

Position Title:	Field Officer (<i>multiple positions</i>)
Reports to:	Community Coordinator
Supervises:	Field Assistants
Employment Type:	Full-time
Job Location:	Mwanza
Travel:	Up to 70% in intervention districts outside of job location

Overall Job Function:

Reporting to the Community Coordinator, the Field Officer is responsible to manage the day-to-day field implementation community-based HIV services in the intervention district, focusing on HIV testing and prevention activities such as DREAMS, PrEP, condom programming, peer-based outreach, among others. Supervising field assistants, the team will work alongside healthcare providers and peer volunteers.

Specific Responsibilities and Duties:

- Develop district-level workplans for implementation of HIV testing and prevention activities in the community including supervision of field activities
- Ensure activities are implemented according to the district workplan, and facilitate coordination of logistics, human resources, and supervision of activities
- Ensure HIV testing and prevention services are provided in line with WHO, national, donor, and ICAP policies and procedures and uphold principles of ethics and confidentiality.
- Manage recruitment, training, and supervision of peer volunteers supporting HIV testing and prevention activities.
- Liaise with operations and supply chain staff to ensure adequate supplies of commodities and tools required to implement the workplan
- Schedule human resources and fleet resources needed to accomplish community-based activities.
- Organize mapping and remapping of geographic locations for service delivery.
- Ensure health facilities and healthcare workers participating in community-based services are appropriately trained and oriented
- Monitor program performance at the district level, ensure timely and accurate submission of activity reports and make adjustments as needed to the implementation plan
- Supervise Field Assistants including their scheduling, performance management, and capacity building.
- Liaise with council authorities and health facility leads to agree on project plans and monitor progress in community
- Perform any other duties as assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) who have current qualifications and training in phlebotomy and HIV testing duties.
- **Required Technical Experience:** Minimum 3 years' experience providing or supporting HIV testing and prevention with demonstrated familiarity with MOH systems, tools and procedures for HIV testing and prevention.

- **Required Managerial Experience:** Minimum 1 year experience supervising other staff in the relevant technical areas.
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen