



Community Concern of Orphans and Development Association (COCODA) is a non-governmental organization established in 2000. COCODA's establishment as its name suggests, resulted from intensifying concern among community members in Njombe over the surging number of orphans, mainly consequently to swelling amount of people infected by HIV and dying from AIDS, majority being adults leaving behind young children without parents. This trend had a negative impact on social and economic development. Hence COCODA envisioned to offer effective response to the situation through providing education to local community on HIV/ AIDS, supporting orphans and most vulnerable children, providing vocational skills to youth and establishment of small-scale income generating groups for community sustainable economy.

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control. It is led by FHI 360 as prime and has a five-year period of performance from April 15, 2019 to April 14, 2024.

EpiC provides strategic technical assistance (TA) and direct service delivery to break through barriers to 95-95-95 and improve HIV case-finding, prevention and linkage to treatment among key and priority populations (PP). In Njombe region the project is implemented by COCODA in 5 councils (Njombe TC, Njombe DC, Makambako TC, Wanging'ombe DC and Ludewa DC) to address critical gaps and bottlenecks in the response to HIV among key and vulnerable populations (KVP) and adolescent girls and young women (AGYW). The EpiC project works closely with the Government of Tanzania (GoT) at national and sub-national levels to deliver HIV and other services tailored to the needs of these groups.

COCODA invites competent and motivated applicant to apply for the following position below;

1. JOB TITLE: Deputy Project Manager: 1 Position

Location: Njombe Region

Report to: Project Manager

Position Description:

Deputy Project Manager will oversee all project activities and deliverables; will help the program staff to understand the program description and required deliverables, monitor program performance and advice on strategic direction for project implementation. This position also will work closely with LGAs and make sure there is good cooperation with Government.

Roles and Responsibilities:

- To participate in the Comprehensive Council Health Plans (CCHP) meetings and ensure USAID EpiC activities are included in the respective CCHP.
- Liaise with Biomedical officers and Community Engagement Officers to map hot spots and develop a directory of all hot spots where beneficiaries are found at the council level.
- Work closed with biomedical officers on conduct weekly review of the list of index developed by service providers and ensures all the providers conduct index testing services with fidelity (index sexual Partners/ contacts elicitation and tracing)
- He/she will be responsible to liaise with DMOs office to secure Government biomedical providers who will provide biomedical services at the community level respectively.
- Work closely with Project Manager to lead and direct technical and administrative project team.
- Execute and monitor project activities.
- Manage changes to scope, cost and schedule of project work.
- Coordinate priorities and resources of the projects activities
- Prepare and update project plans and status reports.
- Supervise bio medical officers and ensure monthly planned activities are implemented and reaching their allotted targets with fidelity.
- Coordinate cross-functional meetings of personnel related to project.
- Facilitate sessions to effectively resolve issues if any.
- Allocate appropriate resources to ensure projects are completed within given time and budget.
- Report status, develop project-related documentation and implement lessons learned.
- Participate in project performance review meetings and discussions.
- Review compiled monthly and quarterly report from project staff and submits to Project Manager.

- Performance other duties as assigned by supervise

Required Qualifications:

- Clinical degree (nurse, physician), Bachelor degree in Sociology, Community development, Project Management or Public Administration with 3 to 5 years in provision of community-based biomedical land demand generation services to KVP and AGYW
- Knowledge on management 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 the steams
- Experience on managing HIV/AIDS programs at community level in Tanzania; familiarity and experience with USAID/PEPFAR-funded programs
- Experience in managing 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

2. JOB TITLE: Biomedical Technical Officer (BTO) 2 Positions

Location: 1 Njombe Region, 1 Mtwara Region

Reports to: Program Manager

Position Description:

Biomedical Technical Officer (BTO) will be responsible to coordinate the implementation of EPIC Project biomedical services to the assigned council. He/she will work closely with EpiC Central team, RHMT and CHMT to ensure provision of high quality biomedical services including HIVST, PrEP, HTS, Family planning, Screening and referral for STIs, Gender Based Violence and TB. Also, in coordinating linkages and adherence support for HIV care and treatment to clients in their assigned council

Roles and Responsibilities:

Planning:

- To participate in the Comprehensive Council Health Plans (CCHP) meetings and ensure EPIC activities are included in the respective CCHP.
- Liaise with Community Engagement Officers to map hotspots and develop a directory of all hotspots where beneficiaries are found at the council level.

- Conduct weekly review of the list of index sources developed by service providers and ensure all the providers conduct ethical and safe index testing services

Coordination and Supervision:

- With support from the Project Manager he/she will be responsible to liaise with DMOs office to secure Government biomedical providers who will provide biomedical services at the community level
- Actively participate into development of monthly operation plans in close collaboration with community engagement officers for targeted and focused HTS outreaches to the mapped hotspot areas and reach KVPs
- Assist in organizing training/orientation to biomedical providers to be engaged in EPIC monthly operation plans and maintain the list of Service Providers working with EPIC project.
- Monitor and coordinate community-facility referral and linkages services for health-related services including care and treatment, Family planning, STI & TB screening and treatment, and GBV services
- Liaise with DACC and the DMO office to obtain commodities, supplies and government M&E Tools for Biomedical services.
- Supervise biomedical providers and ensure monthly planned activities are implemented and all Service Providers are reaching their allotted targets with fidelity.
- Provide technical support and mentorship to the biomedical services providers within the assigned districts in order to ensure they meet standard of performance as per the government guidelines and project SOPs
- Work closely with the CHMT members in performance monitoring, joint supportive field supervision at the site/council level and ensure the outcomes of the visits clearly documented and recommendations implemented.
- Jointly work with facility implementing partners at the council level to develop a sound Bi-directional referral network
- Ensure all service providers properly fill all required National and Project M&E tools and timely submission of service reports appropriately, including monthly summary reports to the catchment health facilities.
- Ensure council service providers are reporting their daily performance through WhatsApp groups and other agreed channels for real time data.
- Develop and timely share daily/weekly updates and monthly reports for all biomedical services

Qualification and experience

- At least 2-5 years' experience working in KVP-focused, HIV/AIDS Community projects.
- A certified clinician/nurse officer with good experience in HIV/AIDS programs, a sounding knowledge on HIV/AIDS care and treatment.
- Possessing a medical degree will be an added advantage.

- A good team player with demonstrated skills and experience in leading and coaching the team.
- Ability to network and maintain professional relationship with the LGAs and other stakeholders at the Council level.
- Excellent written, presentation, communication and organizational skills in both English and Kiswahili
- Good understanding of council level healthcare system
- Flexible to work beyond normal working hours.

3. JOB TITLE: Case Management Officer – 1 Position

Location: Mtwara Region

Reports to: Program Manager

Position Description:

The Case Manager will work with Community technical officer and biomedical officers to implement HIV prevention program targeting population at risk in the region. He/she will work with team to reach, serve and maintain Key and Vulnerable population, s/he will monitor the implementation of case linkages during the process of pre counselling, post counselling as well as linkages of positive diagnosed KVP to care and treatment Centre. Will monitor all activities related to community ART initiation, case retention to care of all identified, diagnosed HIV positive clients as well as returning to care of all clients who missed appointment and lost to follow. She/he will be responsible in making sure that all Navigation process are well established, conducted and maintained according to Care and treatment standards. He/she will play a key role in ensuring that client centred approach is well observed and adhered during service provision to KVP positive clients. He/she will make sure KVP HIV positive clients are linked to structural intervention for economic strengthening activities and managing gender issues. She/he will also play a crucial role in supervising and building the capacity of Peer navigators of key and vulnerable population through conducting progress review meetings in monthly basis. She/he will be coordinate the case management team with health facilities and community for continuum of care. Also, will be responsible in monitoring Gender based/Intimate partners Violence cases includes status of referral and linkages.

Job details

- Liaise with Districts Community-Based HIV coordinator (DCBHCO)
- Liaise with facilities and peer navigators for enrolment of clients from the community
- Liaise with facilities for retention of clients on ART and provide feedback to facilities
- Manage Client Appointment and ART Refill
- Manage and Track clients with Missed appointment
- Support community-based ART services by managing appointments for refills

- Manage lost to follow clients and return to care
- Provide mentorship to peer navigators
- Act as a link between peer navigators and facilities
- Supervise peer navigation teams
- Facilitate post GBV linkages and track feedback for GBV survivors
- Tracking and reporting of all completed and non-completed referrals (GBV, STI, HTS AGYW, FP etc)
- Daily follow up on cases management by the team, from each service delivery point in close relationship with Biomedical field officer
- Reconcile and compile data into the regional tracking register and the regional partner listing and outcome register, and maintain it on weekly basis
- Follow up on all open cases who do not have an outcome yet and ensure that all escorted / tracked beneficiaries receive an outcome
- Conduct sites visits for at least 70% of the time
- Working with Data manager/M&E Officer to report tracking and partner listing and outcome data to the MER team in the region using referral from stubs
- Prepare weekly and monthly reports related to tracking services and partner notification and success stories, as needed
- Participate in meetings at CSO level and related CHMTs meetings
- Document best practices for linkage for KVP
- Perform other duties as assigned by line manager

Qualifications and experience

- Diploma or bachelor's degree in clinical management, nursing, social work, counselling and psychology
- At least one-year experience in case management for community-based HIV services.
- Prior experience in working with literate and non-literate audiences; experience in participatory methods
- Experience on KVP program is an added advantage
- Experience in supervising a field team

4. JOB TITLE: Community Engagement Officer (CEO): 1 Positions

Location: 1 Mtwara Region

Reports to: Program Manager

Position Description

The Community Engagement Officer under COCODA Tanzania will work in collaboration with Biomedical technical officer at regional levels and community in respective Council to implement HIV prevention program targeting population at risk, Vulnerable Adolescent Girls

and Young women, female sex workers (FSW) and Men who have Sex with Men (MSM), s/he will monitor the implementation of the SBCC, structural and gender activities in compliance with the overall regional work plan. S/he will play a key role in ensuring that the Community activities (SBCC, structural and gender activities) are conducted according to the National standards and EpiC standard operating procedures, and that beneficiaries receive quality services; s/he will also play a crucial role in supervising and building the capacity of Peer Educators, Navigators and mobilizers for effective and efficiently implementation of activities during outreach activities (mobile testing and moonlight approaches) for HTS provision. She will be managing all community activities through conducting progress review meetings in monthly basis with all peers (educators, mobilizes, navigators) and health care providers. She/he will be coordinating the case management team with health facilities and community for continuum of care. Also, will be responsible in monitoring Gender based/Intimate partners Violence cases includes status of referral and linkages. The Community Engagement Officer will report to the CSO Program Manager.

Job Details

- Supervising and Managing all peers (educators, mobilizers, navigators), by making sure community activities are well planned and implemented to facilitate Comprehensive HIV service provision (HTS, PrEP, HIVST, TB, GBV and Family planning)
- Supervision of HTS service including mobile testing, self-testing and index testing to reach key population
- Supporting AGYW/FSW/ Peer (Educators mobilizers, navigators) to roll out SBCC Training among AGYW/FSW/ in respective community
- Supporting Peer (educators, mobilizers, navigators) during Community works including demand creation, group education, individual education, outreach services for bot moonlight and mobile testing and client's referrals and linkages
- Supervising and supporting formation of PrEP groups in the project by making sure groups are managed by the team members for sustainability in working area.
- Supervising and monitoring community activities includes SBCC activities to ensure Peer (educators, mobilizers, navigators) have all required tools etc.
- Work in collaborative with LGAs in managing community engagement portfolio
- Coordinate and support the Peers (educators, mobilizers, navigators) to implement and monitor the timely implementation of comprehensive HIV services and provision of friendly services to all KVP clients
- Manage peer educators and peer navigator to ensure proper planning and implementation of community engagement related activities like demand creation, group, and individual education sessions
- Support PEs to ensure that vulnerability index tool administered and filed for all AGYW enrolled in the project.
- Support establishment of case management team in conjunction with health facility
- Work with project and district officials to facilitate community engagement trainings to, peer educators and navigators and other relevant training required

- Support integration of HTS with other biomedical and behavioural intervention to key population

B: Networking

- Establish effective work relationship with other stakeholders and CHMT partners on program activities
- Work with Peers (educators, mobilizers, navigators) to identify and link KVP clients to other implementing partners for psychosocial support.
- Work collaboratively with other project team members to ensure necessary program planning, development, and management activities function smoothly and efficiently and in an integrated manner

C: Monitoring, Evaluation, Learning, and Reporting

- Prepare monthly and weekly route plan for the project to reach targeted population. Prepare document experiences, briefs, and success stories
- Monitor Peers (educators, mobilizers, navigators) and Providers implement plans and progress of community engagement portfolio as per project targets
- Provide weekly update and monthly report to Program Manager.
- Conducting weekly performance for Peer (educators, mobilizers, navigators) to assess performance and share area of improvement
- Working closely with the Data Manager to evaluate data and program progress.
- Conducting monthly meetings with Providers, Peer (educators, mobilizers, navigators) to share progress in a specific month and plan for the next month

Required Qualifications:

- Medical degree holders with 3 to 5 years of relevant experience working with KVP groups at the community level; or Bachelor' degree in public health, social work, Community Development, Sociology or other related degree required, 3 to 5 years of relevant experience working with KVP at the community level.
- Knowledge of health and development programs in Tanzania including familiarity with the national KVP, youth and gender guidelines, standards and protocols.
- Experience in programs serving KVP and addressing gender norms, demonstrated cultural sensitivity and sound understanding of the needs of KVP and other vulnerable groups.
- Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
- 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.

5. JOB TITLE: Data Officer: 2 Positions

Reports to: M&E officer

Location: 1 Njombe Region, 1 Mtwara Region

Roles & Responsibilities

The data clerks will be expected to perform the following data duties;

- Enter all Community engagement and biomedical data on a program database on daily bases.
- Ensure that all files are arranged in a convenient system so that they can be retrieved quickly.
- Master all M&E tools and provide orientation to project staff for proper data monitoring to ensure good quality data are collected
- Provide on job training on data management to Peer Educators and Providers
- Ensure that files and other documents are stored safely and well arranged in an organized manner.
- Ensure that data room is always clean and free of dust and other harmful materials.
- Coordinate with M & E Officer to ensure the quality of data.
- Prepare and send appropriate data reports to USAID EPIC regional office as per official requirements.
- Receive data tools from Peer Educators and Health providers for proper compilation, organization and storage.

Qualification and experience

- Degree/diploma in records management/or any related field.
- Proven experiences as data entry clerk.
- Fast typing skills.
- Excellent knowledge of word processing tools and spreadsheet (MS Office Excel, Word etc.)
- Basic understanding of databases.
- High level of confidentiality.
- Organizational skills.

HOW TO APPLY

Candidates are required to mention the '**Position Title**' on the subject line of the e-mail. All applicants **MUST** attach cover letter and their updated Curriculum Vitae with certified copies of academic certificates as supporting documents to their applications. All applications should be submitted not later than **16:00 Pm**

on **19th September 2022** by email, to: hr@cocoda.or.tz

Only short-listed applicants will be contacted.

Warning: Please avoid deception agents, COCODA charges no cost for any job position advertised. COCODA enhances equal opportunity to all qualified candidates.