



<b>Position Title:</b>	<b>VMMC Officer</b>
<b>Reports to:</b>	Technical Services Manager
<b>Employment Type:</b>	Full-time
<b>Job Location:</b>	Geita
<b>Travel:</b>	Up to 70% in intervention districts outside of job location

**Overall Job Function:**

The voluntary medical male circumcision (VMMC) officer will be responsible for the overall coordination, capacity building and implementation of the VMMC services in line with the national VMMC guidelines to achieve target coverage in the region in both community and facility settings.

**Specific Responsibilities and Duties:**

- Formulate daily work plan for regional and district level program implementation, including field supervision.
- Offer technical support, mentorship, and supervision to regional VMMC activities under the guidance of the Regional Manager and Technical Advisor - VMMC.
- Assist in preparing annual work plans, budgets, performance, and quarterly reports for VMMC.
- Prepare monthly VMMC service delivery budget, operations report, and quarterly comprehensive report in collaboration with the regional manager and Technical Advisor - VMMC.
- Monitor monthly financial expenditure on field service delivery for timely liquidation and budget compliance.
- Provide technical assistance, arrange and conduct training, seminars, and workshops on VMMC quality assurance with the training coordinator and QI team.
- Ensure constant availability of VMMC supplies and equipment across all VMMC facilities.
- Enforce adherence to established VMMC service protocols, policies, and guidelines.
- Conduct monitoring and evaluation of progress against manual targets with the SI coordinator and VMMC technical advisor.
- Maintain updated statistics and project data for performance reporting.
- Regularly communicate with R/CHMTs and handle special assignments from regional authorities.
- Provide technical assistance, monitor VMMC quality assurance activities, and evaluate the impact and sustainability of interventions.
- Write reports, success stories, technical briefs, abstracts, and updates on VMMC service implementation.
- Ensure effective and efficient program technical and logistic systems and procedures within the region.
- Provide direct technical assistance and on-job mentorship to MOH surgical staff.
- Collaborate with RHMT and CHMTs to ensure continuous VMMC service provision.



- Work with CHMT to provide healthcare workers with clinical mentorship and supportive supervision.
- Coordinate VMMC demand creation activities with local government and stakeholders.
- Oversee VMMC counselling program services and ensure linkage and referral of all HIV positive clients.
- Ensure surgical teams follow VMMC service guidelines and protocols.
- Develop regional innovations, document success stories, best practices and lessons learnt.
- Ensure regular and timely communication between MOH surgical teams and VMMC technical teams at both regional and central levels.
- Work with M&E team to ensure availability of national VMMC M&E tools, proper documentation at VMMC sites, and facilitate linkage in health facilities.
- Perform other relevant duties as assigned by supervisor.

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

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) with formal certification on VMMC
- **Required Technical Experience:** Minimum 3 years of overall coordination, capacity building and implementation of VMMC services
  - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- 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

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