

**Position Title: VMMC Officer**

**Reports to:** VMMC Supervisor

**Employment Type:** Full-time

**Job Location:** Mwanza

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

**Overall Job Function:**

The voluntary medical male circumcision (VMMC) officer will be responsible for the overall coordination, capacity building and implementation of the VMMC services in line with the national VMMC guidelines to achieve target coverage in the region in both community and facility settings.

**Specific Responsibilities and Duties:**

- Develop work plan for day-to-day program implementation at the regional and district level including supervision at field level.
- Provide technical support, mentoring and supportive supervision to VMMC activities in the region under direct supervision of the Regional Manager and technical supervisor of the Technical Advisor - VMMC.
- Participate in preparing annual work plans, budgets, performance reports and quarterly reports for VMMC.
- Prepares monthly VMMC service delivery budget, monthly operations report, and quarterly comprehensive operations report in collaboration with regional manager and Technical Advisor - VMMC.
- Supervises the monthly financial expenditure on field service delivery to ensure timely liquidation and compliance with the approved budget.
- Provide technical assistance and organize and deliver training, seminars, workshops on VMMC quality assurance in collaboration with the training coordinator and QI team.
- Ensure consistent availability of VMMC supplies, equipment and consumables for VMMC services in all static and mobile and outreach VMMC facilities.
- Ensure VMMC services follows: WHO, PEPFAR/CDC, Government of Tanzania and ICAP protocols, policies and guidelines and are consistent with established best practices.
- Conduct monitoring and evaluation on progress to manual targets in collaboration with SI coordinator and VMMC technical advisor.
- Maintain up-to-date statistics and projects data for the Project's performance reporting.
- Maintain regular communications with R/CHMTs and undertake special assignments from regional authorities.
- Provide technical assistance and monitor VMMC quality assurance activities, and progress related to impact and sustainability of interventions.
- Write reports, success stories, technical briefs, abstracts for presentations, and updates on the on-going implementation of VMMC services.
- Ensure the program technical and logistic systems and procedures are in place within the region, maintained and adhered to so that all support functions are carried out effectively and efficiently.
- Provide direct TA to the MOH surgical staff in the sites and provide on-job mentorship.
- Work together with RHMT and CHMTs in ensuring uninterrupted provision of VMMC services at the fixed and outreach facilities.

- Collaborate with CHMT to provide clinical mentorship and supportive supervision to health care workers implementing the services.
- Conduct VMMC demand creation activities in collaboration with local government and other stakeholders.
- Coordinate VMMC counselling program services and ensures linkage and referral of all HIV positive clients.
- Ensure VMMC services guidelines and protocols are well followed by the surgical teams.
- Develop regional innovations on implementation and documents all success stories, best practices and lessons learnt in the field
- Ensure regular and timely communications are maintained between the MOH surgical teams and VMMC technical teams at regional and central level.
- Collaborate with M&E team to ensure constant availability of national VMMC M&E tools, proper documentation at VMMC static and outreach sites and facilitate linkage in both private and public health facilities.
- Perform any other relevant duties as assigned by supervisor.

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

- **Required Education:** Medically trained personnel (nurse, clinical officer, MD, MBBS or equivalent) with formal certification on VMMC
- **Required Technical Experience:** Minimum 3 years of overall coordination, capacity building and implementation of VMMC services
  - **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.