

## TANZANIA COMMISSION FOR AIDS



### EMPLOYMENT OPPORTUNITIES (RE-ADVERTISED)

***[CORRECTION ON ADVERT OF 25/03/2010]  
DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS 07<sup>TH</sup> APRIL 2010  
1200 HOURS***

Tanzania Commission for AIDS (TACAIDS) is an Independent Government Department under the Prime Minister's Office. TACAIDS main functions are to coordinate all activities relating to the fight against HIV/AIDS as stipulated in the Act of Parliament No. 22 of 2001.

TACAIDS is seeking applications from suitably qualified Tanzanians for the following position:

- 1. Job Title: REGIONAL COORDINATORS - 7 POSTS**  
**Reports to:** Deputy Executive Chairman  
**Location:** Dares Salaam, Kigoma, Kilimanjaro, Manyara, Rukwa, Ruvuma, Singida, (7 Regions)

#### **Job Purpose:**

The Regional Coordinator monitors and coordinates TACAIDS service delivery operations within the region and helps stakeholders to translate the National HIV/AIDS Policy. He provides strategic guidance and facilitates the building of capacity among stakeholders in the planning of programmes, projects and interventions in order to speed up the national response to HIV/AIDS.

#### **Main Duties and Responsibilities:**

- 1) Coordinate capacity building activities and provide technical assistance to Regional Administrative Secretariat Staff, Local Government Authorities, Communities and other stakeholders in developing their interventions;
- 2) Facilitate receipts and review of proposals, disbursement and accounting of funds to organizations implementing projects on HIV/AIDS;
- 3) Facilitate regional Joint Review for HIV/AIDS;
- 4) Conduct a regional donor mapping for HIV/AIDS;

- 5) Ensure that relevant regional data on HIV/AIDS is collected and submitted to concerned entities, according to agreed schedule;
- 6) Ensure that interventions are planned, implemented, monitored and evaluated and reported according to the agreed schedule;
- 7) Prepare periodic reports on HIV/AIDS and submit to TACAIDS Head Office;
- 8) Ensure comprehensiveness and quality assurance according to existing best practices and National guidelines and strategies in response to HIV/AIDS;
- 9) Promote and facilitate the development of comprehensive annual district plans and HIV/AIDS MTEF for the Council in line with the NMSF (National Multi-sectoral Strategic Framework);
- 10) Be a link between LGAs and TACAIDS.

### **Qualifications and Experience Required:**

Degree in Public Health, Social Sciences or Economics with postgraduate qualification plus experience of at least 10 years of which 5 years were in managerial position in a reputable institution. Knowledge and experience with Local Government authority and HIV/AIDS will be an added advantage.

### **Competence Profile**

The Regional Coordinator needs good skills in:

- Project Management
- Monitoring & Evaluation
- Communication, including facilitation of meetings and workshops.
- Reporting.
- Advocacy
- Data collection and analysis.
- Negotiations

### **Special competencies:**

- Excellent skills in the use of computer software, such as Word, Excel, PowerPoint, Outlook and Internet Explorer.
- Basic skills in computer software for statistical analysis.
- Good time management skills.

### **MODE OF APPLICATION**

1. Applicants should submit their applications supported by detailed curriculum vitae and photocopies of their certificates together with names of three referees.
2. **Deadline for the submission of applications is 07<sup>th</sup> April 2010 at 1200 hours.**

Applications should be addressed to:  
**Executive Chairman,  
Tanzania Commission for AIDS,  
P. O. Box 76987  
DAR ES SALAAM  
Tel No.: 022-2122651, 022-2125127  
Fax: 022-2122427**

2. Short listed applicants will be required to bring two passport size photographs and their original certificates. Testimonials will be an added advantage.
3. All posts are for three years' contract, which may be renewed.
4. Applicants who do not hear from us in four weeks from the date of deadline should count themselves as having been unsuccessful. Only short-listed applicants will be notified.
5. **All applicants who sent their applications in response to our first advertisement need not apply because they will not be considered.**