

Employment Opportunities

Background

The International Training and Education Center for Health (I-TECH) is a center in the University of Washington's Department of Global Health that works in partnership with the University of California, San Francisco. I-TECH has projects in more than 20 countries, and its worldwide staff work with local ministries of health, universities, non-governmental organizations, medical facilities, and other partners to support efficient, well-ordered health care systems that provide high quality care to all citizens.

In recent years Tanzania has made significant progress in the fight against the HIV epidemic. The Government of Tanzania is working towards the UNAIDS 90-90-90 targets to HIV achieve epidemic control. These targets aim to have 90% of PLHIV know their status, 90% of PLHIV who know their status are on ART, and 90% of those on ART are virally suppressed.

In October 2016, the Government of Tanzania adopted the World Health Organization's (WHO) "Treat All" recommendations. Coupled with the Government of Tanzania's acceptance of the UNAIDS 90-90-90 targets, this represents a significant commitment to the fight against HIV in Tanzania. To operationalize these recommendations, the government of Tanzania with the technical assistance from I-TECH is implementing Differentiated Service Delivery Models (DSDMs) for HIV care. DSDMs is a client-centred HIV care, based on the International AIDS Society Decision Framework, aim to improve quality of HIV services while reducing the burden on the health system.

I-TECH Tanzania is inviting interested highly qualified Tanzanians to fill in the following short-term contracts (6 months April-September 2019) to based in Dar es Salaam with 50% local travel time and requiring early morning/evening conference calls with colleagues across multiple time zones, including with colleagues in Seattle (USA):

Job Title: DSDMs Technical Advisor
Reports to: Country Representative

The DSDMs Technical Advisor is the implementation lead for DSDMs project in the I-TECH Tanzania Country Office. **The DSDMs Technical Advisor** is responsible for ensuring the overall quality, accuracy, and timeliness of activities associated with this technical area. **The DSDMs Technical Advisor** will be supervised by the **Country Representative** and will work in close collaboration with other technical team members in Tanzania and at headquarters.

Responsibilities

The DSDMs Technical Advisor will be responsible for the followings:

Technical Assistance, Collaboration, and Support (60%)

- Support the Country Representative in implementing program activities in collaboration with Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Centers for Disease Control and Prevention (CDC), Funder and other Implementing Partners
- Provide technical assistance to the MOHCDGEC, CDC, and other stakeholders on DSDMs approaches in Tanzania
- Represent I-TECH at technical meetings and consultative meetings with key experts in DSDMs, IPs, CSOs, PLHIVs and other stakeholders working or piloting different service delivery models in their respective working stations, facilities, districts and regions
- Revise training manuals, slides, and other materials and tools
- Lead trainings covering topics related to HIV testing and treatment, DSDMs, TB/HIV and PMTCT services

- Provide technical support and follow-up to R/CHMTs, IPs and health facilities implementing differentiated HTS, ART, TB/HIV and PMTCT services
- Provide ongoing mentoring and supportive supervision for differentiated HTS, ART, TB/HIV and PMTCT services to R/CHMTs and HCPs
- Use data collection tools for health facility assessments and qualitative interviews, in collaboration with monitoring and evaluation (M&E) team
- Collect HIV relate data, and summarize results; including desk reviews of relevant national and international HIV policy and standard of care documents, health facility assessments
- Write technical reports

Program Management (20%)

- Plan, organize, and implement high-quality project activities in a timely and on-budget manner
- Proactively collaborate with the MOHCDGEC, the CDC, and other stakeholders to implement project activities
- Develop annual project work plan following consultations with I-TECH colleagues, MOHCDGEC, CDC, and other stakeholders/donors
- Maintain up-to-date knowledge regarding DSDMs, and HIV treatment approaches worldwide and in Tanzania and ensures project activities' relevance in light of the strategic direction for achieving 90-90-90 targets and Treat all as communicated by MOHCDGEC, CDC, and other stakeholders/donors.

Reporting (10%)

- Develop reports to I-TECH headquarters and funders in collaboration with the M&E team and Senior Program Specialist
- Respond to ad-hoc reporting requests from funders and stakeholders

Budget Management (5%)

- Assist the Country Representative in annual budget development for the DSDMs, projects
- Implement DSDMs project activities based on the agreed upon activity budget and the most recent forecast based on USG funding requirements for allowable, allocable and reasonable costs associated with the project
- Review monthly DSDMs expenditure report for overall accuracy and allocation; note any corrections and changes to the forecast budget for follow-up by the finance team
- Discuss monthly with the Country Representative/Senior Program Manager and Senior Program Specialist any needed budget reprogramming

Other duties as assigned (5%)

Perform other duties as assigned by the I-TECH Tanzania Country Representative.

Required Qualifications

- Master's Degree or higher in Medicine, public health or other related field or a clinical degree with at least 5 years of experience in clinical medicine and/or public health program implementation
- Demonstrated strong writing skills (writing sample required)
- Demonstrated clear and concise persuasive oral presentation skills
- Experience collecting and analyzing qualitative and quantitative data
- Demonstrated ability to communicate with colleagues from a variety of backgrounds, in a

respectful and diplomatic manner

- Ability to work effectively in a fast-paced, politically complex, multi-cultural environment where priorities change frequently
- Strong organizational skills, detail-oriented, and sensitive to confidential information
- Proficiency in Microsoft Office suite (Word, Excel, and PowerPoint)
- Fluency in English

Preferred Qualifications

- Extensive knowledge of DSDMs, ART, PMTCT, TB/HIV, and other HIV testing and treatment approaches in Tanzania or other East and/or Sub-Saharan African countries.
- Extensive clinical experience in ART PMTCT and TB/HIV comprehensive supportive supervision and mentoring
- Experience managing USG and/or donor-funded programs
- Experience working for an international organization

Job Title: DSDMs Technical Advisor for HTS and Adherence Counseling services (TA)

Reports to: Country Representative

The **DSDMs Technical Advisor for HTS and Adherence Counseling services** is the Technical personnel responsible for the implementation of the Differentiated HTS related activities at the I-TECH Tanzania Country Office. S/he is responsible for ensuring the overall quality, accuracy, and timeliness of activities associated with this technical area. The Technical Advisor will be supervised by the Country Representative and will work in close collaboration with the clinical projects, health systems strengthening, technical team members as well as the Technical Officers and the M&E Advisor at headquarters.

The DSDMs Technical Advisor for HTS and Adherence Counseling services will be responsible for the followings:

Technical Assistance, Collaboration, and Support (75%)

- Work closely with DSDMs Technical Advisor in implementing program activities in collaboration with Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Centers for Disease Control and Prevention (CDC), Funder and other Implementing Partners
- Provide technical assistance to the MOHCDGEC/NACP, IPs, and other stakeholders on Differentiated HTS and Adherence Counseling services
- Lead monitoring and evaluation systems to measure effectiveness of Differentiated HTS and Adherence Counseling services
- Act as lead for all training development activities specific to Differentiated HTS and Adherence Counseling
- Provide technical support and follow-up to R/CHMTs, IPs and health facilities implementing Differentiated HTS and Adherence Counseling activities
- Represent I-TECH at technical meetings and consultative meetings with key experts in Service Delivery Models, IPs, CSOs, PLHIVs and other stakeholders working on different service delivery models in their respective working stations, facilities, districts and regions
- Provide ongoing mentoring and supportive supervision for Differentiated HTS and Adherence Counseling services

- Work with DSDMs Technical Advisor to develop data collection tools for health facility assessments and qualitative interviews, in collaboration with monitoring and evaluation (M&E) team
- Work closely with DSDMs Technical Advisor and M and E team to collect HIV related data, and summarize results; including desk reviews of relevant national and international HIV policy and standard of care documents, health facility assessments
- Represent I-TECH at technical meetings and/or technical working group meetings
- Participate in writing technical reports

Program Management (10%)

- Work closely with Technical Staff to Plan, organize, and implement high-quality project activities in a timely and on-budget manner
- Proactively collaborate with the Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC), the Centers for Disease Control and Prevention (CDC), and other stakeholders to implement project activities
- Work with Technical Staff to Develop annual project work plan following consultations with I-TECH colleagues, MoHCDGEC, CDC, and other stakeholders/donors
- Maintain up-to-date knowledge regarding Differentiated HTS and Adherence Counseling services and other prevention approaches in Tanzania and ensure program activities' relevance in light of the strategic direction for achieving the 90-90-90 targets and Treat All
- Lead all activities in relation to Differentiated HTS and Adherence Counseling services
- Serve as primary focal person for all issues related to Differentiated HTS and Adherence Counseling services
- Work closely with the Training Development Team on projects that involve developing HTS training materials, curriculum, or instructional design component to ensure quality and consistency of I-TECH Tanzania training products

Reporting (10%)

- Work with SDMs Technical Advisor to Develop HTS and Adherence Counseling services project's section for the quarterly, semi-annual, and annual reports to I-TECH headquarters and funders in collaboration with the Monitoring and Evaluation (M&E) team and Senior Program Specialist
- Collaborate with SDMs Technical Advisor and M&E team to develop and implement a comprehensive project M&E plan
- Work closely with SDMs Technical Advisor to respond to ad-hoc reporting requests from funders and stakeholders

Technical Assistance, Collaboration, and Support (10%)

- Proactively seek opportunities for collaboration with MoHCDGEC, CDC, and other Implementing Partners
- Provide technical assistance to the MoHCDGEC, CDC, and other stakeholders on, HIV testing Services, and other prevention approaches in Tanzania
- Work closely with the Training Development Team on projects that involve a training, curriculum, or instructional design component to ensure quality and consistency of I-TECH Tanzania training products
- Represent I-TECH at technical meetings and/or technical working group meetings

Other duties as assigned (5%)

Perform other duties as assigned by the I-TECH Tanzania Country Representative.

Required Qualifications

- Master's Degree or higher in/Nursing, public health or other related field or a clinical degree with at least 5 years of experience in clinical medicine and/or public health program implementation
- Demonstrated clear and concise writing and persuasive oral presentation skills
- Demonstrated ability to communicate with colleagues from a variety of backgrounds, in a respectful and diplomatic manner
- Ability to work effectively in a fast-paced, politically complex, multi-cultural environment where priorities change frequently
- Strong organizational skills, detail-oriented, and sensitive to confidential information
- Proficiency in Microsoft Office suite (Word, Excel, and PowerPoint)
- Fluency in English and Swahili

Preferred Qualifications

- Extensive knowledge of ART, PMTCT, TB/HIV, HIV testing Services, and other HIV prevention approaches in Tanzania or other East and/or Sub-Saharan African countries.
- Extensive clinical experience in ART, PMTCT and TB/HIV comprehensive supportive supervision and mentoring
- Experience managing USG and/or donor-funded programs
- Experience working for an international organization

Job Title: Distance Education Technical Advisor**Reports to: Country Representative**

Distance Education Technical Advisor is the technical and implementation lead for Distance Education Project activities for I-TECH Tanzania. S/He is responsible for ensuring the overall quality, accuracy, and timeliness of activities associated with the project and grants assigned. The Distance Education Technical Advisor will be supervised by the Country Representative and will work in close collaboration with other program team members in country and at headquarter.

Responsibilities

The **Distance Education Technical Advisor** will be responsible for the followings:

Technical Assistance, Collaboration, and Support (50%)

- Implement project activities in collaboration with Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Centre for Distance Education (CDE), Centers for Disease Control and Prevention (CDC), and other Implementing Partners
- Provide technical assistance to the MOHCDGEC, CDE, CDC, and other stakeholders on Distance Education implementation and evaluation in Tanzania
- Represent I-TECH at technical and consultative meetings with key experts in Distance Education in Tanzania
- Work with CDE and other implementing partners to help accelerate DE system strengthening and the uptake of new DE technologies for both in-service and pre-service training
- Support the develop of distance/e-learning education courses and evaluation tools for CDE support
- Work with CDE Staff and e-learning Department of Global Health E-Learning Program (eDGH) to develop and implement e-learning course material

- Providing technical support to CDE Staff, DE tutors and subject matter experts in adapting learning content for e-learning formats
- Write technical activity reports
- Develop and review content for capacity building trainings to CDE staff and DE tutors
- Participating in review and feedback meetings, keeping minutes, and implementing changes to Distance Education products

Project Management (30%)

- Plan, organize, and implement high-quality project activities in a timely and on-budget manner
- Proactively collaborate with the MOHCDGEC, the CDC, CDE and other stakeholders to implement project activities
- Develop annual project work plan following consultations with other I-TECH colleagues, MOHCDGEC, CDE, CDC, and other stakeholders/donors
- Maintain up-to-date knowledge regarding Distance Education and e-learning approaches worldwide and in Tanzania and ensure project activities' relevance in light of the strategic direction communicated by MOHCDGEC, CDC, and other stakeholders/donors

Reporting (10%)

- Develop reports to I-TECH and funders in collaboration with the M&E team
- Respond to ad-hoc reporting requests from funders and stakeholders

Budget Management (5%)

- Assist the Country Representative in annual budget development for the Distance Education project
- Implement assigned project activities based on the agreed upon activity budget and the most recent forecast based on USG funding requirements for allowable, allocable and reasonable costs associated with the project
- Review monthly program expenditure report for overall accuracy and allocation; note any corrections and changes to the forecast budget for follow-up by the finance team
- Discuss budget on monthly basis with the Country Representative/ Senior Program Manager at HQ and Senior Program Specialist any needed budget reprogramming

Other duties as assigned (5%)

Perform other duties as assigned by the I-TECH Tanzania Country Representative.

Required Qualifications

- Master's Degree in public health, Medical Education or other related field or a medical/Education degree with at least 5 years of experience in Distance Education and/or public health program implementation
- Extensive knowledge of Distance Education learning, blended learning, e-learning and mobile learning approaches in approaches, preferably in Tanzania or other East and/or Sub-Saharan African countries.
- Experience in using Learning Management Systems such as Canvas, Moodle, Blackboard etc
- Strong project management skills on technology and learning management projects.
- Demonstrated strong writing skills

- Demonstrated clear and concise persuasive oral presentation skills
- Demonstrated cultural competency and ability to communicate with colleagues from a variety of backgrounds, in a respectful and diplomatic manner
- Ability to work with diverse professionals
- Ability to work effectively in a fast-paced, politically complex, multi-cultural environment where priorities change frequently
- Strong organizational skills, detail-oriented, and sensitive to confidential information
- Proficiency in Microsoft Office suite (Word, Excel, and PowerPoint)
- Fluency in English

Preferred Qualifications

- Experience using web content management systems (WordPress, Joomla, Drupal).
- Knowledge of web/internet standards, hardware and software technologies, and relational database technologies.
- Extensive experience in training material development.
- Experience managing USG and/or donor-funded programs
- Experience working for an International Organization
- Experience working in international program settings.
- Interest in e-learning and health.

Job Title: Program & Training Coordinator

Reports to: Senior Program Specialist

Location: Dar es Salaam, Tanzania with up to 30% domestic travel

The **Program & Training Coordinator** is a member of the Technical Program Staff. S/He will work closely with program and technical staff at I-TECH Tanzania and at HQ to support training-related projects and Technical Working group meetings in Tanzania and handle all logistics needed in the implementation of DSDMs related activities. The position will be supervised by the **Senior Program Specialist**.

The Program & Training Coordinator will be responsible for the followings:

Coordination of Program Activities

- Support technical teams in strategic program planning
- Support the organization, logistical coordination, and implementation of training-related activities (including meetings, training workshops, technical working groups, etc.)
- Support development and production of training materials
- Follow-up with participants and institutions to confirm attendance.
- Provide logistical backup and support during training/Meeting events, including processing of attendance sheet for per diem and transport reimbursements through M-PESA.
- Coordinate the printing, shipping/transporting and maintaining of adequate supplies of training materials.
- Perform quality assurance of training/meeting materials prior to trainings or meetings.

Delivery of Training

- Note changes needed to the training packages and assist the training team to incorporate changes into curricula.
- Work collaboratively with I-TECH staff to plan and implement trainings, revise materials, and monitor trainings.

- Assist with the implementation training of trainers (TOTs) for all program areas, including facilitating sessions, as appropriate.
- Assist with the implementation of HIV content trainings.

Monitoring & Evaluation:

- Enter data into Train-SMART
- Ensure the quality of training data when collecting participant and facilitator information at trainings, and when training data is being entered into Train-SMART.
- Monitor and assist with the completion of training/activity reports.

Other duties as assigned by the supervisor (5%)

Required Qualifications

- Bachelor’s degree in education, social or health-related field.
- Experience in facilitation of training courses for adults.
- Advanced computer skills - Microsoft Word, PowerPoint, Excel.
- Creativity.
- Flexibility.
- Strong written English and Swahili skills – grammar, vocabulary, clarity
- Outstanding organizational skills and attention to detail
- Ability to work both independently and as part of a team
- Ability to work with health care providers in rural areas with limited resources as well as with senior government officials, Ministries and other senior level staff from partner organizations
- Positive attitude, strong team player, ability to juggle multiple competing demands with good humor and grace

Desired Qualifications

- Knowledge of adult learning theory
- Experience in coordination of trainings, meetings and workshop
- Experience using participatory methodology and techniques in design and facilitation of training courses
- Experience with health-related topics, issues and challenges, especially related to work in resource-limited settings.
- Commitment to building personal and organizational capacity, and to mentoring others
- Ability to respond effectively to urgent requests and to priorities

How to apply

Interested candidates are invited to send their cover letters, Curriculum Vitae with names and reliable contact details of 3 work related references, enclosing certificate copies of relevant education and training. Please send your application indicating on the subject the position you are applying to hr@itech-tanzania.org by **13th March 2019** at **5pm**.

Only candidates meeting the minimum requirements will be contacted. If you have not heard from us within two weeks after closing date, kindly assume that your application was not successful.

Note: I-TECH is an equal opportunity employer

