



Tanzania Health Promotion Support

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Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministry of Health (MOH), Ministry of Community Development Gender Elderly and Special Groups; Regional Administration and Local Governments (PORALG), Ministry of Health in Zanzibar and Ministry of Home Affairs (MoHA) with a goal of ensuring accessible high-quality health care services to all Tanzanians; through strengthening of health systems for quality health services.

THPS, is implementing a five (5) years **AFYA HATUA (Sustain Treatment, Enrolment and HIV Prevention- STEP)** project funded by CDC/PEPFAR. Through AFYA HATUA, THPS delivers client centered, **comprehensive** facility and community-based HIV prevention, care, and treatment services for general, key and vulnerable populations in Pwani, Kigoma and Shinyanga regions, and contributes to the country's epidemic control. Based on the Government of Tanzania's (GoT) National Multisectoral Strategic Framework (NMSF) IV, Health Sector HIV Strategic Plan (HSHSP) IV, and PEPFAR COP21 priorities, AFYA HATUA extends best practices and lessons learned from THPS's 10+ years of implementing HIV programs in Tanzania. THPS is partnering with all LGAs in the 3 regions, faith-based health facilities, and community-based, key population (KP)-led organizations to achieve the project goals.

THPS therefore is seeking competent, experienced, dynamic and qualified candidates to fill the positions listed below

Position title: Care and Treatment Technical Advisor

Reports to: Associate Director, Technical Services

Location: Dar es Salaam with 60% field travel

Scope of the role: The Care and Treatment Technical Advisor is responsible for the coordination and technical field oversight of activities aiming to improve children, adolescents and adults' access to HTS and linkage, quality care and treatment and retention in HIV care and treatment for those who are HIV-positive. The Care and treatment Technical Advisor along with a team of regional clinical advisors will work with regional and district teams to build on current program strengths and accomplishments, considering the donor priorities, national priorities, existing stakeholders, and programming opportunities. Working with the Associate Director Technical support (ADTS) and Associate Director Facility Services (ADFS), the T/Advisor is responsible for maintaining a high level of expertise and innovation in both Pediatric, Adolescents and Adult C&T, in particular the area of antiretroviral treatment (including adherence and retention, roll-out of viral load monitoring, treatment monitoring including treatment failure, differentiated service delivery models, and other related issues), running of HIV model clinics, building capacity of clinical teams to analyze and use granular data for service delivery improvement across various subpopulations. S/He is responsible to keep THPS regional teams informed and skilled in relevant evidence-based interventions for an efficient service delivery by field staff.

Key Responsibilities

- In collaboration with the ADTS provide technical leadership in the design and implementation of interventions aiming to improve access to quality clinical services for all clients living with HIV.

- Provided technical leadership in developing clinical services that contribute to prevent HIV infection in the community.
- Provide technical support to all regional clinical teams on all interventions related to HIV care and treatment among adolescents and adults.
- Represent THPs in national TWG and other meetings on HIV care and treatment and provide technical assistance to MOH in developing HIV care and treatment related tools, materials and SOPs.
- Collaborate with ADFS and Regional Managers to ensure timely implementation of HIV care and treatment activities in each region's annual work plan.
- Support clinical service delivery and mentoring teams in the design and implementation of innovative C&T interventions/ models and strengthen HIV C&T components in current programs under the MOH strategic direction.
- Ensure capacity building of clinical regional teams, HCWs on HIV/AIDS care and treatment matters through trainings, CMEs, mentorship and dissemination of new knowledge.
- Participate in development of job aides, tools and materials as needed including CMEs to support health care workers to provide quality HIV services
- Assisting in program monitoring and evaluation and use of data to inform program planning and continuous improvement.
- Represent THPS Health in various national forums including technical working groups; development/adapting, revising of curricula/guidelines, SOPs, provider support tools (PST), monitoring and evaluation tools and indicators as assigned.
- Work with regional teams to support ART facilities to strategically implement HIV cascade focusing on early identification, prompt linkage to treatment and retention to attain viral suppression as per the national guidelines.
- Work with regional teams to ensure that PLHIV receive comprehensive and integrated clinical services including TB, STI, FP, OI screening and prevention.
- Advises on linkages and synergies between ART, HTC, PMTCT, TB, STI, Reproductive Health and Family Planning and other public health programs.
- Support regional teams to implement CQI in HIV care and treatment through working with CQI TA.
- Collaborate with both ADTS and ADFS to support regional clinical teams attend trainings and other capacity building forums to improve their technical understanding and diversity in program implementation.
- Appraise facility-based reports (performance, mentoring and SS reports), identify gaps and support field staff and facility to design and implement Improvement Plan
- Liaise with the MOH officials, THPS regional teams and other stakeholders in coordinating implementation of the program to ensure clinical care activities at HIV care and treatment sites conform to the National HIV Care and Treatment Guidelines.
- Participate in National AIDS Control Program's planned supportive supervision visit in THPS supported regions to monitor progress and assist in development of quality improvement processes to ensure high standards of services and effective use of all resources.
- Work closely with the other advisers in the central technical unit as well other units to coordinate provision of technical assistance to THPS regional teams.
- Collaborate with regional and M&E teams to identify and document best practices and successes including preparation of monthly, quarterly and annual door reports.
- Collaborate with pharmacy and laboratory logistics teams to ensure the availability of equipment, supplies, commodities at all sites to ensure uninterrupted services.
- Perform any other activities as may be assigned.

Required Skills, Knowledge & Experience:

- Medical Degree is mandatory; a post graduate training in internal medicine or infectious diseases will be desired. Masters of Public Health Training will be an added advantage.
- Minimum of five years' experience working with HIV/AIDS Care and Treatment programs.
- Proven interpersonal skills in working effectively as a member of a team and independently.
- Ability to deal effectively and diplomatically with multiple government agencies, non-governmental organizations, faith-based organizations, and the private sector

- Strong planning and management skills
- Ability to work independently with strong problem-solving skills
- Computer literacy, and proven verbal and written communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations
- Willingness to travel in AH supported regions up to 60% of the time building capacity of facility base HCW, RHMT, CHMT and THPS sub granted staffs
- Fluency in English and Swahili
- Perform any other activities as may be assigned

Position title: Maternal, Pediatric, PMTCT/EID and Adolescent Technical Advisor

Reports to: Associate Director Technical Services

Location: Dar es salaam with 60% field travel

Overall job summary: To provide technical support and oversee implementation of prevention/elimination of mother to child transmission (PMTCT) and ensure the program achieves its goals in supported regions. Specifically, S/He will be responsible for design, planning and coordination of PMTCT activities including early infant diagnosis (EID). As Tanzania embarks on elimination of mother to child transmission (eMTCT) through life long antiretroviral therapy to pregnant and lactating women.

As pediatric and adolescent's technical advisor, will oversee implementation of pediatric HIV activities to ensure program is reaching program target including on early infant diagnosis (EID), pediatric HIV testing and identification, linkage to treatment, retention and ensure pediatric are virally suppressed. As part of maternal component, s/he will provide support on cervical cancer prevention program (CECAP) services implementation in supported regions and facilities. Specifically, S/He will be responsible for design, planning and coordination of CECAP activities including screening of all eligible women attending CTC services for cervical cancer, ensure all screened positive for cervical cancers are receiving right treatment.

S/He will provide technical guidance to THPS PMTCT/Pediatric/CECAP program and field officers in ensuring national guidelines, standards and protocols are followed across supported health facilities. The successful candidate will also represent THPS in national TWG meetings addressing PMTCT/Pediatric/CECAP and adolescents related issues.

Specific Roles and Responsibilities:

- Provide technical support to pediatric HIV/CECAP and PMTCT field officers and regional teams in the planning, initiation and implementation of pediatric HIV, CECAP and PMTCT /EID services.
- Work with regional teams to strengthen the capacity of regional and council health management team (R/CHMTs) for delivery of quality pediatric HIV, CECAP and PMTCT /EID and adolescents services.
- Lead in development of pediatric HIV, CECAP, PMTCT /EID and adolescents standard operating procedures (SOPs), targeted continuous medical education (CME) packages and other relevant materials for improving and advancing pediatric HIV, CECAP, PMTCT/EID and adolescents services in supported regions.
- Work with field officers and health providers at facilities to design and implement innovative strategies for improving the quality of early infant HIV diagnosis in collaboration with the R/CHMTs and Hospital Management Teams (HMTs).
- Oversee capacity building; supportive supervision, mentoring, and formal training activities of pediatric HIV, CECAP, PMTCT /EID and adolescents' interventions in supported regions.
- Work with the monitoring and evaluation team in monthly analysis and reporting of PMTCT program data and recommend innovations for addressing identified gaps.
- Work close with field staff and ME team to ensure pediatric HIV, CECAP, PMTCT /EID and adolescents' data are triangulated with all source documents prior to reporting to ensure data quality.

- Coordinate with regional and district teams to ensure all HIV exposed infants have graduated with their HIV final status documented in the CTC2 database.
- Oversee correct PMTCT/EID and CECAP data entry into national reporting system (DHIS2) PMTCT by field officers and health providers.
- Oversee quality dried blood spot (DBS) samples taking by RCH staff to avoid rejections
- Provide onsite mentorship on CECAP and PMTCT documentation according to national guidelines and standard operating procedures
- Work as part of the multi-disciplinary technical team to provide technical guidance to the THPS regional teams in planning program activities, ensuring close linkages between PMTCT, EID, TB/HIV and pediatric HIV and AIDS services.
- Collaborate with MoH other partners to ensure the functionality of support services including availability of adequate stocks of supplies for pediatric HIV, CECAP, PMTCT /EID and improve on turnaround time (TAT) for HIV results of exposed infants.
- Provide support to health providers in addressing challenges arising from management of clinical cases.
- Lead the development of pediatric and adolescent HIV standard operating procedures (SOPs), targeted continuous medical education (CME) packages and other relevant materials for improving and advancing pediatric and adolescent HIV services.
- Provide technical support to THPS field teams in the planning, initiation and implementation of pediatric and adolescent HIV services to reach 95-95-95.
- Lead the design and implementation of innovative strategies and service delivery models for improving the quality of pediatric and adolescent HIV services including index testing, multi-months drug dispensing for eligible clients, TB prevention treatment.
- Oversee the design and roll-out of a package of HIV prevention, care and treatment services reaching adolescents and youth ages 10-24 years and children below 10 years including health service demand creation activities, HIV testing and counselling, linkage to care, referral for family planning, creation of safe spaces and expanded access to adolescent-friendly health services; and GBV screening.
- Ensure that project strategies and activities addressing youth are evidence-based and in line with state-of-the-art, globally recognized best practices; and aligned with GoT, and PEPFAR standards, protocols and guidelines.
- Ensure that the project engages youth in all stages to promote youth leadership and ensure that youth perspectives are taken into consideration.
- Promote integration across a range of services for adolescents and youth a holistic, family-centered approach to improving their wellbeing.
- Ensure all youth-focused strategies are gender-sensitive and promote equitable programming.
- Identify capacity building needs; targeted supportive supervision, mentoring, and modular training activities for pediatric and adolescent HIV interventions.
- Develop and/or contribute to technical briefs, reports, guidelines and other materials.
- Collaborate with Adherence and Psychosocial support and retention TA to ensure all adolescents are enrolled into adolescent clubs.
- Work with the M&E team in monthly analysis and reporting of pediatric and adolescent HIV service program data and recommend innovations for addressing identified gaps.
- Coordinate clinical advisors to ensure pediatric and adolescent HIV activities are standardized and contribute to increased identification, enrollment and retention in care and treatment.
- Ensure pediatric and adolescent data are triangulated with source documents before reporting to ensure data quality.
- Working as part of the multi-disciplinary technical team to provide technical guidance to the regional teams in planning program activities, ensuring close linkages between pediatric and adolescent HIV services and other program areas including CECAP, PMTCT, EID and TB/HIV.
- Work closely with MoH and other partners to ensure the functional supply chain for pediatric drug formulations and other supplies to ensure uninterrupted services.
- Perform any other activities as may be assigned

Required Skills, Knowledge & Experience:

- Medical Degree is mandatory; Masters of Public Health or a post graduate training in internal medicine or infectious training will be an added advantage.
- Minimum of five years' experience working with HIV/AIDS Care and treatment programs as Maternal, Pediatric, PMTCT/EID and Adolescent Technical Personnel.
- Proven interpersonal skills in working effectively as a member of a team and independently.
- Ability to deal effectively and diplomatically with multiple government agencies, non-governmental organizations, faith-based organizations, and the private sector
- Strong planning and management skills
- Ability to work independently with strong problem-solving skills
- Computer literacy and proven verbal and written communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations
- Willingness to travel in AH supported regions up to 60% of the time building capacity of facility base HCW, RHMT, CHMT and THPS sub granted staffs.
- Fluency in English and Swahili

Position title: Clinical Advisor - HIV Prevention and Treatment (2 positions)

Reports to: District Manager

Location: Shinyanga with 75% field travel

Overall job Summary: To provide technical support to health care providers (HCPs) on provision of high-quality client centered, multidisciplinary family-focused HIV prevention, and treatment at services at supported facilities in Shinyanga, region. This entails targeted HIV testing services, optimized Provider Initiated testing and Counseling (PITC), same day enrollment into antiretroviral treatment (ART) of newly identified PLHIV, effective adherence and retention strategies and minimizing lost to follow up (LTFU), TB integration, opportunistic infection prevention, and ensuring viral load suppression. S/He will work with the PMTCT/Pediatrics field officers and community services team to ensure that HCPs, expert clients and community volunteers are well equipped with skills to appropriately manage infants, children and adolescents living with HIV according to national and international standards.

Specific Roles and Responsibilities:

- To conduct supportive supervision, on job training, continuous medical education and training to HCPs and supportive cadres on client centered comprehensive HIV services towards epidemic control.
- Under leadership of District Managers support HFs in the assigned districts to implement program activities that meet targets on HIV prevention, treatment, adherence and retention to ART, TB/HIV collaborative activities, HTS, PMTCT, Laboratory, CECAP and GBV; (also DREAMS in Shinyanga and VMMC in Shinyanga and Kigoma regions).
- Support health providers and community teams to implement evidence-based innovations to retain key and vulnerable populations living with HIV identified in community settings
- Ensure PLHIV efficient HVL and TB samples transported and results documentation for proper HIV viral load monitoring.
- Facilitate pediatric optimization for pediatric clients on ART in the assigned districts.
- To ensure QI initiatives are implemented in all supported HFs in the districts.
- Ensure availability of national HIV prevention and treatment guidelines and tools at supported sites.
- Ensure 100% achievement of donor and government key performance indicators in health facilities allocated to the incumbent as Mlezi.
- Perform and other relevant duties assigned by Supervisors.

Required Skills, Knowledge & Experience:

- Medical Degree is mandatory.
- Candidates with the following qualification will have added advantage. Master's degree (MPH or equivalent).

- Minimum of three years clinical experience in care and treatment of people living with HIV/AIDS.
- Experience in working in collaboration with local government partners (R/CHMTS) and NGOs.
- Ability to deal effectively and diplomatically with multiple government agencies, non-governmental organizations, faith-based organizations, and the private sector.
- Proven interpersonal skills in working effectively as a member of a team.
- Ability to work independently with strong problem-solving skills.
- Fluency in Swahili and English
- Computer knowledge

Position title: HIV Testing, Prevention & Linkages Program Officer (2 positions)

Reports to: District Managers

Location: Shinyanga with 75% field travel

Overall job summary: S/He will serve as the program, lead for all activities related to HIV prevention & linkages including community and facility-based HIV testing in the region, linkage to ART, adherence support for clients initiated on ART and PMTCT, psychosocial support for PLHIV including adolescents and children enrolled into care. S/He implement an efficient client centered linkage system between ART facilities and community-based service delivery points. S/He will be providing technical guidance and support to the HIV Prevention & linkages Field Officers, HCPs and any sub grantees (community-based NGOs) implementing HIV Prevention & linkages for general, priority and vulnerable populations.

Specific Roles and Responsibilities:

- Support regional team to ensure that all facility and community identified PLHIV are linked to ART and other relevant services
- Oversee and provide technical support to HCPs, peer educators (PE) and other actors to implement protocols on HIV testing services, prevention & linkages.
- Develop and facilitate innovative strategies to reduce treatment interruptions among PLHIV in supported sites.
- Work with HIV prevention & linkages and QI teams to conduct periodic assessment of HIV prevention & linkages standards of care in high volume THPS supported sites.
- Distribution of relevant job aides and materials related to HIV prevention & linkages to HCPs, community-based NGOs.
- Conduct supportive supervision and mentorship in collaboration with team members to HCPs, PEs, LCs and sub granted NGOs by applying mentorship skills and methods in order to improve quality of services.
- Review District scope of work, reports, plans and performance of the HIV prevention & linkages sub-grantees on quarterly basis.
- Maintain relationship with and support R/CHMT, and sub granted community NGOs in implementing HIV prevention & linkages activities for both facility and community settings.
- Represent THPS in the regional meetings on issues related to HIV prevention & linkages.
- Strengthen multi-sectorial collaboration with Regional and District/Council HIV and AIDS Coordinators (R/DACC/(CHACC) and other partners working in the community.
- Provide technical support in the use of national appointment and tracking systems that include mechanisms for tracking and tracing defaulters in care and treatment.
- Implement innovative approaches to improve appointment adherence, referrals and follow-up of clients in the community and tracing clients with treatment interruptions.
- Work with the clinical teams to establish viremia clinics for unsuppressed clients.
- Participate in development the R/CHMTs HIV annual work plans.
- Review and input all HIV prevention & linkages quarterly, semi – annual and annual progress report prior to submission.
- Prepare periodic technical reports, best practices and monitor progress through weekly and monthly reporting.

Required Skills, Knowledge & Experience:

- Degree in Medicine, Sociology or Nursing is mandatory.
- Candidate with relevant post graduate training related field e.g. Medicine, Sociology, Nursing MPH, etc. will have added advantage.
- Minimum of three years in HIV Testing, Prevention & Linkages services
- Experience in working in collaboration with local government partners (R/CHMTS) and NGOs.
- Ability to deal effectively and diplomatically with multiple government agencies, non-governmental organizations, faith-based organizations, and the private sector.
- Proven interpersonal skills in working effectively as a member of a team.
- Ability to work independently with strong problem-solving skills.
- Fluency in Swahili and English
- Computer knowledge

Position title: Sub Grants Officer

Reports to: Snr Sub Grants Manager

Location: Shinyanga with 50 % field travel

Purpose and Scope of Job: To focus on all issues related to sub awardees efficient management of THPS funds and to monitor the financial and administrative systems for proper utilization of such funds. S/He will work with Kigoma sub grantees and other THPS sub grantees in building their capacity towards compliance and efficiency in managing donor funds including timely reporting. Under the leadership of the Senior Subs Grants Manager S/he will facilitate and coordinate the subs budgeting process and provide ongoing feedback to the THPS on the implementation of the subs work plans and Budgets including compliance to all set rules and regulations of the grants

Principal duties and responsibilities:

- Assist in assessing the financial and administrative requirement for the sub awardees.
- Adapt administrative and financial policies and procedures for the sub awardees which includes; manuals, user guides and templates to be compliant with donor and THPS requirements
- Provide training and technical support to sub awardees staff to improve administrative and financial systems by using THPS management tools and general management of fund procedures.
- Be a technical lead in regional subs Annual Planning and Budgeting and work closely with District Managers and Regional managers to ensure close follow up of the program activities.
- Ensure thoroughly review of the subs expenditure reports to ensure certified reports are free from errors, fraud and comply with THPS, USG regulations or specific donor requirements.
- Ensure consistent application of THPS financial and administrative policies/standards, as well as donor, and THPS rules and regulations
- Act as resource person for tracking and monitoring systems, reporting policies and procedures to sub awardees.
- Monitor project staff Regional Payrolls and confirm the same to THPS HQ by working closely with CHMTs and HF in charges and THPS District Managers to report staff availability at sites before payrolls.
- Ensure that sub awardees provide their reports accurately, completely and on time as per specified deadlines in their sub agreements.
- Monitoring of sub awardees invoices and advances to and from THPS
- Monitor the need for internal and external audits of sub awardees, and manage the audit including all the audit findings as needed
- Coordinate with THPS finance staff and field finance managers to correct sub awardees bank account errors and improve payment systems.
- Train new sub awardees staff on matters related with financial management and perform project financial review
- Assist in provision of procedures for sub awardees closing by making sure that all steps and regulations are followed properly
- Work closely with program team to ensure close follow up of the program including planning, monitoring and filling of both the technical and financial reports.

- Supervise and train the Sub Award Finance Staff in CDC rules and regulations and the Financial Reporting.
- Perform other duties as assigned by supervisor

Required Qualifications

- Degree in Business Administration, Accounting or Finance or equivalent related field Minimum of five years relevant experiences in management, at least five years of experience in an NGO environment. Master Degrees and CPA will be added advantage.
- Relevant experience in grants management and financial/operational systems preferred.
- Substantial experience implementing USG-supported projects and knowledge of USG regulations and procedures strongly preferred.
- Demonstrated expertise with USAID cost principles especially on Cost Share, reporting requirements, financial regulations and management systems.
- Demonstrated experience in managing a portfolio of more than 10 subgrantees on public health projects with over US \$ 750k budget per year in Tanzania, with emphasis on HIV/AIDS.
- Excellent organizational, multitasking, coordination, communication and interpersonal relationship skills required.
- Experience working with and providing technical assistance and training to NGOs, FBOs, CSOs and Local Government Organization (LGAs) as sub grantees, using different awards mechanisms preferred.
- Experience in managing Extensive sub grantees audits both internal, statutory and audit of non-US NGOs.
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.
- Excellent facilitation, oral and written communications skills both in English and Kiswahili.
- Computer literacy and very good knowledge of Excel, Ms-Word; experience in QuickBooks accounting package is advantageous.
- Fluency in English and Kiswahili (written and spoken).

Position title: Systems Administrator

Reports to: IT Manager

Location: Dar es Salaam with 30% field travel

Purpose and Scope of Job: Responsible for the maintenance, configuration, and reliable operation of the entire IT infrastructure that includes computer systems, Windows Servers and Cloud infrastructure

Principal duties and responsibilities:

- Perform server administration tasks, including user/group administration, security permissions, group policies, print services, research event log warnings and errors, and resource monitoring, ensuring system architecture components work together seamlessly
- Monitor datacenter health and respond to hardware issues as they arise; help build, test, and maintain new servers as needed
- Maintain internal infrastructure requirements including, laptop and desktop computers, servers, routers, switches, firewalls, printers, phones, security updates; support internet, intranet, LANs, WANs, and network segments
- Interact with IT Assistant and other teams to assist in troubleshooting, identify root cause, and provide technical support when needed
- Administer all network-based systems including active directory, operating systems, network-based applications and infrastructure consisting of SQL databases, Microsoft 365, AWS, Microsoft Azure & Frappe cloud.
- Monitor and maintain the security of ICT infrastructure including developing organizational security procedures and run regular data checkups - setting up, deleting and maintaining user accounts
- Secure system integrity from any breaches or viruses and play an essential role in risk-mitigation planning, including creating backup plans, safeguards for data, user security

policies, and identity management.

- Maintaining the integrity, performance, and efficiency of database systems including migration, design, configuration, installation and security of the organization's data assets.
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Perform regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Research upcoming products, service protocols, and standards in support of systems software procurement and development efforts.
- Ensure appropriate measures are proactively followed in response to unforeseen issues such as IT downtime or zero-day exploits.
- Analyze system logs, identify potential issues with server systems & implement / escalate recommended actions to resolve/mitigate business risk.
- Monitor system health and identify anomalous network behavior, which may include security-sensitive activities such as unauthorized network access and data transfer.
- Prepare ICT educational materials and conduct training programs to bring users up to pace with new software installations or IT system changes
- Monitoring THPS systems, provide maintenance and troubleshoot any problems when they arise for infrastructure consisting of SQL databases, Microsoft 365, AWS, Microsoft Azure & Frappe cloud.
- Enable faster and smarter business processes and implement analytics for meaningful insights
- Managing and updating THPS website
- Any other ad hoc duties as required.

Qualification, Competence and Requirements:

- Bachelor's degree in Computer Science, Computer Engineering, Information Technology or a related field from a recognized institution.
- Possession of IT related certification such as ITIL, Microsoft Windows Server and Desktop certifications, Windows Server Administration Fundamentals, Google IT Support Professional Certificate, MCSE, CompTIA Server+ and A+ will be considered as added advantage
- At least 3 years hands-on experience on installation and management of ICT systems including Windows Servers, Active Directory, Microsoft 365 and internet security.
- Experience with or knowledge of programming languages and operating systems; current equipment and technologies, enterprise backup and recovery procedures, system performance-monitoring tools, active directories, virtualization, HTTP traffic, content delivery, and caching.
- Cloud computing skills: Familiarity with cloud applications like Microsoft 365 & Azure.
- Experience with scripting and automation tools including creating scripts in programming languages
- Working knowledge of virtualization, VMWare, or equivalent
- Up-to-date knowledge of the latest IT trends and software, understands applicability and limitations of technology to the work of the office.
- Attention to detail and the ability to follow instructions fully and precisely is essential
- Flexible work attitude: ability to work in a team environment & independently and meet unexpected demands
- Analytical and conceptual thinking, problem solving ability
- Integrity and credibility.
- Willingness to identify, implement and drive improvements.

- Proactive, enthusiastic and output driven.

How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to recruitment@thps.or.tz by **September 18, 2022** with a subject line of 'Position' **System Administrator**'. Only shortlisted applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply