ADVERTISEMENT FOR VACANCIES

Tanzania Health Promotion Support (THPS) is an indigenous NGO established in 2011 under nongovernmental organisation act No 24 of 2002. Since 2012, THPS has worked in partnership with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), Ministry of Health of Revolutionary Government of Zanzibar and President Office, Regional Administration and local government (PORALG). Programs supported include provision of HIV prevention, care, treatment and support services in Kigoma, Pwani, Mtwara and Zanzibar with support from Centres for Diseases Prevention and Control (CDC). THPS is also funded by the Joint UNAIDS to support demand creation among women living with HIV (WLHIV) and other low income women for cervical cancer prevention, screening and treatment in four regions of mainland Tanzania i.e. Geita, Njombe, Tanga, and Songwe.

THPS has just been awarded funds to implement the Global Fund program in mainland Tanzania as a Sub Recipient to AMREF – Health Africa in Mwanza, Mara, Shinyanga, Simiyu, Morogoro, Dodoma, Singida, Tabora, Pwani, Tanga, Mtwara, Mbeya, Manyara, Kilimanjaro and Arusha regions. The focus is to support HIV Prevention programs for Key and Vulnerable Populations (KVP) through collaboration with civil society and local government authorities in the specified geographical regions and districts.

THPS is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following positions:

TITLE: KVP Project Manager (1 position)
REPORTS TO: Director of Programs (THPS)
LOCATION: Central Office Dar es Salaam (with frequent field travel up to 50%)

OVERALL JOB FUNCTION:
The incumbent will be responsible to coordinate the implementation of a community-based HIV prevention project reaching key and vulnerable populations (KVP) in all regions under THPS in zones. S/he will work closely with KVP Technical advisor, civil society as sub-sub recipients (SSR) and the regional teams to ensure high-quality program implementation at the regional and zone level. As the member of senior technical leadership, S/He will update THPS leadership on Project progress.

KEY RESPONSIBILITIES:
Principal duties:
Oversee and manage overall all zonal staff and implementation of the Global Fund project in the regions to implement a “Prevention Programs for Key and Vulnerable Populations” in specified districts/regions. The incumbent will lead implementation of interventions such as community based HIV testing services (HTS) among key and vulnerable populations, linkage/referral to health facilities, prevention of GBV & enhancement of gender norms, community STI/TB screening, and family planning and according to the work plan, targets, national guidelines/policy, and program SOPs. S/He will prepare and submit reports for, and participate in quarterly GF review meetings with AMREF to provide regular project updates; and serve as spokesperson of the THPS KVP project.

Specific roles and responsibilities

- Lead in development of KVP annual and quarterly project work plans, budget and implementation plans
- Conduct needs assessment, mapping of eligible civil society organizations and other preparatory activities as needed
- Coordinate the orientation of the local government authorities, civil society representatives and other stakeholders about Global Fund KP and other vulnerable group project at Zonal level s
- Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project
- Participate in identification of/ and capacity building of community organizations working on the project as sub-sub recipients (SSR)
- Lead the development of the referral network model between the community – based outreach and health facility services
- Guide the mapping of hot spots and size estimation where KVP including adolescent girls and young women are found in collaboration with SSRs
- Collaborate with community based organizations for execution of sub-agreements and service agreements as SSR
- Ensure timely program quality data collection, and reporting as per GF guidance and tools
- Take leadership in developing Abstracts, Manuscripts and presentation for sharing using KVP data
- Update THPS Management on project progress and develop project reports and narratives as required
- Performs other duties as assigned by supervisor

QUALIFICATIONS AND EXPERIENCE:

- Required: Doctor of Medicine (MD) or equivalent Medical Degree from a recognized academic institution.
- Required: Master of Public Health (MPH) with former qualifications in health or social sciences streams.
- Required: Extensive experience in working with civil society, community stakeholders and government officials
• **Required:** At least 3 years of working experience in HIV care and/or HIV prevention with a donor-funded organization.

• **Preferred:** Experience working with Global Fund supported projects is an added advantage

• Experience in supervising/managing multidisciplinary teams, with demonstrated skills in leading teams of public health professionals

• Excellent oral and written communication skills with fluency in English and Swahili

• Strong computer skills (MS Excel, Access, Word, and Power point at minimum)

• Demonstrated ability to provide strong technical guidance for any medical interventions related to HIV care and prevention to KVP.

• Experience in developing and executing work plans, budgets, reports, etc.

**TITLE:** Regional Project Officer (13 positions)

**REPORTS TO:** KVP Project Manager (THPS)

**LOCATION:** Mwanza, Mara, Simiyu, Morogoro, Dodoma, Singida, Pwani, Tanga, Mtwara, Mbeya, Manyara, Kilimanjaro and Arusha regions (with frequent field travel up to 75%)

**OVERALL JOB FUNCTION:** The incumbent will be responsible to coordinate implementation of the THPS Global Fund project “Prevention Programs for Key and Vulnerable Populations” (MSM, SW/PWIDs and other vulnerable modules) in one of the regions mentioned above S/he will work closely with Project Manager and other THPS staff to ensure high quality program implementation in the region

**KEY RESPONSIBILITIES**

**Principal duties**

• Work with Project Manager, THPS management, and other relevant THPS staff to coordinate implementation, monitoring and evaluation of the THPS Global Fund project in his/her region

• Participate in the development of annual and quarterly work plans

• Facilitate implementation all activities in the work plan in his/her regional with efficient utilization of resources for program implementation.

• Accomplish and facilitate accomplishment of all KP and other vulnerable group program activities in the work plan for your region to ensure all targets are met

• Ensure local government authorities and other stakeholders are conversant about Global Fund KP and other vulnerable group projects.

• Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project

• Liaise with national and regional authorities and other stakeholders for Global Fund’s for technical assistance and supportive guidance.

• Participate in the development of the referral network model between the community – based outreach and health facility services
• Coordinate and conduct mapping of hot spots and size estimation where KVP including adolescent girls and young women are found
• Collaborate with Project Manager and Accountant for execution of sub-agreements and service agreements as agreed.
• Supervise the recruitment and training of community outreach workers and lay counselors from peer groups to implement the outreach services and combination prevention among PWID, FSW, MSM and other vulnerable populations including Adolescents, Girls and Young women in THPS supported regions.
• Mentor and supervise community outreach workers and lay counselors regularly and frequently during outreach sessions and lead regular meetings
• Ensure accurate data collection and timely, complete and clean reporting of regional data to the central level
• Take leadership in distribution of national and relevant job aides and IEC materials related to key and vulnerable population program in the region to community outreach workers and other stakeholders.
• Maintain relationship with MOHCDGEC KVP unit, and Council Health Management Teams (R/CHMTs) and CSOs responsible for KVP services within THPS supported region.
• Take leadership to ensure integration of other programs (PMTCT, Pediatric, PHDP, Cervical Cancer Screening and TB/HIV etc.) within KVP services in the region.
• Ensure formation of four (4) active FSW, MSM, and MAT recovery groups from each THPS supported district.
• Strengthen multi-sectoral collaboration with Council HIV and AIDS Community Coordinators (CHACC) and other partners including linkages with community based organizations
• To provide technical assistance to CSO's, districts and regions to implement paper based and electronic M&E systems for KVP project and related services including data management, data quality assurance, data summarization and analysis, and performance review
• To serve as a resource to the CSO's in the zone for the evaluation of ongoing KVP programs and data feedback to NACP, CSO, districts, regions and other key stakeholders
• To build the capacity of personnel in the region to better implement M&E systems
• To collaborate with regional partners (CSO's) implementing donor-funded KVP activities to ensure timely and accurate reporting across program areas
• To coordinate with CHMTs and RHMT to implement timely and regular reporting of key program indicators to NACP.
• Performing any other duties as assigned by supervisor

Required Qualifications, Knowledge and Skills:
• Required: Degree in Nursing/Medicine/social sciences from a recognized academic institution. Masters level degree or higher in related discipline such as Public Health will be an added advantage.
• Required: Minimum 3 years working experience in HIV care and/or HIV prevention with a donor-funded organization. Preferred: experience with community-based and/or KVP-focused HIV programs
• Experience in supervising/managing multidisciplinary teams of at least 10 staff, with demonstrated skills in leading teams of public health professionals
• **Required:** Familiarity with donor funded projects. (CDC, Global Fund, USAID etc.).
• **Required:** At least three years’ experience of working with Local Government (RHMT and CHMT)
• Excellent communication skills, including writing and presentation skills. Fluent in both Kiswahili and English.
• Strong computer skills (MS Excel, Access, Word, and Power point at minimum)
• Demonstrated knowledge on HIV/AIDS prevention, care and treatment and adherence and psychosocial support programs
• Demonstrated ability to provide strong technical guidance for any medical interventions related to HIV care and prevention to KVP.
• Strong ability to liaise with external stakeholders and government officials.
• Experience in developing and executing work plans, budgets, reports, etc.
• Flexible to work after normal working hours and weekends at various community locations
• Ability to interact well with all targeted groups and peer volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background

**TITLE:** KVP Strategic Information (SI) Advisor (1 position)
**REPORTS TO:** Director of Monitoring and Evaluation (THPS)
**LOCATION:** Central Office Dar es Salaam (with frequent field travel up to 75%)

**OVERALL JOB FUNCTION:**
To provide overall technical support in the planning and implementation of monitoring and evaluation activities required for Key and Vulnerable Population Project within District and regions supported by THPS. Work with the Director of M&E to build sustainable capacity of Regional and District health teams (RHMT and CHMTs) as well as ZIHTLP and CSO’s in managing health information systems related to KVP programs under THPS support. This includes capacity to quality data management and its use for program improvement.

**KEY RESPONSIBILITIES:**
• Responsible for the overall coordination of Monitoring and Evaluation of KVP activities
• Provide leadership on timely reporting of quarterly, semi-annual and annual reports
• Provide leadership on reviews of database managers and hiring of data managers
• Coordinate KVP M&E team meetings and work plans and track of the outputs
• Assist to refine KVP M&E materials and data management systems
• Provide technical support in the process of data quality assurance, data cleaning and summarization
• Provide leadership for capacity building of the KVP ME team to improve national M&E systems, use of data and timeliness of reporting.
• Conducts rigorous data analyze and work closely with project team, prepare all technical and program documents in high standard
• Provide inputs on funding applications and renewals
• Monitor regional implementation plans and progress to KVP targets by the CSOs
• Conduct supportive supervision to CSO sites
• Document experiences, prepare program and site visits reports, presentations, briefs and articles/success stories
• Work collaboratively with other project team members to ensure necessary program planning, development, and management activities function smoothly and efficiently and in an integrated manner
• Monitor and assess the performance of CSOs and quality of data submitted
• Monitor and assess community response at the project wards and districts in the region
• Conducts M&E capacity development regularly for project staff, counterpart staff and sub-grantees to ensure quality data collection and use.
• Performs other duties as assigned by supervisor

QUALIFICATIONS AND EXPERIENCE:
• **Required:** Bachelor Degree in epidemiology, biostatistics, public health, international health, or a related discipline. A background in a medical-related field is an advantage
• Advance degree in epidemiology, biostatistics, public health or related discipline will be an added advantage
• **Required:** Working for 4+ years of experience in the design, implementation and management of health monitoring and evaluation systems. HIV/AIDS or KVP epidemiological experience preferred. Experience with primary collection of clinical data, design of forms and data collection instruments, and data analysis is an advantage
• **Required:** Extensive experience with Microsoft Access and Excel and one or more of the following statistical analysis packages (SAS, SPSS, STATA)
• Excellent communications skills in English and Swahili
• Leadership skills, team building and good interpersonal skills

POSITION TITLE: Senior Accountant (1 position)
REPORTS TO: Finance & Administration Manager (THPS)
LOCATION: Central Office Dar-es-Salaam (with frequent field travel up to 75%)

OVERALL JOB FUNCTION:
To provide financial management and oversight for the Global Fund (GF) project.

KEY RESPONSIBILITIES:
• To work as part of the team to achieve departmental standards
• To maintain accurate bookkeeping records for the Global Funds Project
• Process advance payment for sub recipients (NGOs, CSO)
• Review and verify expenditures incurred by CSOs in line with the work plan and approved budget
• Travel for supportive supervision and provide technical assistance to CSOs in the areas of budgeting, reporting and accountability.
• Will be involved in receiving, processing all invoices, issuing checks, entering cash receipts and disbursements data into various forms. Process expense forms and process payment for staff
• To prepare and post transactions into paper-based and computer accounting systems.
• To validate invoices and ensure timely and accurate payment of those expenses
• Maintain accounts payable modules
• Maintain control account for expenses with many transactions a month, to avoid double payments
• Arrange for upcountry office payments, such as fund transfer to up country staff.
• To prepare all travel advances and post into system
• To ensure adherence to THPS policies and procedures and donor financial management requirements.
• Maintain a separate memorandum of payments made to ensure we have enough cash flow in both account every month.
• Undertake banking activities for all bank accounts; checking balance, collecting bank statements, cashing checks
• Deal with daily transactions for the petty cash and ensure that reconciliations are completed on a weekly basis
• To ensure all filing is done in a timely and accurate manner
• Performs other duties as assigned by supervise

QUALIFICATIONS AND EXPERIENCE:
• Required: Bachelors degree or equivalent in Accountancy, Finance or related subjects from a recognized institution
• Required: CPA, ACCA or other equivalent professional certification
• Required: At least four years’ experience at similar position
• Required: Knowledge in Accounting packages preferably SAGE 300ERP
• High level of integrity
• Ability to work independently with limited supervision
• Excellent communications skills in English and Swahili
• Strong computer skills (MS Excel, Access, Word, and Power point at minimum)

POSITION TITLE: Program Driver (1 position)
REPORTS TO: Administration Officer
LOCATION: Central Office Dar es Salaam (frequent field travel up to 75%)

OVERALL JOB FUNCTION:
To maintain and provide the general maintenance and services for the THPS Program Vehicles and fleet services to THPS Staff travelling to sites for the Global Fund project.

KEY RESPONSIBILITIES:
• Drive THPS programme vehicles as directed and providing safe and efficient transportation to the staff and its visitors.
• Deliver parcels, letters and other relevant items to offices and businesses as appropriate.
• Drive long distance with or without THPS staff when required and adhere with the rules and regulation.
• Ensure that the vehicle is always clean and in good order and all the documentation e.g. insurance and road license are up to date.
• Perform routine vehicle inspection and maintenance including checking oil, fuel, brakes, lights, windshield wipers, waters and tire pressures.
• Keep track of maintenance record of vehicles to ensure that service schedule are adhered to and to remind the employer in advance when vehicle (s) service is due.
• Provide information and other general assistance to the organisation staff and its visitors.
• Maintain record of work performed; Fills up all necessary forms, makes timely reports of accidents, incidents and unusual occurrences.
• Ensure necessary steps are taken as required by rules and regulations in case of involvement in an accident.
• Abide to all THPS rules and regulations.
• Performs other duties as assigned by Supervisor.

QUALIFICATIONS AND EXPERIENCE
• Required: The candidate should hold a new valid and clean class “B” and “D” or more driving licence issued by Tanzania Revenue Authority
• Required: The candidate must possess a driving certificate from VETA or NIT
• Required: Must have not less than 5 years working experience driving 4wheel drive station wagons
• Must be a holder of Ordinary level Secondary education with good passes in English and Swahili
• Knowledge of basic vehicle inspection and maintenance with safety driving skills
• The candidate should be fluent in both English and Swahili
• Ability to drive long distance safely and efficiently to the remote areas of Tanzania.
• Computer literacy is an added advantage.

How to apply:
Interested applicants should send application cover letter one page maximum and CV four pages maximum by March 31st 2018 with a subject line for example: Senior Accountant to hr.thps@gmail.com. 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 with disability are encouraged to apply.