

# SHDEPHA+



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13<sup>th</sup> April 2024

## **VACANCY ANNOUNCEMENT**

### **ORGANIZATIONAL BACKGROUND:**

SHDEPHA+ is an acronym for Service, Health, and Development for People living with HIV/AIDS. It is a national non-governmental organization, registered on 21 November 1994 with registration number SO 8216. SHDEPHA+ originated from the initiatives of fifteen people living with HIV/AIDS whose goal was to create a network and to mobilize resources to help people living with HIV/AIDS and to fight the spread of the disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS around 8 Regions of Tanzania Mainland.

SHDEPHA in Partnership with HJFMRI, Implementing Comprehensive HIV Care and Support Program in Mbarali DC. This partnership aims at reaching Three 95. First 95% of all people living with HIV know their HIV status, second 95% of all people diagnosed as being HIV Positive are enrolled to ART and third 95% of all people using ARVs are viral suppressed. Therefore SHDEPHA+ in Mbarali DC is implementing HIV/AIDS Care and Support Program in Twenty Wards (20 wards). Interventions fall in three main program areas such as Community Based HIV Services (CBHS) and HIV Testing and Counselling services (HTS) and HIV Prevention.

Through funding from Henry Jackson Foundation for Medical Research Institute (HJFMRI) SHDEPHA+ seek to recruit dedicated and qualified candidates for the Post of M&E Officer to work in Mbarali DC.

**Position:** Monitoring and Evaluation Officer

**Officer Location:** Mbarali, Mbeya

**Deadline:** 26<sup>th</sup> April 2024

**Report to:** Project Coordinator

**Project:** HIV CARE AND SUPPORT PROJECT

**Contract Type:** 5 months with renewal based on performance and availability of funds.

### **Position Overview**

The personnel will provide comprehensive technical support in planning and executing monitoring and evaluation activities essential for implementing community interventions targeting HIV prevention, care, treatment, and related services to High-Risk Populations. Collaborating closely with HJFMRI regional teams, Health Management Teams at district and regional levels, healthcare providers, Civil Society Organizations, and other stakeholders will ensure the effective implementation of high-quality programs. As a senior member of the technical team, they will report project progress to SHDEPHA+ Project Coordinator and SHDEPHA+ Senior MEL.

### **Roles and Responsibilities**

- Work with the project team to design and implement Monitoring and Evaluation (M&E) systems for collecting, managing, and disseminating data, reporting progress towards program objectives.
- Ensure timely availability of routinely collected data presented in user-friendly formats for program monitoring.
- Prepare monthly, quarterly, and annual reports on all indicators for both donor and organizational purposes.
- Conduct regular data quality assessments and joint supportive supervision with Regional and Council Health Management Teams (R/CHMT) to maintain the highest standards of program data quality.
- Maintain security of data tools, ensuring confidentiality of records and data.
- Evaluate system performance and suggest improvements in software, hardware, and data storage.
- Track referral forms and verify completed referrals and linkage outcomes through facility registers and databases.

- Develop and implement procedures for effective data management, formulate techniques for quality data collection, establish data sharing rules, and support others in utilizing data systems.
- Perform other duties as assigned by the supervisor both from SHDEPHA+ and HJFMRI.

### **Qualifications and Experience**

- ❖ Bachelor's degree in health informatics, social sciences, or statistics.
- ❖ Proficiency in data dissemination, interpretation, and presentation.
- ❖ Over 3 years of experience in designing, implementing, and managing health monitoring and evaluation activities, under PEPFAR programs.
- ❖ Experience in primary collection of clinical data, form design, data collection instruments, and analysis.
- ❖ Familiarity with MOHCDGEC/PEPFAR data systems including DHIS (HMIS Tanzania), CTC2 Database, HJF Data Warehouse and DATIM.
- ❖ Proficiency in Microsoft Access and Excel, and one or more statistical analysis packages (SAS, SPSS, STATA).
- ❖ Excellent communication skills in English and Swahili.
- ❖ Strong leadership, team-building, and interpersonal skills.

### **Job Application Procedure**

SHDEPHA+ upholds equal opportunity employment practices, based on merit factors, and does not discriminate against applicants based on age, race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, membership in an employee organization, or other non-merit factors.

### **Method of Application**

- ✓ To apply, please send your application via email to [recruitmentskahamashdepha@gmail.com](mailto:recruitmentskahamashdepha@gmail.com) / [recruitments@shdepha.org](mailto:recruitments@shdepha.org).
- ✓ Ensure to mention the **“Monitoring and evaluation officer - Mbarali”** in the subject line of the email.
- ✓ All applicants must attach their updated Curriculum Vitae (CV) along with certified copies of academic certificates as supporting documents.
- ✓ For further details, please visit our website: [www.shdepha.org](http://www.shdepha.org)