

## VACANCY ANNOUNCEMENT

Amref Health Africa is an independent, non-profit, non-governmental organization (NGO) whose mission is “to improve the health of people by partnering with and empowering communities and strengthening health systems”. Amref Health Africa has over 1000 employees throughout Africa with its headquarters in Nairobi, Kenya. Amref Health Africa has offices in Tanzania, Ethiopia, Kenya, Uganda, and South Africa, Malawi, Zambia, South Sudan and Senegal and a number of offices in Europe and North America for fundraising.

Amref Health Africa-Tanzania is largely supported by Multilateral, Bilateral and National donors, implementing several programmes including HIV/AIDS/TB/Malaria, Reproductive, Maternal, Newborn and Child Health, Water and sanitation, e learning programme and clinical outreach.

Amref Health Africa -Tanzania has the following vacancies:

- Position Title:** Regional Community Service Coordinator (1)  
**Location/Work Station:** Tanga,  
**Reports to:** Community Services Advisor

### **Job summary:**

The focus of the Regional Community Services Coordinator is to strengthen and coordinate the rapid implementation of a PEPFAR funded, comprehensive, community-based HIV prevention, testing, linkage, and retention services project targeting key vulnerable populations (KVP) in Tanga region.

He/she will provide leadership in engaging Community stakeholders including collaborating with R/CHMT to support community based services, with technical advice and guidance from the Community Services Advisor

### **Specific Responsibilities and Duties:**

- Lead and manage field staff working on the community-based HIV prevention project reaching KVP in Tanga region
- Plan and coordinate all meetings and trainings
- Develop annual and quarterly work plans and supervise implementation at the regional level to ensure all targets are met
- Implement community test-and-treat strategies and identify gaps to improve uptake of treatment initiation and linkage to care among targeted populations.
- Coordinate the provision of the Linkage Case Management (LCM) services
- Organize the orientation of the local government authorities and other stakeholders about the community-based HIV prevention project
- Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project
- Liaise with regional authorities and stakeholders as the representative for Amref regional office for Community services technical and supportive guidance
- Participate in the development of the referral network model between the community-based outreach and health facility services
- Participate in the development and implementation of strategies to improve the provision of comprehensive community-based services including opportunistic infection, TB, STI screening, family planning (FP) needs assessment and referrals.
- Participate in the development and implementation of innovative approaches for index testing.
- Coordinate and conduct mapping of hot spots and size estimation where KVP including adolescent girls and young women are found
- Collaborate with organizations for execution of sub-agreements and service agreements

- Supervise the recruitment and training of community outreach Volunteers (COV) and lay counselors from peer groups to implement the outreach services.
- Supervise the recruitment and training of Community Expert Client (CEC) to implement the linkage Case Management Services (LCM) and Tracking
- Mentor and supervise community outreach Volunteers and Community Expert Client regularly and frequently during outreach sessions and lead regular meetings
- Ensure adequate data collection and timely, complete and clean reporting of regional data to the central level
- Perform any other relevant duties as assigned by the supervisor.

### **Qualification**

- Medical or Social Science Degree or Master's
- Experience working with the Regional and Local Government authorities
- Proven relationship building skills as well as in facilitation, leadership and Coordination
- Proven critical analysis skills and report writing skills

At least 4 years of hands on experiences at a senior position in community based program 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

- 2. Position Title: Community Service Officers (2)**
- Location/Work Station: Tanga**
- Reports to: Community Services Advisor**

### **Job summary:**

The focus of the Community services to strengthen referrals and linkage from testing services to enrolment, retention and adherence to ART in the first 12 months in respective Districts with frequent technical advice and guidance from the project Community Services Advisor

### **Specific responsibilities and duties:**

- Assist the Community linkage tracking and in strengthening linkage to HIV care through use of the expert client's 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 linkage 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 level
- Collaborate with CHMTs to identify training needs for community health workers and organize basic and refresher trainings using currently
- Carry out any other responsibilities as assigned by supervisor.

## **Qualification**

- Medical /Social Sciences Degree
- Proven critical analysis skills and report writing skills
- At least 3 years of hands on experiences at a senior position in community based program NGO which is active in health development
- Ability to maintain confidentiality regarding Clients health status and sensitive information in data sources
- 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 Title: Monitoring and Evaluation Officer (2)**

**Location/Work Station: Tanga**

**Reports to: Associate Director Strategic Information**

### **Job summary:**

Reporting to the Associate Director Strategic Information, the M&E Officer will provide leadership to Amref's HIV Community Services portfolio in strengthening district and regional HIV M&E Systems by ensuring that all activities meet the highest standards through provision of strategic information which will inform the right direction of the program. S/he will oversee HIV Community Services teams focused on designing and implementation of M&E strategies including data quality assurance and associated frameworks.

### **Specific responsibilities and duties:**

- Lead a team supporting timely, accurate 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 towards the program objectives
- Ensure that 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 Strategic Information team to ensure electronic systems are in place to manage and disseminate program data from client to 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 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
- Work with the ICT department to fix any errors and problems observed in the databases and report any systems malfunction to central team as needed
- 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.

## **Qualification**

- Degree in health informatics, social sciences, or statistics
- t least 3 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
- Experience working in 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.
- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS, CTC2 and DATIM
- xcellent 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

- 4. Position Title: Community Field Assistant (3)**
- Location/Work Station: Tanga, Korogwe, Muheza or Handeni Lushoto**
- Reports to: Regional Community Services Coordinator**

### **Job summary:**

The focus of the Community field Assistant ensuring all the community-based HIV prevention, testing, linkage, and retention services targeting key vulnerable populations (KVP) are implemented at the highest service expected in specific districts

He/she will engage and work closely with Health Facilities, and Providers at the Community

settings including collaborating with local government authorities at ward and Village level to support community based services, with technical advice and guidance from the Community Services Coordinator.

**Specific responsibilities and duties:**

- Develop work plan for day-to-day program implementation at the district level including supervision of field activities
- Supervise the delivery of field-based 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.
- Support healthcare workers providing KP/PP friendly services in health facilities and mobile activities via regular supportive supervision.
- 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

- Manage security of data tools when not in use
- Prepare weekly reports on outreach activities and progress
- Assist in development of the referral network between the outreach and health facility services
- Performing any other relevant duties as assigned by the supervisor

### **Qualification**

- 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 2 years of hands on experiences at a position in community based program NGO which is active in health development
- 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

- 5. Position: Human Resources Officer**  
**Location: Amref Health Africa Country Office in Dar es Salaam**  
**Reports to: Human Resources Manager**

### **Purpose of the Job**

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.

### **Key Responsibilities/Key Results Areas (KRAS)**

#### **1. Employees Relationship**

- Provide ongoing coaching, support and advise to the management and employees on people and HR related issues.
- Provide timeous feedback and maintain professional communication to all stakeholders of Amref Health Africa.
- 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

#### **2. Performance Management**

- 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 top performers and implement appropriate action plans to further enhance their performance and career in the organization.
- Responsible on identifying of non-performers and assist management to develop personal development plans and monitor their progress on a monthly basis

### **3. Compliance Management**

- Provide guidance on compliance and counseling on Amref Health Africa policies, procedures and best practice
- Oversee training of Amref Health Africa staff in safety procedures and first aid care giving and compliance to standard operation procedures by Amref Health Africa staff and high performance by security service providers.
- Work with teams to design strategies for continuous process improvement to ensure sustainability of operations at all levels.
- Manage the development and maintenance of human resources systems, policies and procedures.
- Maintain employee records according to Amref Health Africa policy and legal requirements
- Ensure employees compliance with Amref Global Code of Conduct, Safeguarding policy, HR audits and donor audits recommendations

### **4. Recruitment & Selection**

- Create, supervise and implement effective onboarding plans as per Amref Health Africa
- 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
- Conduct relevant employment background and reference checks on all employees and prepare job offers to the successful candidates
- Create a pool of suitable candidates for future employment on data base to meet the employment demands of the business

### **5. Employee Administration**

- 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.
- Ensure that files are opened for new appointments and transfers are done.
- Ensure that files are closed when employees resign or services are terminated.
- Ensure that Time sheet, attendance register sheets is scrutinised monthly.
- Ensure that new employee's forms and contracts are received and completed (Pension Fund, Medical Aid, Social Security, etc.)

## **6. Disciplinary & Grievances**

- Take part in the disciplinary hearing process, assist to verify and confirm warnings and monitor improvement of undesirable behavior and misconduct

## **7. Routine Administrative functions**

- 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
- Ensure that all letters and other correspondences are correct, signed and send out on time
- Provide input to the policy and procedure formulation and amendments on an ongoing basis

## **Qualification, skills 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 six (6) years' experience in similar role, and working at least three years in an NGO/international organizations 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).

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. To be considered, your application must be received by **16.30 HOURS September 15, 2019**. 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 will not be accepted.

***Amref Health Africa is an equal opportunity employer however women and people with disability are encouraged to apply and has a non-smoking environment policy;***

***“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”***

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