TADEPA Job Announcement

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Information about TADEPA

Tanzania Development and AIDS Prevention Association (TADEPA) is a Tanzanian Non-governmental organization (NGO) currently offices in Kagera, Geita, Shinyanga and Dodoma regions. Was formed and registered in 1997 and acquired mandated to work in all regions of Tanzania mainland. The main purpose of TADEPA is to promote development in totality through and fight against public problems HIV/AIDS and its integrated effects.

TADEPA’s Vision: Healthy, Wealthy and Just Community

TADEPA’s Mission is committed to empower the community to improve their livelihood through active participation in protection of human rights, conservation of environment and promotion of societal socio-economic stance.

About USAID Kizazi Kipya Programme

TADEPA in partnership with Pact Tanzania is implementing USAID Kizazi Kipya programme that provider services aligned with PEPFAR illustrative eligible OVC services. FY20 Priorities for USAID Kizazi Kipya OVC programme include:

i. 90-90-90 strategy with following perfect results and indicators on OVC_HIVSTAT Targeting, reach 100% of all beneficiaries, promote active involvement of efforts for assisted disclosure with health professionals, complete referrals for HTS in a timely manner,100% of HIV+ tested OVC, Adherence Monitoring, Viral load monitoring with clinical partners, Participation of CSO (TADEPA) in case review meetings at CTC, Very closely, demonstrated and documented, collaboration with clinical partners at all level,

ii. HIV Prevention Package with adolescent Girls and Young Women (AGYW) including: DREAMS Intervention, Specific focus on 9-14 years old, Introduction of special three mandatory Modules.

iii. Increase ownership of Government of Tanzania with NICMS eventually preparation for handling over the project that include: CSO plans/ Budgets to plan Rep, Ward level readiness assessment, Systemic case file transition from CSOs to ward that will meet redness criteria, Ward officer leadership of CCW meetings, Regular data review
meetings with Government at LGA level, Quarterly led by CSOs[ TADEPA] and regional level and Semi annually led by cluster, Joint site visit by cluster and National office with JSI CHSSP.

The main goal of USAID Kizazi Kipya is improved health and social wellbeing of Most Vulnerable children OVCpe, young people and their families through strategic service delivery support.

Kizazi Kipya Vision is to ensure Vulnerable Children, youth, their families and caring communities participate in a core package of tailored client and community centered combination of HIV prevention and care with traceable linkages to VTC, referral, care, treatment and other comprehensive/ Social/ economic services.

Available posts and required candidates

To facilitate the smooth implementation of this programme TADEPA is seeking to recruit suitably qualified, well motivated capable and candidates to work under USAID Kizazi Kipya programme in Kahama Town, Council, Msalala DC and Ushetu DC and Bukoba DC One post for Coordinator as the following list

1. Health and HIV Service Officer (1 post per district required total 3 candidates )

   Job Summary
   To ensure that OVC are accessing their entitle services which are provided by Kizazi Kipya which include: Family Health insurance or health Card [Bima ya Afya iliyoBoreshwa] referrals for OVC to obtain routine timely health care, referrals for emergency Health Care, referral for early infant Diagnosis (EID), completed referral for immunization appropriate to age as per National Vaccination protocol, age appropriated HIV treatment literacy for CLHIV, age appropriate counseling and HIV disclosure support HIV adherence, Assessment of nutrition status of infants and young children and provision of age appropriate nutrition counseling, household Hygiene counselling and Water, Sanitation and Hygiene( WASH) massaging, Adolescent participants in a structured, evidence based sexual and reproductive health and HIV education intervention.

   Reporting to: TADEPA USAID Kizazi Kipya Programme Coordinator

Role and responsibilities

- Represent the CSO and coordinate with the Council Health Management Team regarding HIV and Health related activities.
- Hold monthly Coordination meetings with care and treatment Centers (CTC) in implementation area to support shared confidentiality, facilitate case conferencing, improve the bio-directional referral system, and ensure HIV Positive beneficiaries receive needed services.
- Support Early Child Development (ECD) corners at targeted health facilities, regular monitoring and supportive supervision.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVCs who miss appointments, enroll them with Kizazi Kipya project and link them back to CTCs.
• Support CCWs to conduct risk HIV risk assessments for OVC during case management, refer and link at risk OVCs to HIV Testing and Counseling (HTC)
• Schedule Sexual Reproductive Health Education outreaches to teen club and organize adolescent with high risk behaviors
• Work with OVC supporters and implementation partners HIV Curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers.
• Support CCWs to strengthen the capacity to caregivers to support HIV OVCs and ensure CCW refer HIV positive OVC and caregivers to PLHIV support groups.
• Ensure screening for care givers for depression and link them to appropriate services.
• Support the roll out of evidence based curriculums related to HIV (e.g. stepping stones Sinovuyo Teens, Sexual Reproductive Health Education, Care for Child Development etc.
• Support establishment of a bi-directional referral system to monitor beneficiaries through HIV continuum of care as well as service completion for other health and social services.
• Monitor implementation, bottlenecks, and performance metrics of bi-directional referral system; pro-actively offer solutions, conduct quarterly improvement activities and improve adjustments to improve referral outcomes.
• Coordinate Quarterly District level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented by bi-directional referral system is improved.
• Work with M&E Officer to ensure all bi-directional referral data are accurate and produced weekly, use data for decision making.
• Lead the development of service directory for Health, Nutrition, and HIV services in implementation area; update the directory at least once a year.
• Support CCWs to conduct nutrition activities, including nutrition assessment, counseling, and linkage to other nutrition service providers.
• Provide continuous supportive supervision to CCWs to ensure provision of health-related service and referrals and linkages to beneficiaries.
• Submit timely updates to the Program Coordinator for inclusion in the quarterly, semi-annual and annual reports.
• Document lessons learnt and best practices for experience sharing and replication.
• Perform any other relevant duties assigned by project leaders.

Required experience:

Education
Advanced Diploma/ Diploma in Clinical/ Public Health, Health education, Nursing, BA in social work,

Skills and Experience
• At least 3 year and above working experience.
• Experience in HIV interventions and other health services, and aware and fully knowledgeable about 90-90-90 strategies in relation to HIV
• Community health experiences and capacities and ability to work with Community Health Workers, Health Committees (villages Health committees, Ward Development committees, Health facilities committees) etc.
• Ability to build relationship with families affected by HIV/AIDS child, youth, Vulnerable Adolescent Girls/boys, community leaders and wider community
• Able to work with Health facility staff in CTC Peer Educators and empowerment Workers at different district council levels.
• Computer literacy is highly required.
• Able to relate gender norms, social, economic & culture and HIV/AIDS in addressing their challenges accordingly.
• Able to timely data collection, compilation and analysis data
• Ability to work with minimal supervision.

2. Monitoring and Evaluation Officer cum Data Manager
   Job Summary
   (1 post per district to required three (3) post)
   Roles and Responsibilities
   • Coordinate implementation and provide oversight of monitoring and evaluation activities in the supported councils, including data collection, management and reporting.
   • Perform data analysis and visualizations to promote data use at all levels.
   • Generate and contribute to quarterly or other reports as needed.
   • Support cluster M&E staff to conduct routine internal data quality assessment (DQAs)
   • Con duct regular data monitoring site visits to caseworkers, Community volunteers, review and provide feedback on caseworkers’ performance.
   • Review critically reports submitted by caseworkers and perform data verification as needed.
   • Set up and maintain data entry and management systems including applications.
   • Supervise data entry by data clerks.
   • Other tasks as assigned by Program Manager.

Requirement Education
BA demography, BA Biostatistics, B.A Health informatics, BA in Computer Science
Skills and knowledge and Monitoring and Evaluations an added advantage

Skills and Experience
• The ideal candidate will have at least 2 years experience working in Monitoring, Evaluation and Reporting.
• Proficiency with MS Excel and Word, Acess, SPSS, Epi-info
• Working Experience supporting technical or programmatic activities in orphans and vulnerable children.
• Experience in effective indicator setting for target delivery.
• Experience with DHIS2 preferred other Software a plus
• Experience with mobile Data collection
• Experience in Data collation and analysis
• Report writing and publication skills
• Excellent written, oral and presentation skills in English and Kiswahili
• Ability to work efficiently with multiple teams, partner agencies, government and community members
3. Economic Strengthening and Livelihood Officer (1 Post Per district 3 total required)

Job summary: To enable Care Giver and adolescent girls’ active participation in a market linked economic strengthening activities in order to have the financial resources to meet the needs of venerable children and adolescents.

Roles and Responsibilities

- Directly supervise Empowerment workers (EWs)
- Recruit and train EWs in the village Savings and Loan Groups (VSLGs) model and oversee EWs establishing and supporting new groups and supporting inherited VSLGs
- Ensure that EWs facilitation VSLGs to ensure that destitute household members (lower savings and interest) are able to join VSLGs.
- Ensure that VSLGs establish Community resource Mobilization Committees to map community resources for social protection
- Conduct overarching mapping of Economic strengthening service providers in implementation area.
- Work closely with TASSAF to ensure USAID Kizazi Kipya is aware of new expansion areas
- Ensure linkage and referral of TASAF beneficiaries to USAID Kizazi Kipya for screening and enrollment in their eligible care
- Roll out a Household Financial Literacy and Money Management curriculum to EWs and ensure quality roll out to VSLG members.
- Lead the creation of trade network and leading and sharing cohorts with industry types.
- Train EWs to roll out a self assessment tool with mature groups, establish relationships with pro-poor financial institutions.
- Serve as ahead for youth related activities including conducting an organizational youth assessment, implementation action items from the assessment, ensuring establishment and high quality support to in and out of school Teen Clubs, and ensuring delivery of youth focused curriculums.
- Provide continuous supportive supervision to EWs to ensure quality economic strengthening programming and to NPEs to ensure quality youth programming.
- Submit timely economic strengthening and youth update to the program coordinator for inclusion in the quarterly, semiannual and annual reports
- Document lessons learnt and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project manager

Requirement

Education
Bachelor Degree in Project Planning, Sociology, public health or other social science studies

Skills and experience

- Experience in HIV interventions and other health services.
- Community health experiences and capacities.
- Experiences in working with Household Financial Literacy and Money Management curriculum to empowerment workers EWs
• Ability of Community Health Work, Health Committees (villages Health committees, Ward Development committees, Health facilities committees) etc.
• Ability to build relationship Vulnerable segmented of population orphans, Adolescent Girls and Young Women at community levels.
• Able to work with families in economic strengthening/VSLG to OVC caring families empowerment Workers different district council levels.
• Computer literacy is highly required.
• Able to relate gender norms, social & culture and HIV/AIDS in addressing their challenges accordingly.
• Able to timely collection, compilation and analysis data as required by
• Ability to work with minimal supervision

4. Job title: DREAMS Program Coordinators (Total 2 posts)

What is DREAMS?
DREAMS stands for Determined, Resilient, Empowered, AIDS-free, Mentored and Safe. It is part of USID Pact’s Kizazi Kipya project intervention, funded by PEPFAR and USAID. DREAMS is designed to help reduce adolescents’ and families’ vulnerability to HIV, improve girls’ freedom and menstrual health, and increase girls’ knowledge to prevent behavior that may harm them. In order to achieve the intervention of DREAMS effectively, TADEPA is looking for one personnel to support in the implementation of planned activities for six months.

Job Summary: To ensure that eligible OVC services that are provided by Kizazi Kipya, through provision of regular assistance and support with homework (e.g. Home work clubs participation, receiving school uniform, books or other materials. Receive bursary, tuition, school fee or fee exemptions, provide assistance for enrollment i.e for dropouts or teen mothers
In additional, the project coordinator (focal person) is expected to coordinate all DREAMS activities under TADEPA organization AND intensively maintains smooth working relations with beneficiaries, teachers, LGAs, CCWs and other stakeholders.

Major Duties and Responsibilities
• Work closely with Local Government Authorities (LGAs), school heads, and PTAs to ensure DREAMS program is well understood and supported
• Make sure that screening and enrollment of beneficiaries exercise is done to all selected schools in collaboration with teacher, caregivers/caretakers and CCWs.
• Work with the Pact DREAMS Coordinator to facilitate the HURU training to the teachers
• Share all necessary reporting tools with schools and ensure they are completed within the agreed time period
• Visit schools in the councils for supportive supervision and monitoring the delivery of HURU lessons
• Arrange the date, time, logistics, and participate in distribution of HURU kits to the beneficiaries at the schools
• Work with CCWs to collect all necessary forms and ensure that CSO M&E staff have supported in the entering the HURU pre-/post-test data into DHSI2.
• Make sure that HURU clubs are established and supervised in the selected schools in collaboration with HURU teachers
• Visit the families of DREAMS beneficiaries to verify their existence and refer them to other Kizazi Kipya activities as necessary
• Work with M&E to enter vocational scholarship data are punched into DHSI2 and then submits these to the Pact DREAMS Coordinator for review and planning for course scheduling with VETA.
• Coordinate enrollment process of adolescents girls (15 -17) out of schools in collaboration with other stakeholders
• Work with CSO finance team to source vendors to supply the CSO procured materials for DREAMS
• Record and keep all the documentation from vendors in a safe place and forward the copies of vendor/procurement documents/forms (e.g., quotations, vendor selection, proforma& tax invoices, delivery notes, receipts) to the Pact DREAMS Coordinator
• Collect all the forms required for DREAMS material procurement and distribution from Pact DREAMS Coordinator
• Using the Pact defined process and tools for DREAMS (including packages of materials and forms), procure the CSO provided materials for DREAMS Educational Subsidy Program by school
• Arrange with the Pact DREAMS Coordinator to receive and verify materials procured by Pact, cross checking with lists of intended beneficiaries for all schools
• Collect all the signed forms from beneficiaries after they receive the educational subsidies (e.g., resolve all issues related to faults, shortage of materials)
• Through CSO M&E staff, ensure that data on service delivery is entered using the Pact DREAMS defined processes and tools as provided by the Pact DREAMS Coordinator.
• Collect success stories and reports and give them to the Kizazi Kipya program manager and other DREAMS implementing partners
• Conduct bi-weekly sessions with VETA students
• Conduct ASRH session with VETA student

**Essential knowledge, skills and experiences**
The followings essential skills are expected from the focal person for the smooth achievement of the DREAM project goal.

• Good general knowledge, excellent oral and written expression/communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
• Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries’ needs,
• Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversations,
• **Knowledge on Tanzania School Health Programme including school WASH i.e SWASH (School WASH) and (WHO) Healthy School, Healthy Community model is an added Advantage.**
Job Requirement

- B.A Degree/Diploma in Education, Development Studies, Public Health, Community health, Health Education, Community Nursing, Sociology and other related fields.
- Minimum two years relevant experience,
- Experience in working with Education and health Department in school health issues Capacity to educate WASH in school and build partnership with school leaderships including parents, school committees through community and family centered model.

5. Case Management Officer (CMO) 3 three posts one per district

Job summary:

i. To establish and ensure work relationship with District Medical Officer, Social Development Officers, Health facility staff, Community Health Workers and Livelihood volunteers in Bukoba District focusing OVC/MVC Household.

ii. Addressing challenges related to service delivery, referrals and linkages, discrimination, testing, ARV/ART adherence, sustainability, establishment of IGAs and gender norms, social & culture in relation to HIV/AIDS.

iii. Moreover, you should ensure timely collection, compilation and analysis of data as required by your work with minimal supervision.

iv. Will work as a KIZAZI KIPYA Case Management officer in relation to HIV/AIDS, Household service delivery, Referral and linkages, Economic strengthening services answerable to the Program Manager

Essential knowledge, skills and experiences

The followings essential skills are expected from the CMO for the smooth achievement of the Kizazi Kipya project goal.

- Good general knowledge, excellent oral and written expression/ communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
- Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries’ needs,
- Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversations.
- Knowledge on Tanzania Health and social and Health care systems and how to work closely with RHMT and CHMTs and other council HIV/AIDS Committees, MVCC, WDC VDC, GBV and child protection teams

Job / responsibilities

To make sure that objectives of the USAID Kizazi Kipya are met Case Management Officers (CMO) responsibilities and duties will include:
• Overseeing Case Worker Coordinators and provide overall leadership for case management activities.
• Share direct supervision responsibilities of Community Case Workers (CCWs) with Case Workers Coordinators.
• Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, and M & E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
• Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
• Conduct quality step-down trainings to Case Worker Coordinators and CCWs.
• Regularly monitor case management activities and use the information to improve case management quality and implementation.
• Ensure CCWs complete required case management forms and ensure case filling system is developed and maintained.
• Work in partnership with local government authorities as appropriate, including but not limited to District Executive Director, Council Health Management Teams, District Social Welfare Officers, and Ward level Officials.
• Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
• Map existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
• Ensure that all CCWs are oriented to the Child Protection Policy and Code of Conduct and able to take all cases of child abuse seriously as per national protocols to ensure timely reporting

Required Qualification

Bachelor Degree/ Advanced/ Post Graduate Diploma in, Sociology, Health Sciences such as Nursing, Clinical Medicine, Public health, Development studies, Health planning and administration or other social and Health science studies

6. Case Worker Coordinators (6 posts)
Answerable to the Program Manager

Job summary:

i. To establish and ensure work relationship with District Medical Officer, Social Development Officers, Health facility staff, Community Health Workers and Livelihood volunteers in Bukoba District focusing OVC/MVC Household.

ii. Addressing challenges related to service delivery, referrals and linkages, discrimination, testing, ARV/ART adherence, sustainability, establishment of IGAs and gender norms, social & culture in relation to HIV/AIDS.
Moreover, you should ensure timely collection, compilation and analysis of data as required by your work with minimal supervision.

Will work as a KIZAZI KIPYA Case management Coordinator (CMC) in relation to HIV/AIDS, Household service delivery, Referral and linkages AND Economic strengthening services

**Required Knowledge, skills and experiences**

The followings essential skills are expected from CMC n for the smooth achievement of the Kizazi Kipya project goal.

- Good general knowledge, excellent oral and written expression/communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
- Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries’ needs,
- Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversation
- Knowledge on Tanzania Health social and Health system and How to work closely with RHMT and CHMTs and other district HIV/AIDS Commitees, MVCC, WDC VDC etc.

**Job / responsibilities**

To make sure that objectives of the USAID Kizazi Kipya are met Case Management Officers (CMO) responsibilities and duties will include:

- Overseeing Case Worker Coordinators and provide overall leadership for case management activities.
- Share direct supervision responsibilities of Community Case Workers (CCWs) with Case Workers Coordinators.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, and M & E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to Case Worker Coordinators and CCWs.
- Regularly monitor case management activities and use the information to improve case management quality and implementation.
- Ensure CCWs complete required case management forms and ensure case filling system is developed and maintained.
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Director, Council Health Management Teams, District Social Welfare Officers, and Ward level Officials.
• Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
• Map existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
• Ensure that all CCWs are oriented to the Child Protection Policy and Code of Conduct: take all cases of child abuse seriously and follow national protocols to ensure timely reporting.

Required Qualification

Bachelor Degree/ Advanced/ Post Graduate Diploma in , Sociology, Health Sciences such as Nursing, Clinical Medicine, Public health, Development studies, Health planning and administration or other social and Health science studies.

Accountant cum Financial Manager( required two posts)

Job purpose summary: To maintain TADEPA’s financial administration and management at regulated standards in order to enable the organization to attain its mission, goals and objective with great emphasis on proper accountability.

To be responsible for the effective application of accounting policies and practices and enforcement of financial reporting systems and internal financial control procedures across organization and Kizazi Kipya programme.

Essential knowledge, skills and experiences

The followings essential skills are expected from the Accountant cum financial manager for the smooth achievement of the TADEPA and Kizazi Kipya project goal.

• At least 2 years working experience in accounting section is required
• As finance and Administrator will be also responsible to undertake resource management [both Material and Human Management issues] and building good relationship among staff within the organization and out of the organization.

Roles and Responsibilities

Among other the following are duties and responsibilities of Accountant cum financial manager:

• Working with a team in financial management/accounts section to record daily financial transactions of TADEPA:
• Facilitate Budget and planning, Budget follow up as per cost allocation, Liquidation, financial reporting Risk and fraud internal control and detection for appropriate
• To maintain and update and reliable cash and bank books, floats register, bank reconciliation and monthly cash counts.
• Preparation of monthly accounts, ledger, payroll and reconciliation statements.
• Producing monthly financial reports and submitting other reports as requested for aspects of the program.
• Monitoring and supervising finance and Procurement office to adhere with procedures and regulations in all financial matters.
- Foreseen budget allocation, budget reviews (budget monitoring/ follow up) and advising Programme Team accordingly.
- Payment of Statutory deduction(NSSF,PAYE) and remit timely and appropriately to responsible Authorities
- Preparation of financial reports as per Donors Requirements and Auditing purposes
- To maintain a data base of all records related to financial matters of the project

**Required Qualification**

- Bachelor Degree/ Advanced/ Post Graduate Diploma in accountancy, Finance or Business Administration
- Computer literacy
- With skill and Knowledge on computerised Account packages
- Self – development skills (interest in increasing career skills / knowledge of development and health sectors
- Ability to deal with multi-task
- Good presentation skills and Public relation for organisation good image

7. **Project Coordinator Kizazi Kipya one post (Bukoba DC)**

**Job summary:** To effectively and efficiently facilitate the running of USAID Kizazi Kipya Programme through proper coordination of all Kizazi Kipya team in Bukoba DC including, Health HIV officer, M&E cum data Manager, CMO, CMC, Economic Strengthening and Livelihood Officer and Accountant with special emphasis in enabling TADEPA to achieve the set USAID Kizazi Kipya mission, goals and objectives and targets

**Required Knowledge, skills and experiences**

The followings essential skills are expected from for the smooth achievement of the USAID Kizazi Kipya project goal.

- At least 5-10 years working experience in project planning, management and coordination sections.
- As overall coordinator will be also responsible to undertake resource management both [Material and Human Management issues] and building good relationship among staff within the organization and wider community outside of the organization
- Experience in organizing and managing HIV/AIDS and other community based health care and development programmes Strong managerial skills, Strong interpersonal skills, Strong capacity building skills Strong ability to establish and maintain stakeholder relationships and experience in using action learning research
- Good general knowledge, excellent oral and written expression/ communication, interpersonal skills, patience and courtesy and a very wide range of more specific behavioral skills,
- Attention to the person, interaction, ability to transmit information, plus keen organizational sensitivity are required to understand quickly the beneficiaries’ needs,
- Good skill in organizing and facilitating user friendly training sessions, meetings, dialogues and conversation

**Knowledge on Tanzania Health social and Health system and How to work closely with RHMT and CHMTs and other district HIV/AIDS Commites, MVCC, WDC VD**
Job / responsibilities

To make sure that objectives of the USAID Kizazi Kipy are met Coordinator’s responsibilities and duties will include:

- Overseeing all Kizazi Kipy Programme Team member on day- to day basis
- Coordinate and provide overall leadership for Kizazi Kipy Activities in Bukoba DC
- Share direct supervision and responsibilities of Kizazi Kipy Bukoba Dc Programme officers
- Facilitated development of monthly and weekly activity plans per each programme officer
- Review and approve pre- implementation / note and action plans and cash request plans for all programme officer
- Receive and review and approve all field activity implementation Narrative report
- Organized and chair daily, weekly and monthly Kizazi Kipy review meetings for ongoing planning.
- Inquire and collect all programme periodic reports from programme officers for compilation of one report for onward dissemination to the responsible authorities
- Make a follow –up and evaluate all of field activities through Schedule and Surprise visits
- Provide technical assistance, supportive supervision to all staff and community stakeholders
- Identify and develop and maintain relationships by ensuring regular engagement and coordination, with key strategic partners in Government sector, service providers, civil society, media etc
- Together with the managed and Account section plan conduct budget follow up expenditures control according to donor guideline and TADEPA financial policy
- Together with program team conduct project mid and annual evaluation.

Required Qualification

Bachelor Degree Diploma in, Sociology, Community development, Health Sciences, Public health, Development studies, Health planning and administration or other social and Health science studies, Public Admistration, Human Resources

How to submit your application

Interested Applicants who feel that meet requirements as stated in each post, please apply send / submit your Application to:
TADEPA Executive Director
P.O.Box 1603 Bukoba
Email: tadepaprog@gmail.com
: tadepakahamaorg@gmail.com

(Submit only covering letter and a CV and copies of certificates [All hard copies and soft copies are accepted])

Indicate in your application on what post your applying as we have different post to avoid mixed application and confusion.

The Application should be submitted before 14th 09/ 2019 which will be a
Closing date for the application.
ONLY SHORTLISTED CANDIDATES WILL BE CALL FOR INTERVIEWS WITHIN ONE WEEK OF DEADLINE.