

Position Title:	<u>Technical Officer – KVP (1 position)</u>
Reports to:	Technical Advisor – Prevention and HTS
Employment Type:	Full-time
Job Location:	Dar es Salaam
Travel:	Up to 40% in intervention districts outside of job location

Overall Job Function:

The Technical Officer – KVP (key and vulnerable populations) is a member of the central technical team responsible for providing technical assistance on services for key populations (FSW, MSM, PWID) reached by the project. Under the supervision of the Technical Advisor – Prevention & HTS, s/he provides technical assistance to regional staff ensuring effective implementation of interventions tailored to KP in community and facility settings. S/he also collaborates with KP-led CSOs and other relevant stakeholders to ensure services are client-centered and tailored to the needs of KP.

Specific Responsibilities and Duties:

- Provide guidance, implementation, and monitoring to ensure that designed interventions in both community and facility settings are appropriately tailored to KVP groups and achieve programmatic goals in line with ICAP, donor, and government priorities.
- Contribute to planning, development, and implementation of strategies to improve comprehensive KVP-friendly service delivery in both community and facility settings by coordinating with relevant stakeholders and providing technical assistance to regional teams.
- Support timely implementation of all major program activities for KVP according to the objectives and deliverables, conducting relevant site visits, supporting regional team activities, and developing reports on program progress and achievements.
- Support regional teams and partners to develop work plans and strategies relevant to HIV services to KVP in both community and facility settings to achieve 100% of the annual targets and other related indicators relevant to the portfolio and closely monitor the implementation of work plans.
- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented in accordance with national guidelines and policy, protocols, SOPs, good clinical practice, and ethical/regulatory requirements.
- Assist with the development of monthly, quarterly and annual reports and slide-decks to the donor and various stakeholders.
- Assist with the documentation of program success stories and lessons in the relevant technical areas learned for internal and external release/publication.
- Conduct frequent supervision and monitoring visits to program sites and regions
- Participate in national technical working group meetings relevant to the technical area.
- Liaise with SI team to translate data outcomes into program improvement strategies, and to provide data analysis support to frequently monitor the effectiveness of interventions.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, Social Work, or related discipline.
- **Required Technical Experience:** Minimum 3 years' work experience in HIV programs, including demonstrated experience working with KP groups and stakeholders.
- Excellent written and verbal communication skills with fluency in English and Kiswahili required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional team.
- Ability to collaborate with a diverse team and interact well with all beneficiaries, health care workers, and volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all clients regardless of their background
- Ability to work independently with minimal supervision
Flexibility to work after normal working hours and on weekends with significant travel outside of duty station