

**Job Title:** Pediatric Advisor

**Location:** Dar es Salaam (with regular travel to the field)

**Reports to:** Technical Director

**Purpose of post:** The Pediatric Advisor (PA) plays a key role in the development of EGPAF Tanzania's pediatric focus and strategy. The PA provides technical advice to the Technical Director and the Country Director of EGPAF Tanzania, builds capacity of sub-grantees' and EGPAF's staff in neonatal and child health, in particular in the prevention, care and treatment of pediatric HIV, develops innovative approaches to improve the program and acts as a valuable source of information for the MOHSW and implementing partners while continuously advocating for high quality health services for HIV exposed or infected children and their families.

#### MAJOR DUTIES AND RESPONSIBILITIES

- Development and implementation of EGPAF Tanzania's pediatric strategy (20% of time)
  - Continuously reviewing EGPAF Tanzania's strategies on neonatal and child health, with particular focus on pediatric HIV and providing technical assistance for further improvement of EGPAF Tanzania's programs
  - Regular meet with coordinators of program components and address the pediatric issues concerned
  - Work with M&E department to regular monitor progress towards pediatric targets
  - Work with regional teams on identifying and addressing region specific pediatric issues.
- Implementing and updating EGPAF Tanzania's Pediatric Framework
- Participate in Foundation's overall activities concerning pediatric strategies
- Coordinate pediatric partnerships (20% of time)
  - Coordinate cooperation with Pediatric Association of Tanzania (PAT)
    - Monitor pediatric mentoring through PAT members
  - Coordinate collaboration with BIPAI (Baylor International Pediatric AIDS Initiative)
    - Coordinate pediatric clinical attachment program
    - Supervise and provide orientation and technical support to Baylor PACs at KCMC
  - Participate in coordination of CCFCC at KCMC
    - Coordinate the outreach activities( CPEP) in Arusha and Kilimanjaro region
    - Coordinate pediatric clinical attachment program at KCMC
    - Obtain and submit CPEP reports quarterly
    - Support the POPC responsible for KCMC in supportive supervision
  - Develop further pediatric partnerships
- Pediatric capacity building of partners (50% of time)
  - Closely collaborate with the Training and Capacity Building department (TCB) in the planning and facilitation of trainings related to neonatal and child health, including pediatric HIV
    - Participate in trainings building pediatric capacity of subgrantees (i.e refresher trainings, comprehensive pediatric HIV training)
    - Assist in addressing site specific needs by direct didactic training and mentoring
    - Development of new training curricula; improvement of existing training curricula
    - Specifically ensure that guideline changes are addressed and shared
  - Coordinate and supervise the role out and improvement of the District Mentorship Program
    - Supervise the DM activities in all regions in cooperation with the field offices
- Provide technical support to MOHSW, implementing partners and other stakeholders in Tanzania (10 % of time)
  - Communicate and share with MOHSW NACP and RCH section activities, observations and interventions as conducted by the Foundation in relevance to neonatal and child health, including pediatric HIV
  - Participate in the Technical Working Group Pediatric AIDS Tanzania
  - Participate in other technical working groups as need arises
  - Assist in the documentation and dissemination of important achievements and developments in child health and pediatric HIV amongst stakeholders

#### Other Duties:

The PA will be expected to undertake other duties from time to time, as discussed and agreed with the Technical Director and the Country Director.

#### Workstation:

The position is based in Dar es Salaam and frequent travel (max 40%) to other parts of the country is a core requirement of this position. Occasional travel outside Tanzania may be necessary.

#### Required Qualifications

- Medical degree with a specialization in Pediatrics
- Extensive clinical experience in neonatal and child health services, in particular care of HIV exposed children and their families in resource poor settings
- Extensive experience in training and capacity building, with a focus on coaching and mentoring
- At least three years of proven experience in HIV-project management
- Proven experience in documentation of pediatric strategic frameworks and reporting on best practices and lessons learned
- At least three years of work experience in Africa, preferably in Tanzania
- MPH desirable

#### Essential Skills and Knowledge

- Energetic, pro-active, independent and self-motivated
- Excellent analytical, oral and written communication skills
- Excellent management and diplomatic skills
- Ability to manage multiple priorities and projects while working as part of team

- Skills and knowledge in program sustainability and capacity building
- Extensive knowledge on neonatal and child health, in particular HIV prevention and care
- Good understanding of basic IT programs (MS Word, Excel, Powerpoint, email etc.), knowledge of statistical programs an advantage
- Fluency in English, both oral and written

#### Desirable Skills and Knowledge

- Knowledge of existing in country key stakeholders in HIV related activities
- Experience in working for an international NGO
- Knowledge of USAID / CDC procedures, rules and regulations
- Knowledge of Kiswahili language an advantage.

**Job Title:** IT Officer

**Reports to:** IT Manager, Dar es Salaam

**Location:** Dar es Salaam

**Position Purpose:** The IT Officer will assist the IT Manager to extend the IT services to the country office and the field office(s) by executing the following duties on one of the field offices: Technical Support, Network Administration, IT Equipment & Systems Management and Acquisition, Training and capacity building for staffs.

#### Duties and responsibilities

- Responsible for all IT technical issues in Dar office and act as 2nd escalation for helpdesk logged calls; and responsible for escalation for resolution to IT Manager.
- Document reported incidences and recommend appropriate solution to address identified IT challenges.
- Administer implementation of Foundation IT policies for Dar Es Salaam office and assist IT staffs to achieve the same in field offices.
- Maintains inventory records of hardware and software.
- Support the introduction of new systems, identify and solve problems encountered by users of PC systems and ensures the maintenance of the systems.
- Participate in computer training and perform office training and support for computerization.
- Install, configure and maintain office business systems and applications.
- To create and manage user profile on Active Directory, and Enterprise systems.
- To maintaining the existing Infrastructure for data and voice and to design new solutions when required.
- To constantly monitor, co-ordinate and implement maintenance under warrant, preventive maintenance and systems upgrades as required meeting Foundation standards.
- Perform other related duties as may be assigned by IT Manager.

#### Qualifications and Experience:

- Graduate degree in Computer Science / Advanced Diploma in Computer Science/ Information Systems / with at least 5 years work experience in similar field.
- Extensive practical experience in networked environment and support for field users
- With working knowledge of CCNA, MCSE, MCITP, Helpdesk Management and IT Service Support
- Extensive ability to use and support of standard micro computing applications such as Microsoft Word, Microsoft Excel, Excel PowerPoint, Microsoft Access, Microsoft Outlook, Browsers.
- Experience in supporting web based applications.
- Experience with training others to use micro-computer applications (as mentioned above).
- Excellent communication skills both orally and in writing (English and Swahili)
- Knowledge of supporting Windows Platform (windows Server 2003 or higher is a Must, MS Windows XP / Vista/7 )
- Prior experience with Messaging systems support, e.g. MS Exchange, Cloud technology Management
- Strong interpersonal skills, ability to establish and maintain effective work relationship with people of different backgrounds and cultures.
- Experience in working with active directories, Cloud computing and Windows Server Enterprise 2003 or higher.
- Experience and knowledge of PABX management.
- Experience with network administration and security methods and techniques.
- Ability to work under pressure with minimum supervision.

**Job Description:** Associate HR Officer – Regional Support

**Duty Station:** Moshi

**Direct Reports to:** HR Officer

**Dotted Line Reports to:** Regional Program Manager

**Purpose:** To provide HR professional, support to Regional Staff in alignment with business strategy

#### General Administration

#### Policy and Procedures

- Ensure that employees are advised of any changes to policies and procedures
- Implement HR policies and procedures that are in line with staff contract, employee handbook, labor laws and field operational manual
- Business Partnering and Headcount management
- Conduct trends and report analysis on various HR indices
- Provide monthly report highlighting Resourcing Status, Performance Review Status, Engagement Action Plans and other HR action items at the Regional Office.
- Capture feedback on an ongoing basis and ensure that the feedback is acted upon to bring in operational effectiveness
- Implement Culture Change processes

#### Recruitment, Selection and On boarding

- Work closely with Supervisors to determine hiring needs and ensure operations are aligned to the needs. Administer Regional HR activities such as recruitment, selection and induction to ensure needs are being met in a timely and cost effective manner and in accordance with EGPAF policies and procedures and external legal requirements.
- Administration of activities such as Conditions of Service, Remuneration Benefits and Employee Relations generally, to ensure foundation competitiveness and accessibility of information in a fair and consistent manner.
- Ensure availability of accurate and up to date Job Descriptions for all role

#### Performance Management

- Educate Regional staff on performance management process and on how to manage performance.
- Advise the Line in building people capacity
- Ensure proper implementation of performance reviews by Supervisors with their staff in a timely manner each year, whilst ensuring all reviews are recorded on performance management system within timeline.
- Track and monitor probationary periods
- Track and monitor performance improvement plans

#### Leave Management

- Manage, track and administer Leave plans
- Verification and reconciliation of Regional Payroll Time-sheets

#### Learning and Development

- Coordinate Regional Staff Training Needs
- Ensure learning and development for staff is in line with budgets available for the training and development.

#### Employee Relations

- Facilitate Employee Relations in the region
- Guide various stakeholders on corrective actions, grievances, conflicts and disciplinary procedures

#### Employee Safety and Security

- Ensure that safety needs are met in the office and risk management taken into account.

#### Exit Management

- Facilitate separation of staff as per internal policy and procedures of exit management. Organize exit interview, return of office equipments and terminal benefits.

#### Other HR Administrative Duties

- Coordinate relationships with Service Providers on all third party offerings and benefits (e.g. Medical insurers, banks etc) for the Regional Office Employees

#### Qualifications & Functional Skills

- Degree or Advanced Diploma in Human Resources or Behavioral Sciences
- Knowledge of Tanzania labor laws
- Must demonstrate interpersonal confidence with the ability to plan through complex situations effectively while building constructive relationships
- Ability to build partnerships in a matrix organizational environment along with providing Coaching and counseling to all levels within the Region
- Strong level of influence and negotiation skills.
- Presentation Skills

#### Relevant Experience

- At least 2 years proven practical work experience in Human Resources Management
- Experience in implementing HR practice as per employment policies, practices and other legal requirements.
- Previous work experience with International NGO's or International Organization would be preferred.
- Ability to maintain confidentiality with a high level of professionalism.
- Able to work efficiently as a team member

- Other
- Ability to read, write and fluently speak both English and Kiswahili
- Computer literate, with comfortable basic Ms packages working experience (Word, Excel, Power point )
- Flexible, with ability to travel regularly in-country

#### HOW TO APPLY

EGPAF is an equal opportunities employer and these positions are open to all. Qualified candidates should submit a CV and a cover letter explaining how the experience detailed in the CV will contribute to the requirements of the position and references to EGPAF.

**Submissions may be sent to:**

**The Human Resource Manager,  
EGPAF,  
P.O. BOX 1628,  
Oysterbay, Halle Selasie Road Plot # 8 & 10,  
Dar es Salaam,  
Tanzania. Or e-mail: [recruitment.tanzania@pedaids.org](mailto:recruitment.tanzania@pedaids.org)**

Further information can be found on the EGPAF website [www.pedaids.org](http://www.pedaids.org). Closing date: October 24, 2012.

**If you have not heard from us within 3 weeks after the closing date, you can assume that your application was not successful.**