



Position Title: **Supply Chain Officer (1 position)**

Reports to: Supply Chain Supervisor

Employment Type: Full-time

Job Location: Mwanza

Travel: Up to 70% in intervention districts outside of job location

Overall Job Function:

The Supply Chain Officer is responsible to strengthen supply chain activities to ensure timely and accurate forecasting, ordering, and distribution of HIV commodities needed in facility and community sites. S/he will be responsible for strengthening and logistics management of HIV commodities and supply chain issues in all ICAP supported districts and sites in the region. The Supply Chain Officer will provide direct technical assistance to the region, councils, facilities, and community sites to ensure that the appropriate resources are available in all sites to maintain the standards of quality HIV care. This position also collaborates and liaises with regional medical store department (MSD), regional pharmacist, regional laboratory teams and other key stakeholders to ensure availability of HIV commodities and supplies for uninterrupted services.

Specific Responsibilities and Duties:

- Provide support to health facilities to establish and improve implementation of medicine therapeutic committee as per national standards
- Provide technical leadership to districts through pharmacists and ICAP staff to establish network of facilities for back up support during stock out
- Provide technical support to district pharmacists to apply national standards on commodity management practices and infrastructure support
- Provide technical assistance to CHMT to mentor their facilities in their districts on supply chain management issues identified during supportive supervision
- Provide technical assistance in designing improved supply chain systems, processes and procedures for sites in collaboration with supply chain management stakeholders
- Lead development of capacity building plan on supply chain and logistic system for ICAP and district staff
- Develop interventions/solutions for addressing Supply Chain bottlenecks such as using trends and peer-to-peer benchmarking to improve accountability.
- Support the development and execution of effective management of HIV/AIDS commodity changes and demand management strategies, procurement plans, storage, distribution, and monitoring of activities gearing to improving the availability of commodities.
- Provide technical expertise in weekly, monthly, quarterly and annual stock quantification exercises and ensure quantification as well performance reports are written timely.
- Update and monitor stock databases to ensure optimal supply of commodities.
- Liaise with laboratory contact persons to further develop the logistic system component of HSS
- Monitor commodities shelf life, prepare and follow through with action plans to avoid expiry of products in storage facilities.



- Represent ICAP on logistics and supply chain management issues to the sub grantees, ministry and other stakeholders in the region and participate in implementing partners meetings and national drug management working groups
- Actively involved in planning, implementing, monitoring and evaluation of ART and other relevant commodities for HIV programs at the national, regional and district levels
- Coordinate and support districts to implement the agreed supply chain improvement proposed activities to ensure the program and national agreed targets are achieved
- Provide support to the district pharmacists to effectively provide ongoing technical guidance to health care providers working within the supply chain and facilitate the coordination of supply chain activities including use of logistics management information systems (LMIS)
- Promote and monitor the implementation of supply chain logistic management information system (LMIS) involving ICAP as well as regional and district pharmacists.
- Conduct targeted supply chain mentorship visits, routine commodity audits, support the forecasting, ordering, distribution and redistribution of commodities
- Perform any other relevant duties as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education** Bachelor's Degree or higher in pharmacy or related field from a recognized academic institution.
- **Required Experience:** Minimum 3 years working experience supply chain management issues supporting health facilities through a donor-funded organization, preferably on a PEPFAR-funded project through CDC.
- 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

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

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Position Title: **Prevention & HIV Testing Services Officer**

Reports to: District Program Lead

Job Location: Geita

Employment Type: Full-time

Travel: Up to 70% in intervention districts

Position Summary

The Prevention & HIV Testing Services (HTS) Officer works with and supports the HTS (including HIV recency testing) & HIV prevention portfolio to ensure efficient implementation, M&E, CQI implementation, and reporting of HIV testing and HIV prevention services in the respective district council, including accelerating index testing, optimized PITC, social network testing, HIV self-testing, DREAMS, linkage case management, KVP and PrEP services. S/he is responsible for the field implementation, coordination, and reporting of all HTS & HIV prevention initiatives in the assigned district council under the supervision of the District Program Lead and in collaboration with other ICAP staff, R/CHMTs, and supported facilities.

Roles and Responsibilities:

- Support the design, implementation, M&E, data use, CQI, reporting, and documentation of HTS and HIV prevention activities
- Support implementation of initiatives to address key program, donor, and national priorities such as accelerating index testing, focused PITC, linkage case management, PrEP, and DREAMS services in line with national guidelines.
- Provide technical assistance (TA) to the CHMT members and support facilities in planning, implementation, M&E, and reporting of HTS & HIV prevention services.
- Collaborate with CHMT to assess and implement initiatives to address skill and resource needs in HTS & HIV prevention services through supportive supervision, mentorship, on-job training, and CQI.
- 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.
- 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 in the relevant technical areas learned for internal and external release/publication.
- Lead HTS and HIV prevention-related supervision in the respective council in collaboration with the CHMTs
- Coordinate and facilitate monthly meetings for sharing challenges and strategies for improvement of HTS and HIV prevention activities
- Support sites to understand targets, align their strategies and activities towards them and meet their set performance targets
- Perform any other duties as assigned by the supervisor



Qualifications, Knowledge, and Skills:

- **Required Education:** Medical degree (MD, MBBS, or equivalent) or Bachelor'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 with key and vulnerable populations, HIV testing services, and HIV prevention.
 - 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 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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