



**Zanzibar Muslim Women Aids Support Organization (ZAMWASO)**  
P. O. Box 1610 | 3<sup>rd</sup> Floor, Said Khamis Building | Ijtimai Zanzibar

## **ABOUT ZANZIBAR MUSLIM WOMEN AIDS SUPPORT ORGANIZATION**

The Zanzibar Muslim Women Aids Support Organization (ZAMWASO) is a Non-Profit and Non-Governmental Organization registered in 2001 with registration number 162 under the Zanzibar Civil Society Act No. 6 of 1995. ZAMWASO is dedicated to support the wellbeing of orphans and most vulnerable children (OVC/MVC) and other marginalized community groups including women and youth through improved community services including health, education, food and nutrition, shelter, psychosocial support and economic strengthening interventions. The organization is envisioned in provision of sustainable empowerment services and support to women and young people in Zanzibar by enabling them to mitigate the impact of poverty and provide quality comprehensive care.

## **ABOUT PROJECT**

ZAMWASO is working as a sub-grantee under Pact on a five-year (2016- 2021) USAID/PEPFAR funded project to enhance the strengths of families caring for orphans and vulnerable children (OVC). The project, USAID Kizazi Kipya, builds off another successful Pact project in Tanzania, Pamoja Tuwalee, to work towards USAID's President's Emergency Plan for AIDS Relief (PEPFAR) goal of 95-95-95, where 95% of people know their HIV status, 95% of those positive are receiving antiretroviral therapy (ART) and 95% of those receiving ART achieve viral suppression.

Household empowerment happens through case management, economic strengthening and increasing the uptake of essential services, including HIV services to reduce the impact of HIV on households for families. Community Case Workers (CCWs) will ensure HIV specific service, referrals, economic strengthening and other social and health services are reached by the identified vulnerable households. ZAMWASO will be taking a child-focused and family-centered approach to strengthening the continuum of care for HIV+ children, adolescents and their families.

ZAMWASO employs competent, dynamic and self-driven individuals with strong technical knowledge and public health management skills in implementing donor funded projects while ensuring plans for project and organization sustainability. ZAMWASO is now seeking Tanzania nationals to fill below positions for the USAID Kizazi Kipya Project

**Position: Program Manager (1 Post)**

**Reporting to: Executive Director**

**Start date: 1<sup>st</sup> November, 2020**

**Duty Station: Zanzibar**

## **Responsibilities and Duties**

- Provide overall technical, operational, and administrative support to project staff and promotes an organizational culture where policies and values are observed.
- Oversee project budget including tracking spending, disallowed cost, approve travel request, staffs liquidation, reviews and approve all project expenses.
- Program Manager is the main point-person with PACT cluster office for all Kizazi Kipya Project implementation by the Organization



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- Program Manager is the project leader who is ultimately responsible and accountable for timely quality project implementation across all council where the Organization is implementing.
- Work in collaboration with RSWO, DSWO, DMO, DACC and PACT technical coordinators at cluster level to ensure high quality project activities delivery.
- Ensure preparation and timely completion and submission both financial and narrative reports (monthly, quarterly, semiannual and annual).
- Work with M&E Officer to ensure that appropriate data is obtained to produce high quality timely reports.
- In collaboration with organization management, mentors project staff as appropriate in project management, organizational development and community development issues.
- Support performance of project staffs by proactively addressing performance issues through regular, constructive and honest feedback, and coaching and identifying necessary staff development needs for direct reports.
- Ensure staff is supported to deliver quality results in all project implementation activities.
- Provides mentoring and guidance to the team members and models best practices; advises and trains other team members on organization policies, procedures, tools, and methodologies, as needed.
- Represent USAID Kizazi Kipya Project in public events, stakeholders meetings and coordinate with other donor funded programs at council level.
- Ensure stakeholders' engagement, capacity building and networking
- Performs other related tasks as may be required

### **Minimum Experience, Skills, and Qualifications Required**

- A Bachelor's Degree in project management, statistics, community development, or any other related field with at least three years' relevant work experience in a relevant field and with a reputable organization preferably in an NGO setting.
- A post graduate qualification in the relevant field will be an added advantage
- Should have keen interest and competent in develop & write fundable project proposals and resource mobilization.
- Competent in project budgeting and budget analysis.
- Competence in Computer applications especially in Ms Word, Ms excel, Power point, internet and other packages.
- Integrity and professionalism.
- Excellent communication skills in English both written and verbally.
- Proven report writing skills.
- Excellent interpersonal skills
- A team player capable of working with multiple project partners and stakeholders
- Good problem-solving skills
- Good negotiation skills
- Knowledge of child and PLHIV vulnerability and related issues
- Excellent knowledge of labour issues



- Demonstrate ability for ensuring project and organization sustainability

**Position: Case Management Officer (1 Post)**

**Reporting to: Program Manager**

**Start date: 1<sup>st</sup> November, 2020**

**Duty Station: Zanzibar**

### **Responsibilities and Duties**

- Oversee case worker coordinators and provide overall leaderships for case management activities.
- Share direct supervision responsibilities of community case worker (CCWs) with case worker coordinators
- Disseminate and ensure adherence to case management, child protection, referral and linkages parenting and M&E guidance, standard operating procedures (SOPs) and other job - aids that facilitate holistic case management at the households/community levels
- Ensure that case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods and psychosocial, well-being.
- Conduct quality step down training to case worker coordinators and CCWs
- Regularly monitor case management activities and use the information to improve case management quality and implementation
- Ensure CCWs complete required case management forms and ensure case filling system in developed and maintained
- Work in partnership with local government authorities as appropriate, including but not limited to district executive directors, council health management teams, district social welfare officers, and ward-level officials
- Create community linkages for broader community engagement of youth and caregivers in case management, child protection, parenting, etc.
- Map existing community cadres (community health workers, home based care worker para-social workers etc) in communities and assist government official to recruit and select CCWs for national integrated case management training for CCWs
- Ensure that all CCWs are oriented to the child protection policy and code of conduct; take all cases of child abuse seriously and follow national protocol to ensure timely reporting
- Ensure CCWs are coordinating with local structure including health facilities and child protection committees (formerly known as most vulnerable children's committees)
- Lead the development of service directory for social service (in coordination with the health and HIV services officer) in implementation areas; update the directory at least once a year.
- Ensure that case management coordinators are providing continuous mentoring and support to CCWs; directly conduct supportive supervision to case management coordinators and CCWs
- Submit timely updates to the program coordinators for inclusion in the quarterly, semiannual, and annual reports
- Document lessons learned and best practice for experience sharing and replication



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- Perform any other relevant duties as required

### **Minimum Experience, Skills, and Qualifications Required**

- Bachelor's Degree in community development with at least two years relevant working experience or A diploma in Community development, Community development and social work with at least four years relevant working experience in a relevant field and with a reputable organization preferably in an NGO setting
- Competence in Computer applications especially in Ms word, Ms excel, Power point, internet and other packages
- Integrity and professionalism
- Excellent communication skills in English both written and verbally
- Proven report writing skills
- Excellent interpersonal skills
- A team player capable of working with multiple project partners and stakeholders
- Good problem-solving skills
- Good negotiation skills
- Should have keen interest and competence in project proposal writing and resource mobilization
- Knowledge of child and PLHIV vulnerability and related issues
- Demonstrate ability for ensuring projects and organization sustainability
- Ability to interact well with all targeted beneficiaries, health care workers,

### **HOW TO APPLY**

Interested Applicants who feel that meet requirements as stated in each post, please apply send/submit your Application to:

ZAMWASO Executive Director

P. O. Box 1610

3<sup>rd</sup> Floor, Said Khamis Building,

Ijitimai Zanzibar

Email: [recruitment.zamwaso@gmail.com](mailto:recruitment.zamwaso@gmail.com)

Submit only covering letter and a CV. Indicate in your application on what post your applying as we have different post to avoid mixed application and confusion.

The Application should be submitted before **14<sup>th</sup> October, 2020** which will be a closing date for the application.

**NOTE:** ZAMWASO is an equal opportunity employer. Qualified Women are strongly encouraged to apply.