

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 and AIDS as stipulated in the Act of Parliament No. 22 of 2001.

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

Title: TECHNICAL SUPPORT COORDINATION OFFICER

Scale: Technical Staff

Duration: 12 months

Location: TACAIDS, Dar es Salaam

1. Background and Justification:

Tanzania requires quality and timely technical support to plan, budget, implement and monitor its National Multi-Sectoral Strategic Framework 2008-2012 effectively and efficiently. While the demand for technical support has increased, the number of providers has also grown dramatically resulting at times in competition, duplication and increased transaction costs for countries using these services.

Based on the NMSF 2008/2012, A Technical support plan was developed by Tanzania under the leadership of TACAIDS in Ma-July 2008 with the assistance of UNAIDS and McKinsey & Co. and the participation of all stakeholders. The plan provides a systematic and prioritized framework for Tanzania's critical technical requirements to address bottlenecks in the implementation of the NMSF. It acts as the reference document for the provision of technical support for both clients and providers of technical support, including development partners, MDAs, civil society and the private sector. The purpose of the technical support plan is to strengthen coordination, thus

reducing duplications and inefficiencies and increase impact of technical support by strengthening national leadership and clearly articulating national priorities.

UNAIDS has also supported the development of a new tool in the form of a shared database for technical support called CoATS (Coordinating AIDS Technical Support database). CoATS will provide up-to-date information on the technical support planned and recently implemented. By using CoATS, TACAIDS will be able to know what kind of expertise has been provided, by whom and with what results, thus optimizing resources and achieving greater coordination in providing technical support to national AIDS efforts. The CoATS is a practical tool to monitor technical support and aims to: (i) facilitate access by country partners to timely and quality assured technical support, (ii) encourage coordination of technical support between providers and users with increased accountability to results, (iii) facilitate collaboration and exchange of information on technical support activities at global, regional and country level. The Technical support plan and CoATS are complementary tools; through supporting planning and monitoring technical support respectively they enhance coordination and effectiveness of technical support.

In order to ensure the effective implementation of both the technical support plan and CoATS in Tanzania there is need for a technical support coordination officer based in TACAIDS.

2. Tasks & Deliverables:

a. Coordination of technical support

- Coordinate the implementation of the national technical support plan for HIV/AIDS
- Support both clients and providers of technical support to move to a more planned and systematic approach to technical support.
- Engage country actors to collect information from various sources to generate knowledge to better assess implementation bottlenecks that result in the delay of achieving programmatic results.
- Facilitate the annual revision of the national Technical Support Plan for HIV/AIDS and advocating/facilitating wide partner participation and buy-in to identify the technical support requirements, for TACAIDS, NACP and other MDAs and civil society partners in the national response to AIDS.
- Documentation of systemic development of partnerships leading to predictable technical support provision
- Follow up of reports and harmonization
- Follow of the commitment by Development partners

b. Brokering and facilitating provision of technical support

- Oversee the preparation of requests for technical support, including drafting of relevant Terms of Reference, corresponding budgets and liaison with technical support providers
- Where necessary, support clients of technical support to develop specific ToRs with relevant partners and relevant TACAIDS structures.

c. Supporting management, monitoring and follow-up of technical support

- Facilitation of candidate identification, recruitment and selection processes
- Orientation of technical support providers
- Support to quality control during technical support assignments and for post assignment review/evaluation of outputs/deliverables
- Support to dissemination and other required technical support follow up action with TACAIDS
- Monitor the implementation of the technical support plan through quarterly and annual reports, in conjunction with the TACAIDS M&E officer and the TOMSHA system.

d. Involvement of country partners

- Identify, inform and involve relevant country partners in the roll out of CoATS
- Agree on data collection and sharing of information processes with identified partners

e. Database management

- Collect data from TS partners at country level
- Populate the database on a regular monthly basis with data collected from partners at country level
- Share reports and findings from the database with country partners on regular basis
- To coordinate the implementation of National Multi-Sectoral Prevention Strategy for period 2009-2012

f. Deliverables

- Establish a process for CoATS roll out, involving relevant country partners
- CoATS updated on regular basis (do we need to say what we think by regular?) with data from other TS providers at country level
- Quarterly progress reports on the implementation of the technical support plan including documentation of the lessons learned and challenges faced
- Annual report on the implementation of the technical support plan, including documentation of the lessons learned and challenges faced

Minimum qualifications, experiences and skills

- Relevant academic qualifications (Master of Public Health, Master of Social Science, Master of Economic or Planning, Master of Business Administration, Master in Epidemiology).
- At least **2** years of proven record of working experience on communication, policy advocacy and program development
- In-depth knowledge and understanding on issues around HIV/AIDS and technical support division
- Demonstrated facilitation and negotiation skills
- Inter-personal communication skills
- Excellent written and oral communication skills (English and Kiswahili)

- Excellent computer literacy (Word, Excel, PowerPoint, Internet and Email packages)
- Age **Between 35 – 65 and**
- At least **1-2** years experiences in working as Technical Support Coordinator to counterpart agencies including international or Government agencies in the country or outside will be added advantage

3. Duration

12 Months

4. Supervision

This position will be supervised by the TACAIDS Director of Policy and Planning.

The recruited officer will be expected to regularly update the UNAIDS Country Coordinator/UN Joint Team on AIDS on his/her achievements through quarterly reports and verbal briefing.

MODE OF APPLICATION

i. 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 17th November 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**

ii. Short listed applicant will be required to come with their original certificates and Testimonials.

iii. 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.