



**Position Title: THIS Administration Officer (1 position)**

**Reports to:** Administration and Fleet Manager

**Employment Type:** Full-time

**Job Location:** Dar es Salaam

**Travel:** Up to 50% in intervention districts outside of job location

**About THIS 2022-2023:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Program (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

**Overall Job Function:**

Reporting to the ICAP Administration and Fleet Manager, the THIS Administration Officer is the focal person to intake, monitor and follow-up all survey administrative related issues and requests. In addition to the cross-cutting responsibilities, this position will also perform any administrative duties for the whole THIS survey.

**Specific Responsibilities and Duties:**

- Supervise and ensure proper and economic use of all THIS facilities and stationeries and assist placing administration related orders to procurement as needed
- Intake all documents (e.g, Purchase Requisition, Travel Authorization Form - TAF Requests, etc.) from the survey and follow-up for signatures and execution.
- Manage survey correspondence, collect information, and ensure decisions made are communicated to the relevant people
- Take notes during meetings and assist setups for presentations and conferences, producing documents and briefing paper
- Collaborating with survey staff, coordinate the organization of meetings, trainings, seminars, and other events related to the survey
- Provide support to fleet staff in regions to coordinate logistics of field activities
- Maintain the tracking sheet of all payments and update the tracking sheet status
- Assist THIS survey team to compile list of participants, write and send invitations letters and ensure its receipts and confirmation of attendance.
- Assist THIS survey team to receive participant attendance list and payment sheets. Collect receipts from participants for reimbursement and submit to accounts.
- Liaise with procurement to ensure all survey materials and equipment ordered delivered in a timely manner to the appropriate satellites.



- Orient THIS new staff on admin procedures
- Coordinate with the Fleet Supervisor to organize all program requests for transport
- Perform any other tasks assigned by the supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's degree in Business Administration or related field
- **Required Experience:** Minimum 4 years' relevant experience as part of a central operations unit providing remote support to regional offices
- Strong communication skills, both written and verbal in both Kiswahili and English.
- Strong organizational and stress management skills
- Proficiency in Microsoft Office, particularly with Excel.
- Ability to work in a team setting, liaising between different units.
- Ability to work with little to no supervision.