



Position Title: COVID-19 Coordinator (1 position)

Contract Type: Specific Task

Reports to: Technical Advisor - Surveillance and Public Health Preparedness

Job Location: Dar es Salaam

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

Overall Job Function:

The COVID-19 Coordinator (Specific Task) will be responsible for supporting and overseeing all COVID-19 vaccination services to targeted populations in Mwanza region. Under the technical supervision of Technical Advisor, s/he will coordinate delivery of COVID-19 vaccination services in both HFs and community settings. S/he will oversee the region's COVID-19 facility and community-based vaccination activities and COVID-19 risk mitigation activities.

Specific Responsibilities and Duties:

- Work with Regional Health Management Members (RHMT), Council's Health Management Members (CHMT), community leaders and religion leaders to accelerate COVID-19 vaccination efforts
- Coordinate and ensure functionality of temporary fixed vaccination sites at the community and regional level
- Manage acceleration of COVID-19 vaccination in the community in collaboration with the CHMT and community leaders
- Monitoring of daily and weekly COVID-19 vaccination data in the Chanjo Covid Electronic System and produce summary reports and visualization for timely submission to ICAP's technical leadership
- Oversee the execution of regional level COVID-19 vaccination plans
- Produce COVID-19 vaccination data review reports and develop strategies for improvements
- Track the progress and trajectory of COVID-19 vaccination, identify and troubleshoot gaps as per the performance trends
- Manage timely implementation of all major program activities relevant to the technical areas according to the objectives and deliverables, conducting relevant site visits, supporting district team



- Management of civil society organization (CSO) responsible for demand creation activities and ensure timely submission of reports on deliverables
- Organize internal meetings to review COVID-19 vaccination data and utilize data to address gaps in implementation
- Participate in all relevant program meetings, internal and external meetings, and leads such meetings as necessary.
- Perform any other duties as assigned by supervisor.

Required Qualifications, Knowledge and Skills:

- **Required Education:** Degree holder in medicine, nursing, laboratory, public health, social and behavioral sciences or other relevant health related fields from a recognized institution
 - A master's degree in public health or epidemiology is added advantage
- **Required Technical Experience:** Minimum 3 years of demonstrated experience in donor funded projects in public health or large-scale immunization and vaccine programs
 - Experience in implementation of COVID-19 vaccination activities is an added advantage
- 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, Epi info or 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.