



FIELD OFFICER - FAITH-BASED COMMUNITY INITIATIVES (FCI)

POSITION SUMMARY: The Field Officer, will be responsible for assisting the Program Coordinator-FCI to ensure the smooth technical assistance of the portfolio in Geita Region. This includes assisting in the planning and design of FCI interventions, providing technical assistance to Faith Based Organizations (FBOs) in Geita or Mwanza region on implementation and reporting of planned activities, monitoring the progress to targets and cascade performance across the region, assist field teams with ensuring provision of friendly services, identifying gaps in service delivery and quality, and brainstorming with other technical staff on solutions.

MAJOR ACCOUNTABILITIES:

1. Oversee the implementation of the Regional FCI work plans, providing technical assistance to ICAP teams and FBOs when needed and coordinating frequent supervision visit.
2. Manage and document outcomes of weekly regional implementation meetings with FBOs and ICAP field teams.
3. Develop, review and/or provide technical input into monthly, quarterly, semi-annual and annual technical narrative reports.
4. Provide uniform communications among government officials, R/CHMT's and other district officials and FBOs, documenting best practices and lessons learnt from FCI implementation.
5. Represent ICAP on to internal and external stakeholders in your region showcasing the FCI implementation, lessons learnt and best practices.
6. Develop and coordinate the development of brochures, fact sheets, articles, abstracts and publications from FCI implementation.
7. Contribute to the development of manuscripts, reports, abstracts and presentations to disseminate results of program evaluations and demonstration projects.
8. Coordinate and streamline FCI reporting in your region, setting timelines to ensure weekly and monthly is uploaded and verified as per ICAP Tanzania's Data Quality Assessment (DQA) procedures.
9. Cultivate and leverage relationships with interfaith and social justice groups, networks and organizations in your region.
10. In collaboration with your supervisor, develop and implement programs and tailored capacity building sessions to FBOs, building their capacity on identified areas of need, reporting, leadership and mobilization of faith leaders and faith-based member agencies.
11. Supervise the coordination of technical activities as needed by ICAP and FBO's
12. Perform all other related duties as assigned by supervisor.



REQUIRED COMPETENCIES AND QUALIFICATIONS:

1. **Required:** Bachelor Degree in Sociology or Community Development from a recognized academic institution.
2. **Required:** Minimum 3 years' working experience with faith based organizations, HIV care and health for a donor-funded organization. Preferred: Experience with community-based and/or KVP-focused HIV programs.
3. **Required:** Minimum 2 years' experience directly supervising/managing multidisciplinary teams of at least 10 staff, with demonstrated skills in leading teams of religious leaders or public health professionals.
4. Excellent communication skills, including writing and presentation skills. Fluent in both Kiswahili and English.
5. Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum).
6. Strong ability to liaise with external stakeholders and government officials.
7. Experience in developing and executing work plans, budgets, reports, etc.
8. Flexible to work after normal working hours and weekends at various community locations.
9. Ability to interact well with all targeted groups and peer volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background.