



**Position Title: Tanzania HIV Impact Survey (THIS) Survey Coordinator (1 position)**

<b>Reports to:</b>	THIS Project Director
<b>Supervises:</b>	Regional Field Supervisors; Linkage & COVID-19 Officer
<b>Employment Type:</b>	Full-time
<b>Job Location:</b>	Dar es Salaam
<b>Travel:</b>	Up to 70% in intervention districts outside of job location

**Overall Job Function:**

The Tanzania HIV Impact Survey (THIS) is a national population-level HIV impact assessment (PHIA) conducted with support from the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and technical assistance through the U.S. Centers for Disease Control and Prevention (CDC) and ICAP at Columbia University. THIS is being led by the Government of Tanzania (GoT) through Tanzania Commission for AIDS (TACAIDS) and Zanzibar AIDS Commission (ZAC), and the Ministries of Health (MoH) of Mainland and Zanzibar, National Bureau of Statistics (NBS), the Office of Chief Government Statistician (OCGS), and the President's Office Regional Administration and Local Government (PORALG). The survey will be implemented by NBS, OCGS, and ICAP in collaboration with local partners, including the National Institute of Medical Research (NIMR), the Zanzibar Institute of Health Research (ZAHRI), Public Health Laboratories, the National AIDS Control Programme (NACP), and the Zanzibar Integrated HIV, Hepatitis, Tuberculosis and Leprosy Program (ZIHHTLP).

Reporting to the THIS Project Director, the THIS Survey Coordinator will be responsible for overseeing the day-to-day survey implementation of the THIS which is a national population-level HIV impact assessment (PHIA) in Tanzania. The THIS Survey Coordinator will be responsible to coordinate survey activities, monitor and support the field teams, oversee the activities of relevant sub-contractors, and support the overall field implementation of the survey including linkage and COVID-19 related activities.

The incumbent will support the training of staff on the survey protocol, procedures, policies, relevant regulations and also ensure that the survey protocol, standard operating procedures (SOPs), and other relevant policies and regulations are being appropriately adhered to at every level. The Survey Coordinator will report survey site progress and maintain survey regulatory files. The Survey Coordinator will also provide oversight and management of THIS Regional Field Supervisors and other THIS staff.

**Specific Responsibilities and Duties:**

- Support all field implementation aspects of the THIS project, including protocol development and implementation, assist in drafting/adapting, revising and finalizing SOPs and training manuals, as needed
- Support ethical reviews process/ institutional review board submissions, and maintenance of regulatory files
- Understand and adhere to the protocol, SOPs, and other appropriate regulations, procedures, and policies
- Assist with recruiting, training, and supervision of THIS staff, as needed
- Assist with capacity building workshops
- Design and implement a detailed deployment and monitoring plans for the field teams in collaboration with the THIS Director and technical staff and partners
- Prepare a full monitoring plan and weekly report of field team performance during the data collection period.

- Conduct frequent field visits to ensure timely recruitment of participants and collection of high-quality data
- Monitor on daily basis the survey data collection including daily check-in calls with field teams
- Participate actively in the field monitoring (regular visits of the field teams during the data collection)
- Ensure that THIS staff under his/her supervision maintain confidentiality of survey participants and adhere to principles of Good Clinical Practice (GCP) and ethics of human subject's research
- Liaise with, support, and coordinate outside contractors to ensure timely completion of contracted scopes of work while adhering to GCP and protection of human subjects' research
- Participate in technical working group meetings and well as meetings with the Ministries of Health (MoH), NBS, OCGS, CDC and other partners to discuss progress of the project and to address any challenges or issues that arise during conduct of the project
- Participate in the preparation of scientific analyses, abstracts, and publications
- Perform any other tasks assigned by the supervisor

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

- **Required Education:** Masters' degree or higher in public health or demography or epidemiology or biostatistics or related field
- **Required Technical Experience:** Minimum 5 years' work experience in public health research or surveys or program evaluation, preferably on HIV/AIDS or sexual and reproductive health and at the national level
- **Required Managerial Experience:** Minimum 3 years' supervising a multidisciplinary team of at least 10 staff in similar survey settings
- Broad understanding of terrains and landscape, health facilities, road network in various places of Tanzania
- Familiarity with regional administration and local government structures including R/CHMTs
- Excellent written and verbal communication skills with fluency in English and Kiswahili 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 and lead and work with a diverse team
- Ability to work independently with minimal supervision and strong problem-solving skills
- Ability to work under pressure, demonstrate creativity and adaptability in developing new ideas to solve problems
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station

#### **APPLICATION INSTRUCTIONS**

Please visit our website at <https://icapacity.icap.columbia.edu> for application deadlines and submit your application through the online portal prior to the deadline. Completed applications will be reviewed on a rolling basis. Furthermore, only short-listed applicants will be contacted.