

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 function is to coordinate 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 positions: -

- I. Private Sector Officer (1 post)**
- | | | |
|--------------------|---|-------------------------------|
| Job Title: | - | Private Sector Officer |
| Department | - | National Response |
| Reports to: | - | Director of National Response |

Job purpose:

The objective of this position is to coordinate all Private sector implementers of HIV/AIDS in Tanzania by formulating coordination structure and systems. The position will also be responsible for provision of Technical oversight to all implementers.

Main Duties and responsibilities:

1. To promote collaboration and partnership among Private sector in planning, implementing and reporting on HIV and AIDS.

2. To coordinate the efforts of private sector in the implementation of HIV and AIDS activities so that they are in compliance with the National Multi-sectoral Strategic Frame work.
3. To advocate for the establishment of the inventory of Private Sector dealing with HIV and AIDS interventions.
4. To advocate for establishment and strengthening HIV and AIDS information system between private actors at all levels.
5. To facilitate provision of technical support to Private Sector in HIV and AIDS mainstreaming internally and externally.
6. To advocate for funds soliciting through Harambee strategies to ensure sustainability of funding for Private Sector
7. To promote contribution of Private Sector funding on HIV and AIDS interventions at community level.
8. To review HIV and AIDS reports from Private Sector and provide feedback
9. Mobilize private sector to contribute to HIV/AIDS national response

Qualifications and experience:

1. At least a Postgraduate Diploma in Social Sciences, Economic Development or related field from a recognized University plus 5 years experience.
2. Computer knowledge is an added advantage.

II. Monitoring and Evaluation Officer (3 posts)

Job title:	Monitoring and Evaluation Officer
Department	Monitoring & Evaluation
Reports to:	Director of Monitoring & Evaluation

Job Purpose: Will be in-charge of M & E plans implementation and budget. Coordinate all planned activities and reporting, monitor the spread and impact of HIV & AIDS in Tanzania and the extent of the HIV response in Tanzania and to evaluate the effectiveness of the National response to HIV and use of data for planning and decision making.

Main Duties and Responsibilities

1. To provide management relating to operationalization of National HIV/AIDS frame work by linking the operationalization of National HIV/AIDS.

2. Framework with the NMSF and to provide detailed guidance for implementing all facets of National multi-sectoral HIV/MES to ensure full functional HIV/MES with high quality data.
3. To develop annual budgets and work plans of TACAIDS M & E section for implementation of the National HIV M & E framework.
4. To review M&E information products and disseminate National HIV response reports through stakeholders meetings, forums or workshops in order to incorporate disseminated data in their plans and decision making.
5. To develop and prepare TOR and Contracts for Local and International consultants and ensure completion of the assignments as agreed in their contracts and approve their deliverables.
6. To participate in National HIV & AIDS review programmes to assess the value of money for the targeted groups and to participate in M & E forums and workshops.
7. Facilitation of capacity building in M & E for HIV programs through workshops at all levels for the implementers to be knowledgeable enough to plan, monitor, and evaluate their projects effectively and to harmonize their M & E system with National MES indicators.
8. Assist other departments in program planning, implementation and reporting, supervision of both local and international consultants on M&E engagements/issues and undertaking high level Development Partners negotiations in M&E technical issues.

Academic qualifications:

1. Bachelor degree in social sciences, economics, statistics, community development or health management with experience in designing and management of HIV Programs and 5 years extensive experience in working with public, private organizations and NGOS/CSOS.
2. Computer knowledge is an added advantage

III. Human Resource and Administration Officer (1 post)

Job title:

Human Resource and Administration Officer

Department: Finance and Administration
Reports to: Director of Finance and Administration

Job Purpose: To facilitate the organization to have the required conducive working environment and appropriate Human Resources that can perform well in their day to day functions.

Main Duties and Responsibilities:

1. Establish and implement TACAIDS scheme of service, salary structure and incentive schemes in order to improve staff benefits, and other incentives to motivate staff.
2. Supervise and coordinate the implementation of Open Performance Appraisal system in the Commission in conformity with Public service Employment Act in order to assess appropriately the annual performance of every staff.
3. To translate and implement staff policies, rules, regulations and directives including TACAIDS staff Regulations, Employment Act 2002 and its regulations 2003, Employment Labor Relations Act 2004, Standing Orders(1994), Government circulars and all other directives for clarity and compliance by all staff.
4. To promote good TACAIDS culture by developing, selling and implementing TACAIDS clients' charter for the purpose of maintaining good working environment and relations with customers.
5. To coordinate the recruitment process by identifying vacancies from departments, units then develop Job analysis, Job specification and ask permission from UTUMISHI for employment Advert and fill vacancies through interviews.
6. Conducting Induction training for new staff so as to be acquainted and knowledgeable with TACAIDS rules, regulations, Mission, Objectives and general performance.
7. To carry out training needs assessment for TACAIDS, design training plans and programmes for the identified needs and coordinate implementation with a purpose of improving staff performance at work.
8. To coordinate evaluation on training attended by TACAIDS staff through requesting their respective supervisors to undertake training assessment and see the progress that has been achieved.
9. Coordinate the internal transfer and placement of employees after internal HR evaluation has conducted. The main purpose of this exercise is to make staff get

experience from other departments and fill gaps for improving organization performance.

10. To coordinate staff Disciplinary issues by receiving staff complains, make analysis on issues raised against staff advising DFA, Mgt, holding Disciplinary committee for resolving problems. The purpose is to make sure staffs adhere to rules and regulations while their rights are maintained.
11. To coordinate workplace interventions on HIV/AIDS and Ant corruption by instituting policies and guidelines so that to protect staff against HIV infection and corruption issues.

Academic qualifications required:

1. Master's degree in Public Administration, Business Administration or Post graduate Diploma plus Bachelor degree in Public Administration, Human Resource and Administration. Experience of not less than 5 years.
2. Computer knowledge is an added advantage.

IV. Administrative Officer (1 post)

Job Title: Administrative Officer

Department Finance and Administration

Reports to: Head of Section of Human Resource and Administration

Main Duties and Responsibilities:

1. To coordinate and monitor activities of registry staff, office assistants and security guards for better performance in these functions.
2. To deal with staff welfare and coordinate events such as disasters' response meetings, visits and sports.
3. To deal with employee returns, meetings, enrolment to NSSF, PSPF pension funds etc. for employees' well being.
4. To ensure safe custody of government documents and reports.
5. To prepare seniority list and update personnel database .
6. Oversee transport management.

Essential Qualifications

1. A degree or Advanced Diploma in Public Administration or business Administration with fluency in spoken and written English and Kiswahili

2. Computer knowledge is an added advantage

Experience

1. Not less than 3 years of working experience in administrative related matters in a reputable organization.
2. Experience working with a Governmental institution organization will be an added advantage.

V. Grants Management Officer (1 post)

Job Title: Grants Management Officer

Department: Finance and Administration

Reports to: Director of Finance and Administration

Job Purpose: Facilitation of Grants Management; processing grants proposals/requests, financial management, monitoring, technical and financial and reporting, project management, and human resources management.

Main Duties and Responsibilities:

1. To work closely with various recipients including Government Ministries, Departments and Agencies, Development Partners and Agencies and Civil Society Organizations (CSOs) to establish work and implementation plans and a comprehensive system for follow up on implementation of planned activities to ensure better performance.
2. To support TACAIDS in building the capacities of the implementing partners in the financial management aspects and to liaise with Development Partners on issues concerning the implementation of the projects for better financial management and control
3. To provide technical support to the formulation of the National Budget, particularly to support the mainstreaming of HIV/AIDS activities across the National Budget.
4. To collaborate with other Directorates and Donors in designing/revising mechanisms to solicit applications, award grants, negotiate terms of reference, and monitor and report on financial activities as appropriate.
5. To develop mechanisms for making payments and monitoring/reporting financial performance in accordance with donor's guidelines and those established in the Agreement.
6. To coordinate work plans and budgets, preparing country disbursement requests and progress reports for Global Fund project.

7. To liaise with Ministry of Finance and Economic Affairs, Ministry of Health and Social Welfare, Local Fund Agent and PMO-RALG on financial matters of Global Fund project.
8. To assist Civil Society Organizations (CSOs) convey grants-management requirements, processes, and skills to their local affiliates as necessary.
9. To critically analyze Project Proposals from CSOs and Government ministries, Agencies and Authorities and submitting the recommendations to Grants Committee for approval.

Qualifications required:

1. CPA (T) and a Registered Authorized Accountant with at least 5 years working experience in finance matters, Bachelors degree in accounting or Commerce or Finance Management with at least 5 years work experience in finance matters
2. Computer knowledge and Spoken and written English and Kiswahili

VI. Personal Secretary (2 posts)

Job Title: Personal Secretary
Department Finance and Administration
Reports to: Administrative and Human Resource Officer

Job Purpose: To assist Heads of Departments and sections and all officers in secretarial and administrative matters arising in their day to day duties.

Main Duties and responsibilities:

1. Typing documents, forms correspondence, minutes and memos
2. To receive and entertain visitors with courtesy and interview them and direct them accordingly in order to create good image of the office.
3. Receiving telephone calls and messages from outside and inside the office for the head of division.
4. Handling delicate official matters such as confidential information and documents under security to maintain and safeguard confidentiality to the office.
5. To place incoming mail and files brought forward in executive's tray and then send to registry for necessary action.

Qualifications required:

At least Form VI and full secretarial studies or Diploma in Secretarial duties with 3 years experience.

VII. Records Management Assistant (1 post)

Job Title: Records Management Assistant
Department: Finance and Administration
Report to: Administrative and Human Resources Officer

Job Purpose: To ensure that registry activities are properly handled to enable Commission activities run smoothly.

Main Duties and Responsibilities:

1. To open new files for keeping correspondences.
2. To receive correspondence sent by dispatch and attach them to relevant files for distribution to relevant authorities.
3. To sort out outgoing registered correspondences, prepare dispatch entries and check all outgoing mail have authentic signature, date and reference number.
4. To return files to the cabinet and arrange them in proper order and neatness.
5. To maintain file movement record.
6. To weed out and keep in ideal place the inactive files.
7. To maintain an up to date register of open office files.

Qualifications required:

Diploma in records management or Library archives and documentation with at least 3 years experience

VIII. Office Assistant (1 post)

Job Title: Office Assistant
Department: Finance and Administration
Reports to: Office Supervisor

Job Purpose: To maintain office cleanness and ensure environment and official documents movement are smooth and effective.

Main Duties and Responsibilities;

1. Maintain office cleanliness, its surrounding, furniture and equipment and ensure that office equipment and furniture are kept properly

2. Movement of files and documents within and outside the office of TACAIDS and dispatching official letters.
3. Housekeeping including preparing tea/refreshment for staff and official visitors.
4. To make sure that all the doors and windows of offices are opened in the morning and closed after office hours for security of the offices.
5. Photocopying, binding office documents.

Essential Qualifications

1. Minimum of form IV ('O' level) education who can communicate in English and Kiswahili
2. Must possess skills in Secretarial administrative services such as binding, photocopying, scanning, faxing documents, etc.

MODE OF APPLICATION

1. 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 25th February 2011 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 their original certificates and testimonials.
3. The posts are for 3 years' contract terms.
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.