



Position Title: Technical Advisor – Quality Improvement (QI) & Capacity Building (*1 position*)
Reports to: Director of Clinical Services
Supervises: Technical Officer – Training & Capacity Building; QI Officer (technical only)
Employment Type: Full-time
Job Location: Dar es Salaam
Travel: Up to 50% in intervention districts outside of job location

Overall Job Function:

The Technical Advisor – QI & Capacity Building is a member of the central technical team responsible for providing technical guidance on Continuous Quality Improvement (CQI) services supported under the project. S/he will guide the development of program improvement strategies and approaches to ensure and improve access to and quality of HIV prevention, care and treatment services. S/he will work with the Director of Clinical Services, Director of Prevention Services, Director of Strategic Information, and other senior clinical and prevention, SI, and program staff to ensure overall program integrity and contribute to the Continuous Quality Improvement (CQI) portfolio as required.

Specific Responsibilities and Duties:

- Guide the design, implementation, and monitoring of CQI initiatives across all technical areas in community and facility settings.
- Build capacity and provide technical assistance to the Regional and Council Health Management Teams (R/CHMTs), Facility Quality Improvement (QI) and Work Improvement Teams (WITs), and community-level program staff to design, implement and monitor CQI projects.
- Mentor the ICAP project staff to integrate and implement CQI approaches into the routine programmatic design, implementation, and monitoring across all program areas.
- Establish, scale up and maintain CQI teams across all facilities and in all community interventions
- Promote and oversee proper documentation of QI projects
- Lead the establishment and maintenance of the experience-sharing forums and platforms and promote widespread scale-up of best practices and success stories.
- Work closely with the strategic information, monitoring and evaluation, and data analysts to identify programmatic gaps and use the information to develop CQI projects
- Provide technical assistance to ensure quality of training activities
- Monitor and assist in evaluating CQI activities and organize/participate in public health evaluations related to CQI.
- Coordinate the implementation of capacity building and training programs in close collaboration with staff supervisors, facility in-charges, and other stakeholders
- Oversee the planning of short-term technical assistance related to quality improvement activities, including drafting scopes of work, negotiating with technical assistance providers, and collaborating with them while they are in the field.
- Regularly travel to the program's target regions to supervise, monitor progress, and provide follow-up technical assistance on CQI activities for the project.

- Ensure compliance with policies for data-quality assurance and reporting requirements.
- Perform any other tasks assigned by the supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Master's degree or higher in Public Health, Epidemiology, Biostatistics, or related discipline
 - **Preferred:** Additional medical background (nurse, MD, MBBS)
- **Required Technical Experience:** Minimum 5 years of work experience in HIV services with a donor-funded organization, with demonstrated experience in supporting evidence-based CQI or performance improvement approaches, facilitating supervision for health services, and implementing protocols for data quality assurance
 - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- **Required Managerial Experience:** Minimum 3 years supervising a multidisciplinary team of at least five staff in technical areas relevant to this project.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at a minimum; preferred proficiency with statistical software such as SAS and SPSS).
- Ability to provide high-quality technical assistance to regional offices.
- Ability to lead and work with a diverse team
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after regular hours and on weekends with significant travel outside duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred