomarker activities to survey coordinator and HTS Advisor.
- Perform any other tasks assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:**
Degree in Medicine, Nurse, biomedical or laboratory sciences or equivalent from a reputable academic institution
- **Required Technical Experience:**
Minimum 2 years working experience in a medical laboratory or health facility with HIV testing.
- **Preferred:** Experience in HIV serology

- **Required Managerial Experience:**
 - ✓ Minimum 1 years supervising staff in a laboratory or health facility setting
 - ✓ Excellent written and verbal communication skills with fluency in English and Kiswahili required.
 - ✓ Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
 - ✓ Attention to detail and high accuracy.
 - ✓ Ability to maintain confidentiality at all times
 - ✓ Ability to lead and work with a diverse team
 - ✓ Ability to work independently with minimal supervision and strong problem-solving skills.
 - ✓ Flexible to work after normal working hours and on weekends with significant travel outside of duty station.
 - ✓ Familiar with Tanzanian context; fluency in Kiswahili preferred

Position: **WHYS Community Engagement Officer (5 positions)**
Reports to: Directly to WHYS Communication and Community Engagement Coordinator and indirectly to WHYS Survey Coordinator
Supervises: Community guides (CGs)
Employment Type: Full time
Job Location: TBD
Travel: Up to 80% in intervention districts outside of job location
Duration: Six (6) months from January to June 2024

Overall Job Function:

Under the supervision of the WHYS Communication and Community Engagement Coordinator and survey coordinator, WHYS Community Engagement Officer will work with survey team to coordinate all community engagement activities at different levels in support of the implementation of the WHYS 2024.

Specific Responsibilities and Duties:

- In liaison with the WHYS communication and community engagement coordinator, plan and be responsible for overseeing all field related community engagement procedures and activities prior to a survey team entering an EA, during survey data collection, and after survey teams depart from the EA.
- Lead with the identification and recruitment of community guides (CGs) from all selected survey Enumeration Areas (EAs).
- Identify and work with key local leaders and inform them about WHYS 2024 project to facilitate smooth community entry and exit meetings for all survey teams.
- To work with Community Guides in providing support to survey teams in mapping, listing of EAs, and pre-screening for eligible households.
- Ensure targeted households are mobilized about their participation in the survey prior to data collection.
- Provide feedback to data collection team on myth, misinformation and work with data collection to develop and communicate mitigation plan.
- Work with data collection team to ensure they inform them about boundaries and landmarks of selected EA and support smooth household entry.
- Perform any other tasks as assigned by THPS.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree in Community Development, Sociology or Social Work or equivalent from a reputable academic institution
- **Required Technical Experience:**
 - ✓ At least three years' work experience in community development and or community engagement or mobilization position

- ✓ Experience in the use of community participatory methodologies in health promotion
- ✓ Experience in training, advocacy for change and ability to work with local leaders at the community level.
- ✓ Fluent in English and Kiswahili and or any other locally spoken languages
- ✓ Proven leadership, management, inter-personal communication, and analytical skills
- ✓ Strong experience on working cultural diversities.
- ✓ Community negotiation skills
- ✓ Excellent written and verbal communication skills with Familiarity with Tanzanian context; and fluency in Kiswahili and English required.
- ✓ Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum
- ✓ Ability to lead and work with a diverse team
- ✓ Ability to work independently with minimal supervision and strong problem-solving skills.
- ✓ Flexible to work after normal working hours and on weekends with significant travel outside of duty station.
- ✓ Self-motivated and able to work under challenging situations

Position Title: **WHYS 2024 HIV Services Linkage Officer (2 positions)**

Reports to: Directly to WHYS Survey Coordinator and indirectly to Senior WHYS Advisor

Employment Type: **Full time**

Job Location: Dar es Salaam

Travel: Up to 80% in intervention districts outside of job location

Overall Job Function:

The WHYS 2024 Linkage Officers will be responsible for ensuring day-to-day operations related to tracking referrals to HIV Prevention and Services through existing systems. This position reports to the Survey Coordinator

Specific Responsibilities and Duties:

- Facilitate the linkage of HIV positive participants to care and treatment services as per the WHYS referral to care SOPs
- Support MOH and/or partner organizations with communicating to facilities of participants' preference and obtaining the collected information from those facilities.
- Support health facilities by verifying enrollment in care status of HIV-positive survey participants.
- Understand and adhere to the study protocol, relevant SOPs, and other appropriate regulations, procedures and policies.
- Maintain confidentiality of study participants and adhere to principles of Good Clinical Practice (GCP) and ethics of human subjects' research.
- Validate referral forms and SMS notifications against results and communicate with respective health care providers.
- Participate in stakeholder meetings at district level.
- Work with ICT and Data Manager in providing regular reports and updates on referrals and outcomes, including feedback from partner organizations and facilities on a weekly basis.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Formal training in Medicine, or Nursing, other clinical discipline from a reputable academic institution
- **Preferred:** Experience in clinical and HIV referral
- **Required Technical Experience:**
 - ✓ Minimum 2 years' experience with HIV pre/post-test counselling and explanation of laboratory results.

- ✓ Familiarity with HTS and ART national M&E tools
- ✓ Excellent written and verbal communication skills with fluency in English required.
- ✓ Knowledge of linkage mode for HIV Prevention and treatment Services.
- ✓ Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- ✓ Ability to lead and work with a diverse team
- ✓ Ability to work independently with minimal supervision and strong problem-solving skills.
- ✓ Flexible to work after normal working hours and on weekends with significant travel outside of duty station.
- ✓ Familiar with Tanzanian context; fluency in Kiswahili required

Position Title: **WHY 2024 Administration and Logistics Officer (1 position)**

Reports to: WHYS Project Director

Job Location: Dar es Salaam

Travel: Up to 25% outside of job location

Overall Job Function:

The WHY Admin and Logistics coordinator is responsible to organize and supervise administrative activities that facilitate smooth running of the WHY2024 team. The WHYS Admin & logistics coordinator, working with the THPS procurement and logistics Manager, will also ensure effective procurement systems are adhered to through following the purchasing processes and ensure timely delivery of items to intended recipients.

Specific Responsibilities and Duties:

- Support the administrative office processes affecting:
 - Utilities
 - Internal transport services
 - Stock control & Inventory Management
 - Reconciliation of vendor accounts
- Coordinate meetings, agendas, materials, minutes, and follow-up activities with key Project partners
- Organizing the coordination of events, site visits, workshops, and conferences
- Booking and arranging travel, transport and accommodation for the team
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- liaising with staff, suppliers and clients
- Resolve administrative problems for the project
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Screening phone calls and routing callers to the appropriate party.
- Maintain front desk procedures including contact information, directions and frequently requested company information
- In collaboration with Program Staffs compile list of participants, write invitation letters and ensure its receipts and confirmation of attendance
- Liaise with the Finance team to ensure that people in the trainings and meeting are paid on time
- Preparing administration and program purchase requisitions, necessary Advance requests, Petty cash etc.
- Work hand in hand with the WHY team to ensure that their travel authorization is done on time and they are paid on time
- Contribute to team effort by accomplishing related results as needed
- Compile documents for payment (Attach the received invoices on the Approved Purchase orders) and send the same to Accounts department.
- Liaise with technical WHY team to establish technical specifications of items for supplies to be ordered.

- Ensure WHY vendors are paid
- Ensure WHY procured materials are delivered to the required final destination
- Any other duties as assigned by supervisor

Qualifications, experience & skills required

- Bachelor Degree or equivalent in Public Administration, Business Administration, or related subjects from a recognized College/University.
- Minimum 4 years office administrative support experience is preferred. Experience working for an NGO.
- Good computer skills particularly use of power point and word processing.
- Excellent organizational skills including the ability to multitask, prioritize and work efficiently.
- Be of high integrity and able to maintain confidentiality.
- Proven record to work under minimum supervision and meet deadlines.
- Self –motivation and good office management attributes.
- Reading, written, and verbal fluency in English and Kiswahili
- Ability to work under pressure and timely meet deadlines

How to apply:

Interested applicants should send an email recruitment@thps.or.tz attaching their application cover letter one page maximum and CV four pages maximum by **26/11/2023** with a position title as a subject line, for example: **“WHYS Field Supervisors”**. Only short-listed applicants will be contacted. Please do not attach any certificates when submitting online. THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.