



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: Mwanza

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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Position Title: Adult Care & Treatment/TBHIV Officer

Reports to: District Program Lead
Job Location: Mwanza
Employment Type: Full-time
Travel: Up to 70% in intervention districts

Position Summary

The Adult Care and Treatment (C&T)/TBHIV Officer will oversee and coordinate the implementation of adult HIV care, treatment, and TBHIV services in a district council. S/he will coordinate the adult C&T/TBHIV portfolio to ensure efficient implementation, M&E, CQI implementation, and reporting of all interventions and indicators. In addition, s/he will work with the respective CHMT members in collaboration with other ICAP staff, facility providers, and expert clients to ensure that all activities are implemented per the GoT and PEPFAR standards.

Roles and Responsibilities:

- Support the design, implementation, M&E, data use, CQI, reporting, and documentation of adult HIV care, treatment, and TBHIV activities
- Work with CHMTs and other ICAP staff to build capacity and mentor facility providers on implementing program priorities, such as timely ART initiation for newly identified HIV clients, viral load suppression, establishment and management of viremia clinics for clients with high HIV viral load, including enhanced adherence counseling (EAC) fidelity, intensive TB screening and case finding among PLHIVs, IPT initiation, and completion, and all other interventions as per the national and donor guidance.
- Work with district teams to implement innovative, data-driven, quality adult HIV care, treatment, and TBHIV services, including providing male-friendly services and support for PLHIV support groups.
- Work as part of the multi-disciplinary technical team to provide site support to district teams in ensuring effective linkages for adult HIV care, treatment, and TBHIV services
- Provide technical assistance (TA) to the CHMT members and support facilities in planning, implementation, M&E, and reporting of adult HIV care, treatment, and TBHIV interventions.
- Collaborate with CHMT to assess and implement initiatives to address skill and resource needs in adult HIV care, treatment, and TBHIV services through supportive supervision, mentorship, on-job training, and design remediation strategies using CQI methodologies.
- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented per national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Participate in the data collection, analysis, and use at facility and district council levels and contribute to the development of monthly, quarterly, and annual reports
- Lead the documentation of program success stories and lessons learned in the relevant technical areas for internal and external release/publication.
- Coordinate and facilitate the monthly meeting for sharing challenges and strategies for the improvement of adult HIV care, treatment, and TBHIV activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as will be 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 3 years' work experience in the HIV field including demonstrated experience and knowledge working on HIV care, treatment, and TBHIV programs.
 - Preferred: Experience working with PEPFAR-funded HIV programs
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at the minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high-quality technical assistance to districts and facilities.
- Ability to work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.

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