

REGIONAL PROJECT COORDINATOR

POSITION SUMMARY: As the overall technical and managerial lead in the implementing region, the incumbent will be responsible to coordinate the implementation of ICAP's FIKIA project - a community-based HIV prevention project reaching key and vulnerable populations (KVP) in Mwanza region. S/he will work closely with his/her Zonal Project Manager and the central technical team to ensure high-quality program implementation at the regional level to meet all targets related to the project. The incumbent will also be responsible for stakeholder engagement and partner collaboration at the regional level.

MAJOR ACCOUNTABILITIES

- Lead and manage all staff working on the ICAP FIKIA project on community-based HIV prevention, testing, linkage and retention activities in the project region
- Develop annual and quarterly regional work plans and supervise implementation at the regional level to ensure all targets are met
- Liaise with regional authorities, stakeholders, and partners as the representative for ICAP's regional office for technical and supportive guidance
- Organize the orientation of the local government authorities and other stakeholders about to project related interventions
- Organize the training/orientation of healthcare workers in the selected health facilities on the community-based HIV prevention project
- Participate in the development of the referral network model between the community-based outreach and health facility services
- Coordinate and conduct mapping of hot spots and size estimation of KVP including adolescent girls and young women.
- Daily tracking of events and its related hotspot to maximize the team effort in the field during outreach events.
- Management of fleet of motor vehicles, mobile truck, motorcycles, ICAP boat and tricycles to be deployed in the optimum uses in line with the daily plans.
- Review and approve fuel consumption report by 1st week of the following month.
- Approves team travel request (TAFs), travel business expense report (TBERs) in line with agreed plan at regional level in ICAP operation online system (IOO), and submit to central office timely.
- Review all events and hotspot created in ICAP automated attendance system (AAS) for all COVs, HCWs and CECs for clearance of data and submission to central office for payments in timely fashion.
- Ensure the recruitment of new COVs, CECs and HCWs follows the established guidelines through use the ICAP automated attendance
- Collaborate with organizations for execution of sub-agreements and service agreements
- Supervise the recruitment and training of community outreach workers and lay counselors from peer groups to implement the outreach services.
- Mentor and supervise regional staff, community outreach workers and lay counselors regularly and frequently during outreach sessions and lead regular meetings
- Ensure adequate data collection and timely, complete and clean reporting of regional data to the central level

- Ensure data integrity across the data collection value chain as the program implementation progresses.
- Strengthen collaboration with implementing partners, Government Authorities and project related stakeholders for smooth implementation of activities
- Preparation of regional quarterly reports on implemented project activities and dissemination to R/CHMTs.
- Performance management for supervisees including support in objective setting, conducting performance appraisal and provision of feedback in a timely manner
- Perform any other duties as assigned by the supervisor

Required Qualifications, Knowledge and Skills:

- **Required Education:** Either Masters level degree or higher in public health, epidemiology, or related discipline; OR Bachelors and minimum 5 years related work experience.
 - **Preferred:** additional degree in a clinical discipline (MD, MBBS)
- **Required:** Minimum 5years' working experience in HIV-related projects on large donor-funded projects, with demonstrated experience working on donor-funded HIV programs, preferably with PEPFAR
- **Required:** Minimum 4 years' experience directly supervising/managing a multidisciplinary team, with demonstrated skills in leading teams of public health professionals with experience in developing and executing work plans and budgets
- Flexible to work after normal working hours and weekends at various community locations and travel extensively to remote areas, including islands
- Ability to interact well with targeted key and vulnerable population groups and peer volunteers by facilitating a nonjudgmental, nondiscriminatory, and non-stigmatizing environment in the program, to welcome all beneficiaries regardless of their background.
- Demonstrated knowledge on HIV/AIDS prevention, care and treatment, and adherence and psychosocial support programs
- Demonstrated ability to provide strong technical guidance for any interventions related to HIV care and prevention to KVP
- Excellent written and verbal communication skills with fluency in Kiswahili and English
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum)

