

STRATEGIC INFORMATION ASSISTANT - SPECIFIC TASK

POSITION SUMMARY: The Strategic Information Assistant is responsible to conduct and document physical files reviews and consistency checks for all program indicators, working with providers and field teams to identify any gaps or corrective actions needed. S/he will work closely with the other members of the program and Strategic Information teams.

MAJOR ACCOUNTABILITIES

- Conduct physical files reviews for all program indicators currently reported, verifying consistency between various source documents and reporting platforms
- Work with field teams and facility providers during the review exercises to identify documentation gaps and corrective actions
- Track and document review outcomes through specific templates developed by SI team
- Regularly communicate with supervisors with activity updates and challenges encountered, including sharing brief daily summaries
- Work with facility data clerks to ensure all reviewed records are also reflected consistently and updated as needed in the CTC2 database
- Perform any other assigned duties by their supervisors

Required qualification, Knowledge and skills:

- **Required:** Medical degree in Public Health, Sociology, Community Development, Statistics, or other related discipline from a recognized academic institution
- **Required:** Demonstrated familiarity and experience working with government tools and reporting for HIV/AIDS indicators, such as the DHIS, CTC2 files and database, testing registers, care and treatment registers, monthly and quarterly summary forms, among others.
 - **Advantage:** Specific experience with monitoring & evaluation activities utilizing these tools
- Excellent communication skills, including writing and presentation skills. Fluent in both Kiswahili and English.
- Basic skills on computer usage (MS Excel, Access, Word, and PowerPoint at minimum).
- Flexible to work after normal working hours and weekends at various community and facility locations.
- Ability to interact well with all persons by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all beneficiaries regardless of their background
- Must be a Tanzanian national.
- Applications will be reviewed on a rolling basis in the order received. Only shortlisted candidates will be contacted

