

**Position Title: VMMC Supervisor (1 position)**

**Reports to:** Regional Manager  
**Supervises:** VMMC Officers  
**Employment Type:** Full-time  
**Job Location:** Mwanza  
**Travel:** Up to 50% in intervention districts outside of job location

**Overall Job Function:**

As the overall technical and managerial lead for VMMC services implemented in the region, the VMMC supervisor is responsible to coordinate implementation of ICAP supported VMMC activities in the region. S/he will work closely with his/her regional manager, facility coordinator, community coordinator, lab supervisor and the central technical team to ensure high-quality program implementation at the facility and community level, meeting all targets related to the project. The VMMC supervisor will work closely and directly with regional manager to engage and collaborate with stakeholders and partners at the regional level.

**Specific Responsibilities and Duties:**

- Lead and manage all staff working on the ICAP supported VMMC sites in the region, both in facility and community settings.
- Lead development of annual and quarterly regional work plans and supervise implementation of VMMC activities to meet all targets.
- Liaise with regional authorities, stakeholders, and partners as ICAP's VMMC services technical lead for supportive supervisions, coaching and mentorship to HCWs and peers.
- Organize the orientation of the local government authorities and other stakeholders related to VMMC interventions implemented in the facility and community settings.
- Work closely with facility and community coordinator and central team to organize trainings and orientations of healthcare workers providing VMMC services.
- Work with SI team, regional manager, community coordinator and facility coordinator to analyze and utilize program data to inform plans, priorities, and resources allocations, write reports, best practices, and lesson learned for a wider dissemination.
- Incorporate all necessary considerations to mitigate COVID-19 transmission risk during all phases of VMMC demand creation, mobilization, and service provision.
- Plan and oversee activities to mobilize VMMC beneficiaries and provide appropriate message on the available services.
- Coordinate with administrative officer to schedule fleet of motor vehicles, VMMC trucks, motorcycles, and boat to be optimally deployed in line with the daily VMMC activity plans.
- Approve VMMC team travel request (TAFs), travel business expense report (TBEPs) in line with agreed plan at regional level in ICAP operation online system (IOO), and submit to central office timely.
- Mentor and supervise regional VMMC staff and HCWs regularly and frequently during outreach sessions and lead regular meetings.
- Ensure adequate data collection and timely, complete, and clean reporting of regional data from VMMC sites to the central level.
- Strengthen collaboration with implementing partners, government authorities, and project-related stakeholders for smooth implementation of activities.
- Prepare regional quarterly reports on implemented project activities and dissemination to R/CHMTs.
- Performance management for supervisees including support in objective setting, conducting performance appraisal and provision of feedback in a timely manner
- Perform any other duties as assigned by the supervisor

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Medical degree (MD, MBBS, or equivalent)
- **Required Technical Experience:** Minimum 4 years' work experience working in VMMC with a donor-funded organization, including demonstrated experience and knowledge working in a broader HIV context in both community and facility
  - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- **Required Managerial Experience:** Minimum 2 years' supervising a multidisciplinary team of at least 5 staff in technical areas relevant to this 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.
- Flexible to work after normal working hours and on weekends with significant travel outside of duty station.
- Familiar with Tanzanian context; fluency in Kiswahili preferred