

**Position Title: Surveillance and Public Health Preparedness Assistant (2 positions)**

**Reports to:** Surveillance & Public Health Preparedness Officer  
**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 Assistant will work under the direct supervision of the Surveillance and Public Health Preparedness Officer to improve and ensure public health preparedness through strengthening capacities of institutions, local partners, R/CHMTs and health facilities in the region. S/he assists with HIV recency surveillance activities; supports facility and community teams to integrate COVID-19 risk mitigation into routinely-conducted HIV services; and promotes initiatives that support core competencies for international health regulation.

**Specific Responsibilities and Duties:**

- Participate in workplan development for HIV recency testing and public health preparedness initiatives in community and facility.
- Implement activities according to the workplan and assist with necessary stakeholder engagement, development of documents (e.g. SOPs, job aides, protocol), and trainings
- Conduct mentorship to healthcare workers and peer volunteers supporting activities
- Assist to ensure all HIV-related interventions, meetings, and trainings in community and facility settings are implemented in a safe manner mitigating COVID-19 transmission risk and other public health emergencies or health security risks.
- Assist to ensure compliance with national and international standards and best practices for program implementation so that all programs are implemented according to national guidelines and policy, protocol/SOPs, good clinical practice, and ethical/regulatory requirements.
- Assist to monitor program performance at site and ward level, assist with timely and accurate submission of activity reports, and suggest adjustments as needed to the implementation plan.
- 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 Experience:** Minimum 1 year experience including demonstrated experience and knowledge in HIV surveillance and/or global health security (GHS) strategies and programs.
  - **Preferred:** Familiarity with PEPFAR-funded HIV programs
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package
- Ability to maintain confidentiality regarding clients' health status and sensitive information contained in data sources.
- Flexibility to work after normal working hours and weekends at informal gatherings and entertainment centers and travel extensively to remote areas, including islands.

- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population beneficiaries regardless of their background
- Must be a Tanzanian Citizen.