SHDEPHA+ NETWORK FOR PLHA

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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 FHI360 is implementing a project named Meeting Targets and Maintaining Epidemic Control (EpiC) in Arusha and Shinyanga Regions. USAID-Epic Project is a global project funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the U.S. Agency for International Development (USAID). The Meeting Targets and Maintaining Epidemic Control (EpiC) project is dedicated to achieve and maintain HIV epidemic control. The project provides strategic technical assistance (TA) and direct service delivery (DSD) to break through barriers to 95-95-95 UNAIDS goals and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention, and treatment programming. SHDEPHA+ is currently hiring for the position of Monitoring and evaluation officer and Data Officer for Arusha Region and Shinyanga Regions to join our team.

Position: Monitoring and Evaluation Officer
Location: Arusha
Deadline: 08th March 2024
Report to: Deputy Project Manager
Project: USAID EpiC Project
Contract Type: 6 months with renewal based on performance and availability funds.

Position Overview

The incumbent 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 at High-Risk Populations. Collaborating closely with EpiC regional teams, Health Management Teams at district and regional levels, healthcare providers, Civil Society Organizations, and other stakeholders, they will ensure the effective implementation of high-quality programs. As a senior member of the technical team, they will report project progress to SHDEPHA+.

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.

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, with a preference for HIV/AIDS epidemiological experience.
- 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, INFOLINK, 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.

Position: Data Officer (1)

Location: Msalala District Council,

Deadline: 08th March 2024

Report to: Monitoring and evaluation officer

Project: USAID EpiC PROJECT

Contract Type: 6 months with renewal based on performance and availability funds.

ORGANIZATIONAL BACKGROUND:

Position Overview

The Data Officer will provide technical support and oversight for the implementation of community-based activities in the district, including data obtained from targeted populations. This encompasses community-based HIV testing and services (CBHS), pre-exposure prophylaxis (PrEP), HIV self-testing (HIVST), linkage to care, family planning (FP), services for gender-based violence (GBV) victims, and sexually transmitted infection (STI) screening. The Data Officer

should proficiently analyze and translate performance indicators, tracking project trends closely. Collaboration with the data manager and other technical staff is essential to ensure accurate data entry into all project systems.

Roles and Responsibilities

1. Accurately enter data and generate output reports from databases, cross-checking with data sources to ensure accuracy.

2. Assist the Monitoring and evaluation officer in maintaining records of all forms collected from field activities, organizing completed forms efficiently.

3. Ensure routine data entry and updates in the database.

4. Review all data collection forms submitted to the office, identifying errors, and working with responsible providers, volunteers and project officers to clear them.

5. Ensure data collection at the field level adheres to EpiC guidelines, is well-organized, analyzed, and results are shared with the data manager.

6. Conduct data verification and periodic audits to maintain data quality consistently.

Qualifications and Experience

I. Diploma in Information Technology.
II. Training in Monitoring and Evaluation, community mobilization, and counseling is advantageous.
III. Experience in HIV Prevention, Care, and Treatment Programming.
IV. Familiarity with community health practices and capacities.
V. Ability to engage with Community Health Workers, Health Committees, and Health Staff at different district council levels.
VI. Proficiency in written and spoken English.
VII. Capable of timely data collection, verification, compilation, and analysis as required by EpiC.
VIII. Ability to work effectively with minimal supervision.

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 / recruitments@shdepha.org.
- Ensure to mention the "Monitoring and evaluation officer - Arusha Region" or Data Officer- Msalala DC in the subject line of the email.
- All applicants must include a cover letter and 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