



PASADA is a faith based organization operating under the Catholic Archdiocese of Dar es salaam. PASADA strives to reach the poorest of the poor living with HIV/AIDS and provide them with compassionate care, treatment and support services. Although sponsored by the Catholic Church, the services offered by PASADA are available to all individuals without discrimination of any sort.

PASADA ACHIEVE PROGRAM

PASADA will implement as a Sub grantee to PACT-Tanzania the Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination (ACHIEVE) program in eight Councils namely; 1) Temeke Municipal Council, 2) Kigamboni Municipal Council, 3) Kinondoni Municipal Council, 4) Ubungo Municipal Council, 5) Ilala Municipal Council, 6) Kibaha Town Council, 7) Mkuranga Town Council and Chalinze Town Council.

PASADA for effective implementation has organized ACHIEVE project management into three Teams (Team A. Ubungo MC, Kibaha TC and Chalinze TC. Team B. Ilala MC and Kinondoni MD. Team C. Temeke MC, Kigamboni MC and Mkuranga TC

ACHIEVE is a five-year global effort to reach and sustain HIV epidemic control among pregnant and breastfeeding women, adolescents, infants, and children. The project is funded by the U.S. Agency for International Development (USAID) and implemented by a Pact led consortium of top global HIV/AIDS partners, including Jhpiego, Palladium, No Means No Worldwide, and WI-HER. The ACHIEVE consortium works with USAID Missions, national governments, and existing response partners to identify gaps in HIV prevention and treatment programming among target populations.

In order to maintain high quality level services and to meet our clients' and donor's expectations, we wish to invite applications from suitably qualified candidates to fill the following positions:

1. POSITION: SENIOR PROJECT MANAGER (1 Post)

Job Title: Senior Project Manager

Reports to: PASADA Executive Director

Line Manager: 3 Team Project Managers, M&E Coordinator, Project Senior Accountant

Job Objective: To provide overall leadership and management of PASADA – ACHIEVE Project implementation at all 8 Councils level and ensure efficient and effective linkages, collaboration and networking with LGA authorities

Roles and responsibilities

- Provide overall technical, operational, administrative support to project staff and promotes an organizational culture where policies and values are observed.
- Approve travel request, staff liquidations, and review and approves all program expenses.
- Main point person with PACT cluster office, regional Medical office for all PASADA – ACHIEVE Project implementation by PASADA.

- Is the program leader who is ultimately responsible and accountable for timely, quality program implementation across 8 councils where PASADA implements ACHIEVE project.
- Ensure preparation and timely completion and submission of both financial and narrative reports (monthly, quarterly, semi-annual and annual)
- Work with M& E coordinator to ensure that appropriate data is obtained to produce high quality timely reports.
- In collaboration with organization management, mentors project managers as appropriate in program management, organization development and community development issues.
- Ensure staff are supported to deliver quality results in all program implementation activities.
- Providing a mentoring and guidance to the team members and models best practices, advises and train other team members on organization policies, procedures, tools, and methodologies as needed.
- Represents PASADA - ACHIEVE project in public events, stakeholders meeting and coordinate with other Donor funded programs at council level.
- Performs other related tasks as needed.

Preferred Qualifications and Experience

- Master Degree in Sociology, Public Health, Development Studies, Project management, Business Administration or Economic Development,
- At least 10 years relevant experience in donor funded projects
- Previous experience managing staff.
- Experience in at least one of the following technical areas: Economic Strengthening, Youth and Adolescent work, Case management, Bi-Directional Reference, or Child Protection.
- Fluency in English and Kiswahili.

2. POSITION: MONITORING AND EVALUATION COORDINATOR (1 Post)

Job title: Monitoring and Evaluation Coordinator

Report to: Senior Project Manager

Line Manager: M&E Officers,

Job Objective: Serve as an active member of the PASADA - ACHIEVE Management Team for the implementation of ACHIEVE Tanzania project with the primary responsibility of strategic leadership and management of Monitoring and Evaluation functions under the leadership and direction of Senior Project Manager.

Roles and responsibilities.

- To coordinate implementation and provide oversight of monitoring and evaluation in the.

Responsibilities:

The M&E Coordinator shall develop a close working relationship with the technical team (ESLO, CMOs, CMCs, HHOs etc.) to ensure quality data is collected and entered in the database. The M&E coordinator will be responsible for:

- Support in implementing and overseeing monitoring and evaluation activities in all 8 councils Ilala, Ubungo, Kinondoni, Temeke, Kigamboni, Kibaha, Mkuranga and Chalinze, including development of PASADA M&E plans and data collection frameworks to support data management, and reporting.
- Support data analysis for 8 councils, visualization and use of data to assess daily and monthly PASADA's performance trends and help PASADA management to interpret program performance and implications of data for programming.
- Participate actively in generating data for PASADA management monthly and quarterly narrative reports or other reports, as needed.

- Organize and supervises routine internal data quality assessments (DQAs) for each council under management of the PASADA.
- Facilitate communication, technical and working linkages between technical team and M&E team within and between councils.
- Play a coordinating function for producing data and feeding to PASADA management for program decision making at all 8 councils and organizational level.
- Provided technical assistance to PASADA technical team members (CMOs, CMCs, HHOs, ESLOs, DREAMS Officer etc.) on developing and monitoring targets in compliance with the developed and approved M&E plan.
- Conduct and coordinate provision of regular data collection and entry visits to Community Case Workers (CCWs); identify data entry challenges and provide technical assistance on data entry to CCWs.
- Serve as a mentor to CSOs technical team members (CMOs, CMCs, HHOs, ESLOs, DREAMS Officer etc.) and provide technical assistance in various areas relating to M&E function.
- Organize and coordinate quarterly data review meeting at councils' level by supporting program performance presentation preparations, and data interpretation.
- Organize and manage all Quality Improvement (QI) activities of the Organization.
- Manage all 8 council level Monitoring and Evaluation Officers (M&EOs) by ensuring that they all have performance objectives, conducts one to one meeting and regularly evaluate their performance against agreed performance goals.
- Other tasks as assigned

Minimum Requirements:

Education:

- Bachelor's degree in in public health, sociology, demography, statistics, or other social science area.
- Academic qualification in monitoring and evaluation will be an added advantage.

Experience:

- The ideal candidate will have at least 3 years professional experience working in Monitoring, Evaluation, and reporting, preferably working with donor funded programs.
- Adept at data quality assessment, data analysis, visualization, and use
- 2 - 3 years work experience supporting technical or programmatic activities in orphans and vulnerable children (experience with health facility setting a plus)
- Experience with DHIS2 preferred other software a plus.
- Experience implementing qualitative and quantitative research a plus
- Report writing and publication skills
- Excellent written, oral and presentation skills in English and Kiswahili
- Excellent peoples and partnership skills.
- Collaborative team player with leadership skills
- Experience with PEPFAR 3.0 funded projects in Tanzania is a plus
- The candidate should have experience in training / workshop facilitation, mentoring and proven ability to develop and maintain effective work relationships with government and other NGO counterparts.

Skills:

- Ability to work effectively with multiple teams, partner agencies and community members.
- Knowledge of different database software
- Proficient with MS Excel, SPSS, Stata etc.
- Availability and willingness to travel up to 50% time

3. POSITION: PROJECT MANAGER (3 Post)

Job Title: Project Manager

Reports to: Senior Project Manager

Line Manage: ESLOs, CMOs, HHOs, MEC/MEO

Job Objective: To provide overall leadership and management of ACHIEVE Tanzania project implementation at Councils Team level and ensures efficient and effective linkages, collaboration, and networking with LGA authorities.

Locations: Kibaha, Temeke and Kinondoni/Ilala

Roles and Responsibilities:

- Provide overall technical, operational, and administrative support to project staff and promotes an organizational culture where policies and values are observed at Councils Team level.
- Oversee project budget including tracking spending, disallowed cost, approve travel request, staffs' liquidation, reviews and approve all project expenses at Councils Team level.
- Project Manager is the main point-person with Pact Cluster Office for all ACHIEVE Tanzania project implementation by PASADA at Councils Team level.
- Project Manager is the project leader who is ultimately responsible and accountable for timely, quality project implementation across all councils where PASADA is implementing and in particular at Councils Team level.
- Work in collaboration with DSWO, DMO, DACC, CHACC at district level and Pact technical coordinators at cluster level to ensure high quality project activities delivery.
- Ensure preparation and timely completion and submission both financial and narrative reports (monthly, quarterly, semiannual, and annual).
- Work with Data and M&E Officers to ensure that appropriate data is obtained to produce high quality timely reports.
- In collaboration with PASADA Management, mentors project staff (Case Management officer, Health and HIV Officer, Case Management Coordinator, DREAMS Officer etc.) as appropriate in project management, organizational development, and community development issues.
- Supports performance of project staffs (Case Management officer, Health and HIV Officer, Case Management Coordinator, DREAMS Officer etc.) by proactively addressing performance issues through regular, constructive, and honest feedback, and coaching and identifying necessary staff development needs for direct reports.
- Ensure staff are supported to deliver quality results in all project implementation activities at Councils Team level.
- Provides mentoring and guidance to the team members and models best practices; advises and trains other team members on, organization policies, procedures, tools, and methodologies, as needed.
- Represents ACHIEVE Tanzania Project in public events, stakeholders' meetings and coordinate with other donor funded programs at Councils Team level.
- Performs other related tasks as needed

Preferred Qualifications and Experience

Bachelor's Degree in Sociology, Public Health, or Economic Development, Community Development, or equivalent experience. Over 3 year's relevant experience

Required Qualifications and Experience

- Bachelor's degree in Sociology, Public Health, or Economic Development, Community Development, or relevant degree.
- At least 3 years' relevant experience.
- Previous experience managing staff.
- Experience in at least one of the following technical areas: Economic strengthening, Youth and Adolescent work, Case Management, Bi-Directional Reference, ECD, or Child protection.
- Fluency in English and Kiswahili.
- Understanding of OVC issues and child protection.

4. POSITION: HEALTH AND HIV SERVICES OFFICER (3 Posts)

Job Title: Health and HIV Service Officer Officers (3 posts - one staff for each Team)

Reporting to: CTC in-charge, Senior Project Manager and Medical Director

Line Manage: Community Case Workers/Community Health Workers

Locations: **Kibaha, Temeke and Kinondoni/Ilala**

Position Summary:

The overall objective of this position is to contribute towards strategic service delivery to OVCs and their caregivers, address critical barriers to service access, uptake, and adherence to scale up impact service delivery, advance progress towards 95-95-95 goals and improve health and social outcomes among OVC and their families.

The job holder will ensure sound and vibrant bi-directional referral and linkage system, improved case identification, linkages to ART and Viral Load suppression among Children and Adolescents Living with HIV/AIDS.

Roles & Responsibilities:

- Represent PASADA and coordinate with the Council Health Management Team regarding HIV and health related activities at Councils Team level.
- Hold monthly coordination meetings with Care & Treatment Centers (CTC) in implementation area to support shared confidentiality, facilitate case conferencing, improve the bi-directional referral system, and ensure HIV positive beneficiaries receive needed services at Councils Team level.
- Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision at Councils Team level.
- Support the facilities to have an updated enrollment register at the facility that demonstrate the cascade of enrollment of CLHIV at the CTC at Councils Team level.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into ACHIEVE Project, and link them back to CTCs.
- Support CCWs to conduct HIV risk assessments for OVC during case management; refer and link at risk OVC to HIV Testing and Counseling (HTC).
- Schedule quarterly Sexual Reproductive Health Education outreaches to Adolescent Girls and Young Women (AGYW), DREAMS Girls in school and organize HTC outreaches for adolescents with high-risk behaviors at Councils Team level.

- Work with Health Facility Implementing Partners to roll out a supplemental HIV curriculum to CCWs and ensure CCWs provide appropriate support to HIV positive OVC and caregivers.
- Support CCWs to strengthen the capacity of caregivers to support HIV positive OVC and ensure CCWs refer HIV positive OVC and caregivers to PLHIV support groups.
- Support the roll out of evidence-based curriculums relating to HIV (e.g., Steppingstone, Furaha Lifelong Parenting (Sinovuyo), Sexual Reproductive Health Education, Care for Child Development, etc.)
- Support the establishment of a bi-directional referral system to monitor beneficiaries through the HIV continuum of care as well as service completion for other health and social services.
- Monitor implementation, bottlenecks, performance metrics of the bi-directional referral system; pro-actively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- Participate in quarterly council level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved at Councils Team level.
- Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making at Councils Team level.
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year at Councils Team level.
- Support CCWs to conduct nutrition activities, including nutrition assessments, counseling, and linkage to other nutrition service providers at Councils Team level.
- Provide continuous supportive supervision to CCWs to ensure provision of health-related services and referrals and linkages to beneficiaries.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports at Councils Team level.
- Document lessons learned and best practices for experience sharing and replication at Councils Team level.
- Perform any other relevant duties as assigned by the Project Manager.

Minimum required Qualifications, Experience and Skills

Education:

- **MUST** be Diploma holder in Clinical Medicine or Nursing.
- Bachelor's degree or higher in medicine or nursing will be an added advantage.

Skills:

- Good understanding of Government of Tanzania health policies.
- Strong M&E skills and experience in strategic information.
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming. Experience in implementation of community programs in health/HIV, MNCH, TB/Malaria etc., is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

**5. POSITION: ECONOMIC STRENGTHENING AND LIVELIHOODS OFFICERS (ESLO)
(3 Posts)**

Job Title: Economic Strengthening and Livelihood Officers (3 posts - one staff for each Team)

Reporting to: Program Manager

Locations: **Kibaha, Temeke and Kinondoni/Ilala**

Position Summary:

Economic Strengthening and Livelihoods Officer (ESLO) is an important position for each Councils Team implementing ACHIEVE Tanzania project with an overall objective of supporting at risk Adolescent Girls and Young Women (AGYW) and OVC Caregivers participation in Economic Strengthening (ES) activities. The position holder will specifically strive to integrate evidence based financial literacy modules to empower AGYW and OVC Caregivers to establish and sustain viable Income Generating Activities (IGAs) at Councils Team level.

Roles & Responsibilities:

- Directly supervise and provide technical support to Livelihood Volunteers (LVs) and Independent Livelihood Volunteers (ILVs) in his or her Councils Team level.
- Provide consistent monitoring, coaching and mentorship support to Livelihood Volunteers (LVs) in his or her council and ensure that they master the skills to graduate into Independent Livelihood Volunteers (ILVs) at Councils Team level.
- Recruit and train LVs in the WORTH Yetu model and oversee LVs to establish and support technically new and inherited WORTH Yetu groups at Councils Team level.
- Ensure that LVs provide facilitation support for WORTH Yetu Groups and ensure that 60% of project enrolled caregivers, destitute household members with lower savings levels and interest join WORTH Yetu Groups.
- Ensure that WORTH Yetu Groups establish Community Resource Mobilization Committees (CRMC) to map community resources for social protection.
- Conduct overarching mapping of economic strengthening service providers in implementation areas at Councils Team level.
- Work with district-level TASAF to ensure ACHIEVE Project Tanzania is aware of new expansion areas and that TASAF can refer TASAF beneficiaries to ACHIEVE Project Tanzania for screening and enrollment.
- Roll out a Household Financial Literacy and Money Management curriculum to LVs and ensure a quality roll out to WORTH Yetu members at Councils Team level.
- Lead in conducting market assessments and creation of business networks and learning and sharing cohorts within industry types at Councils Team level.
- Train LVs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Provide continuous supportive supervision to LVs to ensure quality economic strengthening programming through Instruction, Modelling, Rehearsing and Feedback (IMRF) approach at Councils Team level.
- Submit timely economic strengthening and youth updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports at Councils Team level.
- Document Economic Strengthening specific lessons learned and best practices for experience sharing and replication at Councils Team level.
- Perform any other relevant duties as assigned by the Project Coordinator.

Minimum required Qualifications, Experience and Skills

Education:

- Diploma in Business Administration, or economics, Community Development, Community Economic Development (CED), Social Work etc.
- Bachelor's degree or higher, in the above-mentioned fields will be an added advantage.

Skills:

- Strong M&E skills and experience in strategic information

- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming. Experience in establishment, formation, and supporting community groups, IGAs etc. are preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

6. POSITION: MONITORING AND EVALUATION (M&E) OFFICERS (6 Posts)

Job Title: Monitoring and Evaluation Officer Officers (6 posts – for each Team and 2 Councils)

Reporting to: Project Manager (PM) or M&E Coordinator (M&EC)

Line Manager: Data Clerks

Locations: Kibaha, Temeke and Kinondoni/Ilala

Position Summary:

Support implementation of Monitoring and Evaluation activities of the project at councils Team-level. S/he will be responsible for ensuring timely data collection and entry into the system, and filing is properly done at PASADA and Council. S/he will also ensure the quality of data for decision making and reporting.

M&E Officer

Roles and Responsibilities:

- Coordinate implementation and provide oversight of monitoring and evaluation activities in the supported councils, including data collection, management, and reporting.
- Perform simple data analyses and visualization 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 assessments (DQAs)
- Conduct regular monitoring site visits to caseworkers; 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.

Minimum Requirements:

Education:

- Diploma in in public health, sociology, demography, statistics, or other social science area; Bachelor's Degree preferred
- Academic qualification in monitoring and evaluation will be an added advantage.

Skills and Experience:

- The ideal candidate will have at least 1 year experience working in Monitoring, Evaluation and reporting,

- Proficient with MS Excel
- Work experience supporting technical or programmatic activities in orphans and vulnerable children
- Experience with DHIS2 preferred other software a plus
- Experience with mobile data collection
- Report writing and publication skills
- Excellent written, oral and presentation skills in English and Kiswahili
- Ability to work effectively with multiple teams, partner agencies and community members.
- Availability and willingness to travel up to 50% time.

Number required 6:

- 1 Monitoring and Evaluation Officer each for Mkuranga and Chalinze Councils

7. POSITION: SENIOR PROJECT ACCOUNTANT (1 post)

Job Title: Senior Project Accountant

Reports to: PASADA Finance Manager and Senior Project Manager

Line Manager: Project Accountants, Project Procurement Officer

Location: Chang'ombe Dar es salaam.

Overall Job Function

The Senior Project accountant is responsible to provide financial maintenance for PASADA - ACHIEVE project.

Key Responsibilities:

- To work as part of the team to achieve departmental objectives.
- To maintain accurate bookkeeping records
- Will be involved in receiving, processing all invoices, issuing checks, entering cash receipts and disbursements data into various forms.
- Process expense forms and requests for payments from staff.
- To validate invoices and ensure timely and accurate payment of those expenses
- To prepare all travel advances, payroll, Bank reconciliation and timely submission of monthly financial report to donor.
- To ensure adherence to PASADA policies and procedures and donor financial management requirements.
- Undertake banking activities for all bank accounts, checking balance, collecting bank statements, cashing checks
- To ensure all filing is done in a timely and accurate manner
- To perform other duties as assigned

Qualifications, Experience & Skills Required

- The candidate must hold Advanced Diploma in Accountancy, or bachelor's degree in finance or Accounting, Business Administration, or professional qualifications CPA or ACCA.
- Minimum of three years working experience in finance or accounting position will be an

Added advantage

- Knowledge of donor funded project preferably USG for at least 3 years.
- Knowledge of finance, accounting, budgeting, and cost control.
- Skills in analyzing financial data and prepare financial reports.
- Strong analytical skills in applying accounting principles and ensure that best practices are observed.
- Knowledge of federal and state financial regulations.

- Experience in Various Accounting software packages for both International and local finance requirement including SERENIC Navigator, etc

8. POSITION: CASE MANAGEMENT OFFICERS - (CMO) (3 Posts)

Job Title: Case Management Officer (3 posts - one staff for each Team)

Reporting to: Program Manager

Line Manage: CMCs, Data Clerks

Locations: **Kibaha, Temeke and Kinondoni/Ilala**

Position Summary:

The overall purpose of Case Management Officer Position is to provide strategic leadership and management of National Integrated Case Management System (NICMS) function at PASADA and councils Team level. The job holder will ensure high quality case management services are offered to OVC caregivers and Children and Adolescents living with HIV at councils Team level.

Roles & Responsibilities:

- Oversee Case Worker Coordinators and provide overall leadership for case management activities at councils Team level.
- Share direct supervision responsibilities of Community Case Workers (CCWs), Lead Case Workers (LCWs) and Community Health Workers (CHWs) with Case Management 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 Management Coordinators and CCWs at councils Team level.
- Regularly monitor case management activities and use the information to improve case management quality and implementation at councils Team level.
- Ensure CCWs complete required case management forms and ensure case filing system is developed and maintained.
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors (DEDs), Council Health Management Teams (CHMTs), District Social Welfare Officers (DSWOs), 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 System (NICMS) Training for CCWs at councils Team level.
- 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.
- Ensure CCWs are coordinating with local structures including health facilities and NPA-VAWC Committees at councils Team level.
- Lead the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once per quarter at councils Team level.
- Ensure that Case Management Coordinators are providing continuous mentoring and support to CCWs; directly conduct supportive supervision to Case Management Coordinators and CCWs.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document specific case management lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Manager.

Minimum required Qualifications, Experience and Skills

Education:

- Diploma in Social Work or Public Health. Diploma in Community Development, Community Economic Development (CED), may be considered.
- Bachelor's degree or higher, in the above-mentioned fields will be an added advantage.

Skills:

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

9. CASE MANAGEMENT COORDINATORS (22 posts)

Job Title: Case Management Coordinators (22 posts –Team A (Ubungo 3, Kibaha 1, Chalinze 2)- , Team B (Ilala 4, Kinondoni 4), and Team C (Temeke 4, Kigamboni 1, Mkuranga 3)

Reports to: Case Management Officer

Reporting to: Case Management Officer (CMO)

Line Manager: Community Case Workers/Community Health Workers

Locations: **Kibaha, Temeke, Ubungo, Chalinze, Kigamboni Mkuranga Kinondoni and Ilala**

Roles & Responsibilities:

- Supervise Community Case Workers (CCWs) and provide continuous mentoring and support to ensure delivery of high-quality case management services.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure 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 CCWs and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Ensure CCWs complete required case management forms and case filing system is well maintained
- Work in partnership with local government authorities as appropriate, including but not limited to District Executive Directors, 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.

- Assist in mapping 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 in the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- Assist in the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once a year.
- Submit timely updates to the Case Management Officer for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Case Management Officer.

Minimum required Qualifications, Experience and Skills

Education:

- Certificate in Social Work or Public Health. Certificate in Community Development, Community Economic Development (CED), may be considered.
- Diploma or higher, in the above-mentioned fields will be an added advantage.

Skills:

- Strong M&E skills and experience in strategic information
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learners, particularly at the community level.
- Able and willing to work flexible hours as needed without constantly or close supervision
- Demonstrate leadership and team building skills.
- Diplomacy and negotiation skills that demonstrate ability to collaborate coordinate with a range of stakeholders and complex priorities.

Experience:

- At least two (2) years' experiences in a field position with an organization in public health or OVC programming.
- Experience in Home Based Care (HBC), National Integrated Case Management Systems (NICMS), PEPFAR OVC/MVC differentiated care of services etc. is preferred.
- Experienced with PEPFAR 3.0 funded project in Tanzania.
- Experience implementing program and donor regulations, systems, and procedures.
- Experience in an Appreciative Inquiry (AI) approach in development and social work.

10. POSITION: ADMINISTRATIVE ASSISTANT (3 posts)

(3 posts – Kibaha, Ilala/Kinondoni and Temeke Offices)

Reporting to: Team Project Manager

Line Manager: Community Case Workers/Community Health Workers

Locations: Kibaha, Temeke and Kinondoni/Ilala

Roles and Responsibilities

1. To work as an administrative assistant for all project management activities
2. To assist the Project Procurement Officer to coordinate meetings, guest handling and booking arrangements
3. Liaise with team staff and management to keep records for the important meetings including the minutes and issues for follow up
4. Maintain track of all secretarial issues including stationeries, computers and timely feedback and support to Data clerks

Minimum requirements

1. Holder of diploma in Administration or Secretarial studies from a reputable institution
2. Working skills and competence in computer
3. Experience in working with Projects and donor funded programs
4. Ability to work under pressure and meeting timely deadlines
5. Experience in Multi-tasking: To work in environment where He/She has been serving multiple officials in different cadres and varying needs.

11. POSITION: DATA CLERKS (5 posts)

(5 posts – 2 Kibaha, 1 Mkuranga, 1 Kigamboni and 1 Chalinze Offices)

POSITION: DATA CLERKS

Reports to: M& E Officer

Line Manager: Temporary Data Clerks, Community Case Workers/Community Health Workers

Locations: **Kibaha, Kigamboni, Mkuranga and Chalinze**

Roles and Responsibilities

1. To work closely with project monitoring and evaluation officer and project manager and act timely on issues concerning data management
2. Ensure all submitted report forms are accurately and timely entered into the database

Minimum requirements

1. Form four leaver or diploma holder
2. Knowledge of computer
3. Experience in working with data base will be an added advantage

12. POSITION: CTC LINKAGE OFFICERS (5 POSITIONS)

JOB TITLE: **CTC LINKAGE OFFICERS (5 POSITIONS)**

Reports to: Project Manager

Line Manager: Community Case Workers/Community Health Workers

Locations: Dar Es Salaam Region (2 Temeke, 1 Ilala and 2 Kinondoni)

Major function of the position

Under the supervision of CTC in-charge, the CTC Linkage Officer will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. The incumbent will provide services across the cascade of HIV continuum care and will be responsible for documentation of all linkage activities and services provided to clients.

Specific Duties and Responsibilities:

In collaboration with CTC in charge ensure all pediatric clients attending at OPD and other entries are offered HIV counseling and testing;

- Strengthening linkages between the community and facilities in collaboration with the CTC in charge, Nurses, Clinicians and Data officers at the CTC.

- Setting up and managing a patient referral system
- Serving as a point of contact and information base between the community and facility
- Facilitating consultative meetings between CTC in charge and community-based Case Workers.
- Implementing case management of pediatric clients returning to care
- Promoting the 'Welcome Back' strategy
- Ensuring linkage to care of all pediatric HIV-positive clients and same-day treatment initiation through the 'handshake' approach
- Reviewing the HTS Register daily to ensure that all pediatric clients are tracked for initiation on antiretroviral therapy (ART)
- Supporting the facility staff with data collection, collation and verifications related to the linkage of pediatric clients.
- Tracking linkage targets, and preparing and submitting monthly reports
- Supporting quality improvement processes to strengthen linkage approaches and identify and document good linkage practices
- Actively tracking and documenting pediatric patients who have transferred out of the facility
- Participating in data analysis (facility targets, tracer indicators, cascades)
- Submitting daily, weekly and monthly data reports to the facility
- Participating in the facility's bi-weekly and monthly review meetings
- Provide assisted partner notification services for all index clients to bring their biological children to the Facility
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Assist lay counselors to ensure all positives identified children are attached, followed, and enrolled into ART.
- Ensure all pediatric clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation).
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool and linked to ACHIEVE Program services.
- Assist the Facility to ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression
- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly especially for children enrolled in ACHIEVE Program.
- In collaboration with CTC in charge ensure all pediatric clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly
- Ensure HIV positive AGYW are screened for Cervical Cancer and those found to be positive are started on treatment
- Document all the services provided in the available registers according to HIV continuum of care
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor

Qualifications::

- Diploma in clinical Medicine from a recognized institution and must be registered with the relevant professional body in Tanzania
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment
- Fluency in English and Kiswahili
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]

- Willingness to stay at the working station 100%

Key personal competences

- Self- motivated and able to demonstrate high initiative
- Committed
- Respect professionalism and medical conducts
- A team player
- Knowledge of HIV strategies, including the UNAIDS 95-95-95 targets
- Clinical acumen in managing patients

Other Attributes:

- A strong work ethic and ability to work in a pressurized environment.
- Ability to build and maintain relationships with multiple stakeholders.
- Ability to work with minimal supervision and be deadline-driven.
- Ability to work after hours, which may include weekends from time to time.

13. POSITION: PROJECT PROCUREMENT OFFICER (1 POSITION)

JOB TITLE:	PROJECT PROCUREMENT OFFICER (1 POSITION)
Reports to:	PASADA Senior Procurement Officer, Finance Manager and Senior Project Manager
Line Manage:	CMCs, Data Clerks, Administrative Assistant, Accounts Assistant
Locations:	Chang’ombe Dar Es Salaam

Position Purpose:

The Project Procurement Officer will be responsible for supporting sourcing and procurement of Goods, Works, and Services in the most cost-effective manner for the PASADA -ACHIEVE Project.

Key Responsibilities:

Strategic Procurement Management:

- Conduct source audit exercises through supplier selection, evaluation, and assessment.
- Support the preparation of the PASADA -ACHIEVE Project Procurement Plan.
- Support PASADA -ACHIEVE Project in procurement and other logistics assignments that ensure Goods, Works, and services are procured timely to facilitate project implementation and at the same time receiving value for money.
- Work with the PASADA Senior Procurement Officer Project Senior Accountant, Finance Manager and Senior Project Manager to ensure vendors follow all the tendering regulations, procedures, and instructions.
- Ensure orders are accurately drawn with the correct specifications, quantities, qualities, distribution, and delivery requirements.
- Review all request and purchase orders for completeness and conformance to user requirements.

Strategic Sourcing:

- Manage a consistent and effective sourcing strategic sourcing process.
- Support negotiations for large \ strategic contracts.
- Communicate sourcing approaches to all relevant stakeholders
- Participate in annual pre-qualification of suppliers and ensure that the Supplier's database is regularly updated.

Contracts Negotiation and Management:

- Preparation of standard bidding documents, with terms and conditions of the tender.
- Monitoring performance and delivery of the terms of reference (TOR) of contractors and implement any recommendations for contract termination in cases of TOR non-compliance.

- Assist to frame vendor contractual agreements for the supply of consumables a for one-year period at the agreed prices.
- Support negotiations are carried out on contracts and Orders to realize possible savings for PASADA

Performance Measurement and Management:

- Manage Relationships with Key Suppliers.
- Preparation of monthly and annual reports on procurement KPI's
- Ensure the preparation and submission of weekly/monthly procurement status reports to engage the customers and other stakeholders
- Ensure implementation and maintenance of an updated suppliers' database with catalogs of various products and prices.

Requirements

Minimum Education and Experience Requirements

Minimum of a University degree/Advanced Diploma in Materials Management/Procurement and Logistics and holder of CPSP (T), At least 5 years' experience in the NGO sector (donor-funded programs) within Tanzania;

- Excellent knowledge of Procurement under USAID funded co-operative agreements.
- Excellent working knowledge of Microsoft Office: Word, Excel, Outlook, and PowerPoint

A customer service-oriented individual with the ability to deal with staff, vendors, and service providers;

- A dedicated team player with good interpersonal skills
- Ability to work independently in a high profile, fast-paced and multi-tasked environment
- Must be able to demonstrate highly effective communications skills, both written and spoken in both English and Kiswahili to staff in the head office and field offices

14. POSITION: PROJECT ACCOUNTANT (2 posts)

Job Title: Project Accountant

Reports to: PASADA Senior Project Accountant and Zonal Project Manager

Line Manage: Accounts Assistant

Locations: Chang'ombe Dar Es Salaam

Roles and Responsibilities

- To assist the project manager in coordinating and supervising all the financial functions of the program and the project. This shall include the timely preparation and submission of all program financial and accounting reports and documents including cash books, payment vouchers, bank reconciliation statements, budget compliance reports and any other financial reports that may be required by PASADA-ACHIEVE project and to submit such reports to PASADA Senior Project Accountant in compliance with the reporting requirements of the PASADA-ACHIEVE project
- To liaise with the Senior Project Accountant whenever required on transactions for review and subsequently posting to the system.
- To receive Requisition (Request) forms from Administrative Assistant/ Cashier/Project Procurement Officer for review and checking the accuracy and other compliance matters before tracking with budgets.
- To batch the transactions for payment through mobile payment platforms.
- To collaborate with Program staff to prepare cash projections monthly.
- To work with Accounts Assistant/Cashier on Cost Share filling and documentation.
- To advise the Senior Project Accountant on the formulation, review and implementation of policies that enhance the financial viability, effective cost management and optimized resource mobilization and utilization.
- To work closely with Cashier/ Accounts Assistant in handling retirements.
- To provide sufficient information to the Senior Project Accountant on retirements trends on weekly basis.

- To implement the existing internal financial controls of the organization and the project and to advise the Senior Project Accountant if additional controls are required
- To be proactive in the development and implementation of sound accounting and financial management systems and procedures for the organization for the organization based on standard accounting principles
- To coordinate all Councils Team finances and the preparation, implementation and control of the annual and any supplementary budgets of the Councils Team.
- To review purchase orders prepared by the project staff and to facilitate procurement of office supplies, equipments, furniture and services
- To ensure compliance with the procurement policies and guidelines of the organization and the PASADA-ACHIEVE project requirements
- To maintain an up to date register of the assets and stores of the organization and to ensure proper accountability of the same including proper use and custody of the properties of the organization such as consumable office items and fuel to motor vehicles
- To ensure that the recommendations made or issues raised by the internal and external auditors are implemented or addressed without delay
- To cooperate with external auditors to ensure that within three months of the end of each financial year, draft accounts of the preceding financial year are submitted for audit

Required Qualification:

- Degree OR Advanced Diploma holder in accountancy
- Work experience in Donor funded Projects work for at least 3 years
- Experience in Various Accounting software packages for both International and local finance requirement including SERENIC Navigator, etc

15. POSITION: ACCOUNTS ASSISTANT (1 post)

Job Title: Accounts Assistant

Reports to: Project Accountant

Locations: Chang'ombe Dar Es Salaam

Roles and Responsibilities

- Verifies and posts transactions to journals, ledgers and other records.
- Prepares statements, invoices and vouchers.
- Reviews invoices for accuracy and completeness.
- Sorts documents by account name or number and processes invoices for payment.
- May post transactions to journals, ledgers and other records.
- Verifies and posts accounts receivable transactions to journals, ledgers, and other records.
- Follows established procedures for processing receipts, cash etc.
- Sorts and files documents after posting.
- Prepare bank deposits.
- Operate a personal computer.
- Ensure all cash kept in the office is kept in a locked cash box or safe, and access to cashbox is restricted.
- Examine payment vouchers after payment being made
- make sure all financial transactions are properly documented and approved by authorized staff
- query any transaction or supporting document if there is a doubt of its correctness
- Receive financial requests forms from departments and deliver them to the Project Accountant to check for budget compliance.
- Verify request from Finance Manager after being approved if has all supporting details e.g cost and account codes, three quotations and approvals from donors if necessary.
- Check that every transaction is backed with proper supporting document/s before payment is made.
- Prepare Payment Voucher plus BD's and see to it that have been signed by the authorized staff .
- Receive cash from Bank and make payments according to the PVs.

- Record using Microsoft excel spreadsheets for petty cash payment and total cash received.
- Deliver PVs to the Project Accountant for the auditing purpose.
- Receive cash from Project Accountant and issue receipts on retirement of unspent amount.
- Receives inquiries by telephone and in person, answer questions and when necessary forwarding the inquiries to the appropriate person or department.
- prepare late retirements and payments report at the end of every month (From 26th of every month)
- Control over Cheque books and receipts (dispatches of cheques)
- Issues receipts and keep safe funds received either directly or from various sources throughout the organization (strong room)
- Maintain accurate and reconciled receipt and disbursement records for the organization
- Maintain records of cash register voids, errors etc
- Maintains a petty cash fund which is balanced and reimbursed on a regular basis
- May open and close the office, setting up cash drawers and opening the vault/safe, preparing office equipment, securing funds and office at the beginning or end of the work day.

Required Qualification:

- At least Diploma holder in accountancy or Financial related course
- Work experience in Donor funded Projects work for at least 3 years
- Experience in Various Accounting software packages for both International and local finance requirement, etc

Compensation:

In addition to a competitive compensation and benefit package, both positions offer a very attractive work schedule.

How to apply:

All applications letters should indicate the position and Councils Team of interest on the envelope, attached with detailed curriculum vitae, photocopies of certificates, testimonials, transcripts and names of two referees and day time telephone number for confidential contact should be sent **NOT LATER than 14th October 2021**, interested candidates are encouraged to physically bring their applications at Temeke Chang'ombe opposite Police Chang'ombe within Catholic Church Compound. **Only shortlisted applicants will be contacted.**

The contact address is;

The PASADA Executive Director
PASADA P. O. Box 70225
DAR ES SALAAM, Tanzania.

NON DISCRIMINATION NOTE:

PASADA advocates and upholds the principle of equal opportunity for all and does not discriminate in its short listing, selection or employment practices that are based on racial, creed, sexual orientation, religious basis, sex, nationality, political affiliation, gender bases, marital status, inability or disability, or any other form which does not constitute merits.

Please also visit our Website for more about the organization:

<https://www.pasada.or.tz>