

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

USAID Kizazi Hodari Southern Zone Project 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. This support aims to reinforce the OVC program's contribution to HIV epidemic control.

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

Job Title: Health Technical Officer

Reports to: Program Manager

Number of vacancies: 1 vacancy

Location: Namtumbo district – supporting Namtumbo DC and Madaba DC

Contract duration: Twelve (12) 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 USAID Kizazi Hodari Southern Zone 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.
- 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 (CMO)

Reports to: Program Manager

Number of vacancies: 2 vacancies

Location: Madaba DC and Namtumbo DC each

Contract duration: Twelve (12) 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.

Job Title: Economic Strengthening Officer (ESO)

Reporting to: Program Manager

Number of vacancies: 1 vacancy

Locations: Namtumbo district – supporting Namtumbo DC and Madaba DC

Contract duration: Twelve (12) months

Position Summary: Economic Strengthening Officer (ESO) is an important position for each Councils Team implementing USAID Kizazi Hodari Southern Zone 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 Kaya Facilitators (KFs) in his or her Councils Team level.
- Recruit and train KFs in the WORTH Yetu model and oversee KFs to establish and support technically new and inherited Community Microfinance Groups (CMGs) at Councils Team level.
- Ensure that KFs provide facilitation support for CMGs and ensure that 60% of project enrolled caregivers, destitute household members with lower savings levels and interest join CMGs.
- Ensure that CMGs 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 USAID Kizazi Hodari Southern Zone Project is aware of new expansion areas and that TASAF can refer TASAF beneficiaries to USAID Kizazi Hodari Southern Zone Project for screening and enrolment.
- Roll out a Household Financial Literacy and Money Management curriculum to KFs and ensure a quality roll out to CMGs' 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 KFs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Provide continuous supportive supervision to KFs 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:

Education

Bachelor's degree or higher, in Business Administration, Economics, Community Development, Community Economic Development (CED), Rural Development, and another related field

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

Job Title: Data Clerk**Reporting to: Monitoring and Evaluation Officer.****Number of vacancies: 1 vacancy****Locations: Mbinga town council****Contract duration: Twelve (12) months**

Position Summary: The Data Clerk will work at the council level to ensure the timely entry of beneficiaries' reports in the designated Data Entry systems and applications like BEMS, Commcare, etc. under USAID Kizazi Hodari Southern Zone Project, as well as storage of the forms at office level.

Roles & Responsibilities

- Receive forms from volunteer & program officer and punch data into the data base in place before sending to M&E for compilation and reporting.
- Maintaining data entry requirements by following data program techniques and procedures
- Secures information by completing data base backups.
- Transferring data from paper formats into computer file or database systems
- Verify data by comparing it to source documents.
- Update existing data.
- Retrieve data from the database or electronic files as requested.
- Performed regular backups to ensure data preservation.
- Sort and organize paperwork after entering data to ensure it is not lost.

- You will be responsible for ensuring that the information is entered in to the system in a timely and effective manner, while ensuring highest degree of data entry accuracy.
- Perform any duty assigned by supervisor

Minimum Requirements:

Education:

- At least Form IV and above. Candidates with IT experience are encouraged to apply

Skills and Experience:

- The ideal candidate will have at least 1-year experience of working as data clerk
- Proficient with MS Excel
- Experience with DHIS2 and CommCare
- Experience with mobile data collection
- Trained Community volunteer like CCWs, CCA, HBC, PSW, CBHSV are encouraged to apply
- Ability to work effectively with multiple teams, partner agencies and community members.
- Strong interpersonal skills

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 document*) to padijune1999@yahoo.com.

Address your letter to:

Executive Secretary (ES),
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 2359 hrs 06th October, 2024.

Only short-listed candidates will be contacted for interview.

