



Position Title: Tanzania HIV Impact Survey (THIS) Communications & Community Mobilization Coordinator (1 position)

Reports to: THIS Project Director
Supervises: Community Mobilization Officers
Employment Type: Full-time
Job Location: Dar es Salaam
Travel: 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 Communications & Community Mobilization Coordinator will be responsible for overseeing all communication and education efforts of the THIS which is a national population-level HIV impact assessment (PHIA) in Tanzania. The incumbent will support the training of field 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 followed. The incumbent will lead efforts related to communication, community mobilization, dissemination, and education.

Specific Responsibilities and Duties:

- Lead all communications aspects of the THIS project, including developing IEC and other communications materials, engaging with the media, and developing a media and branding strategy
- Manage community mobilization and follow-up activities of the survey, including protocol/SOP development and implementation, development of IEC materials, and supervision of staff.
- Ensure community mobilization occurs in alignment with the deployment plan
- Participate in the data collection daily monitoring calls
- Ensure community mobilization incidents are reported as appropriate
- In coordination with the senior THIS advisor, adapt training materials and ensure training is conducted as planned
- Assist with recruiting, training and supervision of THIS staff working on community mobilization and related efforts
- Understand and adhere to the protocol, SOPs, and other appropriate regulations, procedures and policies; assist in drafting and revising SOPs and training manuals, as needed
- Design and implement a detailed community mobilization and communications plans for the field teams in collaboration with the THIS Director and technical staff.

- Conduct frequent field visits to ensure communities and stakeholders are being engaged appropriately
- Participate actively in the field monitoring (regular visits of the THIS survey activities during the data collection)
- Prepare a weekly report of his/her teams' performance during the data collection period.
- Ensure that THIS staff under his/her supervision maintain confidentiality of survey participants and adhere to the established branding policy
- Liaise with and respond to media inquiries, including writing and distributing press releases, feature articles, and organizing press conferences in collaboration with ICAP and CDC
- Lead development of kick-off meetings and events
- Participate in the preparation of scientific analyses, abstracts and publications
- Support the translation of findings for diverse audiences
- Assist with capacity building workshops
- Participate in meetings with the Ministries of Health (MoH), National Bureau of Statistics (NBS), CDC and other partners to discuss progress of the project and to address any challenges or issues that arise during conduct of the project
- Perform any other tasks assigned by the supervisor

Qualifications, Knowledge, and Skills:

- **Required Education:** Masters' degree or higher in public health or mass communication or community development or social sciences or other related field
- **Required Technical Experience:** Minimum 5 years' work experience in community mobilization for population-based surveys or research or public health programs, preferably on HIV/AIDS or sexual and reproductive health
- **Required Managerial Experience:** Minimum 3 years' supervising a multidisciplinary team of at least 10 staff in similar survey settings
- 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 interact well with all communities by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment, to welcome all participants and stakeholders regardless of their background
- 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.