

**Position Title:            Regional Manager (1 position)**

**Reports to:**                Technical Director

**Supervises:**                Community Coordinator; Facility Coordinator; SI Coordinator; QI Officer; Surveillance & Public Health Preparedness Officer; VMMC Officer; Admin Officer

**Employment Type:**        Full-time

**Job Location:**            Mwanza

**Travel:**                    Up to 40% in intervention districts outside of job location

**Overall Job Function:**

The Regional Manager provides leadership, management, and technical oversight to the project team by overseeing the overall implementation of the day-to-day project activities in the region. S/he will work closely with the Technical Director and SI Director to directly oversee all regional programs, operations, and SI activities to ensure that the program meets the targets and deliverables at high quality as recommended by WHO and national guidelines.

**Specific Responsibilities and Duties:**

- Oversee and manage all regional staff implementing activities and general maintenance, security, use of the organization office premise(s), equipment and supplies.
- Implement country strategic plan at the project regional office, ensure that the organization provides technical, financial, and material inputs and assistance to health facilities, sub-grantees, and contractual service agreements and ensure that their technical and financial performance is of a high standard with effective planning and coordination of program and operations activities in the region.
- Oversee program operations and reporting at the regional level, ensuring compliance with organization policies, USG rules and regulations, MOHCDGEC policies, PORALG policies and timely preparation of annual work plans and budgets.
- Ensure strong collaboration with the MOHCDGEC, PORALG, NACP, TACAIDS, R/CHMTs and other stakeholders as needed for improving the quality of HIV care, treatment, PMTCT, HIV prevention, community-based HIV services, VMMC, surveillance, and public health preparedness activities.
- Lead the strategic planning and data driven decisions for the team to increase access to HIV testing, care & treatment, PMTCT, HIV prevention, community-based HIV services, VMMC, surveillance, and public health preparedness activities.
- Provide management support to regional strategic information (SI) team to enable timely and appropriate data collection, data entry, data management and data quality assurance activities for effective and close project monitoring and evaluation of all indicators as per national standards and donor guidelines.
- Conduct quarterly joint supportive supervision with the R/CHMTs, facilitate the implementation of the planned activities and work plans and prepare technical reports.
- Ensure adequate supervision of ICAP supported sites with timely and practical feedback to ICAP's sub-awardees and partners based on their submitted data and the findings from supervision implementation and monitoring of ICAP program.
- Act as the primary point of contact for all regional office matters with two ways feedback where both technical and operational information from the region is

properly communicated to central office and technical and operational information from central office is properly communicated to and understood by regional staff.

- Work with stakeholders and partners to support national guidelines and procedures for scaling up priorities, including technical, financial and administrative support for HIV clinical services.
- Liaise with the local government authorities and relevant agencies to ensure mutual understanding of program activities and optimize resource distribution.
- Effectively support staff skills on implementing programs; supervise and manage team dynamics and staff well-being through mentorship and coaching; strategically tailor individual development plans; and complete performance management plans for direct reports.
- Conduct performance management for supervisees including setting objectives, conducting performance appraisal and providing feedback in a timely manner
- Lead the development of program learning: identify opportunities for learning, research and publications in supported programs, and implementation of Monitoring, Evaluation, Accountability, and Learning (MEAL) approach.
- Facilitate the integration of new innovations and best practices into ongoing programs and disseminate promising practices and lessons learned to stakeholders to contribute to the knowledge and peers' literatures.
- Perform any other tasks assigned by the supervisor.

#### **Qualifications, Knowledge, and Skills:**

- **Required Education:** Medical degree (MD, MBBS, or equivalent)
  - **Preferred:** Additional Master's degree or higher in the following fields: Public Health, Epidemiology, Biostatistics, or related discipline.
- **Required Technical Experience:** Minimum 6 years' work experience in HIV field with a donor-funded organization, including minimum 4 years' experience with facility-based care and treatment programs.
  - **Preferred:** Expertise with PEPFAR-funded HIV programs
- **Required Managerial Experience:** Minimum 4 years' supervising a multidisciplinary team of at least ten staff in a dynamic and fast-paced project.
- Excellent written and verbal communication skills with fluency in English 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 offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili required.