

## THE NATIONAL MUSLIM COUNCIL OF TANZANIA (BAKWATA)



### National HIV/AIDS Office

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## EXCITING CAREER OPPORTUNITY

BAKWATA NATIONAL HIV/AIDS PROGRAM (BAK-AIDS) is a Faith Based Organization (FBO) implementing HIV programs to support Tanzania Government efforts to reduce the rate of HIV pandemic in Tanzania. Since inception, BAK-AIDS has played a big role in supporting Tanzania's social development initiatives by implementing health programs which include HIV and AIDS education and other economic programs.

With collaboration from USAID through Pact Tanzania, BAK-AIDS will implement comprehensive programs that contribute to improved health and social wellbeing of orphans and vulnerable children (OVC) and adolescents and their caretakers with the focus on improving access to HIV services.

BAK-AIDS is now announcing vacancies for various positions in 2 Districts of Simiyu region: Maswa DC and Busega DC

### 1. Assistant Accountant

#### **Roles & Responsibilities:**

- To assist the Program/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 the USAID Kizazi Kipya Program and to submit such reports in compliance with the reporting requirements of the Kizazi Kipya Program

- To advise management on the formulation, review and implementation of policies that enhance the financial viability, effective cost management and optimize resource mobilization and utilization.
- To implement the existing internal financial controls of the organization and the programs and to advise the management 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 based on standard accounting principles.
- To coordinate all program and project finances and the preparation, implementation and control of the annual and any supplementary budgets of the Organization.
- To review purchase orders prepared by the program staff and to facilitate procurement of office supplies, equipment, furniture and services.
- To ensure compliance with the procurement policies and guidelines of the organization and the Kizazi Kipya 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 for 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.

## Qualifications

Any Tanzanian Citizen aged between 25- 35 years, Ordinary Diploma in Accounting, Proficiency in MS Word, Excel and Internet knowledge, High level of Integrity and self initiative, Excellent oral and written skills in English and Kiswahili

**Number required: 1 Accountant; to oversee the accountability of funds in all two districts (Maswa DC and Busega DC) and will be stationed at Maswa DC.**

## 2. Economic Strengthening and Livelihoods Officer

### **Roles & Responsibilities:**

- Directly supervise Empowerment Workers (EWs) and National Peer Educators.
- Recruit and train EWs in the Village Savings and Loan Groups (VSLG) model and oversee EWs establishing and supporting new groups and supporting inherited VSLGs.
- Ensure that EWs provide facilitation support for VSLGs to ensure that destitute household members (lower savings levels and interest) are able to join VSLGs.
- Ensure that VSLGs establish Community Resource Mobilization Committees to map community resources for social protection.
- Conduct overarching mapping of economic strengthening service providers in implementation areas.
- Work with district-level TASAF to ensure USAID Kizazi Kipya is aware of new expansion areas.
- Ensure TASAF can refer TASAF beneficiaries to USAID Kizazi Kipya for screening and enrollment.
- Roll out a Household Financial Literacy and Money Management curriculum to EWs and ensure a quality roll out to VSLG members.

- Lead the creation of trade networks and learning and sharing cohorts within industry types.
- Train EWs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Serve as the lead for youth related activities including conducting an organizational youth assessment, implementation action items from the assessment, ensuring establishment and high quality support to in and out of school Teen Clubs, and ensuring delivery of youth focused curriculums.
- Provide continuous supportive supervision to EWs to ensure quality economic strengthening programming and to NPEs to ensure quality youth programming.
- Submit timely economic strengthening and youth updates to the Program Coordinator 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 Project Coordinator.
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**Number required: 1 Economic Strengthening and Livelihoods Officer in each district mentioned above**

### **3. Case Management Officer**

#### **Roles & Responsibilities:**

- Oversee Case Worker Coordinators and provide overall leadership for case management activities.
- Share direct supervision responsibilities of Community Case Workers (CCWs) with Case Worker Coordinators.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, and M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.

- Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to Case Worker Coordinators and CCWs.
- Regularly monitor case management activities and use the information to improve case management quality and implementation.
- Ensure CCWs complete required case management forms and ensure case filing system is developed and 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.
- Map existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
- Ensure that all CCWs are oriented to the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- 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 a year.
- 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 Coordinator 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 Project Coordinator.

**Number required: 1 Case Management Officer in each district mentioned above**

#### **4. Case Management Coordinator**

##### **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.

**Number required: 2 Case Management Coordinators in Maswa DC**

## **5. Health and HIV Services Officer**

### **Roles & Responsibilities:**

- Represent the CSO and coordinate with the Council Health Management Team regarding HIV and health related activities.
- 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.
- Support Early Childhood Development (ECD) corners at targeted health facilities, including regular monitoring and supportive supervision.
- Support Community Case Workers (CCWs) to work with high pediatric volume CTCs to trace HIV positive OVC who miss appointments, enroll them into Kizazi Kipya 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 teen clubs and organize HTC outreaches for adolescents with high risk behaviors.
- Work with EGPAF 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.
- Ensure screening of caregivers for depression and link them to appropriate services.
- Support the roll out of evidence based curriculums relating to HIV (e.g. Stepping Stones, Sinovuyo Teens, 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, and performance metrics of the bi-directional referral system; pro-actively offer solutions, conduct quality improvement activities, and implement adjustments to improve referral outcomes.
- Coordinate quarterly district level quality improvement meetings with relevant bi-directional referral system stakeholders; ensure actions from the meetings are implemented and the bi-directional referral system is improved.
- Work with the M&E officer to ensure all bi-directional referral data are accurate and produced weekly; use data for decision-making.
- Lead the development of a service directory for health, nutrition, and HIV services in implementation area; update the directory at least once a year.
- Support CCWs to conduct nutrition activities, including nutrition assessments, counseling, and linkage to other nutrition service providers.
- 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 Coordinator 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 Project Coordinator.

**Number required: 1 Health & HIV Services Officer in each district mentioned above**

## **6. M&E Officer**

### **Roles & 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 data 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 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: 1 M&E Officer in each district mentioned above**

**The applicants should also be able to demonstrate the following key competencies.**

**Respect, integrity, diversity, adaptability, stress tolerance, innovation, building partnership, communicating with impact and building commitment.**

## MODE OF APPLICATION

- A letter of application and CV with copies of certificates, three referees, telephone number and E-Mail address (specify your preferred district)
- Deadline for submission of application is 10 days from the first appearance of this advertisement; before 10<sup>th</sup> September, 2019.
- Only short listed applicants will be contacted for interview

Please send your application to

BAK-AIDS HQ,

PROGRAM DIRECTOR

P.O Box 20409, Dar es Salaam

E-mail: [bakwatahivaid@yahoo.com](mailto:bakwatahivaid@yahoo.com)