

THE PRIME MINISTER'S OFFICE
TANZANIA COMMISSION FOR AIDS (TACAIDS)



EMPLOYMENT OPPORTUNITY

Background

UN Joint Program has offered assistance to Tanzania Commission for AIDS (TACAIDS) in Gender and HIV areas through recruiting of an expert who will provide gender technical advices in HIV Response at all levels.

The Commission is seeking applications from suitably qualified Tanzanians for this post; both men and women are highly encouraged to apply.

1. **Job Title:** Gender Technical Advisor
Scale: Technical (High-level)
Duty station: TACAIDS Head office
Reports to: Director of Monitoring and Evaluation.
Location: Dar es Salaam

2. **Purpose of the Job:**

The purpose of recruiting Gender Technical Advisor is to support TACAIDS in its coordination responsibility of enhancing gender equity into the HIV and AIDS response at all levels.

3. **Main Duties and Responsibilities:**

He/she will:

- a) Ensure the dissemination and implementation of Gender Operational plan for HIV and AIDS Response in Tanzania Mainland and beyond.
- b) Work closely with Capacity Building Officer and Gender Desk Officer at TACAIDS to strengthen the capacity of stakeholders in mainstreaming gender in HIV plans and interventions at all levels
- c) Identify/develop strategies and activities to ensure that gender and human rights issues are addressed in the HIV response at different sectors.
- d) Provide technical oversight and management of gender and HIV task force activities. This will include coordination of gender/HIV related technical meeting, review and auditing.
- e) Ensure the development of performance Indicators to measure the progress of gendered HIV responses based on the Gender Operational Plan for Tanzania Mainland.
- f) Annually, write and submit a National Report on progress, lessons learned and status of implementation of Gender Operational Plan for HIV Response.

4. Functional Relationships:

The incumbent will work closely with: -

- a) Capacity Building Officer, Gender Desk Officer, M&E staff
- b) HIV focal person at Region and District Levels
- c) Ministry of Community Development, Gender and Children
- d) Gender Institutions
- e) All HIV and AIDS stakeholders

5. Terms of Reference for the post

5.1. Qualifications and Experience required:

- a) Age between 35 - 50 years
- b) A minimum of Masters Degree in Gender and Development.
- c) Not less than 5 years experience in Gender and HIV related program.
- d) At least 3 years experience in working as Technical Advisor to counterpart agencies, including International or Government Agencies, in any country.
- e) Experience with HIV and AIDS strategic operations in Developing Countries.

5.2. Competence Profile

- a. Demonstrate ability and experience in HIV and Gender Advocacy, training and capacity building of community based groups, public sectors, teams and individuals.
- b. Excellent communication and writing skills
- c. A high level of computer literacy, including Word, Excel, Internet, Email and Power Point.
- d. Fluent in spoken and written English is essential.
- e. Knowledge of Kiswahili is an added advantage
- f. Comprehensive knowledge on TACAIDS or Developing Countries AIDS Councils Mandates and Operations will be an added advantage.

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. Deadline for the submission of applications is 30th April, 2010 at 1200 hours.
2. Short listed applicants will be required to bring two passport size photographs and their original certificates. Testimonials will be an added advantage.
3. This post is for one year contract, which may be renewed.
4. Only short-listed applicants will be notified. Applicants who do not hear from us in four weeks from the date of deadline should count themselves as having been unsuccessful.

Applications should be addressed to:

**Executive Chairman,
Tanzania Commission for AIDS,
P. O. Box 76987
Dar es Salaam**