



Position Title: **Strategic Information Officer**

Reports to: District Program Lead

Employment Type: Full-time

Job Location: Geita

Travel: Up to 70% in intervention districts outside of job location

Position Summary:

The Strategic Information (SI) Officer is responsible for managing at the district level all data entry and database-related tasks and queries; reporting district data to the District Program Lead and SI Coordinator; and developing data analysis presentations for the district. The Strategic Information Officer's responsibilities include supervising electronic data entry and cleaning of the paper forms from field activities, as well as follow-up with health facility registries for referral and linkage tracing and verification, and supportive supervision to outreach workers on Strategic Information issues. The SI Officer also supports data collection and reporting at the facility level. S/he will work closely with the other members of the program and strategic information teams.

Roles and Responsibilities:

- Develop district level SI workplans covering activities in both community and facility.
- Ensure timely and complete data entry in both paper-based and electronic systems, ensuring consistency between linked systems.
- Supervise team to referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Lead generation of queries and ensure completion of data cleaning activities
- Fix any errors and problems observed in the database, and report any hardware/software malfunctions to the central team as needed
- Schedule and conduct monthly and quarterly data collection covering all sites within the district.
- Lead in training new staff, healthcare workers, and volunteers on data collection tools, including referrals, reporting and database
- Develop monthly, quarterly, and other reports on all indicators at the district level for submission and review to the District Program Lead, SI Coordinator, and central team
- Develop data analysis presentations and progress tracking at the district level
- Ensure all team members maintain the security of data tools at all times, including protecting the confidentiality of records and data
- Perform any other duties as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree or higher in data management, computer science, monitoring & evaluation, epidemiology, statistics, or related field or Advanced Diploma with significant experience
 - **Preferred:** Master's level or higher in relevant in data management, computer science, monitoring & evaluation, epidemiology, statistics, or related field



- **Required Technical Experience:** Minimum 3 years' experience with data management of PEPFAR-funded HIV/AIDS programs in facility or community. Must have:
 - Experience with programming language and database design and development
 - Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including CTC2, DAC tool, DHIS, and DATIM
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, PowerPoint, and Access.
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen

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Position Title: **District Program Lead**

Reports to: Field Implementation Manager

Supervises: Adult Care & Treatment/TBHIV Officer, Pediatrics/PMTCT/CECAP Officer, Prevention & HIV Testing Services Officer, Case Management Officer, Strategic Information Officer

Job Location: Geita

Employment Type: Full-time

Travel: Up to 80% in intervention districts

Position Summary:

The District Program Lead (DPL) heads ICAP programs and services at the respective council under the guidance of the Field Implementation Manager. S/he oversees all ICAP staff supporting the council level and provides technical leadership and oversight of all ICAP-supported programs and services including leading implementation, M&E and reporting of crucial program priorities including monitoring of activities under district level sub/service agreements – in collaboration with the Council Health Management Team (CHMT). The DPL is also responsible for managing communication and collaborations with the local government authorities and other key stakeholders.

Roles and Responsibilities:

- Lead and oversee the planning, implementation, monitoring, and reporting of program workplans and other ICAP-supported implementation activities at the council level.
- Ensure efficient utilization of project resources and compliance with donor and government regulations.
- Supervise program staff in the respective council.
- Participate in strategic dialogue with council authorities on project issues
- Actively participate in and collaborate with CHMTs to conduct needs assessments relevant to ICAP's scope and provide technical assistance (TA) to the District Medical Officer (DMO) and District AIDS Control Coordinator (DACC), Council Health Management Team (CHMT), and supported health facilities in planning, implementation, monitoring, and reporting of the identified gaps.
- Identify, engage and facilitate strategic collaboration with existing and new partners in HIV and related services to maximize the impact of ICAP's programmatic activities in the council.
- Work with the sub-awards and subcontracts officers to develop and oversee sub-grantees and service agreement plans and budgets and ensure optimum resource allocation, utilization, and compliance with donor and government regulations.
- In collaboration with compliance team, conduct program audits for subs and CHMTs to ensure effective use of project resources
- Ensure timely collection and submission of national HIV services and program data – as well as support strengthening of the related M&E systems – in collaboration with the M&E team.



- Lead the council-level data analysis and utilization initiatives to promote data utilization efforts at all levels.
- Implement and manage capacity-building efforts for HIV and related service providers, capitalizing on supportive supervision, mentorship, and on-job training.
- Perform any other related duties as may be assigned by the supervisor.

Qualifications, Knowledge, Skills

- Required Education:
 - MD/MBBS **or** PhD/doctoral degree in public health discipline **or** Clinical Officer/MPH with significant experience managing clinical programs in HIV/AIDS
 - Training and/or certification in program management is an added advantage
- Required Technical Experience:
 - Minimum 4 years of experience working in public health programs/services
 - Experience working for PEPFAR programs is an added advantage
 - Minimum 3 years of experience in design, implementation, management, and M&E of HIV or related clinical and public health programs and services
 - Experience in continuous quality improvement (CQI) implementation is an added advantage
- Required Managerial Experience:
 - Minimum 2 years of experience directly supervising and managing at least five staff in similar projects
- Excellent command of Swahili and English languages in written and oral communication
- Experience in basic computer applications such as MS Word, Excel, PowerPoint, and the internet
- Ability to work under pressure and stringent deadlines

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