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| Position Title: | <u>Technical Advisor – Prevention & HIV Testing Services (1 position)</u> |
| Reports to: | Director of Prevention Services |
| Supervises: | Technical Officer – KVP; Technical Officer – DREAMS; Technical Officer - HTS |
| Job Location: | Dar es Salaam |
| Employment Type: | Full-time |
| Travel: | Up to 30% in intervention districts outside of job location |

Overall Job Function:

The Technical Advisor – Prevention & HIV Testing Services is a member of the central technical team responsible for providing technical guidance on prevention and HTS supported under the project. Working closely with the Director of Prevention Services, s/he provides technical assistance to central and regional staff ensuring effective implementation of interventions related to prevention and HTS in both community and facility settings. This position’s portfolio also includes implementation of KVP- and youth- specific interventions such as condom provision services, PrEP, DREAMS, and HIVST. This position directly supervises a team of Technical Officers responsible for relevant implementation areas.

Specific Responsibilities and Duties:

- Oversee guidance, implementation, and monitoring to ensure that designed HIV prevention interventions relevant to the technical areas in both community and facility settings achieve programmatic, financial, and administrative goals, and that project resources are utilized for the program in line with applicable ICAP and donor policies and procedures.
- Lead planning and implementation of emerging strategies for service delivery relevant to the technical areas in both community and facility settings by coordinating with relevant stakeholders from donor and GOT, providing technical guidance in the development of guidelines, SOPs and submission of protocols where relevant.
- Manage timely implementation of all major program activities relevant to the technical areas according to the objectives and deliverables, conducting relevant site visits, supporting regional team activities, and developing reports on program progress and achievements.
- Support regional teams to develop work plans and strategies relevant to the technical areas in both community and facility settings to achieve 100% of the annual targets for prevention (KVP, DREAMS, PrEP, HIVST), HIV testing, and other related indicators and closely monitor the implementation of work plans.
- Ensure compliance with national and international standards and best practices for program implementation, and that all programs are implemented in accordance with national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Contribute to the development of monthly, quarterly and annual reports and slide-decks to the donor and various stakeholders.
- Lead the documentation of program success stories and lessons in the relevant technical areas learned for internal and external release/publication.
- Lead frequent supervision and monitoring visits to program sites and regions.



- Collaborate with SI team to translate data outcomes into program improvement strategies, and to provide data analysis support to frequently monitor the effectiveness of interventions.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Medical degree (MD, MBBS, or equivalent) or Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline.
- **Required Technical Experience:** Minimum 5 years' work experience in HIV field with a donor-funded organization, including demonstrated experience and knowledge working with key and vulnerable populations, HIV testing services, and HIV prevention.
 - **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 will be an added advantage.

To apply for this position, please visit ICAP career portal through:

<https://icapacity.icap.columbia.edu/en-us/listing/>



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|-------------------------|---|
| Position Title: | <u>Technical Officer – KVP (1 position)</u> |
| Reports to: | Technical Advisor – Prevention and HTS |
| Employment Type: | Full-time |
| Job Location: | Dar es Salaam |
| Travel: | Up to 40% in intervention districts outside of job location |

Overall Job Function:

The Technical Officer – KVP is a member of the central technical team responsible for providing technical assistance on HIV prevention services for KVP as defined in the national health guidelines. Under the supervision of the Technical Advisor – Prevention & HTS, s/he provides technical assistance to regional staff ensuring effective implementation of HIV prevention interventions tailored to populations at increased risk of acquiring HIV in community and facility settings. S/he also collaborates with CSOs and other relevant stakeholders to ensure services are client-centered and tailored to the needs of targeted populations and adhere to national guidelines.

Specific Responsibilities and Duties:

- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented in accordance with national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Provide guidance, implementation, and monitoring to ensure that designed interventions in both community and facility settings are appropriately tailored to targeted populations at increased risk of acquiring HIV and achieve programmatic goals in line with ICAP, donor, and government priorities.
- Contribute to planning, development, and implementation of strategies to improve comprehensive HIV service delivery to targeted populations in both community and facility settings by coordinating with relevant stakeholders and providing technical assistance to regional teams.
- Support timely implementation of all major program activities for HIV prevention for targeted populations according to the objectives and deliverables, conducting relevant site visits, supporting regional team activities, and developing reports on program progress and achievements.
- Support regional teams and partners to develop work plans and strategies relevant to HIV prevention for targeted populations in both community and facility settings to achieve 100% of the annual targets and other related indicators relevant to the portfolio and closely monitor the implementation of work plans.
- Assist with the development of monthly, quarterly and annual reports and slide-decks to the donor and various stakeholders.
- Assist with the documentation of program success stories and lessons learned in the relevant technical areas for dissemination as appropriate.
- Conduct frequent supervision and monitoring visits to program sites and regions
- Participate in national technical working group meetings relevant to the technical area.



- Liaise with SI team to translate data outcomes into program improvement strategies, and to provide data analysis support to frequently monitor the effectiveness of interventions.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, Social Work, or related discipline.
- **Required Technical Experience:** Minimum 3 years' work experience in HIV prevention programs, including demonstrated experience working with populations at increased risk of acquiring HIV and multisectoral stakeholders.
- 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).
- Ability to provide high quality technical assistance to regional team.
- Ability to collaborate with a diverse team and interact well with all beneficiaries, health care workers, and volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all clients regardless of their background
- Ability to work independently with minimal supervision
Flexibility to work after normal working hours and on weekends with significant travel outside of duty station

To apply please visit: <https://icapacity.icap.columbia.edu/en-us/listing>