

**UNITED REPUBLIC OF TANZANIA
PRIME MINISTER'S OFFICE
TANZANIA COMMISSION FOR AIDS (TACAIDS)**



EMPLOYMENT OPPORTUNITIES

Background:

Tanzania Commission for AIDS (TACAIDS) is an Independent Government Department under the Prime Minister's Office. TACAIDS main functions are to co-ordinate 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:

NMSF GRANTS OFFICER – ONE POST

Responsible to: Director of Finance and Administration

Scale: Technical Staff (mid-level)

Location: TACAIDS, Dar es Salaam

Purpose of the job:

The purpose of this job is to coordinate NMSF Grant operations at the National level. The Tanzania Commission for AIDS (TACAIDS) is the coordinator of the implementation of the National Multi-sectoral Strategic Framework (NMSF). TACAIDS is responsible for dialogue on technical content of the use of NMSF Grant resources, implementation progress and accountability to the Government and other contributors.

Main Duties and Responsibilities:

1. Endeavour that resources channeled through the NMSF Grant are reflected in the plans, budgets and accounts of the GOT,
2. Ensure that the instructions to LGAs on HIV and AIDS budgeting every year are relevant and if needed updated by forwarding inputs into the annual planning and budget guidelines issued by MOFEA and PMO-RALG.,
3. Issue / update additional technical guidelines for planning at LGA level – including updating the recommended “minimum package” for HIV/AIDS interventions,
4. Initiate, together with PMO-RALG, capacity building to LGA for improved planning, implementation and reporting on the NMSF Grant.
5. Follow up with the MOFEA on actual fund disbursements to LGAs and monitor the NMSF Grant Holding Account at BoT.
6. Lead the preparation of six-monthly progress reports to be submitted to the FATWC.
7. Ensure that the NMSF Grant issues are presented and reported to the JTWG and FATWC.
8. Ensure that the NMSF Grant requirements are incorporated into the Bi-Annual Review.
9. Ensure that interventions are planned, implemented, monitored and evaluated and reported according to the agreed schedule;
10. Prepare consolidated financial periodic reports on NMSF Grant and submit to relevant authorities;
11. Coordinate and facilitate audits of the NMSF Grant by the Controller and Auditor General.

Qualifications

1. The suitable NMSF Grant Officer will hold a Certified Public Accountant Certificate CPA (T) and will have strong Planning, Training and Coordination skills. The candidate should have the ability to work with diverse stakeholders, including senior Government and Donor officials as well as NGO and Civil Society Representatives. A demonstrated interest in HIV/AIDS or other public health issues/campaigns would be an advantage.
2. The NMSF Grants Officer must be a self motivated, committed and expected to work under a demanding and challenging work load.
3. NMSF Grants Officer should be prepared to work closely with colleagues in order to impart technical skills. Should also be comfortable with standard IT applications as well as statistical and database computer packages.

Competence Profile

The NMSF Grant Officer should possess good skills in:

- a) Financial Management
- b) Project Management
- c) Communication, including facilitation of meetings and workshops.
- d) Reporting.
- e) Data collection and analysis.
- f) Negotiations
- g) Excellent skills in the use of computer software, such as Accounting, Word, Excel, PowerPoint, Outlook and Internet Explorer.
- h) Basic skills in computer software for statistical analysis.
- i) Good time management skills.

MODE OF APPLICATION

Applicants should submit their applications supported by a detailed curriculum vitae and photocopies of their certificates together with names of three referees. Deadline for the submission of applications is 30th August, 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 applicant will be required to come with their original certificates and Testimonials.
3. The post is for a three years' contract, which may be renewed.
4. Applicants who do not hear from us in four weeks from the date of deadline should consider themselves as having been unsuccessful. Only short-listed applicants will be notified.