ICAP
Empowering Health
Columbia University
Mailman School of Public Health

JOB OPPORTUNITIES WITH ICAP ITANZANIA

ICAP-Tanzania in partnership with National AIDS Control Programme (NACP), National Bureau of Statistics (NBS), Centre for Disease Control and Prevention (CDC) and with funding from the Presidential Emergency Plan for AIDS Relief (PEPFAR) is conducting an upcoming survey to measure the prevalence of HIV, sexually transmitted infections (STIs) and risk behaviors among key and vulnerable populations in seven regions of Tanzania, to estimate their population size in the survey sites, and gauge progress toward reaching 95-95-95 targets.

ICAP seeks Receptionist, HIV Counselor/Nurse, Coupon Manager, Laboratory Technician, Quantitative interviewer, Qualitative interviewer, Site Coordinator and Formative assessment interviewer to be based in Mwanza, Arusha, Tanga, Mbeya, Dodoma, Shinyanga and Kagera.

1. RECEPTIONIST

The incumbent will Support administrative tasks related to the survey, including coordination of appointment visits and management of participant flow at the survey site.

MAJOR ACCOUNTABILITIES

- Manage participant flow
- Coordinate survey appointment visits
- Review participant checklists for completion Answer phone calls
- Maintain high levels of confidentiality throughout the survey
- Carry out other administrative duties and responsibilities as assigned by the investigators

Required Qualifications, Knowledge and Skills:

- Must possess a Advanced Diploma in Business Administration or above
- 2-3 years of experience in administration.
- Demonstrated experience in supporting research studies involving key and vulnerable populations is an advantage.
- Detail oriented and highly organized, able to multi-task. Ability to adapt and work with diverse groups of people. Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills. Candidate from key and vulnerable populations is preferred.
- Fluency in Kiswahili and English languages

2. HIV COUNSELOR/NURSE

The incumbent will provide pre- and post-test counselling in HIV and other STIs together with rapid diagnostic testing as part of survey procedures.

MAJOR ACCOUNTABILITIES

- Provide pre- and post- test counselling in HIV, syphilis, Hepatitis B (HBV), and Hepatitis C (HCV) according to national guidelines,
- Refer/Escort participants who test positive for HIV, syphilis, HBV, and HCV to care and treatment services
- Answer health-related questions from survey participants,
- Support data entry for biomarker results,
- Identify and report adverse event(s) to the Site Coordinator,
- Ensure high quality data and ethical and moral conduct to collect accurate and valid information,
- Safeguard assigned data collection equipment, keeping it in good working condition and charged (for electronic equipment), ready for data collection,
- Maintain high levels of confidentiality throughout the survey,
- Carry out other duties and responsibilities as assigned by the investigators.

Required Qualifications, Knowledge and Skills:

- Bachelor's degree in nursing or midwifery
- Experience in clinical research or surveys preferred.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Knowledge of Good Clinical Practice.
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in Kiswahili and English
- Knowledge of and practical experience working with key and vulnerable populations is preferred.
- In addition, trainings in counselling, index testing, key and vulnerable populations services and social network strategy

3. LABORATORY TECHNICIAN.

The incumbent will conduct venous blood draw and administer rapid diagnostic tests for HIV and other STIs as part of survey procedures.

MAJOR ACCOUNTABILITIES

- Conduct venous blood draw from consenting participants,

- Administer rapid diagnostic tests for HIV, recent HIV infection, syphilis, Hepatitis B, and Hepatitis C according to test kit procedures,
- Record biomarker test results,
- Support data entry for biomarker results,
- Identify and report adverse event(s) to the Site Coordinator,
- Ensure high quality data and ethical and moral conduct to collect accurate and valid information,
- Safeguard assigned data collection equipment, keeping it in good working condition and charged, ready for data collection,
- Maintain high levels of confidentiality throughout the survey,
- Ensure proper sample collection, labelling, packaging, reporting and storage as per the national guidelines. Maintaining samples chain of custody and cold chain as relevant
- Ensure all laboratory biological waste is packaged and disposed according to applicable procedures.
- Carry out other duties and responsibilities as assigned by the investigators

Required Qualifications, Knowledge and Skills:

- Candidate must have completed a diploma or bachelor's degree in medical laboratory science
- At least on year experience in clinical research or surveys is preferred.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Knowledge of Good Clinical Practice.
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Knowledge of and practical experience working with key populations is preferred
- Fluency in Kiswahili and English

4. COUPON MANAGER.

The incumbent will support data collection tasks related to the survey, including management of coupons at the survey site.

MAJOR ACCOUNTABILITIES

- Assess eligibility of candidate participants who present at the survey site,
- Verify and manage survey coupons using an Excel-based management tool
- Administer and obtain informed consent from eligible participants,
- Identify and report adverse event(s) to the Site Coordinator
- Ensure high quality data, and ethical and moral conduct to collect accurate and valid information,

- Safeguard assigned data collection equipment, keeping it in good working condition and charged (for electronic equipment), ready for data collection,
- Maintain high levels of confidentiality throughout the survey
- Carry out other duties and responsibilities as assigned by the investigators

Required Qualifications, Knowledge and Skills:

- Candidate must have a minimum of diploma in social science, biological science or health related field.
- 2-3 years of experience in operational or clinical research or surveys.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Knowledge of Good Clinical Practice.
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in Swahili and English
- Knowledge of and practical experience working with key and vulnerable populations is preferred.

5. QUANTITATIVE INTERVIEWER.

The incumbent will support data collections tasks related to the survey, including administration of informed consent and conducting structured interviews according to protocol and standard operating procedures.

MAJOR ACCOUNTABILITIES

- Build rapport with survey participants and assess eligibility of candidate participants who present at the survey site,
- Administer and obtain informed consent from eligible participants,
- Conduct survey interviews with participants and accurately record responses,
- Identify and report adverse event(s) to the Site Coordinator,
- Ensure high quality data, and ethical and moral conduct to collect accurate and valid information,
- Safeguard assigned data collection equipment, keeping it in good working condition and charged (for electronic equipment), ready for data collection,
- Maintain high levels of confidentiality throughout the survey,
- Carry out other duties and responsibilities as assigned by the investigators.

Required Qualifications, Knowledge and Skills:

- Candidate must have completed bachelor's degree in social science, biological science or health related field
- 2-3 years of experience in operational or clinical research or surveys.

- Demonstrated experience in conducting closed-ended interviews preferred.
- Detail oriented and highly organized, able to multi-task.
- Ability to adapt and work with diverse groups of people.
- Knowledge of Good Clinical Practice.
- Experience with data collection and use of tools such as Open Data Kit (ODK) for research studies
- Proficient in Microsoft Office Suite applications.
- Excellent interpersonal, organizational, verbal and written communication skills.
- Fluency in Kiswahili and English and
- Knowledge of and practical experience working with key and vulnerable populations is preferred.

6. SITE COORDINATOR

Serve as the site team lead to provide oversight and management of survey data collection to determine the prevalence of HIV and other sexually transmitted infections (STIs) and risk behaviours among key and vulnerable populations and their population size in the selected survey sites, with support from the ICAP and NBS Bio-behavioural survey (BBS) team.

MAJOR ACCOUNTABILITIES

Technical

- Oversee the formative assessment and BBS in compliance with the study protocol and associated standard operating procedures (SOPs)
- Coordinate closely with the BBS Coordinator and investigators by participating in daily calls to communicate progress in coupon distribution, recruitment, enrolment, and completion of linkage to care for eligible survey participants
- Coordinate rapid diagnostic testing at a local laboratory by nurse and shipment of blood samples to NHLQATC
- Submitting weekly reports regarding data collection and other survey activities;
- Support identification and recruitment of participants for the formative assessment, including coordinating with the community mobilizer to identify potential participants who meet eligibility criteria
- Support identification and recruitment of study participants for respondent driven sampling including coordinating with the community mobilizer to identify well-networked potential study participants who meet eligibility criteria and are diverse according to the criteria outlined in the protocol
- Ensure all blood collection and testing for all biomarkers for consenting survey participants are performed according to applicable SOPs and follow the clinical procedures outlined in the study protocol
- Ensure all HIV counselors/nurses pack all specimens for processing at the local laboratory according to the applicable SOPs
- Ensure all laboratory technicians follow good laboratory practices including adhering to the testing algorithm and performing quality control procedures

- Ensure laboratory technicians package all specimens for testing at NHLQATC with completed documentation prior to transport
- Ensure all returned coupons are tracked and documented in the coupon manager system
- Respond to data requests and assist in resolving data discrepancies, where applicable

Administration

- Plan and coordinate the implementation of survey procedures according to the protocol and applicable SOPs
- Supervise flow of survey participants and serve as principal administration liaison for the project site;
- Ensure participant and staff safety and maintain security of site office and property
- Oversee informed consent process implemented by interviewers and nurse counsellors
- Ensure participant confidentiality at study site and throughout the survey
- Ensure consent and other paper forms are properly filled, stored and protected in lockable boxes or filing cabinets
- Ensure all survey participants are scheduled for second visits as per the protocol
- Review all completed key informant interview, in-depth interview and focus group discussion notes to ensure clarity, accuracy, and proper documentation
- Ensure all completed interviews have been properly completed and sent to the Survey CTO server Coordinate and ensure laboratory activities are accomplished as per protocol and SOPs.
- Create agendas and/or write minutes for project meetings, and assign tasks, oversee, and supervise the day-to-day operations of the team
- Prepare PowerPoint slides for presentation on progress of the project
- To closely follow up and monitor research fund expenditure at field level
- Respond to special needs of the site study team related to the research project
- Ensure site has adequate study supplies and project-related tools, including sufficient supply of consent forms in appropriate languages and sufficient airtime/data bundles to enable data submission to server
- Oversee equipment checks and troubleshoot any problems with data collection equipment (tablets), ensuring data quality, managing and documenting anticipated and unanticipated difficulties
- Ensure completion of tasks by performing daily reviews of all data collected by the team and convene daily team meetings to ensure camaraderie, communication, and study protocols and SOPs are adhered to
- Maintain summary record of daily activities
- Maintain daily communication with BBS Survey Coordinator and share weekly progress reports on evaluation of site activities
- Ensure all adverse events are properly documented and reported to the BBS Survey Coordinator according to protocol
- Ensure all study participants in need of linkage to care and treatment or psychosocial support services are linked to appropriate stakeholders

Finance

- Oversee compensation procedures including signing of the compensation acknowledgement forms and overseeing the safekeeping of compensation funds
- Managing all field level payment of study participants and being able to do retirement timely

Miscellaneous

- Performs other duties as assigned by the study investigators

Required Qualifications, Knowledge and Skills:

Minimum Qualifications

- Successful candidates must have a Bachelor degree in a social sciences, community development, public health, nursing, laboratory, medicine and other related fields
- Strong supervisory, leadership, teaching and/or mentoring skills are required
- Prior experience in research fieldwork, especially in Bio-behavioural surveys using respondent driven sampling
- Experience organizing and participating in field-level data collection as part of a research study or program monitoring and evaluation
- Ability to strictly follow and enforce protocols and SOPs
- Strong oral and written communication skills
- Ability to adapt and work with diverse groups of people
- Willingness and ability to be sensitive when working with key and vulnerable populations
- Having a good working experience with key and vulnerable populations
- Experience in handling multiple, high-priority tasks. Ability to take initiative and prioritize multiple tasks with minimum supervision
- Possess strong organizational skills and attention to detail
- Must comply with data security and confidentiality requirements
- Demonstrable knowledge of Excel and Microsoft word
- Fluency in English and Kiswahili languages
- Excellent interpersonal skills, ability to work both independently and as a member of a team
- Must have sound knowledge of IT and be able to troubleshoot equipment issues,
- Ability to live and work in basic conditions for the entire period of data collection
- Willing and able to travel and live in one of the study sites: Mbeya, Tanga, Mwanza, Dodoma, Arusha, Shinyanga and Kagera.

Preferred Qualifications

- Experience working with key populations
- Experience in coordinating HIV surveys
- Previous experience conducting qualitative key informant indepth interviews (KII) and focus group discussions (FGD)
- Knowledge of and practical experience in HIV community-based research and ethical requirements
- Demonstrated experience in the leadership, design, implementation, management and tracking/monitoring of HIV surveys or surveillance

7. FORMATIVE ASSESSMENT INTERVIEWER.

The incumbent will Conduct semi-structured key informant interviews (KIIs) and focus group discussions (FGDs) for a formative assessment of a Bio-behavioural survey (BBS) with key and vulnerable populations according to protocol and standard operating procedures (SOP).

MAJOR ACCOUNTABILITIES

- Assess eligibility of prospective participants who present at the study site
- Administer verbal informed consent and obtain consent from eligible participants
- Conduct semi-structured KIIs and/or FGDs with formative assessment participants
- Take detailed and accurate notes during KIIs/FGDs, write expanded field notes after KIIs/FGDs and transfer notes into MS word or other applicable program on a daily basis
- Support rapid qualitative analysis by entering deductive themes into the rapid analysis matrix
- Review notes from KIIs/FGDs for completeness and accuracy.

- Work as a member of a team and attend daily, weekly, and monthly team meetings
- Identify and report any adverse event to the BBS Site Coordinator
- Meet and support the BBS Site Coordinator to discuss progress and submit accurate and complete reports
- Ensure notes and consent forms are properly filled and securely stored in a locked cabinet or box
- Maintain confidentiality, ensure ethical standards are adhered to and informed consent procedures are properly administered
- Ensure high quality data, ethical and moral conduct to collect accurate and valid information
- Schedule return visits for any incomplete interviews and inform the BBS Site Coordinator of any return visits schedule
- Reminding the interviewees about the return visit a day before scheduled return date
- Ensure all materials in custody are maintained with the highest level of safety and diligence
- Process compensation for study participants as per study protocol
- Managing field level payment to study participants and being able to do retirement timely
- Perform other duties as assigned by study investigators

Required Qualifications, Knowledge and Skills:

- University degree in social science, biological science or any other health-related field
- Prior experience conducting qualitative interviews and focus group discussions. Experience in qualitative research with key and vulnerable populations will be an added advantage
- Knowledge of and practical experience working with key and vulnerable populations in the HIV response or community-based research

- Must have strong interpersonal, writing, and communication skills
- Speak in a clear, pleasant, and understandable voice
- Ability to adapt and work with diverse groups of people
- Willingness and ability to work with key populations including men who have sex with men, female sex workers, people who inject drugs and transgendered women
- Ability to adhere to protocols and standard operation procedures (SOPs)
- Demonstrable knowledge of Microsoft Word and Excel
- Fluency in English and Kiswahili languages
- Ability to work with minimum supervision
- Must have a good disciplinary record
- Must be a team player that pays attention to detail, is flexible, and able to multi-task