

# TANZANIA MISSION TO THE POOR AND DISABLED (PADI)

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## EMPLOYMENT OPPORTUNITY

### PADI Overview

Tanzania Mission to the Poor and Disabled (PADI) formally known as Ruvuma Mission to the Poor and Disabled (PADI) is a National NGO with the objective of reaching Marginalized groups including older people, disabled, MVC's and the poor people at grassroots level by empowering them economically aiming at poverty alleviation. PADI is an affiliate of Help Age International.

### Project Summary

Kizazi Hodari Southern Zone Activity aims at improving the health, well-being, and protection of the Orphans and Vulnerable Children (OVC) and youth in high HIV burden communities. Its primary purpose is to seamlessly continue the delivery of high-quality services for OVC, and their caregivers served by Kizazi Kipya project, while refining OVC service packages and support to advance OVC program contribution to HIV epidemic control

For efficient execution of its duties, PADI is looking for enthusiastic, creative, energetic and experienced individual to fill the vacancy below:

**Job Title: Program Accountant**

**Reports to: Program Manager**

**Number of vacancies: 1 vacancy**

**Location: Mbinga district – supporting Mbinga DC, Mbinga TC and Nyasa DC**

**Contract duration: Nine (9) months**

**Job Summary:** Provide overall accountability on project financial issues. Analyzes figures and implements recommendations based on these findings. Guides project staff regarding management of financial, budgetary, and contractual issues.

### Roles and Responsibilities:

- To assist the Program Manager in coordinating and supervising all the financial functions of 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 project and to submit such reports in compliance with the reporting requirements of the project

- 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 Hodari 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.
- Other tasks as assigned by supervisor

**Minimum Requirements:**

**Education:**

Bachelor's Degree in Accounting or any other related field

**Skills and Experience:**

- At least 2 years' experience in donor funded projects such as USAID/PEPFER funded with a reputable organization preferably in an NGO setting
- Commitment to serving the Orphans and Most Vulnerable Children
- Competent in project and organizational budgeting and planning, project management and budget analysis skills. Ability to prepare and guide others in preparing budgets for projects
- Proven ability to identify areas of risk, build cost assumptions, and forecast financial performance
- Proven ability to set priorities, meet deadlines and multi-task with minimal supervision
- Competence in computer application especially MS Word, Excel, Power point, Outlook and Accounting packages.
- Excellent in communication skills and fluent in English (written and spoken)

- Ability to work independently or as a member of the team, ability to be detailed-oriented, and ability to manage stress effectively in a fast-paced environment.
- Good negotiation skills
- Ability to thrive in a matrixed organization.
- Ability to maintain confidentiality in work related matters

**Job Title: Monitoring and Evaluation Officer (M&E)**

**Reports to: Program Manager**

**Number of vacancies: 1 vacancy**

**Location: Mbinga district – supporting Mbinga DC, Mbinga TC and Nyasa DC**

**Contract duration: Nine (9) months**

**Job Summary:** Provides the overall project data management, analysis, project monitoring and evaluation.

**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 analysis and visualization to promote data use at all levels
- Generate and contribute to quarterly or other reports, as needed
- Support regional M&E staff to conduct routine internal data quality assessments (DQAs)
- Conduct regular data monitoring site visits to coaches/supervisors; review and provide feedback on their performance
- Review critically reports submitted by coaches/instructors and perform data verification as needed
- Set up and maintain data entry and management systems including applications
- Conduct data entry; and supervise data entry by data clerks when required.
- Other tasks as assigned by supervisor

**Minimum Requirements:**

**Education:**

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

**Skills and Experience:**

- The ideal candidate will have at least 2-years' 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

- 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.
- Strong interpersonal skills
- Availability and willingness to travel up to 50% time

**Job Title: Health Technical Officer**

**Reports to: Program Manager**

**Number of vacancies: 1 vacancy**

**Location: Mbinga district**

**Contract duration: Nine (9) months**

**Job 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 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 Hodari Southern Zone Activity, 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.
- 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 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.
- 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 Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned, best practices and success stories for experience sharing and replication.
- Perform any other relevant duties as assigned by the Program Manager.

**Minimum Requirements:**

**Education:**

Bachelor's Degree in Nursing, or any other health field.

**Skills and 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.
- Good understanding of Government of Tanzania health policies.
- Excellent written and oral communication skills in Swahili and English including excellent training skills in working with adult learner 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 and coordinate with a range of stakeholders and complex priorities
- Strong M&E skills and experience in strategic information

**Job Title: Case Management Officer**

**Reports to: Program Manager**

**Number of vacancies: 1 vacancy**

**Location: Songea district**

**Contract duration: Nine (9) months**

**Job Summary:** Provide technical support to Case Management Coordination to ensure comprehensive Case Management services are delivered to the Targeted OVC households and youth including Health, Nutrition, Education, Protection, Livelihood, and Psychosocial support and reinforce guidelines and procedures routinely.

**Roles & Responsibilities:**

- Oversee Community Case Workers (CCWs) and provide overall leadership for case management activities.
- 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 Community Case Worker (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.
- 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.
- Submit timely updates to the Program Manager for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned, best practices and success stories for experience sharing and replication.
- Perform any other relevant duties as assigned by the Program Manager.

**Minimum Requirements:**

**Education:**

- Bachelor's Degree in social work, Sociology, Counselling Psychology, Community Development or other relevant social related fields.

**Skills and Experience:**

- At least 2 years of experience in area of case management and child protection
- Progressive experience in program development professional, and include working with CSOs and other community-based Organizations
- Energetic team player capable of working with local communities and government leaders
- Demonstrated understanding of OVC/MVC services and challenges faced in child protection service delivery
- Excellent written and oral communication abilities.

**Mode of Application:**

All qualified candidates should send their fully filled applications including a covering letter, academic certificates (copies) and detailed CV (compiled in one PDF file/word document) to [padijune1999@yahoo.com](mailto:padijune1999@yahoo.com).

Address your letter to:

The Chief Executive Officer (CEO),  
Tanzania Mission to the Poor and Disabled (PADI)  
P.O. Box 517,  
Songea.

N.B: Only soft copy is accepted; hard copy is highly discouraged.

The deadline for applications is 1600 hrs 22<sup>nd</sup> January, 2023.

Only short-listed candidates will be contacted for interview.

