



Position Title: Human Resources Assistant (1 position)

Reports to: Human Resources Officer

Employment Type: Full-time

Job Location: Dar es Salaam

Travel: Up to 10% in intervention districts outside of job location

Overall Job Function:

The Human Resources Assistant reports to the Human Resource Officer and is involved with HR programs and services including onboarding of staff and ensuring all pertinent HR information is timely collected, processed and updated.

Specific Responsibilities and Duties:

- Assist with on boarding of employees to the organization by conducting orientation in collaboration with the HR Team; this includes ensuring biodata, employee records forms, UNIs, ID cards, airtime and other working tools are provided.
- Maintain employee information, entering and updating employment and status-change data, ensuring all employee records are kept on file and updated at all times.
- Coordinate collection and recording of timesheets for all ICAP employees.
- Assist with recording of all types of leave and updating of leave tracking system.
- Assist in preparation and coordination of HR related in-house training.
- Assist with follow up on all HR related payments and receipts including those associated with pension matters (NSSF, PSSF) and health insurance.
- Assist with coordination of exit clearances and handover of ICAP equipment from exiting staff.
- Assist with coordination of staff social welfare issues/functions in collaboration with other appointed ICAP staff members.
- Assist with collecting overtime and recording them ready for review by HR Officer.
- Assist with collecting intern information and preparing their allowances and other payments ready for review.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Bachelor's degree in human resources management or related field
- **Required Experience:** Minimum 2 years' work experience in HR
- Knowledge in labor laws and HR principles will be an added advantage.
- Ability to contain confidential information and work with highest level of integrity.
- Well-developed verbal, written communication and presentation skills.
- Excellent interpersonal and organizational skills.
- Excellent computer skills, at minimum with Microsoft Office package.

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Position Title:	<u>Field Implementation Manager</u>
Reports to:	Regional Program Manager (RPM)
Supervises:	District Program Leads (DPL)
Job Location:	Geita (1 position), Mwanza (1 position)
Employment Type:	Full-time
Travel:	Up to 60% in intervention districts

Position Summary:

The Field Implementation Manager (FIM) oversees all ICAP's implementation of the community and facility activities in the region. Supervised by the Regional Program Manager, s/he is responsible for the overall regional program implementation performance and supervises the ICAP District Program Leads. The FIM works with the district teams to provide technical leadership and oversight, including leading the implementation, monitoring and evaluation, and reporting crucial program priorities. The FIM will also be responsible for ensuring fidelity in executing activities under district-level sub/service agreements in collaboration with the Council Health Management Team (CHMT). The FIM will also work hand in hand with the district leads to facilitate meaningful engagement with the respective council-level authorities and relevant stakeholders.

Position Duties and Responsibilities:

- Supervise and support the District Program Leads
- Coordinate the planning, implementation, monitoring, and reporting of program council-level workplans
- Support the District Teams to optimize and efficiently utilize resources allocated to the councils for field implementation according to the donor and government regulations.
- Support the District Team Leads in strategic dialogue with council authorities on project-related agendas
- Manage in collaboration with the DPL and CHMTs the needs assessment process for interventions relevant to ICAP's scope.
- Design interventions to address the gaps identified in the needs assessment exercise in collaboration with the DPL and provide technical assistance (TA) to the respective CHMTs and the supported health facilities in planning, implementing, monitoring, and reporting the identified gaps.
- Support the DPL to 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.
- Through the DPL, oversee the performance of sub-grantees and service agreement plans and budgets and ensure optimum resource allocation, utilization, and compliance with donor and government regulations.

- Support the DPL in ensuring compliance in the implementation of activities through sub-grantees audits to ensure effective use of project resources
- Coordinate the district teams to 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.
- Work with DPLs to conduct council-level data analysis and utilization initiatives
- Support the DPLs to implement and manage capacity-building efforts for HIV and related service providers, capitalizing on supportive supervision, mentorship, and on-job training.
- Perform any other tasks as 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 5 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:** Must have at least 3 years' experience managing and supervising an interdisciplinary team of at least 5 staff.
- 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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Position Title:	<u>SI Coordinator (1 position)</u>
Reports to:	Regional Program Manager
Supervises:	Informatics Officer
Employment Type:	Full-time
Job Location:	Mwanza
Travel:	Up to 50% in intervention districts outside of job location

Overall Job Function:

The SI Coordinator provides regional strategic leadership and links all clinical and HIV prevention monitoring and evaluation of programs implemented in the region. S/he oversees all strategic information and monitoring and evaluation activities in the region, including providing management and technical support through timely planning and implementation of regional strategic information activities required for HIV/AIDS care, PMTCT, HIV testing activities, laboratory programs, VMMC programs, DREAMS programs, PrEP programs, and research and surveillance programs. S/he oversees data collection at the regional level and provides technical support in data quality assurance, data demand and data use to improve service quality, decision making, and management of public health evaluations.

Specific Responsibilities and Duties:

- Work closely with Regional Manager and SI Director and central team to coordinate the regional monitoring and evaluation and SI portfolio for HIV care and treatment and HIV prevention services in both facility and community.
- Lead the development and implementation of an overall integrated regional M&E plan for ICAP's programs, integrating project innovations, and organizational priorities as stipulated in the annual country SI work plan.
- Lead the implementation of digital applications, dashboards and other informatics for systematic use by the regional and country programs including the innovations of the robust laboratory M&E systems.
- Develop and manage systems for meaningful target setting and tracking of results achieved across a group of key indicators
- Enable linkages between data reviews, use, and performance improvement across the regional team
- Oversee the regional SI team in data collection, verification, validation, and storage of data on progress toward targets, in accordance with ICAP, national, and donor policies.
- Provide technical assistance to healthcare facilities and districts in the region to implement the government paper based and electronic M&E systems for HIV care and treatment, PMTCT and HIV prevention including data management, data quality assurance, data summarization and analysis, and performance review
- Serve as a resource to the region in the evaluation of ongoing HIV/AIDS programs and data and provide feedback to key stakeholders
- Build the capacity of personnel in the region to better implement M&E systems
- Coordinate with CHMTs and RHMT to implement timely and regular reporting of key program indicators to NACP
- Provide technical assistance in strengthening the national M&E system



- Build capacity of site staff and council health management teams to set a functional groundwork for efficient data collection, entry, compilation and timely reporting at site level, district level and regional level
- Contribute to development and implementation of the organization's M&E framework including indicator mapping
- Develop and implement standard operating procedures for data collection, data entry, verification and use at each level of the health information system.
- Prepare quarterly, semi-annual and annual progress reports within described deadlines
- Facilitate utilization of reports at site level and district level for program planning, management and evaluation.
- Lead the preparation of M&E based quarterly feedback reports to the sub grantees to district partners, and Ministry of Health partners.
- Participate in periodic data quality assessment activities to track progress in data management at individual sites focusing on different supported program areas
- Work closely with regional manager and central technical team in writing and dissemination of lessons learned and best practices
- Oversee timely site and district level target distribution and monitor and report monthly on target performance to program team and senior management team
- Perform any other duties as assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Master's degree or higher in the following fields: Monitoring and Evaluation, Public Health, Epidemiology, Biostatistics, or related discipline OR Medical degree (MD, MBBS, equivalent) with demonstrated expertise in SI.
- **Required Technical Experience:** Minimum 5 years of proven experience in design and implementation of strategic information and evaluation activities in HIV care and treatment programs, including data collection, data analysis, and M&E systems for health facility based interventions.
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- **Required Managerial Experience:** Minimum 3 years' supervising a multidisciplinary team of at least five staff in technical areas relevant to this position.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred.

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