



NEW LIGHT CHILDREN CENTRE ORG.

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JOB OPPORTUNITY AT NELICO

NELICO

New Light Children Centre Organization (NELICO). Is a Non-profit, Non-Governmental Organization registered under the Non-Governmental Organizations Act No. 24 of 2002 on 28th March 2006 and awarded with registration certificate No. 00NGO/0739. NELICO currently operate in Geita Region focusing on supporting Orphans, Most Vulnerable children and Youth by providing free legal services to the marginalized groups, direct support to MVC, Youth involvement, Health awareness, improved quality education and Psychosocial Support to women, children and people with Disability.

ABOUT PROJECT

The KIZAZI KIPYA project, or New Generation, is working to transform the lives of vulnerable Tanzanian children and young people, particularly those affected by HIV. This five-year project builds on years of collaboration between Pact and USAID in Tanzania that already has made a significant, measurable difference for the country's youth. KIZAZI KIPYA planned outcomes include better financial resources for parents and caregivers of orphans and vulnerable children (OVC), as well as improved access to health and HIV services for children and adolescents, including those who are hard to reach.

The project is working across all regions of Tanzania. Partners include the Elizabeth Glaser Paediatric AIDS Foundation, the Aga Khan Foundation, Railway Children Africa , the Ifakara Health Institute and for local NGO who partner with Pact such as NELICO has two council of Chato and Bukombe, whereby for Chato Council has 2,351 target to

perform for this instance they should serve (2,351 total target) Household to be served 608 and OVC 1,837.

NELICO employs competent, dynamic individuals with strong technical knowledge and public health management skills in implementing the program objectives. NELICO is now seeking to fill the below positions for the USAID KIZAZI KIPYA project - the enclosed Job Descriptions include vacancies for the following positions:

1. **Case Management Coordinator- 1 vacancy (based in Bukombe District- Geita)**
2. **Economic Strengthening and livelihood Officer- ESLO- 1 Vacancy (based in Bukombe District- Geita)**
3. **Monitoring and Evaluation Officer- 1 Vacancy (based in Chato District)**

Starting date: As per agreement

1. Position: Case Management Coordinator

Reports to: Project Manager

Location: Bukombe District

KEY RESPONSIBILITIES

- Supervise Community Case Workers (CCWs) and provide continuous mentoring and support to ensure delivery of high quality case management services.
- Disseminate and ensure adherence to case management, child protection, referral and linkages, parenting, M&E guidance, standard operating procedures (SOPs) and other job-aids that facilitate holistic case management at the household/community levels.
- Ensure case management services delivered address the holistic needs of OVC and caregivers including health, nutrition, education, protection, livelihoods, and psycho-social well-being.
- Conduct quality step-down trainings to CCWs and facilitate monthly meetings in the field to introduce new topics, improve quality, and reinforce guidelines and procedures.
- Ensure CCWs complete required case management forms and case filing system is well 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.
- Assist in mapping existing community cadres (Community Health Workers, Home-Based Care Workers, Para-Social Workers, etc.) in communities and assist government officials to recruit and select CCWs for the National Integrated Case Management Training for CCWs.
- Ensure that all CCWs are oriented in the Child Protection Policy and Code of Conduct; take all cases of child abuse seriously and follow national protocols to ensure timely reporting.
- Ensure CCWs are coordinating with local structures including health facilities and Child Protection Committees (formerly known as Most Vulnerable Children's Committees).
- Assist in the development of a service directory for social services (in coordination with the Health and HIV services Officer) in implementation areas; update the directory at least once a year.
- Submit timely updates to the Case Management Officer for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Case Management Officer.

Required qualification, Knowledge and skills:

- **Education:** Medically trained personnel with a diploma or higher including: Nurse, MD, clinical officer, assistant medical officer. OR
- Non-medical personnel with a Bachelor's degree or higher in the following fields: Public Health, Sociology, Psychology, Social Work, Gender Studies, or Community Development.
- **Experience:** Minimum 3 years' experience providing HIV testing and counseling services **including** at least one year experience supervising other staff, with demonstrated familiarity with MOH systems, tools and procedures for HIV testing and care management.
- Preference given to those who have additional experience with community-based HIV programs targeting KVP.
- 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.

2. Position: Economic Strengthening and Livelihood Officer (ESLO)

Reports to: Project Manager

Location: Bukombe District

KEY RESPONSIBILITIES

- Directly supervise Empowerment Workers (EWs) and National Peer Educators.
- Recruit and train EWs in the Village Savings and Loan Groups (VSLG) model and oversee EWs establishing and supporting new groups and supporting inherited VSLGs.
- Ensure that EWs provide facilitation support for VSLGs to ensure that destitute household members (lower savings levels and interest) are able to join VSLGs.
- Ensure that VSLGs establish Community Resource Mobilization Committees to map community resources for social protection.
- Conduct overarching mapping of economic strengthening service providers in implementation areas.
- Work with district-level TASAF to ensure USAID Kizazi Kipya is aware of new expansion areas.
- Ensure TASAF can refer TASAF beneficiaries to USAID Kizazi Kipya for screening and enrolment.
- Roll out a Household Financial Literacy and Money Management curriculum to EWs and ensure a quality roll out to VSLG members.
- Lead the creation of trade networks and learning and sharing cohorts within industry types.
- Train EWs to roll out a self-assessment tool with mature groups; establish relationships with pro-poor financial institutions.
- Serve as the lead for youth related activities including conducting an organizational youth assessment, implementation action items from the assessment, ensuring establishment and high quality support to in and out of school Teen Clubs, and ensuring delivery of youth focused curriculums.
- Provide continuous supportive supervision to EWs to ensure quality economic strengthening programming and to NPEs to ensure quality youth programming.

- Submit timely economic strengthening and youth updates to the Program Coordinator for inclusion in the quarterly, semi-annual, and annual reports.
- Document lessons learned and best practices for experience sharing and replication.
- Perform any other relevant duties as assigned by the Project Coordinator.

Required qualification, Knowledge and skills

- **Education:** Bachelor degree in economics, marketing or related field.

OR

A Bachelor's degree or higher in the following fields: Public Health, Sociology, Psychology, Social Work, Gender Studies, or Community Development.

- **Experience:** Minimum 3 years' experience providing HIV testing and counseling services **including** at least one year experience supervising other staff, with demonstrated familiarity with MOH systems, tools and procedures for HIV testing and care management.
- Able to monitor and control group's sustainability.
- Ability to influence LGAs and the community for livelihood programs sustainability.
- Good mobilization and facilitation skills for community-based programs with adequate exposure to youth learning approaches.
- Preference given to those who have additional experience with community-based HIV programs targeting KVP.
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package

3. Position: Monitoring and Evaluation Officer (M&E)

Reports to: Project Manager

Location: Chato District

KEY RESPONSIBILITIES

- Coordinate implementation and provide oversight of monitoring and evaluation activities in the supported councils, including data collection, management, and reporting,
- Perform simple data analyses and visualization to promote data use at all levels

- Generate and contribute to quarterly or other reports, as needed
- Support Cluster M&E staff to conduct routine internal data quality assessments (DQAs)
- Conduct regular data monitoring site visits to caseworkers; review and provide feedback on caseworkers performance
- Review critically reports submitted by caseworkers and perform data verification as needed
- Set up and maintain data entry and management systems including applications
- Supervise data entry by data clerks
- Other tasks as assigned

Required qualification, Knowledge and skills

- **Education:** Degree, Advanced Diploma or Certificate in data management, computer science, monitoring & evaluation, statistics, or related field;
- **Required Experience:** Minimum 3 years' experience with electronic data entry and cleaning with HIV/AIDS programs **including** at least one year experience supervising other staff.

Preferred experience with programming language and database design and development

- Demonstrated familiarity with MOHCDGEC/PEPFAR data systems including DHIS and DATIM
- Excellent speaking, reading, and writing skills in English and Kiswahili
- Excellent computer skills, at minimum with Microsoft Office package including Word, Excel, Power point, and Access
- 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.

Mode of Application for All Vacancies:

Interested and qualified applicants should send their Application cover letter, detailed CV, Copies of relevant certificates, email and telephone contacts, names and addresses of three referees to be forwarded via admin@nelicotz.org

You will be required to bring original certificates if you are contacted for interviews.

Contact Address

Human Resources Manager,

New Light Children Centre Organization (NELICO),

P.O. BOX 160,

GEITA.

Email: admin@nelicotz.org

Deadline for application: **23rd August 2019.**

NB: Application will be served on the basis of first come first serve. Applications after deadline date will not be considered.

NELICO is an equal Opportunity, Affirmative, Action Employer committed to work place diversity. Therefore we accept applicants without regard to age, race, colour, national origin, ancestry, creed, religion, gender, disability, marital status, sexual orientation, sexual preference or political affiliation in any employment decisions.