



ZONAL PROJECT MANAGER

POSITION SUMMARY: The incumbent will be responsible to oversee the overall implementation of the FIKIA project in the regions of Geita, Kagera and Kigoma. S/he will work closely with the Director of Prevention Services and directly oversee the regional program offices/teams in the respective regions.

MAJOR ACCOUNTABILITIES:

1. Manage overall all regional staff and offices in Geita, Kagera and Kigoma regions in implementing a project for key populations, adolescent girls and young women and other targeted vulnerable populations.
2. Oversee all activities, outputs and outcomes related to project implementations at zonal level (Kagera, Kigoma and Geita) including providing timely reporting of all activities conducted, budget development and expenditure monitoring, execution of project plans, and project performance monitoring and evaluation on daily basis.
3. Represent zonal office in all technical matters pertaining to execution of the project related activities including interactions with senior level representatives of partners and stakeholders institutions.
4. Plan and coordinate all meeting across Kagera, Kigoma and Geita zone.
5. Liaise with regional stakeholders and local government authorities on the program progress, supportive supervision, data review, data entry and data quality assessments to ensure all FIKIA project data are updated in government system as per National Guidelines and Standard Operating Procedures.
6. Develop regional work plans and implementing program interventions (such as community based HTC, linkage/referral to health facilities, retention, GBV & gender norms, STI/TB screening, condoms distribution and family planning) according to the work plan, targets, national guidelines/policy, and program SOPs.
7. Support regional teams including Project Coordinators and Field teams in conducting training need assessments, mapping of hotspots, recruiting and supervising Community Outreach Volunteers (COVs), Community Expert Clients (CECs), and development of strong referral network from community to Facility and vice versa.
8. Work closely with HR and central team in identifying staff capacity development need through performance evaluations and organizing continuing education for FIKIA staff as per Columbia University Policies and ICAP Standard Operating Procedures.
9. Work closely with central technical teams in implementing FIKIA project activities including supportive supervisions, reports development and narratives as required.
10. Liaise, from a technical standpoint, with any sub-grantees or service providers in performing their scope of work as per Standard Operating Procedures in respective regions.
11. Perform any other relevant duties as assigned by the supervisor.



REQUIRED QUALIFICATIONS, KNOWLEDGE AND SKILLS:

1. **Required:** Doctor of Medicine (MD) or equivalent Degree from a recognized academic institution. Preferred: Additional Masters level degree or higher in related discipline such as Public Health.
2. **Required:** Minimum 4 years' working experience in Managerial level in Development Field.
3. **Required:** Minimum 2 years' experience directly supervising/managing multidisciplinary teams of at least 10 staff, with demonstrated skills in leading teams of 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 Power point at minimum).
6. Demonstrated knowledge on HIV/AIDS prevention, care and treatment, and adherence and psychosocial support programs.
7. Demonstrated ability to provide strong technical guidance for any medical interventions related to HIV care and prevention to KVP.
8. Strong ability to liaise with external stakeholders and government officials
9. Experience in developing and executing work plans, budgets, reports, etc.
10. Flexible to work after normal working hours and weekends at various community locations
11. Ability to interact well with all targeted groups and peer volunteers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background.