



INTERNAL JOB ANNOUNCEMENT

BACKGROUND:

Amref Health Africa in Tanzania is a non-profit public health organization supporting the Government of Tanzania to address public health issues including maternal and child health, HIV, TB, Malaria, and Nutrition in Tanzania 1987. Amref Health Africa in Tanzania is funded by The U.S. President's Emergency Plan for AIDS Relief (PEPFAR) through CDC Tanzania, to execute a robust HIV care and treatment clinical cascade project aiming to accelerate the achievement of the current 95-95-95 goals and the HIV epidemic control in Tanzania. Branded as Afya Thabiti, this new project will be implemented in Mara, Simiyu, and Zanzibar from October 2023 covering facility and community-based prevention (including VMMC), care, and treatment services. Afya Thabiti will work in collaboration and with guidance from the Tanzania Ministry of Health, Community Development, Gender, Elderly, and Children, Zanzibar Ministry of Health, and President's Office Regions Authority and Local Government (PORALG). That said, Amref Health Africa -Tanzania is announcing the following vacancies to be filled soon:

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|---------------------|-------------------------------------|
| 1. Position: | Regional Project Manager (2) |
| Location: | Mara and Simiyu Regions |
| Reports to: | Project Director |

Job Summary:

The focus of this role is to provide leadership, coordination, and management of the technical staff for the Field Offices. The RPM's main objective is to guarantee the Project's technical performance of the supported HIV programs in the respective region.

Duties & Key Responsibilities:

- To provide technical and management leadership to District Managers and all project staff assigned in the region, in close collaboration with the Project director, Technical Directors and Advisors based in the DSM head office;
- Responsible as Regional Contact Person for the Project/Amref and facilitates proper and timely communications within the project and to sub awardees/regional relevant stakeholders;
- Oversees and coordinates the regional operations, transportation, and logistic needs to effectively and efficiently support program implementation and be accountable to the proper fleet and Amref/project assets management
- Oversees procurement process related to both program implementation and support to sub-awardees as per the approved work plan and budget to ensure proper and timely execution
- Assures a complete and well-functioning technical team in the respective region, including timely communication on additional staffing needs and the participation in the recruitment of staff members; wherever and whenever necessary, and takes over or complements the responsibilities of the supervised Project Officers;
- Responsible for the effective planning and documentation of the communication and support provided to Afya Kamilifu Project sub-grantees, including but not limited to supportive supervision and periodic joint meetings such as quarterly program reviews pg. 2

- Preparing program and financial reports and submit to the Project head office in a timely manner and ensuring that internal control systems are working effectively and efficiently
- Collaborate with the Project M&E team for the timely submission of high-quality quarterly, semi-annual, and annual donor progress reports to the Project Director
- Responsible for the timely submission of work plans, reports on activities performed, or any other report, as required by Project Direct and Head of Programs
- To facilitate the production of written documents including best practices and lessons learned.
- Represent Amref at various regional meetings after obtaining prior approval from Amref CD and HoP
- Carry out any other responsibilities as assigned by the line manager or other Amref senior management team.

Qualifications, Experience & Skills Required:

- A degree in health-related fields with a Master's in public health or other relevant fields
- Proven experience and competence in project and human resource management skills, and critical analysis capacity
- At least 7 years of "hands-on experience" in a senior position in HIV prevention, care, and treatment program in the resource-limited countries
- Experience working with Local Government Authorities in Tanzania
- Experience working in public health NGOs preferably but not limited to the PEPFAR-funded projects
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

2. **Position:** **Laboratory Service officers (5),**
Work Station: **Mara (2), Simiyu (2), Zanzibar (1)**
Reports to: **Regional Program Manager**

Job Summary:

The Laboratory Service Officer will strengthen Laboratory Quality Management System and provide technical support for laboratory services to improve the quality of HIV diagnosis and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade

Specific Duties and Responsibilities:

- Responsible for supporting health facilities through an evidence-based CQI approach to implement a comprehensive Lab quality management program to surpass the 95-95-95 targets and adherence to safety laboratory requirements.
- Strengthen External Quality Assurance (EQA)/PT program for EID, HVL, HRT, TB, and OI tests through mentorship and Technical assistance
- Work collaboratively with Tanzania Posts Cooperation and CHMT to strengthen laboratory sample transportation/results transmission and other HIV-related testing to meet National standards
- Work collaboratively with the Hub Focal person and TA partner to strengthen the Lab Information System
- Prepare and submit weekly and monthly reports regarding HVL/EID, reagents status, and any other laboratory matters in their region/District
- Ensure that laboratories are familiar with supply chain management procedures
- Work close with RLTs, DLTs R/CHMTs in quality management systems to increase coverage of laboratory participation into SLMTA and ensure graduation with at least 2 stars for enrolled Laboratories
- Participate in training, mentorship, supportive supervision, and clinical guidance to healthcare providers

- Strengthening the utilization of POC machines for both EID and VL samples
- Make use of training materials/curriculum, SOPs, and Job Aids useful to the providers according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

Qualifications, Experience & Skills Required:

- A minimum qualification of a Bachelor's Degree in Medical Laboratory Sciences, with knowledge and skills in molecular biology, Good Clinical Laboratory Practices, and Quality management systems.
- Proven competence in supporting the HIV related Lab services with at least 3 years of hands-on experience as a Laboratory officer/Manager position in HIV prevention, care, and treatment in PEPFAR-supported NGOs
- Knowledge and skills in laboratory mentorship on quality improvement is an added advantage.
- Sound understanding of the Molecular laboratory settings, testing flows, and laboratory data analysis
- Experience in M&E as it relates to laboratory services (Including LIS, eSRS, and GX-alert)
- Proven critical analysis skills and report writing skills
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.

3. **Position:** **PMTCT and Pediatrics Services Officer (7) position**
Work Station: **Mara (3), Simiyu (3), Zanzibar (1)**
Reports to: **Regional Project Manager**

Job Summary:

The PMTCT and Pediatric Services officer will support the deliverance of comprehensive and quality HIV prevention, care, and treatment services to achieve the 95-95-95 goals the epidemic control and specifically oversee all PMTCT and Pediatric related services. S/He will provide technical assistance to facilities in collaboration with the R/CHMTs, and directly report to Regional Program Manager while technically reporting to PMTCT/Pediatric Advisor.

Specific Duties and Responsibilities:

- Lead the implementation of all PMTCT/Peds activities in the supported regions
- Support HTS, Care, and Treatment for Preventing MTCT and work with facility providers to implement Pediatric Services according to the National Guidelines
- Ensure all pregnant women within the catchment area are identified, attend RCH, tested for HIV, and know their status with their sexual partners, and those who are Positive for HIV are effectively linked to C & T.
- Track the performance of the district and provide technical support for improving low-performing districts and health facilities
- Ensure the district has updated PMTCT tools for PMTCT service provision (guidelines, SOPs, job aids, M&E tools)
- Coordinate all Pediatrics and EID-related mentorship, training, and capacity building in the recipient's districts.
- Work closely with the facilities, Community IPs, CSO, and FBOs to develop effective linkage and retention strategies for pregnant mothers and the related infants
- Lead Pediatric and EID program reporting on periodic program events (monthly, quarterly, annual, and ad-hoc) on all clinical-related matters and provide relevant contribution
- Collaborate with the district team to develop supportive supervision and mentorship plans focused on PMTCT and Pediatric service delivery.
- Ensure availability of equipment and supplies for PMTCT service provision
- In collaboration with the M&E program officer enhance monitoring of program implementation and realize program outcome

- Perform other duties as assigned by the supervisor

Qualifications, Experience & Skills Required

- A doctor of medicine/nursing degree/ diploma in a health-related field.
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands-on experience” in PMTCT/Ped HIV prevention, care, and treatment program in resource limited country
- Experience working in public health NGO
- Experience working with Local government and the Ministry of Health
- Good interpersonal and people management skills-a team player and builder.
- Experience working with Local Government Authorities and PEPFAR funded project

4. **Position Title:** HIV Testing Services Officers (7 Position):
Work Station: Mara (3), Simiyu (3), Zanzibar (1)
Reports to: Regional Project Manager

Job Summary:

The focus HTS officer is to ensure that all facility-based HTS activities including index testing, O-PITC, SNS, HIVST, and linkage case management are implemented at the acceptable service delivery standards in the specific districts and supported facilities. He/she will engage and work closely with providers in the facility setting including collaborating with CHMT, Facility in charge, and HTS focal persons with technical advice and guidance from the project HTS Advisor. He will report directly to Regional Program Manager on administrative matters and directly to the HTS advisor for technical-related guidance.

Specific Duties and Responsibilities:

- To support the development of weekly, monthly, and quarterly work plans for the implementation of HTS in supported sites
- To ensure the Provider-initiated HIV Testing and Counselling is offered at all service points (inpatient, outpatient, MNCH and TB clinics, STI clinics) at project-supported health facilities
- To support the implementation of high-yielding HTS strategies including index testing, HIV self-testing, and o-PITC services to all supported sites
- Support HIV Case Identification strategies to unreached populations including key and vulnerable populations; children, male adolescent girls, and young women at the facility level and special groups like SNS
- To strengthen sites capacity in implementing linkage case management for newly diagnosed HIV positive
- To support project initiates in ensuring safety and ethical HIV testing services by adherence to set standards, IPV risk assessment, and adverse events monitoring
- Work with R/CHMTs to provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards, and scale best practices to the project-supported facilities
- Ensure adequate supplies of commodities (condoms and test kits) and other materials including tools and relevant SOPs at the project-supported sites
- Support sites in achieving the first 95 targets by conducting weekly review meetings to assess performances with the development of action plans
- Support quality assurance activities for HIV testing, result documented and actions developed to address identified gaps in collaboration with the laboratory team
- Implement Other duties as guided by the supervisor

Qualifications, Experience & Skills Required

- A degree in medicine or nursing. A Master’s degree in public health or any health-related field is an added advantage
- Proven experience and competence in supporting HIV Testing programs with LCM services
- Proven critical analysis skills and report writing skills.

- At least 3 years of “hands-on experience” in HIV prevention, care, and treatment program in resource limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

5. **Position Title:** **Clinical ART & Retention Services Officer (7 positions)**
Work Station: **Mara (3), Simiyu (3), Zanzibar (1)**
Reports to: **Regional Project Manager**

Job Summary

The incumbent will support the delivery of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for HIV epidemic control. S/He will be responsible to integrate and deliver all the treatment cascade portfolio to ensure a continuum of care and scaled-up of ART service delivery. S/He will collaborate with health facility teams to oversee the work of HIV/AIDS Clinical Services toward reaching the set targets.

Specific Duties and Responsibilities:

- Support provision of comprehensive HIV/AIDS care and treatment service according to national guidelines and technical assistance to the supported facilities
- Ensures effective execution of clinical cascade from the linked HIV Identified cases, adherence counseling, and retention to care and treatment to facilitate their viral load suppression
- Support integration of AHD, CD4 testing, HTN, and other related diseases to HIV service and enhance its management according to the national guideline
- Coordinate joint supportive supervision with R/CHMTs to health facility HIV/AIDS clinical services in supported districts to accomplish their expected scopes of work and provided targets
- Provide technical support to health care providers, and collaborate with CHMTs and Regional teams on the implementation of the SDM; same-day ART initiation, MMD/MMS, Community ART, and other models according to the National Guidelines
- Participate in training, mentorship, use of training materials/curriculum, SOPs, and Job Aids useful to the providers according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

Qualifications, Experience & Skills Required

- A degree in medicine or nursing or an advance diploma in clinical medicine. A Master’s degree in public health or any health-related field is an added advantage
- Proven experience and competence in managing patients on ART in the Tanzania context
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands-on experience” in HIV prevention, care, and treatment in the resourceless country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder
- Good command of English and Swahili language will be an added advantage

6. **Position Title:** **Community & KVP Services Coordinator(1)/Officers (7)**
Work Station: **Mara-Coordinator (1), Officers (3), Simiyu-Officer (3), Zanzibar officer (1)**
Reports to: **Regional Project Manager**

Job Summary

The incumbent will support the delivery of comprehensive and quality Community HIV Prevention and care services to achieve the 95-95-95 goals for HIV epidemic control. S/He will be responsible to strengthen KVP and another client-centered approach which will

improve HIV community services and client satisfaction. S/He will collaborate with clinical and health facility teams to oversee the implementation of client linkage and other related facility-based outreach services in the region.

Specific Duties and Responsibilities:

- Support Community HIV testing and prevention services in collaboration with the related facility-based care and treatment service according to the national guideline
- Ensures effective cascade of HIV services from the linked HIV Identified cases, adherence counseling and retention to care and treatment to facilitating viral load suppression to KVP and other community groups
- Support Methadone Assisted Therapy as an HIV prevention approach (where appropriate) and facilitate proper linkage to HIV facility-based services according to the national guideline
- Jointly coordinate with respective health facilities to implement community ART and the related outreach services to accomplish expected scopes on KVP services and achieve the provided targets based on the National guideline
- Coordinate joint supportive supervision with R/CHMTs to community sites on HIV/AIDS services in supported districts according to the National Guidelines
- Provide technical support to community health workers (CHWs) and other related working tools to facilitate their community work in line with the National Guideline
- Participate in training, mentorship, use of training materials/curriculum, SOPs, and Job Aids useful to the CHWs according to the National guidelines and policies
- Participate in meetings/events relevant to the project and provide relevant technical contributions according to the Ministry of Health guidelines and PEPFAR policies
- Collaborate with all other project staff in the related program areas as would be needed

Qualifications, Experience & Skills Required

- A degree in community health or medicine or nursing or related fields. A Masters's degree in public health or other relevant field is an added advantage
- Proven experience and competence in implementing community health services in the Tanzania context
- Proven critical analysis skills and report writing skills.
- At least 3 years of "hands-on experience" in HIV prevention services in a resource-limited country
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder
- Good command of English and Swahili language will be an added advantage

7. **Position Title:** HIV Prevention Officers (5 Positions)
Work Station: Mara (2), Simiyu (2), Zanzibar (1)
Reports to: Regional Project Manager

Job Summary:

The focus of the HIV Prevention Officer is to ensure that all facility-based HIV Prevention activities (GBV, CECAP, PREP, MAT, HPV) are implemented at the acceptable service delivery standards in the specific districts and supported facilities.

S/he will engage and work closely with providers at the facility setting including collaborating with R/CHMT, Facility in charge, and HIV Prevention focal persons with technical advice and guidance from the project HIV Testing and Prevention officers. S/he will report directly to Regional Program Manager on administrative matters and directly to HIV Prevention Advisor for technical advice and guidance.

Specific Duties and Responsibilities:

- Development of annual work plans for the implementation of HIV prevention strategies.
- To ensure that HIV prevention activities are offered at all service points (OPD, RCH, CTC, and Methadone Assisted Therapy Unit) at project-supported health facilities

- To strengthen site capacity in implementing cervical cancer screening and treatment including referral to higher centers among all PLHIV women, as per National guidelines.
- To provide supportive supervision, mentorship, coaching, on-the-job training, off-site orientation, dissemination of guidelines and standards, and scale best practices to the project-supported facilities
- Ensure adequate supplies of commodities (cervical cancer screening, methadone Assisted Therapy utensils, GBV kits, Prep supplies) and other materials including tools and relevant SOPs at the project-supported sites
- In collaboration with HIV Prevention Advisor, follow up with CHMTs and respective Civil Society Organisations (CSO) to ensure that project activities are well implemented at the project-supported sites and all financial obligations are met on time.
- To liaise with other project staff to ensure successful referral and proper management of all Gender Based Violence cases both at the community and Health Facilities.
- Integrate post-GBV and VAC services within the existing care and treatment services in all supported facilities including PEP, STI screening and treatment, basic psycho-social assessment and counseling, care and support, collection of forensic evidence, and referral to the police or legal systems and to other community services for GBV/VAC survivors.
- Support project-supported sites in the implementation of strategies to identify People Who Inject Drugs (PWID) from the community for enrolment into CSO and MAT Clinic.
- Work in collaboration with other project staff mainly community KVP and PMCTC to ensure smooth implementation of PrEP activities both at Facility and Community level.
- Support sites in achieving Prevention indicators (GBV, Cervical Cancer screening, KP MAT, and PrEP targets) by conducting weekly review meetings to assess performances with the development of action plans
- Work with CHMT to ensure the successful transference of mentorship, technical support, and support supervision to Health Care Workers at supported health facilities.
- Work with M&E on program monitoring, reporting, evaluation, and documentation on weekly, monthly, and quarterly bases using existing National/PEPFAR tools in a timely manner.
- Perform other duties as assigned by the supervisor

Qualifications, Experience & Skills Required

- Advanced Diploma or Degree in the related field of clinical and medical services, social science, counseling, or psychology.
- Medical professional background with public or community health skills is an added advantage
- At least two years experience in implementing an HIV program.
- Training in HIV/AIDS prevention, care and treatment.
- Basic skills in Microsoft Office packages for report writing and presentation
- Relevant interpersonal skills; ability to work with others, develop and maintain good work relationships
- Good command of English and Swahili language will be an added advantage
- Ability to work in a complex environment with multiple tasks, short deadlines, and intense pressure to perform.
- Any training or previous experience with Gender Based Violence services will be an added advantage.
- Experience working with PEPFAR Funded Projects.

8. Position Title: Supply Chain Assistant (2 positions)
Work Station: Mara (1), Simiyu (1)
Reports to: Regional Project Manager

Job Summary:

The Supply chain assistant is responsible for ensuring that Project supported sites meet the national standard for ARV and related commodity supply chain management. S\he will work closely with the Pharmaceutical teams at facilities including collaborating closely

with District and Regional Pharmacist providing technical advice and guidance on Supply Chain and Management of Health Commodities.

Specific Duties and Responsibilities:

- Ensure availability of ARVs, HIV Test kits, medications, and other relevant commodity ad supplies to support regional HIV/AIDS services
- Ensuring that validated drug management tools (paper tool and software) are available and supportive to supply chain management systems.
- Identify training needs for sites, Districts, and regional pharmacists and facilitate training on good practice in pharmaceutical and supply chains management site staff.
- Collaborate with National, regional, and district-level pharmaceutical personnel to develop a mentorship program for site-level staff.
- Ensures uninterrupted supply of HIV-related commodities at all Project-supported sites.
- Ensure that forecasted and budgeted HIV-related commodities including lab commodities are constantly for every single site/district.
- Ensure that every single site/district has the required minimum and maximum stock levels of all HIV-related commodities including lab reagents and consumables, and assist in redistribution of products when out of stock.
- Providing technical assistance to site staff responsible for ordering HIV-related commodities through e-LMIS through accurate forecasting and ordering from the MSD regional stores.
- Facilitate procurement, distribution, and dispensation of supplies according to standard operating procedures.
- Maintain the inventory of drugs and Laboratory commodities and reagents that are present at both drugs stores and all of Project supported site pharmacies
- Prepare monthly, quarterly narrative reports.
- Collecting on monthly basis information about the stock at all Project supported sites districts, compiling per region.
- Carry out any other responsibilities as assigned by the line manager.

Qualifications, Experience & Skills Required

- Diploma in pharmacy, a degree in a relevant field is an added advantage
- Public Health background is an asset
- At least 3 years of experience in Health commodities management within the public and private sectors (forecasting, procurement, distribution, and monitoring)
- Experience in health and PEPFAR programs.
- Knowledge of using existing Logistics tools like e-LMIS is an added advantage.
- Excellent written and oral communication, Fluency in English as a working language
- Good knowledge of computer software applications such as MS Word, Excel.
- Ability to identify problems, design interventions and oversee their implementation.
- Ability to train and mentor others, Ability to work in a complex environment with multiple tasks.

9. **Position Title:** **Regional Monitoring & Evaluation Coordinators (2)**
Work Station: **Mara (1), Simiyu (1)**
Reports to: **Regional Project Manager**

Job Summary:

The M&E Coordinator will support the Regional Strategic Information portfolio in HIV care and treatment for Community and Facility Services in strengthening district HIV M&E Systems by ensuring that all data-related activities meet the highest standards through the provision of monitoring and evaluation approaches which will inform the right direction of the program. S/he will support the M&E Officers on routine implementation of M&E strategies including data collection, assessing quality assurance, and associated frameworks. S/He will report to the Regional Manager administratively and technically to the Director of Strategic Information

Specific Duties and Responsibilities:

- Support M&E officers to timely, accurately, and appropriate reporting project activities and results to the program management team
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress toward the program objectives
- Oversee regional routinely collected data summaries are available in a timely fashion and a user-friendly format for regular use in program monitoring
- Ensure that Amref best supports districts and regional efforts to review and improve community HIV program performance through the use of quality routinely collected data
- Work with the M&E Officers to ensure electronic systems and other tools are in place to manage and disseminate program data from client to the national level.
- Oversee regional timely and complete data entry from paper-based sources to electronic sources
- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify the accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Support generation of queries and ensure data cleaning activities are conducted systematically
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to the central team as needed
- Conduct regular data quality assessments and joint supportive supervision with the CHMT team to ensure the highest degree of program data quality
- Develop all weekly, monthly, quarterly, and other reports on all indicators for submission and review to the central team
- Oversee Regional data reporting quarterly, semi-annually (SAPR), and annually (APR) and any other reports as necessary by GoT and Donor.
- Perform other duties as assigned by the supervisor

Qualifications, Experience & Skills Required

- Degree in social sciences, health informatics, or statistics; a Master's is an added advantage.
- At least 5 years of hands-on experience" in SI activities and relevant positions in HIV prevention, care, and treatment. Experience in working with HIV Community interventions will be an added advantage
- Basic data analysis, graphical data presentation, dissemination, and report writing skills
- Experience working in data management systems including data collection, data quality assessments, and simple analyses
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Powerpoint, and Access
- Experience working with Local Government Authorities and PEPFAR funded project

10. Position Title: **Monitoring and Evaluation Officer; (Facility (7) position, Community/VMMC (4) Position**

Work Station: **Mara; Facility (3), Community/VMMC (2), Simiyu; Facility (2), Community/VMMC (2), Zanzibar; (2)**

Reports to: **Regional Project Manager**

Job Summary:

The M&E Officer will assist the project Strategic Information portfolio in HIV care and treatment for Community and Facility Services in strengthening district HIV M&E Systems by ensuring that all activities meet the highest standards through the provision of strategic information which will inform the right direction of the program. S/he will support HIV

Services teams focused on routine implementation of M&E strategies including data collection, assessing quality assurance, and associated frameworks.

Specific Duties and Responsibilities:

- Support a team supporting timely, accurate, and appropriate reporting of project activities and results to the program management team
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress toward the program objectives
- Ensure that routinely collected data summaries are available in a timely fashion and in a user-friendly format for regular use in program monitoring
- Ensure that Amref best supports districts and regional efforts to review and improve community HIV program performance through the use of quality routinely collected data
- Work with the Strategic Information team to ensure electronic systems and other tools are in place to manage and disseminate program data from the client to the national level.
- Ensure timely and complete data entry from paper-based sources to electronic sources
- Review completed paper-based tools and compare electronic data entries with source documents on a regular basis to verify the accuracy of data and make corrections as needed
- Track referral forms and conduct verification with registers and databases at facilities to verify completed referrals and linkage outcomes
- Support generation of queries and ensure data cleaning activities are conducted systematically
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to the central team as needed
- Participate in training new outreach workers and data clerks on data collection tools, including referrals, reporting, and database
- Conduct regular data quality assessments and joint supportive supervision with the CHMT team to ensure the highest degree of program data quality
- Develop all weekly, monthly, quarterly, and other reports on all indicators for submission and review to the central team
- Support Data Officers to maintain the security of data tools at all times, including protecting the confidentiality of records and data
- Involved in data reporting quarterly, semi-annually (SAPR), and annually (APR) and any other reports as necessary by GoT and Donor.

Qualifications, Experience & Skills Required

- Diploma/Degree in social sciences, health informatics, or statistics; Masters's in the mentioned areas will be an added advantage.
- At least 3 years of "hands-on experience" as an M&E officer position in HIV prevention, care, and treatment. Experience in working with HIV Community interventions will be an added advantage
- Basic data analysis, graphical data presentation, dissemination, and report writing skills
- Experience working in data management systems including data collection, data quality assessments, and simple analyses
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Powerpoint, and Access
- Experience working with Local Government Authorities and PEPFAR funded project

11. Position Title: ICT Officer (3)
Work Station: Dar (1), Simiyu (1), Mara (1)
Reports to: Regional Project Manager

Job Summary:

Support Amref Offices, Facilities, and the RHMTs on keeping the Health Information Systems functional and Up To Date to enhance the project's data management and reporting. He will work closely with the Strategic Information Director in strengthening Health Information Systems across the supported region

Specific Duties and Responsibilities:

- Review current CTC databases and present ideas for system improvements to ensure their strong functionality and optimization
- Work with the software development team to review new and existing code and/or perform unit testing
- Oversee and support the importation of the Biometric Scanning Program
- Install and configure computer network, computer hardware operating systems, and applications correctly and within agreed timescales and standards
- Monitor and repair malfunctioning peripherals, computer systems, and networks
- Troubleshoot system and network problems, diagnosing and solving hardware or software faults in the most efficient way possible
- Provide support, including procedural documentation and relevant reports
- Record accurately and prioritize support requests, outcomes, and time taken in the ICT Service Desk portal
- Maintain an inventory of ICT hardware and software
- Perform preventive maintenance duties on items of ICT hardware, including the cleaning of equipment.
- Prepare training manuals and provide training sessions as required

Qualifications, Experience & Skills Required

- Minimum Education: Bachelor's degree in Computer Science, Information Technology, or Health Information Systems.
- Experience: 4 + years in information technology
- Good understanding of CTC databases
- A working knowledge of web technologies, such as HTML, PHP, CSS, and Javascript, as well as traditional programs like Java, Visual Basic, .NET, etc.
- A working knowledge of computer hardware, current Microsoft Windows Desktop, Server, and Network Operating Systems.
- Effective written and verbal communication skills

12. Position: Grant Officer/Assistant (3)
Work Station: Mara (1), Simiyu (1), Zanzibar (1)
Reports to: Regional Project Managers

Job Summary:

Maintains Sub Grantees' financial, and accounting functions in order to meet the needs of the organization and the donor. S/he prepares financial statements, maintains cash controls, providing financial reporting and analysis in support of the project. Support both Amref staff and subs grantees' financial and budgeting, compliance, and reporting functions.

Specific Duties and Responsibilities:

- Financial control and accounting, including, keeping the accounting system for tracking of expenses up-to-date; collecting and preparing invoices and Cash Transfer Requests for payment, posting in the accounting system, and process in the accounting/bank system; preparing periodic reports.
- Maintaining updated subgrantees' employment contracts, tracking all changes which occur over a time of the project life, tracking and maintaining all the records of the payments processed directly by Amref Tanzania
- Ensure compliance of grants with CDC/procedures and donor rules/regulations, including all applicable policies and procedures, visit Sub grantees (Districts, FBOs, CSOs) in order to support the financial management of grant-funded projects,
- Perform grant-related pre and post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes,

- reconciliations, re-budgeting and grant closeout functions as required and maintaining and updating all sub-grantee's information within the supported region
- Perform other duties as guided by the supervisor

Qualifications, Experience & Skills Required

- The candidate must hold a Bachelor's degree in Finance or Accounting,
- At least 2 years of work experience in the related field and Experience working with donor-funded projects.
- High level of integrity
- Knowledge of finance, accounting, budgeting, cash flow forecasting, and cost control.
- Skills in analyzing financial data and preparing financial reports.
- Strong analytical skills in applying accounting principles of accounting and ensuring that best practices are observed.
- Knowledge of Federal Government and State financial regulations preferably CDC and USAID financial rules and regulations
- Experience working with Local Government Authorities and PEPFAR funded project

13. Position: Assistant Programme Accountant (3)

Work Station: Country Office

Reports to: Program Accountant

Job Summary:

The Assistant Programme Accountant will provide essential support to the Project Accountant in managing the financial aspects of the CDC-funded project and other donor's funded projects. This role involves assisting in maintaining accurate financial records, preparing reports, and ensuring compliance with financial procedures and donor guidelines.

Key Responsibilities:

- Assist in recording and documenting financial transactions related to the project.
- Collaborate with the Programme Accountant in preparing financial reports, budget vs. actual analysis, and other financial documents for project stakeholders.
- Help monitor project expenditures to ensure adherence to budgets and donor regulations.
- Provide support in developing and managing project budgets, forecasts, and financial plans.
- Work closely with the procurement and logistics teams to ensure proper documentation for project-related expenses.
- Help ensure that financial reports are prepared and submitted to the donor and other stakeholders in a timely manner.
- Participate in reconciling project-related, Fund balance reconciliation, bank statements, and financial documents.
- Aid in addressing compliance issues and implementing corrective actions following internal and external audits.
- Assist in communicating financial procedures and responsibilities to project staff.
- Contribute to financial planning and cost analysis for project proposals.
- Keep up-to-date with changes in donor regulations and financial best practices.
- Provide support in preparing monthly VAT reconciliation
- Provide support in the clearance of staff accounts

Qualifications, Experience & Skills Required

- The candidate must hold a Bachelor's degree in Finance or Accounting or its equivalent.
- At least 5 years of work experience in the related field and experience working with donor-funded projects.
- Experience handling multi-currency transactions

- Knowledge of Federal Government and State financial regulations preferably CDC and USAID financial rules and regulations
- High level of integrity and good track record of outstanding performance
- Skills in analyzing financial data and preparing financial reports.
- Strong analytical skills in applying accounting principles of accounting and ensuring that best practices are observed
- CPA is an added advantage
- Good communication skills.

14. Position: Administration and Logistic Officer (3)
Work Station: Mara (1), Simiyu (1), Zanzibar (1)
Reports to: Project Manager

Job Summary:

The Job holder will be responsible to provide general administrative support, office upkeep, and facility management. S/he will be responsible for supporting program logistics and transportation needs

Specific Duties and Responsibilities:

- Supervise and review quality service delivery of outsourced services including travel and vehicle usage, cleaning, security, and other daily office operations.
- Maintain an asset register for all Amref fixed assets and project assets. All new assets are to be registered, tagged with Amref ID number, and allocated to respective as per Amref asset procedures by using a professional way of dispatching items by using waybills.
- Provide a liaison between Amref and key suppliers of office equipment and logistic support ensuring all necessary services are supported
- Improve the Safety and Security of staff, property, and the office Premises
- Amref offices to be registered under OSHA and complied with OSHA regulations
- Services of fire extinguishers at required intervals
- Maintain up-to-date insurance for all facilities, equipment, etc.
- Manage utilities including water and electricity ensuring timely payment to avoid disconnection; appropriate usage as well as alternative supply options
- Maintain all necessary files with regard to general office administration.
- Prepare monthly vehicle maintenance, and fuel report which will include details of when, and at what KM service is performed, spares, and cost for spares and shared with the Administration Manager.
- Make sure drivers all obey transport rules and procedures as per Amref transport policy by conducting meetings with drivers.
- Perform other duties as guided by the supervisor

Qualifications, Experience & Skills Required

- Minimum Education: A degree in Public Administration or Business Administration, Procurement, and Supply Chain/Logistic Management. A Masters's degree is an added advantage
- General administration including facilities management and secretarial knowledge
- Excellent computer skills at minimum with Microsoft Office package of Word and Excel,
- Good interpersonal and people management skills with a mature and confident personality
- Possess work experience of not less than 3 years and should be competent or have worked in HIV-related projects for at least 3 years
- Experience working with Local Government Authorities and PEPFAR funded project
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage

15. Position: Communication officer (1)
Work Station: Dar es Salaam
Reports to: Senior Advisor-Government Relations and Partnership:

The Communications Officer is responsible for supporting the efficient delivery of Amref Health Africa's communication strategy relevant to the Afya Thabiti Project. This includes coordinating and organizing various organization events, project documentation activities, photography and publication, brand and visibility plan, media and public relation progression, social media administration, and other communication-related activities. Is the perfect opportunity for an enthusiastic and confident individual who wishes to expand upon his/her knowledge across a wide range of skills and expertise, particularly in Communication, branding, Fundraising, and events-related activities. S/He will report to the Senior Advisor-Government Relations and Partnership while administratively to the Head of Communication.

Key Accountabilities & Responsibilities

- Work in collaboration with the Senior Advisor-Government Relations and Partnership and Communications Manager to ensure good publicity and a high reputation for the Afya Thabiti Project is attained and maintained
- Contribute to the production of a range of publications including Newsletters, Annual Reports, social media posts, and projects IEC materials relevant to the project
- Work with the Senior Advisor-Government Relations and Partnership and Project management to develop, implement and evaluate internal & external communications strategies.
- Package, communicate, and promote Project activities to the public and stakeholders through relevant platforms.
- Work in collaboration with relevant staff to create and implement specific publicity strategies and effective participation and engagement in various project meetings and events
- Assists with gathering and packaging the agreed information for publications and meetings.
- Prepare and distribute organization statements and press releases for Project and Amref's' proceedings
- Work with and across supported regions to enhance and promote effective communication; promote cross-programs; and ensure consistency and quality in communication-related documents
- Contribute to the coordination of Project events in a manner that promotes and encourages participation from a range of stakeholders, partners, beneficiaries, and the general public.
- With support from the Manager, develop and update project annual events plans and calendar
- Strengthen links with relevant stakeholders including government communications departments and others from not-for-profit organizations.
- Prepare accurate and timely communications reports, presentations, and activity plans as directed by the Senior Advisor-Government Relations and Partnership.
- Assists the Communication unit manager with occasional roles across other units and out of the office as will be possible
- Other ad hoc duties as assigned by the supervisor

Qualifications

- Good writing skills and experience in the newsletter and annual report preparations
- In-depth understanding of branding and principles in organization communications activities
- Experienced in events planning and coordination process.
- Demonstrated skills in sketching quality and striking ideas for promotional materials
- Ability to develop quality content, articles, and testimonies from the project beneficiaries
- Demonstrated ability to implement internal and external communication strategy High skills and knowledge on Photographing using a professional camera Capable of engaging with and communicating to audiences of different diversities Creativity and ability to work with own initiatives and meet deadlines with minimal
- Supervision demonstrated good administrative and IT skills (including Microsoft Outlook, Word & Excel)
- Experience working with Local Government Authorities and PEPFAR funded project
- Excellent interpersonal, written, and communications skills
- A proactive with a "can-do" attitude, even when working under pressure
- Excellent team payer

Education & Experience

- Bachelor's Degree or advanced diploma in Journalism, Mass Communications, or allied field
- At least 3 years of Experience working in communication-related field
- Knowledge and skills in quality photography, short video recording & Graphics design
- Experience in social media page management, post writing, and updating previous experience in the not-for-profit sector.
- Experience in Scriptwriting and audiovisual production is an added advantage

16. Position: **Project Drivers (30 positions)**
Work Station: **Mara (14), Simiyu (11), Dar es Salaam (2), Zanzibar (3)**
Reports to: **Project Manager**

Duties and Responsibilities:

- Driving Assigned Vehicle While Ferrying staff or assets on official work.
- Maintaining cleanness of assigned vehicles.
- Maintaining up-to-date and accurate records in the vehicle work ticket.
- Safeguarding the vehicle and all of its contents in his/her custody.
- Ensure that the assigned vehicle is well-serviced and in good mechanical order.
- Good track record, smart and well groomed.

Qualifications and Experience

- O-Level Certificate
- Mechanical Training
- A Valid Class C Clean Driving License
- At Least 4 Years of Driving Experience
- Competence Certificate From Either VETA Or NIT
- Mature and courteous

17. Position: **Office Assistant (3)**
Work Station: **Musoma (1), Simiyu (1), Tarime (1)**
Reports to: **Project Manager**

Our Organization is looking for an Office Assistant to be responsible for handling clerical tasks at our office's 3 offices. The assistant will be handling incoming phone calls and other communications, visitors, as well as managing files, updating paperwork and other documents, and performing other general office clerk duties.

For you to be selected as a candidate, you will need the ability to write clearly and be proficient with word processing applications. A pleasing personality with effective communication skills is also highly valued.

Office Assistant Responsibilities:

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Handling visitors as needed.
- Handling paperwork and maintaining documents.
- Supervise office and surrounding environment cleanliness
- Helping to organize and maintain office areas.
- Performing general office clerk duties.
- Coordinating events and meetings as necessary.
- Maintaining supplies inventory.
- Maintaining office equipment as needed.

Office Assistant Requirements:

- O – Level Secondary Education Certificate
- Certificate in secretarial course or equivalent
- Competent computer skills including MS Office
- internet skills including the use of e-mails
- Written and verbal communication skills
- Fluent in spoken and written English.
- One year experience as an office assistant or in a related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with effective communication skills.
- Ability to multitask and prioritize responsibilities
- Ability to work well under limited supervision

HOW TO APPLY:-

If you are AMREF Tanzania Staff and meet the criteria given above and are interested in the vacancies, please send an application letter and CV combined as one document indicating your present job position, daytime telephone contact, and names and addresses of three referees. Amref will conduct interviews at Tanga, Mara, Simiyu, and Dar es Salaam Offices to select qualified candidates. To be considered, your application must be received by **16.30 Hours on August 18, 2023**. Please mention the job title/vacancy name or use the job title as the subject line when applying for this position, failure to do that your application may not be retrieved. **All correspondences should be directed to: Email: jobs.tanzania@amref.org**. Direct application through mail or hand delivery will not be accepted.

- 1. Amref Health Africa is an equal opportunity employer and has a nonsmoking environment policy***
- 2. “Amref Health Africa is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”***
- 3. Any Applicant attempting or communicating to the Amref Health Africa Management or Staff through phone calls, sms, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above***
- 4. Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.***