



Position Title: Liaison Manager

Reports to: Country Director

Job Location: Dodoma

Travel: Up to 50% outside of job location

Overall Job Function:

The Liaison Manager supports the work of ICAP to facilitate information exchange with national authorities in Dodoma and regional authorities in implementing region(s) and contributes to the provision of advisory services across ICAP's portfolio in Tanzania. The Liaison Manager will support ICAP's programs in Tanzania through effective and regular information exchange, coordination, multi-stakeholder engagement, INGO representation, engagement, and advocacy. Under the supervision and guidance of the Country Director, the Liaison Manager serves as direct contact to all relevant government bodies with regards to legal, regulatory, and technical reporting requirements for NGO operations.

Specific Responsibilities and Duties:

Liaison

- Develop, maintain, and build contacts with relevant government institutions and authorities, representatives of other NGOs, civil society organizations and resource persons to facilitate access to legal and regulatory information for NGOs
- Stay current with the legal and regulatory context and requirements for NGOs through liaison with government agencies and facilitating exchange with NGOs and update ICAP management.
- Link regularly with relevant focal points in government in Dodoma and implementing region(s) to maintain constructive working relations.
- Maintain routine communication with government counterparts of the project at national and regional levels to support effective implementation of the various ICAP-supported activities.
- Liaise with non-state actors and represent ICAP at NGO fora in Tanzania.
- Follow-up on necessary documents from the government including MOU, tax exemption approval processes, and other correspondences; and submit required progress reports, workplans, and other documents.

Advisory

- Contribute to establishment and maintenance of up-to-date contacts and regulations databases for utilization by ICAP.
- Support provision of advice and guidance to member and observer organizations with respect to legal and regulatory requirements for NGO operations under Government of Tanzania.
- Contribute to ensuring that lessons learned and proposed corrective actions, adaptations and innovations regarding NGO operational environment are documented for the purposes of knowledge preservation.
- Communicate and exchange information directly with the related organizations
- Take part in and/or organize regular meetings with the organizations and participate in technical working groups (TWGs) as relevant.
- Update ICAP senior management team about any changes in government-mandated administrative procedures and policies that affect NGOs.



Advocacy

- Contribute to advancing technical innovations in HIV and other program areas of interest to ICAP.
- Contribute to taking council and advising the ICAP senior management team about the issues and policy concerning the respective fields.
- As required, contribute to provision of technical support to authorities regarding development of policies and procedures relevant to ICAP-supported activities.

Administration and Reporting

- Contribute to all internal updates and necessary operational reports.
- Participate in development of programmatic and operational reporting required for NGOs by the government.
- Maintain work calendar and activities scheduled of the project and undertake necessary follow-up actions as assigned.

Other

- Perform any other task assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** MD, PhD, or master's with significant field experience
- **Required Technical Experience:** Minimum 6 years' work experience in HIV field with extensive experience working directly with NACP, MOHCDGEC, and/or PORALG Tanzania including at senior levels
 - **Preferred:** Expertise with PEPFAR-funded HIV programs, experience with NGOs in Tanzania an added advantage
- Strong knowledge and understanding of government settings and functions in Tanzania at national, regional, and local levels
- Excellent written and verbal communication skills with fluency in English required
- Strong computer skills including high proficiency in MS Office suite; preferred proficiency with statistical software such as SAS and SPSS
- Demonstrated ability to provide high quality technical assistance on HIV
- Demonstrated ability to work with a diverse team
- Ability to work independently with minimal supervision and strong problem-solving skills
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station
- Familiarity with Tanzanian context; fluency in Kiswahili required