

Position Title: Surveillance and Public Health Preparedness Officer (1 position)

Reports to: Regional Manager

Employment Type: Full-time

Job Location: Mwanza

Travel: Up to 70% in intervention districts outside of job location

Overall Job Function:

The Surveillance and Public Health Preparedness Officer will work under direct supervision of the Regional Manager to improve and ensure public health preparedness through strengthening capacities of institutions, local partners, R/CHMTs and health facilities in the region. Under the technical supervision of the Technical Advisor – Surveillance and Public Health Preparedness, s/he will support facility and community-based activities conduct HIV services that are implemented with COVID-19 risk mitigation and promote initiatives that support international health regulation core competencies. S/he provides technical assistance to healthcare workers and volunteers to ensure HIV services are robust and able to withstand public health emergencies and other health security risks. S/he ensures that all in-person engagements for trainings and meetings supported by ICAP are undertaken with COVID-19 risk mitigation measures. The position also supports HIV recency activities in the region.

Specific Responsibilities and Duties:

- Provide technical assistance on public health preparedness in health facility and community, ensuring that HIV services are provided to withstand and prevent public health emergencies and other health security risks.
- Participate in stakeholder engagement required for the planning and rollout of HIV recency surveillance activities and foster collaboration with partner institutions
- Participate in the capacity building, training, and mentoring of staff and service providers to ensure all HIV-related interventions, meetings, and trainings in community and facility settings are implemented in a safe manner which mitigates risks from COVID-19 pandemic and other public health emergencies or health security risks.
- Participate in development of SOPs and job aides to align intervention activities with COVID-19 risk mitigation guidance and infection, prevention, and control (IPC) measures.
- Conduct monitoring and evaluation visits to ensure that all interventions are adhering to IPC standards and able to withstand public health emergencies or other health security risks.
- Lead planning and implementation of emerging strategies for service delivery relevant to the technical areas in both community and facility settings by coordinating with relevant stakeholders from donor and GOT, providing technical guidance in the development of SOPs and submissions protocols where relevant.
- Manage timely implementation of all major program activities relevant to the technical areas according to the objectives and deliverables, conducting relevant site visits, supporting regional team activities, and developing reports on program progress and achievements.
- Participate in development of work plans and strategies relevant to the technical areas in both community and facility settings to achieve 100% of the annual targets

and other related indicators relevant to the portfolio and closely monitor the implementation of work plans.

- Ensure compliance with national and international standards and best practices for program implementation and that all programs are implemented in accordance with national guidelines and policy, protocol/SOPs, good clinical practice, and ethical/regulatory requirements.
- Contribute to the development of monthly, quarterly and annual reports and slide-decks to the donor and various stakeholders
- Conduct frequent supervision and monitoring visits to program sites and regions
- Collaborate with SI team to translate data outcomes into program improvement strategies, and to provide data analysis support to frequently monitor the effectiveness of interventions such as HIV recency surveillance.
- Perform any other tasks assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) with background in public health or Masters' degree or higher in public health or related field.
- **Required Technical Experience:** Minimum 3 years of progressive experience including demonstrated experience and knowledge in HIV research and global health security (GHS)/emergency preparedness strategies and programs.
 - **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.