



## **JOB ANNOUNCEMENT**

### **BACKGROUND:**

Amref Health Africa 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 since 1987. Amref Health Africa 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. The project branded as **Afya Kamilifu Project** has been implemented in **Tanga and Zanzibar** since October, 2018. From October, 2020 the project will extend to **Simiyu Region** covering facility based and community based HIV care and treatment services from October 2020 in collaboration and 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 positions to be filled for the project:

### **1. Position Title: Clinical/ART Services Officer (4 positions)**

**Location: Handeni Office (1), Bariadi Office (1), Maswa Office (1), Meatu Office (1)**

**Reports to: Regional Project Manager (Tanga and Simiyu respectively)**

### **JOB SUMMARY**

The Incumbent will support delivery of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the 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 service delivery. S/He will collaborate with health facility teams to oversee the work of HIV/AIDS Clinical Services towards reaching the set targets.

### **SPECIFIC RESPONSIBILITIES**

- Support provision of comprehensive HIV/AIDS care and treatment service and technical assistance to the supported facilities.
- Ensures effective execution of clinical cascade from the linked HIV Identified cases to facilitating their viral load suppression according to national guidelines.
- Coordinate and supervise 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 implementation of the SDM; same day ART initiation, MMS, Community ART and other models according to the National Guidelines
- Participate in training, mentorship, supportive supervision and clinical guidance to health care providers as needed
- 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 AND EXPERIENCE:**

- A degree in medicine or nursing or advance diploma in clinical services. A Master degree in public health or any health related field is an added advantage
- Proven experience and competence in managing patients on ART in Tanzania context
- Proven critical analysis skills and report writing skills.



- At least 5 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

## **2. Position: HIV Testing Services (HTS) and Prevention Officer (1)**

**Location: Maswa Office (1),**

**Reports to: Regional Project Manager Simiyu.**

### **JOB SUMMARY**

This position will focus to strengthen the strategic identification of PLHIV, increase positivity and coverage to attain the first 95 of the HIV clinical cascade at the project supported facilities in the respective region and district with frequent technical advice and guidance from the HIV testing Advisor.

### **SPECIFIC RESPONSIBILITIES**

- Ensure implementation of effective differentiated identification of PLHIV that aligns with the national standard for HIV testing.
- 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
- Support implementation of high yielding HTS strategies including index testing and PITC services to all supported sites
- Support project supported sites in implementation of strategies to identify unreached HIV positive clients from KVPs including children, male adolescent girls and young women at the facility level
- To strengthen sites capacity in implementing linkage case management activities for newly diagnosed HIV positive
- Advise CHMTs on the agreed effective evidence-based differentiated testing models for identification of PLHIV targeting high risk sub-groups at facility level including older men, young adults, adolescent girls and young women, and Key and vulnerable population
- Participate in training, mentorship, supportive supervision and clinical guidance to health care providers as needed
- 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 AND EXPERIENCE:**

- A degree in medicine or nursing. A Master degree in public health or any health related field is an added advantage
- Proven experience and competence in supporting the HIV Testing programs
- Proven critical analysis skills and report writing skills.
- At least 5 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

### **3. Position: Laboratory Service officer (1)**

**Location: Bariadi Office (1)**

**Reports to: Regional Project Manager - Simiyu**

#### **JOB SUMMARY**

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

#### **SPECIFIC 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
- Strengthen laboratory sample transportation/results transmission and other HIV related testing to meet National standards and expand the use of laboratory information systems
- Prepare and submit weekly and monthly reports regarding HVL/EID ,reagents status and any other laboratory matters in their region/District
- Follow up on facility stock status of reagents , Supplies and Consumables , and participate fully in reagents, consumables and supplies distribution
- 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 Lab
- Participate in training, mentorship, supportive supervision and clinical guidance to health care providers as needed
- 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 AND EXPERIENCE:**

- Degree in Medical Laboratory Science
- At least 5 years of “hands on experience in lab systems strengthening programs.
- Proven experience and competence in supporting the HIV related Lab services
- Experience in designing and implementing laboratory system strengthening interventions.
- Experience in M&E as it relates to laboratory services(Including LIS, eSRS, 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.
- Good command of English and Swahili language will be an added advantage

#### **4. Position Title: Monitoring and Evaluation Officer (6)**

**Location: Tanga office (2), Bariadi Office (2), Maswa Office (1), Meatu Office (1)**

**Reports to: Regional M&E Coordinator and Ass. Dir. SI**

#### **JOB SUMMARY**

The M&E Officers will strengthen district and regional data management systems and reporting through providing oversights on data collection, processing, reporting, tools and systems availability. S/he will be responsible to assure data quality and adherent to standards tall supported facilities or community sites.

#### **SPECIFIC RESPONSIBILITIES**

- Lead a team supporting timely, accurate and appropriate reporting of project activities and results to the program management team in a friendly format
- Collaborate with the project team to design and implement M&E systems to collect, manage and disseminate data by reporting progress towards the program objectives
- Ensure an improved Facility/community data management process including functional electronic systems to respond to the national and program requirement
- Regularly review completeness of paper-based tools and compare with electronic data entries to verify 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
- Facilitate generation of queries and ensure data cleaning activities are conducted systematically, errors fixed on time and database updated
- Lead in training new outreach workers on data collection tools, including referrals, reporting and database
- Conduct regular data quality assessments and joint supportive supervision with CHMT team to ensure the highest degree of program data quality
- Develop all monthly, quarterly, and other reports on all indicators for submission and review to central team
- Ensure all team members maintain 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 AND EXPERIENCE**

- Degree in health informatics, social sciences, or statistics
- At least 5 years of “hands on experience” as M&E officer position in HIV prevention, care and treatment.
- Experience in working with HIV Community interventions will be an added advantage
- Strong data analysis, graphical data presentation, dissemination and report writing skills
- Good interpersonal and people management skills—a team player and builder.
- Good command of English and Swahili language will be an added advantage.
- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS, CTC2, CTC3 and DATIM
- Excellent speaking, reading, and writing skills in both English and Kiswahili
- Excellent computer skills at minimum with Microsoft Office package including Word, Excel, Power point, and Access



## **5. Position: Administration/Logistic Officer (1)**

**Location: Bariadi Office (1),**

**Reports to: Regional 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 with supporting program logistics and transportation needs

### **SPECIFIC RESPONSIBILITIES**

- Supervise and review quality service delivery of outsourced services including travel and vehicle usage, cleaning and security
- Coordinate the general support services for Amref facilities including tea, photocopying, and messenger service etc.
- Coordinate the letting of Amref facilities including advertising, processing contracts, rent collection and any required follow up
- Maintain an asset register for all Amref fixed assets and project assets. All new assets to be registered, tagged with Amref ID number and allocated to respective as per Amref Health Africa assets procedures by using professional way of dispatching items by using way bills.
- Provide a liaison between Amref and key suppliers of office equipment ensuring all necessary service is provided
- Supervise all security operations and systems, making appropriate recommendations where required Security assessment for Amref offices,
- Improve 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 as required intervals
- Maintain up to date insurances 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
- Oversee building maintenance for all Amref facilities and the construction of any new buildings with the assistance of a Clerk of works
- Maintain all necessary files with regards to general office administration.
- Prepare monthly vehicles maintenance, fuel report which will include details of when, at what KM service performed, spares and cost for spares and shared with Administration Manager.
- Coordinate and allocate all vehicle requesting accordingly
- Make sure drivers are all obey transport rules and procedures as per Amref transport policy by conducting meeting with drivers.
- Routing meeting with drivers for coaching and guidance.
- Timely submit of monthly fuel payment to finance.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor degree in Public Administration, Management and Business Administration
- General administration including facilities management and secretarial knowledge
- Minimum of five (5) years' experience in similar role, and working at least three years in an NGO/international organization or a donor funded project
- Excellent computer skills at minimum with Microsoft Office package of Word and Excel,
- Good interpersonal and people management skills with a matured and confident personality
- Experience and competence in supporting the HIV related project
- 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: Human Resources Officer (1)**

**Location: Country Office in Dar es Salaam/Simiyu**

**Reports to: Human Resources Manager**

### **JOB SUMMARY**

To provide strategic support to the Human Resources functions, Administration and Management and ensuring that operations of the entire Amref Health Africa in Tanzania country program support services run efficiently and effectively in a cost-effective manner.

### **SPECIFIC RESPONSIBILITIES**

- Provide ongoing coaching, support and advise to the management and employees on people and HR related issues.
- Being available and proactive in addressing people related issues in the Organization by maintaining close relationship with the employees at all levels.
- Support the development and implementation of HR initiatives and systems within Amref Health Africa
- Assist in ensuring of the effective communication and implementation of Performance Management system in accordance with Amref Health Africa human resources manual
- Assist the management with identifying of the non/top performers and implement appropriate action plans to further enhance their performance and career in the organization.
- Provide guidance on compliance and counseling on Amref Health Africa policies, procedures and best practice.
- Manage the development and maintenance of human resources systems, policies and procedures.
- Ensure employees compliance with Amref Global Code of Conduct, Safeguarding policy, HR audits and donor audits recommendations
- Identify the right candidates for the right job through assessments, interviews and employee profiling processes
- Maintain fair and equitable recruitment approach in line with the specific job requirements
- Ensure that contracts of permanent and temporary staff are prepared in collaboration with other departments.
- Ensure that salary packages of Amref Health Africa staff members are prepared as per Organization Human Resources policy.
- Support the Amref Health Africa HR Unit to conduct staff exit interviews to minimize the staff turnover and retain good performers
- Manage employee mobility through transfers, promotions and terminations

### **QUALIFICATIONS AND EXPERIENCE**

- Master's Degree in Human Resources Management, Industrial Relations and Business Administration.
- Certification and professional qualifications in Human Resources Management, Strategic Human Resources Management, Industrial Relations, Laws and Business Administration
- Should have strong experience and background in managing compliance issues relating to donors' regulations, statutory regulations and local/international established professional standards
- Minimum of five (5) years' experience in similar role, and working at least three years in an NGO/international organization or a donor funded project
- Skilled in Administration, organization development, strategic orientation and team orientation



- Thorough understanding of the local labor laws; confidentiality, analytical with an eye for detail
- Good communication skills; good organization skills; working with people, drive for results, leading and supervising, persuading and influencing, commitment, and integrity.
- Fluency in English and Kiswahili required (excellent written, spoken and comprehension skills).

#### **7. Position Title: Community HIV Services Assistant (4)**

**Location: Muheza Office (1), Korogwe Office (1), Zanzibar Office (1), Maswa Office (1)**

**Reports to: Community HIV Services Officer (Tanga, Simiyu, Zanzibar)**

#### **JOB SUMMARY**

This position will focus on supporting implementation of the community-based HIV prevention, testing, linkage and retention services targeting key vulnerable populations (KVP) in specific districts. In Zanzibar, the incumbent will additionally support MAT services. S/he will work closely with their respective Health Facilities, community providers and the local government authorities at ward and village level.

#### **SPECIFIC RESPONSIBILITIES:**

- Develop a day-to-day work plan on program area specific activities and implement the field work jointly with community providers
- Supervise the daily deliverables on specific community indicators on HIV prevention services to the KPs/PPs by community outreach workers, including scheduling and implementing day and night mobile outreach campaigns.
- Mentor and supervise community outreach workers regularly and frequently during outreach sessions and lead weekly outreach worker meetings;
- Ensure adequate supplies of commodities (condoms and test kits) and other materials (IEC; data collection tools) to outreach workers.
- Inform and cooperate with local government authorities and other stakeholders on current and upcoming activities for the program
- Participate in the training/orientation of healthcare workers in the selected health facilities on KP/PP program
- Regularly conduct routine mapping/re-mapping of hot spots and size estimation where KPs and PP are found
- Assist with identifying/screening, recruiting, and training community outreach workers from peer groups to implement the outreach services.
- Review completed data tools on a regular basis and ensure adequate data collection including timely, complete and clean reporting/data transfer to Data Manager
- Assist in development of the referral network between the outreach and health facility services
- Performing any other relevant duties as assigned by the supervisor

#### **QUALIFICATIONS AND EXPERIENCE**

- Medical/Social Sciences Diploma, Bachelor Degree in the related field will be an added advantage.
- Proven critical analysis skills and report writing skills
- At least 3 years of hands on experiences at a position in community-based program NGO which is active in health development, a PEPFAR related project is an added advantage.
- Ability to maintain confidentiality regarding Clients health status and sensitive information in data sources
- Ability to interact well with targeted groups and peer outreach workers by facilitating a non-judgemental, non-discriminatory and non-stigmatizing environment in the program.



- Good interpersonal and people management skills a team player and builder
- Good command of English and Swahili language will be an added advantage
- Knowledge of the local/native language is an added advantage

#### **8. Position Title: HIV Prevention Services Assistant (4)**

**Location: Tanga Office (1), Korogwe Office (1), Bariadi Office (1), Maswa Office (1)**

**Reports to: HIV Testing (HTS) Officer**

#### **JOB SUMMARY:**

The incumbent will ensure that all facility-based HIV Prevention activities including Cervical cancer screening and treatment to all women living with HIV, Gender Based Violence, KP MAT services and PrEP 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 and communities

#### **SPECIFIC RESPONSIBILITIES**

- To assist in the development of annual work plans for the implementation of HIV prevention strategies
- To ensure the HIV prevention activities are offered at all service points (OPD, RCH, CTC, and Methadone Assisted Therapy Unit) at project supported health facilities
- To strengthen sites capacity in implementing cervical cancer screening and treatment including referral to higher centers among all PLHIV women, as per National guidelines.
- Ensure adequate supplies of commodities (cervical cancer screening, methadone Assisted Therapy utensils kits, Prep supplies) and other materials including tools and relevant SOP's at the project supported sites
- 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 include 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 implementation of strategies to identify People Who Injects Drug (PWID) from the community for enrolment into CSO and MAT Clinic.
- Support sites in achieving Prevention indicators (GBV, Cervical Cancer screening, KP MAT, and PrEP targets by conducting weekly review meetings to assess performances with development of action plans
- Support Other program area's staff to achieve the project objectives as required

#### **QUALIFICATIONS AND EXPERIENCE**

- Diploma, Advanced Diploma or Degree in the related field of Nursing, clinical and medical services, social science, counselling or psychology.
- Medical or nursing professional background with public or community health skills as an added advantage
- At least 3 years' experience in implementing 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.
- Experience with Gender Based Violence services will be an added advantage.





- Experience working with PEPFAR Funded Project.

## **9. Position Title: Supply Chain Assistant (3)**

**Location: Tanga Region (2), and Simiyu Region (1).**

**Reports to: Supply Chain Advisor and Regional Project manager**

### **JOB SUMMARY:**

The Supply chain assistant is responsible for ensuring that Project supported sites meets national standard for ARV and related commodity supply chain management. He\She 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 RESPONSIBILITIES**

- Ensures validated drug management tools (paper tool and software) are available and properly used at all Project-supported pharmacies o designing improved supply chain systems, processes and procedures for Project sites in collaboration with Supply chain partners.
- Identify training needs for sites, Districts and regional pharmacists and facilitate trainings on good practice in pharmaceutical and supply chains management site staff.
- Ensures uninterrupted supply in HIV-related commodities at all Project-supported sites.
- Ensure that forecasted and budgeted of HIV-related commodities including lab commodities are constantly for each single site/district.
- Providing technical assistance to site staff responsible for ordering HIV related commodities through eLMIS through accurate forecasting and ordering from the MSD regional stores.
- Ensuring that technical procedures for procurement, distribution and dispensation are respected at all sites according to the standard operating procedures, keep track of drug flow between stores and Project supported sites and continuously update and educate site staff on developments and issues related to new drug formulations.
- 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 and collecting monthly basis information about the stock at all Project supported sites districts, compile per region.
- Liaise with the ARV focal pharmacists and municipal counterparts on quarterly basis to address any concerns or problems that they are faced with regarding supply chain issues of HIV/AIDS commodities and related supplies.
- Actively perform supportive supervisions to Project supported sites. And use these supervisions to strengthen their capacity on issues related to supply chain management.
- Carry out any other responsibilities as assigned by the line manager.

### **QUALIFICATIONS AND EXPERIENCE**

- Certificate/Diploma in pharmacy, degree level in pharmacy of other Public Health background is an advantage
- 3 years of experience in Health commodities management within public and private sector (forecasting, procurement, distribution and monitoring)
- Experience in health program management as team member or other position, a strong advantage.
- Knowledge of using existing Logistics tools like eLMIS is an added advantage.
- Excellent written and oral communication, Fluency in English as working language
- Good knowledge in 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.

## **10. Position Title: HIV Testing (HTS) Assistant (1)**

**Location: Bariadi Office (1)**

**Reports to: HTS officer**

### **JOB SUMMARY:**

The HTS Assistant will ensure that all facility based HTS activities including index testing, O-PITC 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 at the facility setting to accelerate HIV testing modalities and services

### **SPECIFIC RESPONSIBILITIES**

- To assist in the development of weekly, monthly and quarterly work plans for the implementation of HTS Positive identification strategies
- 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 implementation of high yielding HTS strategies including index testing and o-PITC services to all supported sites
- Support project supported sites in implementation of strategies to identify unreached HIV positive clients from key and vulnerable population including children, male adolescent girls and young women at the facility level
- To strengthen sites capacity in implementing linkage case management activities for newly diagnosed HIV positive
- To support project initiates in ensuring safety and ethical index testing services by adherence to set standards, IPV risk assessment and adverse events monitoring
- 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 SOP's at the project supported sites
- To Liaise with other project staff to ensure successful linkage and early retention of HIV Pos from community HTS interventions
- Support sites in achieving first 95 targets by conducting weekly review meetings to assess performances with development of action plans
- Provide other technical support for HTS activities, monitoring, reporting, evaluation and documentation in a timely manner

### **QUALIFICATIONS AND EXPERIENCE**

- Diploma, Advanced Diploma or Degree in the related field of Nursing, Clinical and Medical services, Social science, Counselling or Psychology, Public or Community health skills/background is an added advantage
- At least 3 years' experience in implementing a HIV program, preferably HIV testing services.
- Demonstrated track record of providing mentorship and supervision for strengthening HTS services and linkage case management activities
- Training in HIV/AIDS prevention, care and treatment including HIV focused Testing services and basic understanding of linkage case management activities
- Basic skills in Microsoft Office packages for report writing and presentation
- Good command of English and Swahili language will be an added advantage



- Ability in onjob training and mentorship to providers

#### **11. Position: Retention Services Assistant (5)**

**Location: Muheza Office (1), Korogwe Office (1), Handeni Office (1), Maswa Office (1)  
Meatu Office (1)**

**Reports to: Retention Services Officer**

#### **JOB SUMMARY:**

The focus of Retention and tracking Assistant is to strengthen referral and linkage from testing services to enrollment, retention in care and adherence to ART in the first 12 months in respective region and districts with frequent technical advice and guidance from the Project Community Services Advisor.

#### **SPECIFIC RESPONSIBILITIES**

- Assist the retention and tracking officer in strengthening linkage and retention to HIV care, through use of the Trained CHWs expert patients/peer navigators to physically escort newly diagnosed PLHIV to the CTC.
- Strengthen bidirectional referrals from community HIV testing services and follow up of partners of index clients at the facility.
- Strengthen Linkage and retention of clients in treatment including identification and operationalization of community-based ART delivery models that are flexible and responsive to the needs of PLHIV (using CHW and stable clients).
- Support adherence and improve community support groups to support PLHIVs adherence to ART and TB medication
- Provide linkage of PLHIV to the economic strengthening and life skills training
- Assist the Community Services advisor in the implementation of community programs specifically on engagement of community health workers on tracing of defaulters to minimize the loss to follow up of pre- ART and ART clients through improving evidence linkages between health facilities and community.
- Responsible with achievement of agreed targets and outputs of HIV care and support at community and Facility level
- Collaborate with CHMTs to identify training and supportive supervision needs for community health workers and organize basic and refresher trainings using currently recommended national curriculums
- Work with M&E on program monitoring, reporting, evaluation and documentation on weekly, monthly and quarterly bases using existing National/PEPFAR reporting tools
- Carry out any other responsibilities as assigned by supervisor.

#### **QUALIFICATIONS AND EXPERIENCE**

- Diploma or Advanced Diploma in Medical Field or Social Science
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in Facility or community-based program particularly HIV programs in an NGO which is active in health development.
- Good interpersonal and people management skills-a team player and builder.
- Good command of English and Swahili language will be an added advantage.

#### **12. Position Title: Laboratory Services Assistant (3)**

**Location: Maswa Office (1), Meatu Office (1) Handeni Office (1)**



## **Reports to: Laboratory Service Officer**

### **JOB SUMMARY**

The Laboratory Assistant's key role is to strengthen Laboratory Quality Management and provide technical support on implementation of laboratory services at facilities and district levels to improve quality of HIV diagnosis and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade.

### **SPECIFIC RESPONSIBILITIES**

- Perform initial TB, HIV Viral Load and DBS sample processing, if required, and Store samples to the required temperatures before transportation to the referral testing laboratory.
- Ensure proper documentation of TB, HIV Viral Load and DBS samples into Lab registers, processed and provide data that can be used to monitor quality as well as the efficiency and effectiveness of the sample Referral System (Recording samples rejected Vs Recollected for VL, DBS and TB)
- Responsible to ensure completeness and validity of client information and data entry in the electronic sample referral and results feedback system. (Tracking of rejected samples into the system)
- Expedite transportation of TB, HIV Viral Load and DBS results received from testing laboratories to its spokes
- Prepare and submit regular reports of sample referral functions to relevant authority (CHMT, IP) on monthly basis.
- Tracking of commodity status at facility and provide reports to Laboratory Service Officers
- Follows all laboratory procedures including safety guidelines, the use of personal protective equipment and awareness of blood-borne pathogens.
- Demonstrates a cooperative attitude in relationships with co-workers and other personnel.
- Performs other duties as assign within the project

### **QUALIFICATIONS AND EXPERIENCE**

- Diploma/ Certificate in Medical Laboratory Science
- At least 3 years of "hands on lab experience" in Facility or community-based program particularly HIV programs in an NGO which is active in health development.
- Experience in operating electrical and nonelectrical laboratory equipment and potentially dangerous substances
- Working knowledge of MS Office (especially Excel) and database systems
- Ability to work autonomously and under pressure
- Valid laboratory technician license

#### **13. Position Title: PMTCT Assistant (5)**

**Location: Tanga Office (1), Handeni Office (1), Korogwe Office (1), Mswa Office (1) Meatu Office (1)**

**Reports to: PMTCT/EID Officer**

### **JOB SUMMARY:**

The PMTCT Assistant will support deliverance of comprehensive and quality HIV care and treatment services to achieve the 95-95-95 goals for the epidemic control and specifically oversee all PMTCT/EID related services. S/He will supervise the district Pediatrics and Adolescents



officers in collaboration with the CHMT to ensure the portfolio is comprehensively implemented according to the project strategic goals and expectations.

### **SPECIFIC RESPONSIBILITIES**

- Support the implementation of all PMTCT/EID activities in AMREF supported district.
- Ensure all pregnant women within the catchment area are identified, attend RCH, tested for HIV and know their status as well as their sexual partners and those who are Positive for HIV are effectively linked into C & T.
- In collaboration with CHMT, leads implementation of PMTCT and EID focused interventions that target at increasing HIV diagnosis among pregnant and nursing mothers and HIV exposed infants.
- Coordinate and Implement strategies to address PMTCT/EID related linkage, treatment, retention, and viral suppression programs under the technical guidance from PMTCT advisor.
- Coordinate all PMTCT/EID related mentorship, training and capacity building in the recipient's facilities under the technical guidance from PMTCT advisor.
- Lead PMTCT/EID program reporting on periodic program events (monthly, quarterly, annual and ad-hoc) on all clinical related matters and provide relevant contribution
- Participate in the relevant PMTCT/EID meetings at district and regional level, reporting, presentation and representation and abstract development/evidence-based documentation and sharing routinely and as required.
- Carry out any other responsibilities as assigned by line manager or other Amref senior management team

### **QUALIFICATIONS AND EXPERIENCE:**

- Nursing degree/ diploma, Clinical Officer on health-related field or similar qualifications on Public Health.
- Proven critical analysis skills and report writing skills.
- At least 3 years of “hands on experience” in PMTCT/EID HIV prevention, care and treatment program in resource limited environment
- Experience working in public health especially working with NGO
- Experience working with Local government and ministry of health
- Good interpersonal and people management skills-a team player and builder.

#### **14. Position: IT Services Office (1)**

**Location: Bariadi Office (1),**

**Reports to: M&E Coordinator**

### **JOB SUMMARY**

Support Amref Offices, Facilities and the RHMTs on keeping the Health Information Systems functional and Up-to-date to enhance the projects data management and reporting.

### **SPECIFIC RESPONSIBILITIES**

- Review current CTC databases and presenting ideas for system improvements to ensure strong functionality and optimization
- Work with software development team to review new and existing code and/or perform unit testing



- 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 prioritise 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 AND EXPERIENCE

- Minimum Education: Bachelor's degree in Computer Science, Information Technology or Health Information System.
- 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

### 15. Position: Grant Assistant (2)

**Location: Bariadi Office (1), Tanga Office (1)**

**Reports to: Regional Project Managers**

## JOB SUMMARY

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

## SPECIFIC RESPONSIBILITIES

- **Financial control and accounting**
  - Keep the accounting system for tracking of expenses up-to-date;
  - Collect and prepare invoices and Cash Transfer Requests for payment, post in accounting system, and process in the accounting/bank system;
  - Prepare monthly finance reports, including budget vs actuals of the sub grantees portfolio assigned;
  - Ensure financial procedures for the Afya Kamilifu Project are kept updated under the guidance of Grants, Contracts and Compliance Specialist for local payments, cash management and general accounting.
  - Prepare accurate and timely financial reports to donors as required.
  - Review invoices and provide account codes, when appropriate, for proper project accounting.
  - Work on cash flow forecasts for project.
- **Sub Grantees Direct payments and payroll processing**



- Maintaining updated sub grantees employment contracts, and tracking all changes which occurs over a time of the project life
- Tracking and maintain all the records of the payments processed directly by Amref Tanzania and accounts for compliance and adherence of donor and all necessary local policies
- Manage and update all contractual engagements relating to benefits and statutory contributions and deductions
- Managing the sub grantee's payroll
- Maintaining and updating all extra duty/allowances paid by Amref Tanzania
- **Compliance and Auditing**
  - 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 financial management of grant-funded projects, conduct periodic compliance review of grant-funded projects
  - Support required audits as need arise and advice or recommend the execution of audit as per requirement.
  - Planning and executing compliance review to other sub grantees as per Amref SOPs
- **Grants and Contracts Management**
  - 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
  - Maintaining and updating all sub grantees information, making sure that every sub grantee is having active contracts, sufficient funds for project implementations, active and signed sub agreements and sub grantees maintains project files
- Other Duties as deem necessary and assigned

## QUALIFICATIONS AND EXPERIENCE

- • The candidate must hold Bachelor degree in Finance or Accounting,
- • At least 4 years work experience on Grant management and Experience working with donor funded projects.
- Should possess relevant NGO work experience in CSOs grants management The candidate should have proven abilities in managing CSOs grants, understanding of compliance management and managing relationship with partners
- • High level of integrity
- • Knowledge of finance, accounting, budgeting, cash flow forecasting and cost control.
- • Skills in analyzing financial data and prepare financial reports.
- • Strong analytical skills in applying accounting principles of accounting and ensure that best practices are observed.
- • Knowledge of US Government funding such as federal government financial regulations preferably USAID financial rules and regulations
- • Ability to work independently with limited supervision.

### 16. Position; Office Assistants (3)

**Location: Bariadi Office (1), Tanga Office (1)**

**Reports to: Regional Project Manager**

## JOB SUMMARY

To provide office assistance services and support to AK staffs and will manage the front office desk, provide administrative and logistics support to the Program staff, visitors and other stakeholders.

- Handling incoming calls and other communications.



- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and reservations needs as required.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases when needed.

## **QUALIFICATIONS AND EXPERIENCE**

- Diploma in Administration or Management.
- Applicants should also possess qualifications on Record keeping or Management from recognized institutions
- Experience as an office assistant or in related field.
- Ability to write clearly and help with word processing when necessary.
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Previous work experience with NGOs or working in donor funded environment is highly preferred

## **HOW TO APPLY:-**

If you meet the criteria given above and interested in the vacancies, please send an application letter and CV combined in as one document indicating your present employer and position, daytime telephone contact, names and addresses of three referees. Amref will conduct interviews at Mwanza Office for the shortlisted Lake Zone Applicants and at Dar es Salaam Office for other shortlisted applicants. To be considered, your application must be received by **16.30 Hours August 17, 2020**. 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](mailto: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 non-smoking environment policy; Women and People with disability are encouraged to Apply**

**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. Amref health Africa –Tanzania regrets that only short-listed candidates will be contacted.**