

Position Title:	Field Assistant (<i>multiple positions</i>)
Reports to:	Field Officer
Employment Type:	Full-time
Job Location:	Mwanza
Travel:	Up to 70% in intervention districts outside of job location

Overall Job Function:

Reporting to the Field Officer, the Field Assistant is responsible to support field implementation of community-based HIV services in intervention wards/sites, focusing on HIV testing and prevention activities such as DREAMS, PrEP, condom programming, peer-based outreach, among others. This position liaises closely with healthcare providers and peers who are delivering services in field.

Specific Responsibilities and Duties:

- Participate in workplan development for implementation of HIV testing and prevention activities in the community including supervision of field activities
- Implement activities according to the work plan, and prepare logistics (supplies, tools, and other resources) for field
- Establish HIV testing and prevention services that are provided in line with WHO, national, donor, and ICAP policies and procedures and uphold principles of ethics and confidentiality.
- Conduct mentorship to healthcare workers and peer volunteers supporting field activities
- Assist with recruitment, training, and supervision of peer volunteers supporting HIV testing and prevention activities.
- Participate in mapping and remapping of geographic locations for service delivery.
- Assist with monitoring program performance at site/ward level, assist with timely and accurate submission of activity reports, and suggest adjustments as needed to the implementation plan
- Collaborate with health facilities to ensure community-based implementation is accurately reflected in documentation
- Perform any other duties as assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) who have current qualifications and training in phlebotomy and HIV testing duties.
- **Required Experience:** Minimum 1 year experience providing HIV testing and counselling services with demonstrated familiarity with MOH systems, tools and procedures for HIV testing and prevention.
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.

- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen