



## NEW JOB ADVERTISEMENT

### Introduction

Rafiki Social Development Organization is a development and advocacy Non-Governmental and Non-profit making Organization working with Children, Youth, Marginalized and Vulnerable groups, families and their communities to reach their full potential by advocating for their rights and tackling the causes of poverty and injustice. The Organization was established in January 2005 and registered under the NGO Act of 2002, issued with a registration number No.00NGO/00006336 to operate in Tanzania Mainland.

Currently Rafiki-SDO is implementing projects in 5 regions and 14 Councils in Tanzania mainland including Shinyanga, Geita, Kigoma, Rukwa, and Mara regions and funded by different donors.

Since 2009, Rafiki-SDO has been working to improve access of youth friendly services and reproductive health services targeting youth and adolescents in school settings, community members and key and vulnerable population whilst promoting child protection, child participation in matters that affect their life, livelihood strengthening, and social behavioural change communication awareness to communities. Rafiki-SDO facilitates positive parenting skills education, prevention of HIV/AIDS through promoting of HIV testing referrals and linkage to services including health and social welfare.

Rafiki-SDO Headquarter Shinyanga wishes to recruit qualified, experienced, motivated and dynamic individuals to facilitate smooth implementation of EpiC project which is funded by USAID through FHI360 in Shinyanga Municipal Council and Shinyanga District Council with the aim of address critical gaps and bottlenecks in the response to HIV among key and vulnerable populations (KVP) and adolescent girls and young women (AGYW). Positions are as follows:-

### Job Title: DREAMS PO - (1 Post)

**Office location:** Shinyanga region

**Job location:** Shinyanga Municipal Council

**Reporting to:** Program Manager

**Duration:** 1year /renewable (full time)

**Salary:** Attractive package

### Key responsibilities

- Oversee the design and roll-out of a DREAMS package of services for AGYW (may include Stepping Stones Curriculum, health service demand creation activities including HIV testing and counseling and linkage to care, creation of safe spaces, GBV screening, scale-up of adolescent-friendly health services, support for economic strengthening activities and roll-out of parenting curricula, etc.).
- Implement use of a vulnerability index to understand risks of AGYW; utilize mapping tools to understand HIV acquisition among AGYW.

- Lead efforts to strengthen quality of demand generation and service provision for AGYW.
- Ensure that project strategies and activities addressing youth are evidence-based and in line with state-of-the-art, globally recognized best practices; as well as aligned with GoT, PEPFAR and EpiC standards, protocols and guidelines.
- Ensure that the project engages youth in all stages of the project to promote youth leadership and ensure that youth perspectives are taken into consideration.
- Promote integration across a range of services for youth to take a holistic, family-centered approach to improving their wellbeing.
- Ensure all youth-focused strategies are gender-sensitive and promote equitable programming.
- Liaise with GoT counterparts, service providers and stakeholders to ensure activities are well-coordinated with other national and regional programs.
- Work closely with the project M&E team to ensure regular updates of the DREAMS tracker and accurate and timely reporting.
- Ensure timely reporting and documentation of results from the DREAMS implementation in collaboration with M&E team with focus on accurate data for timely entry in the DAMES system.
- Foster collaboration with partners and district DREAMS coordination teams and local ~~gammata~~ authority.
- Strengthen referral and linkages between health facility and community service delivery points for AGYW and partners
- Engage in community Quality Improvement teams to support implementation of AGYW risk reduction plans in identified communities
- Participate in partner coordination in the district through monthly meetings and joint field activities
- Timely submit activity progress reports on monthly and quarterly basis to Program manager
- Document project success stories and case studies for sharing with a wider audience.
- Perform any other duties assigned by the supervisor

#### **Required skills and experience:**

- Bachelor's Degree in Social Science, Youth Development, Health system with 3 years' experience in provision of PEPFAR DREAMS services to AGYW at community level.
- Experience working with AGYW aged 15-24 years; familiarity with evidenced-based strategies for reducing their vulnerability and providing targeted services; familiarity with the PEPFAR DREAMS package of services.
- Knowledge of health and development programs in Tanzania including familiarity with the national youth guidelines, standards and protocols. Familiarity with Tanzania public health sector at multiple levels; experience working with GoT stakeholders.
- Experience in programs serving KVP and AGYW. Demonstrated cultural sensitivity and sound understanding of the needs of vulnerable youth.
- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- Excellent written and oral communication and presentation skills in English and Kiswahili.
- Computer literacy is highly required ie word, excel, internet, power point.

**Job Title: Biomedical Technical Officer - (1 POST)**

**Office location:** Shinyanga region

**Work station:** Shinyanga District Council

**Reporting to:** Program Manager

**Duration:** 1 Year /renewable (full time)

**Salary:** Attractive package

The incumbent will be responsible to coordinate the implementation of Epic project activities in Shinyanga MC

& Shinyanga DC. S/He will work closely with R/CHMTS, Rafiki-SDO and Fhi360 team to ensure high quality CBHTC+, HIVST, PrEP and index testing services (HIV counseling and testing, family planning services, screening and referral for STIs, gender-based violence, TB, alcohol and drug use, linkages and adherence support for HP care and treatment to clients in their assigned region.

**Responsibilities: Planning:**

- Work with Rafiki-SDO and Fhi360 regional team to develop regional level activities to be included in the EpiC Annual Work plan.
- Liaise with peer educators to map hotspots and develop a directory of all hotspots where beneficiaries are found at the district level
- Conduct weekly review of the list of indexes developed by service providers and ensure all the providers conducting index testing have a useable index list
- With the close support from Rafiki-SDO manager and Fhi-360 Biomedical Technical Officer and selected CHMT members, lead the district team to develop monthly Operational Plans/Route plans and monthly budget
- Proactively participate in the Comprehensive Council Health Plans (CCHP) meetings and ensure EpiC activities are included in the respective CCHP

**Coordination and Supervision;**

- Liaise with the DMO office to obtain the list of Government and Non-government Nurse Counselors to provide biomedical services at the community level in the respective district
- Organize the training/orientation to selected government and non-government providers to be engaged in EpiC project activities and maintain the list of Service Providers working with EpiC.
- Liaise with DACC and the DMO office to obtain commodities, supplies and government registers for HTS and family planning services
- Supervise the district team and ensure monthly planned activities implemented and all Service Providers are reaching their daily and monthly targets. Provide technical support and mentorship

to the team to ensure they meet standard of performance as per the government guidelines and project SOPs

- Work closely with the Biomedical Technical Officer and CHMT members to conduct joint supportive field supervision at the district level and ensure the outcomes of the visits clearly documented and recommendations implemented.
- Jointly work with facility implementing partners at the district level to develop a sound referral network from the community to facility and facility to community to ensure all clients identified at the community level linked to facility and all LTFU clients from the facility are traced and linked back to treatment.
- Liaise with LGA, Implementing Partners and other stakeholders and attend meetings as the representative of EpiC project at the district level.

#### **Reporting:**

- Ensure all service providers are properly filling government registers as per the SOPs
- Ensure district service providers are reporting their daily performance through agreed channels.
- Prepare and submit monthly reports to the LGAs and ensure all the filled registers are kept at the facility level
- Participate in biweekly data review meetings with Facility Partners
- Develop monthly, Quarterly and Annual reports

#### **Qualifications and experience:**

- Clinical degree (nurse, physician) with 3 to 5 years in provision of community-based biomedical and demand generation services to KVP and AGYW
- Knowledge of health and development programs in Tanzania including familiarity with relevant national guidelines, standards and protocols. Familiarity with the public health sector at regional, district and council level and experience working with these teams.
- Experience implementing HIV/AIDS programs at community level in Tanzania; familiarity and experience with USAID/PEPFAR-funded programs.
- Experience in programs serving KVP and AGYW. Demonstrated cultural sensitivity and sound understanding of the needs of KVP and AGYW.

- Ability to manage tight deadlines and deliver high volumes of work with minimal supervision.
- High degree of proficiency in written and spoken English communication.
- Well-developed computer skills

### **Working Experience:**

- At least 3 years demonstrated experience working in areas of biomedical HIV prevention including for KVP: HIV care and treatment (required), HIV counseling and testing services, and Sexual Reproductive Health (SRH).

### **Job Title: Data Clerk - (2 Post)**

**Office location:** Shinyanga region

**Job location:** Shinyanga District Council& Shinyanga Municipal

**Reporting to:** Program Manager

**Duration:** 12 Months /renewable (full time)

**Salary:** Attractive package

Data Clerk Providing technical support and oversight to the implementation of community-based activities for all details obtained from KVP and AGYW in the district, including the details and data from community-based HIV testing and counseling (CBHTC), pre-exposure prophylaxis (PrEP), HIV self-testing (HIVST), linkage to care, family planning (FP), services for gender-based violence (GBV) victims, and sexually transmitted infection (STI) screening. Working closely with data manager and all other technical staffs for making sure that each data from all project interventions is entered in the system

### **Responsibilities**

- Enter data, run output reports from data bases and cross-check with data sources to make sure that data are accurate.
- Assist the data manager in keeping records of all the forms collected from field activities file completed forms in organized manner Enter data, run output reports from data bases and cross- check with data sources to make sure that data are accurate.
- Ensure all data are routinely entered into the data base and updated
- Ensuring data quality through reviewing of all data collection forms submitted to the office by field officers and other data collectors particularly, health unit's staff, CHWs and identifying the errors and working with data collectors to ensure that the errors are timely addressed.
- Ensuring data and field level are collected according to EpiC guidelines, well kept at all levels, analyzed and results shared with data manager.
- Conducting data verification and periodic data audits to ensure data quality at all times

## **Required Qualifications**

- Certificate, Diploma, or Degree in Information Technology, health information and statistics
- Additional training in Monitoring and Evaluation, community mobilization, counseling is of added advantages.

## **Required experience:**

- Experience in HIV Prevention, Care and Treatment Programming.
- Community health experiences and capacities.
- Ability of Community Health Work, Health Committees (villages Health committees, Ward Development committees, Health facilities committees) etc.
- Ability to build relationship with Key Vulnerable Populations (KVP) groups at community levels.
- Able to work with Health staff at different district council levels.
- Computer literacy is highly required.
- Able to timely collect, compilation and data analysis as required by the EpiC.
- Ability to work with minimal supervision.

## **HOW TO APPLY:**

If you believe you are the ideal person we are looking for, please submit your application letter to Executive Director, Rafiki-SDO, P.O.BOX 2078, SHINYANGA. Describing why you are the right candidate for this position, curriculum vitae detailing your experience, copy of educational certificates and three (3) professional referees from previous and current place of employment. Please send the application to [ajira@rafikisdo.or.tz](mailto:ajira@rafikisdo.or.tz), via Postal or by hand at Rafiki-SDO Shinyanga, Ndembezi ward near Ngokolo RC church.

**NOTE: For those who applying through email, should indicate the position title in email subject line.** Rafiki-SDO will review the applications sent to the official e-mail address, Postal and application which will be submitted to Rafiki-SDO office. The closing date for the applications will be **Wednesday, 14 September, 2022, 17:00 PM.**

*Rafiki-SDO will not refund any costs incurred by any applicant in preparation for this application. This includes, but is not limited to, costs for submitting an application and other communications related to the application. Rafiki-SDO will inform only those successful candidates. Consider your application unsuccessful if you do not hear back from Rafiki-SDO two weeks from the date of release of this Job advert. Thank you for your interest in Rafiki-SDO work in Tanzania and for supporting national initiatives to saving lives and improve health for people affected by poverty or disaster so they can reach their full potential.*

**Only shortlisted candidates will be contacted**

**To learn more about Rafiki-SDO visit:** [www.rafikisdo.or.tz](http://www.rafikisdo.or.tz)