



Position Title: Technical Officer – QI & Capacity Building (1 position)

Reports to: Technical Advisor-Quality Improvement and Capacity Building

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- Quality Improvement and Capacity Building will work closely with all technical teams, QI officers and other field staff to introduce / integrate QI principles in the ongoing activities and monitor all QI activities in the FIKIA+ project. S/he will work to create QI teams within health facilities, and coordinate identification and implementation of QI projects. S/he will lead QI data analysis and interpretation in care and treatment, PMTCT, adults and pediatric care and develop QI reports on the variety of data to assess quality of care and promote appropriateness of quality of care in supported districts. S/he will also lead the coordination and planning of capacity building, trainings, and meetings activities in the project, including training needs assessments, for ICAP staff, R/CHMTs and healthcare workers.

Specific Responsibilities and Duties:

- Plan, implement, and monitor trainings and capacity building activities to ICAP staff, R/CHMTs, healthcare workers, and volunteers for quality delivery of HIV prevention, care, and treatment.
- Provide guidance, implementation, and monitoring to ensure that designed QI interventions relevant to the technical areas in both community and facility settings achieve programmatic goals, and that project resources are utilized for the program in line with applicable ICAP and donor policies and procedures.
- Guide efforts to conduct site specific assessments of quality improvement capacity and plan QI start-up activities.
- In collaboration with other staff, participate in routine review of data information and data for program quality with SI team, other members of the central technical team and operations staff where needed; so that all stakeholders know how effective the program is and what are the areas that need more support and focus.
- Ensure that regular quality improvement meetings take place at site-level, district level and region (reviewing data, flow charts and setting/following up action plans through PDSA cycles) to strengthen QI in existing health management structure.
- Provide guidance, implementation, and monitoring to ensure that designed QI interventions relevant to the technical areas in both community and facility settings achieve programmatic, financial, and administrative goals, and that project resources are utilized for the program in line with applicable ICAP and donor policies and procedures.
- Conduct training needs assessments of central and regional team and ICAP-supported sites implementing HIV prevention, care, and treatment activities.
- Support regional teams on execution of post training mentorship and coaching sessions in collaboration with national facilitators.
- Harmonize training schedules with central and regional teams that reflect donors and GOT priorities in addressing HIV epidemic gaps.
- Liaise with MOHCDGEC, R/CHMTs and other stakeholders on training logistics and materials developments.
- Ensure trainings are conducted in accordance with the Tanzania policy, guidelines, and standards.
- Ensure the availability of updated training guides and SOPs during training and its sites.



- Work closely with training facilitators, supporting NACP team, ICAP central and regional teams in developing training reports.
- Work with the QI team in conducting the systematic analysis of performance gaps of CHMTs and health facilities.
- Work with CHMTs and health facilities in developing regional plans for addressing the identified performance gaps for training and capacity building.
- Facilitate both training and non-training activities planned to build capacities of CHMT members and health facilities members of ICAP supported sites.
- Provide technical support to R/CHMTs to organize efficient capacity building activities ensuring that objectives of each activity are clearly spelt out and are in line with program goals and objectives.
- Systematically document details of trainees and plan for evaluating training impact.
- Review and provide feedback on training reports from facilitators and sub-grantees.
- Identify, develop, and share and disseminate lessons learnt from sites with all relevant stakeholders and serve as a technical resource for the regions/districts and field offices.
- Participate in the development of national training guides and curriculums.
- Perform any other tasks as assigned by supervisor.

Qualifications, Knowledge, and Skills:

- **Required Education:** Medically trained personnel (MD, MBBS or equivalent) **OR** Bachelor's degree or higher in the following fields: Public Health, Statistics, Epidemiology, or other related discipline.
 - **Preferred:** Master's degree in public health or related discipline
- **Required Technical Experience:** Minimum 3 years' work experience in HIV field, including demonstrated experience and knowledge in QI initiatives implementation and capacity building activities, with a strong ability to create data dashboards and visualizations from multiple data points for identification of performance trends.
- 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 teams.
- 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.