

<b>Position Title:</b>	<b>BBS Coordinator (<i>1 position</i>)</b>
<b>Reports to:</b>	Technical Advisor – Surveillance & Public Health Preparedness
<b>Supervises:</b>	BBS site staff
<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 Bio-behavioral Survey (BBS) Coordinator is responsible for the overall coordination and technical oversight of the bio-behavioral surveys (BBS) among key and vulnerable populations (KVP). Reporting to the Technical Advisor - Surveillance and Public Health Preparedness, the BBS Coordinator will work closely with the ICAP Tanzania technical and BBS team to coordinate all aspects of the BBS. Key responsibilities include stakeholder engagement, leading the development of the protocol, implementation of the bio-behavioral surveys among KVP, coordinating data analysis and dissemination, and communicating with the CDC and ICAP in New York.

**Specific Responsibilities and Duties:**

- Provide leadership in the development, implementation, and management of the ICAP program strategies in line with CDC and PEPFAR strategies in the context of the country plans for BBS
- Engage stakeholders in all aspects of the BBS, from preparation, data collection and dissemination of findings
- Lead the development and implementation of the BBS for targeted groups.
- Conduct the training for data collection team on BBS for targeted groups, including responding driven sampling
- Supervise data collection team during the implementation of the BBS.
- Conduct supervision and monitoring visits during BBS data collection.
- Prepare regular reports on program activities for CDC and the New York ICAP office.
- Communicate regularly with MOH and National partners.
- Represent ICAP in meetings and technical working groups with government officials, CDC, and partner organizations collaborating on BBS.
- Perform other duties as assigned by supervisor.

**Qualifications, Knowledge, and Skills:**

- **Required Education:** Master's or PhD in Public Health, Epidemiology, Biostatistics, or related discipline
- **Required Technical Experience:** Minimum 4 years of experience designing, implementing, and managing HIV-related projects in developing countries, including:
  - Experience with HIV surveys and surveillance
  - Previous experience with Bio-behavioral surveys among key populations, especially with respondent driven sampling (RDS) methodology.
  - Experience working with KVP in sub-Saharan Africa.
  - Experience working in collaboration with local government partners and KP civil society organizations.

- Demonstrated experience managing CDC, PEPFAR, or other donor-financed projects and strong familiarity and command of CDC, regulations and compliance.
- **Required Managerial Experience:** Minimum 2 years of experience supervising short or long term research/survey staff.
- A proven record of excellent management, leadership, decision-making, and interpersonal skills.
- Familiarity with the Tanzanian context
- Fluent English oral and written communication skills; ability to interact professionally in English.
- Fluent in Swahili preferred
- Ability to collaborate with a diverse team and interact well with all beneficiaries, health care workers, and volunteers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, and to welcome all clients regardless of their background
- Ability to work independently with minimal supervision
- Flexibility to work after normal working hours and on weekends with significant travel outside of duty station.