



NATIONAL COUNCIL OF PEOPLE LIVING WITH HIV IN TANZANIA

JOB VACANCIES

The National Council of People Living with HIV (NACOPHA) is a nationally recognized organ responsible for coordinating efforts of PLHIV in the national response in Tanzania. It is the highest body and voice representing all organizations/groups and individual PLHIV in Tanzania.

With financial support from USAID, NACOPHA is currently implementing Hebu Tuyajenge Program; the aim of this project is to contribute to HIV epidemic control by increasing the adoption of higher impact community HIV preventive, care, and treatment services among at-risk adolescents, young women, and PLHIV in 65 high burden councils in Tanzania. Hebu Tuyajenge achievements can be attained through empowered workforce, which has intergrity, committed and self motivated.

NACOPHA seeks for innovative, self-driven, dynamic and competent qualified candidates to fill the below vacancies: -

Position Title: Service delivery Manager (one position)
Reports to: Technical Director of Programs
Department: Program
Duty Station: Dar es Salaam

Job Summary

The position holder will be a lead person in overseeing service delivery activities across the program scope. S/he is expected to provide the overall technical guidance and advise in the implementation of service delivery activities at all program levels especially at the zonal and cluster levels. S/he will facilitate the promotion of holistic health and wellness of PLHIV including timely access HIV Treatment Services, monitoring, risk reduction, and positive living.

Qualifications, skills & experience

- Bachelor Degree in Medicine, Nursing or Social sciences. Master's degree in Public Health or related field is an added advantage
- Minimum of 5 years' experience in relevant field-based project management required
- Experience and good understanding of the Tanzania health care delivery system including networking of the facility and community health system, local NGOs and other Civil Society Organizations providing services to PLHIV at the community level
- Demonstrated ability to coach, mentor and develop technical capacity of program technical staff and of the TAs in the area of HIV service delivery especially at the community level
- Demonstrated ability to write high quality technical proposals and offer innovative solution.

Position Title: PLHIV Empowerment and Coordination Officer (one position)
Reports to: PLHIV Empowerment Manager
Department: Program
Duty Station: Dar es Salaam

Job Summary

He/she will support the respective Technical Manager in all activities related to PLHIV Empowerment and coordination. S/he will make sure all program activities are implemented as planned and within budget. S/he will be responsible with specific activity preparation, implementation, report writing, quality data management and ensure collection and sharing of success stories and lessons learnt.

Qualifications, skills & experience

- Bachelor's degree in social science, community development, Economics or any other related field. Project management training would be an added advantage
- At least 5 years of experience in program interventions preferably in HIV Technical area
- Ability to write high quality, clear, concise reports in English
- Experience of working with savings groups especially at the community level
- Has track record in improving participation of PLHIV in the response to HIV at all levels through self-empowerment, leadership and literacy programs as well as social mobilization

Position Title: Policy Engagement & Partnership Officer (one position)
Reports to: Policy Engagement & Partnership Manager
Department: Program
Duty Station: Dar es Salaam

Job Summary

Policy Engagement and Partnership officer will be a key person in supporting the Technical Manager in developing effective partnerships at National and Subnational levels as well as taking part in communicating analysis and learning to policy audiences at all levels. Will make sure the advocacy agenda is well driven at community, local government and national level. Will keep record on all key issues regarding National Assembly actions or support. S/he is expected to support the empowerment of the PLHV clusters and Networks to engage opinion leaders and policy makers at all levels

Qualifications, skills & experience

- A Bachelor degree in development, social science or a similarly relevant subject
- At least 5 years' experience of policy engagement and partnership
- Demonstrated record in identifying, establishing and nurturing successful strategic and project partnerships with government and non-government actors especially in HIV programming
- Understanding of strategies in influencing government and development partners policy and practice in HIV response
- Familiarity with national development planning- and resource-allocation processes as well as the sustainable development agenda focusing on HIV response
- Capable to communicate effectively to policy makers and other key stakeholders
- Ability to produce briefings, project reports and donor funding proposals as required

Position Title: Service Delivery Officer (one position)
Reports to: Service Delivery Manager
Department: Program
Duty Station: Dar es Salaam

Job Summary

Service Delivery Officer will provide technical and operational support to the Service Delivery Manager and in collaboration with program management teams to ensure the successful planning and implementation of HIV service delivery activities at the community and facility level. The Officer will also provide technical support and expertise, coordination and supervision program HIV service Delivery activities at the community level.

Qualifications, skills and experience

- Bachelor's degree in Clinical Medicine, Nursing or equivalent. MPH or other master's degree in a relevant field will be an added advantage
- A minimum of 5 years' experience providing direct technical support in implementation of health service delivery project with specific experience in HIV service delivery projects, excellent interpersonal and supervisory skills
- Capable of managing change, effective delegation, inspiring teamwork and motivating staff and partners to achieve results,
- Computer literacy, research experience, proposal and abstract writing will be a distinctive advantage.
- Field oriented and comfortable with a team approach to programming.

Position Title: Zonal Technical Program Officers: Dar es Salaam, Mwanza, Mbeya and Dodoma (One position in each Zone)
Reports to: Zonal Manager
Department: Program
Duty Station: Dar es Salaam

Job summary

Zonal Technical Program Officer will report to the Zonal Manager and provide technical expertise in the area of community HIV. The officer will work with field program team to provide technical program support in the implementation of activities. The overall responsibilities will include provision of assistance and support in all program technical areas

Qualifications, skills & Experience:

- A degree in social science. Health (physician or) and/or Public Health or related field
- At least a Medical Officer or Assistant Medical Officer Training
- Four years' experience in HIV care and treatment services
- At least 3 years of experience working with NGOs in planning, designing, budgeting, managing, supervising, evaluating and documenting health programs
- Strong analytical, communication and writing skill

Position Title: Research and Learning Officer (one position)
Reports to: Director of M&E
Department: Program
Duty Station: Dar es Salaam

Job Summary

The Research and Learning officer is responsible for providing research operational support for the program and translating monitoring and evaluation data to learning products. This position is crucial to the designing, management and implementation of research programs by providing a strong evidence base and continual learning to improve monitoring of 'HebuTuyajenge' project, ensure that lessons learnt are built into improved program delivery and program design and to build the capacity of NACOPHA staff to strengthen monitoring, evaluation, accountability and learning systems and approaches.

Qualifications, Experience and Skills

- A University degree in Statistics, Degree in Economics with Certificate in M&E.
- At least 5 years' experience working in research and learning in a reputable organization.
- At least 5 years of professional experience in program monitoring, evaluation and learning.
- Demonstrated ability in the use of quantitative and qualitative data collection and analytical techniques on Health programs.
- Demonstrated ability to transfer knowledge through informal and formal training

Position Title: M&E Officer (one position)
Reports to: Director of M&E
Department: Program
Duty Station: Dar es Salaam

Job Summary

The Monitoring and Evaluation Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Program. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the project. S/he will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues.

Qualifications, Experience and Skills

- A University degree in Public Health, Social science, statistics with training and experience in MEL, Project Management, or related fields.
- Minimum of five (5) years of professional experience in an M&E position responsible for implementing M&E activities of donor funded health projects.
- Experience in designing, implementing, operating project M&E systems from project initiation to closeout stages and managing beneficiary monitoring and database systems.
- Experience with data quality assessments and oversight.
- Experience in managing and providing training to PLHIV, Youths, Adolescents and other vulnerable populations.
- Ability to build on relevant knowledge within and outside NACOPHA.

Position Title: Data Officer (one position)
Reports to: Director of M&E
Department: Program
Duty Station: Dar es Salaam

Job Summary

The Data Officer to be responsible for developing and governing NACOPHA data and information systems in order to inform program's decisions and planning. Data Officer will develop data procedures and work closely with various NACOPHA departments to collect, prepare data tools and data systems to ensure quality data.

Qualifications, Skills and Experiences

- A University degree in Statistics, Economics with training in M&E.
- 2 years' experience working in research and learning fields
- Ability to transfer knowledge to across departments.
- Ability to interpret quantitative and qualitative data.
- Proven track record in data management, leadership and information technology systems and tools.

Position Title: Procurement Logistics and Material Management Officer (one position)
Reports to: Director of Operations, Administration and HR
Department: Program
Duty Station: Dar es Salaam

Job Summary

The jobholder will be responsible for the timely Procurement and delivery of quality goods and services and manage logistics together with all materials at competitive prices. He/she will assist NACOPHA to manage and support assets, storage, warehousing, and complete supply chain management to ensure the effective implementation of projects. The position is responsible for ensuring the smooth and efficiency of NACOPHA operations also providing support to other departments.

Qualifications, Skills and Experiences

- Diploma or Degree in procurement and logistics, business management or related field preferred
- Professional certification in supplies and logistics (like CSP or CISP)
- 3-5years of experience in mid-level management
- Proficiency in Microsoft Office and purchasing and inventory software.
- Strong communication and negotiation skills.

MODE OF APPLICATION:

For any interested candidate send your CV, copy of relevant academic certificates and cover letter addressed to the Human Resource Officer, NACOPHA, via email: nacopha@nacopha.or.tz

The deadline for application is on **Monday, 9th March 2020**, only shortlisted candidates will be contacted.

NACOPHA is an Equal Opportunity Employer.