



## **JOB OPPORTUNITY ANNOUNCEMENT**

**Issued Date:** April 24, 2025

**Location:** Kigoma and Simiyu Regions

### **A. ABOUT THE ORGANIZATION**

BAKAID Tanzania (formerly BAK-AIDS), established in 2004 under The National Muslim Council of Tanzania (BAKWATA), is a registered Non-Governmental Organization under the NGO Act No. 24 of 2002 (Reg. No. 00NGO/R/1805). The organization was founded to contribute to national efforts in addressing socioeconomic development and emerging health challenges across mainland Tanzania.

BAKAID envisions a healthier life for underprivileged children, youth, women, and men. Its mission is to implement innovative community-based strategies that provide accessible and quality social-economic services through strong collaboration with stakeholders.

BAKAID is currently implementing the USAID Adolescents and Children HIV Incidence Reduction, Empowerment, and Virus Elimination (ACHIEVE) project in Kigoma and Simiyu regions. The project targets orphans and vulnerable children (OVC) aged 0 - 18 and young people aged 18 - 19, ensuring they access HIV prevention, care, and treatment services as well as support in health, nutrition, and psychosocial well-being.

### **B. POSITION: Health and HIV Officer (HHO)**

**Location:** Kigoma Region

**Reports to:** Project Manager

**Number of Posts:** 1

#### **Key Roles and Responsibilities:**

- Coordinate with the Council Health Management Team (CHMT) on health and HIV-related activities
- Facilitate monthly meetings with Care and Treatment Centers (CTCs) to enhance bi-directional referrals and confidentiality
- Facilitate HIV risk assessments during OVC case management and link at-risk children to HIV Testing and Counseling (HTC)
- Support health facilities in maintaining updated CLHIV enrollment registers

- Supervise CCWs in tracing HIV-positive OVCs and linking them back to CTCs
- Guide CCWs in conducting HIV risk assessments and referrals
- Support CCWs in tracing and re-engaging HIV positive OVC who miss appointments, and link them to both the ACHIEVE project and CTCs
- Assist in rolling out supplemental HIV curriculum and support to OVC caregivers
- Ensure CTCs maintain updated enrollment registers for CLHIV, showing the cascade of enrollment
- Monitor and improve the bi-directional referral system, conducting quality improvement initiatives
- Strengthen referral systems and monitor service completion
- Participate in quarterly council-level quality improvement meetings
- Use data to inform decisions and track outcomes in collaboration with M&E teams
- Support CCWs in delivering nutrition assessments and linkage services
- Submit quarterly, semi-annual, and annual performance reports
- Document success stories and lessons learned

**Minimum Qualifications:**

- **Education:** Diploma in Clinical Medicine or Nursing (Bachelor's Degree is an added advantage)
- **Experience:** Minimum of 2 years in public health or OVC programming. Experience with PEPFAR-funded projects and in HIV/MNCH/TB/Malaria programs preferred

**Skills:**

- Deep understanding of Tanzanian health policies and HIV programming
- Excellent interpersonal, reporting, training, and leadership skills
- Proficiency in MS Word, Excel, PowerPoint
- Fluency in Swahili and English
- Competencies in integrity, innovation, stress tolerance, adaptability, and teamwork

**C. POSITION: Monitoring and Evaluation (M&E) Coordinator**

**Location:** Simiyu Region

**Reports to:** Project Manager

**Number of Posts:** 1

**Key Roles and Responsibilities:**

- Lead M&E planning, data collection, and reporting processes
- Conduct routine internal Data Quality Assessments (DQAs)
- Monitor CCW performance and provide technical feedback
- Oversee data entry, management systems, and data clerks
- Design and implement M&E frameworks and tools
- Coordinate evaluations, assessments, and surveys

- Prepare data visualizations and high-quality reports
- Train staff and Community Case worker on M&E and learning approaches
- Represent BAKAID in technical forums and learning platforms
- Document and disseminate best practices and success stories

**Minimum Qualifications:**

- **Education:** Bachelor's degree in social sciences, Computer Science, Project Planning, Management and Community Development, Statistics, Data Science, or International Development. Advanced certificates in M&E, Statistics, or Economics are preferred
- **Experience:** Minimum 2 years in M&E, preferably with OVC/PLHIV programming. Experience with statistical software (e.g., SPSS, STATA, Power BI) is an added advantage
- **Skills:**
  - ❖ Strong analytical and data management skills
  - ❖ Experience with digital data collection platforms (e.g., Kobo Toolbox, ODK)
  - ❖ Ability to work with multiple teams and stakeholders
  - ❖ Excellent reporting and presentation skills in Swahili and English
  - ❖ High integrity, initiative, and strong interpersonal skills

**MODE OF APPLICATION**

**All applications should be addressed to:**

The Executive Director,

P.O. Box 20409,

Dar es Salaam, Tanzania

OR via Email: [bakaidtz@yahoo.com](mailto:bakaidtz@yahoo.com) / [info@bakaid.or.tz](mailto:info@bakaid.or.tz).

**Applications must include:**

- Cover letter,
- Curriculum Vitae (CV)
- Copies of academic and professional certificates
- Contact details of three referees
- Active phone number and email address

Deadline for application submission: **Monday 28, April 2025, at 5:00 PM**

Note: Only shortlisted candidates will be contacted for interviews.

Women are strongly encouraged to apply.