



EMPLOYMENT OPPORTUNITY WITH EANNASO

The Eastern National Networks of AIDS and Health Service Organization (EANNASO), is a regional network of civil Societies and Community Based Organizations in seven Eastern Africa Countries, namely: Kenya, Uganda, Tanzania, Rwanda, Burundi, Ethiopia and South Sudan. EANNASO's mission is to increase the contribution of Civil Societies and Community groups in eliminating HIV, TB and other associated diseases and social problems through strengthened coordination, programmatic alliance, capacity building and creation of an enabling environment. EANNASO is seeking to recruit competent candidates in the following two positions;

1. Technical Support Center Program Manager

Report to: Executive Director

Location: Arusha, Tanzania

JOB PURPOSE: This role involves oversight of Program planning, implementation, monitoring and evaluation for the Technical Support Center. Performance of the role will lead to the driving thematic areas focused on HIV, TB, Health Services organizations in the Region from a civil society perspective, strengthening the voice and profile of civil society organizations in the fight against HIV, TB, Malaria. Open to citizens from east Africa only.

SPECIFIC TASK/RESPONSIBILITIES

A. Program Development and Implementation.

1. Provides overall oversight in the development and implementation of the Technical Support Center
2. Guides project officers in implementation of the Centers' activities.
3. Scrutinizes program implementation reports prepared by program officers to determine the next steps.
4. Coordinates the sharing of relevant information including lessons learnt and best practices among Program staff.
5. Facilitates open dialogue among the Program officers
6. Coordinates preparation and submission of reports by Program staff in compliance with donor requirements.
7. Oversees the documentation of the Centers information and dissemination of it to members and stakeholders
8. Ensures the Programs in the Technical Support center are synchronized to create synergy in activities and efforts
9. Provides leadership and direction for technical staff in the technical support program

B. Resource Mobilizations

1. Works with Finance and Administration Manager to identify funding gaps



2. Coordinates resource mobilization efforts
3. Generates concept papers to be used in preparation of proposals.
4. Coordinates the preparation of proposals writing
5. Provides inputs for meetings with funding partners.
6. Coordinates the development and review of program work plans, funding requests and budgets.

C. Planning and Management

1. Supports in the implementation of the strategic plan
2. Monitor performance of the Centers' staff and conducts periodic reviews/appraisals of their performance
3. Supports development of Program staff by identifying their training needs, coordinating implementation of those needs, providing coaching/mentoring and solving their issue.
4. Prepares the Centers information and reports for the Executive Director to present to the Board
5. Provides input to Finance and Administrative Manager in preparation of budgets and financial forecasts of the Centers activities
6. Supports the Executive Director in developing and adopting management and organizational development strategies.
7. Provides support and acts in the absence of the Executive Director as part of management team
8. Coordinates responses and clarification on donor enquiries on Program issues
9. Administering everyday functions for the Technical Support program and supports with the Executive Director to prepare all long-term strategies for the program to achieve all goals;

D. Partnerships and Networks

1. Supports the ED in identifying strategic partners in the key thematic areas to realize their contribution to EANNASO's mission.
2. Facilitates the preparation and execution of partnership agreements and/or memoranda of understating between partners and EANNASO or member networks.
3. Managing External Communications with member networks, the stakeholders and partners related to the TSC Program;
4. In the absence of the Executive Director, represents EANNASO in regional and global level meetings, and Conferences

E. JOB SPECIFICATION

- a) **Minimum Academic Qualification:** Master's Degree in Public health, Development Studies, Social work studies, Social sciences or any other related from recognized Institution/University



b) **Professional Qualifications:** Training in Program/project management, Organizational Development, strategic management or related fields.

c) **Experiences:**

- Minimum of 3 -5 years in a senior management position (or One year as Executive Director) in the East Africa Countries, part of which should be in HIV and AIDS, TB Program management, community health in the East Africa Countries.
- Should have at least 3 - 5 years working experience with HIV, TB CSO or country Networks within the East Africa Countries in the areas of coordination, networking, capacity building, advocacy in HIV, TB and Malaria at the community level.
- 2-3 years' experience working on country processes related to the GFATM

d) **Other Competences**

- A good understanding of the global and regional financing architecture
- Experience with GFATM and PEPFAR country and regional processes
- Good understanding on technical support and community engagement
- Well versed in community, Rights and Gender issues faced by the communities
- Delivery focused, able to multi-tasks and get things done in a fast-paced environment;
- TB work experience
- Fluent in English and knowledge of French
- Excellent proposal and report writing skills.

2. **Job title:** Executive Assistant
Report to: Executive Director
Location: Arusha, Tanzania

JOB PURPOSE

To provide organizational and logistical support to the secretariat staff. Should be Tanzanian nationality.

DUTIES AND RESPONSIBILITIES

1. Updates the Executive Director on in-coming and communication via phone calls, internet, and teleconference;
2. Coordinates responses to the incoming communication and Handles out-going communication
3. Maintains EANNASO's physical filing system;
4. Maintain the Executive Director's appointment schedule;



5. Supports Executive Director in requesting funds for EANNASO missions and processes the accountability for the funds issued;
6. Provides support in organizing the Secretariat planning meetings and other staff meetings, setting an effective agenda and ensuring performance goals are met and set;
7. Provides support in taking notes of the planning and staff meetings, prepares minutes and keeps safe custody of the records of the meetings;
8. Coordinates logistical arrangements for the Chair of Board Directors, Board Members, Executive Director, Directors and members during Board meeting and Annual General Meetings (AGMs);
9. Follows up implementation of the resolutions passed in the meetings;
10. Prepares reports on Institutional Development activities and Drafts concept notes
11. Coordinates activities related to internal HIV and TB in the work place policy;
12. Supervises the operations of the front office to ensure efficiency and positive organizational image is maintained;
13. Any other duties as assigned

QUALIFICATIONS AND EXPERIENCE

- a) **Minimum Academic Qualification:** Bachelor's degree
- b) **Professional Qualification:** Diploma in Secretarial studies or Business Administration. Degree in secretarial studies or business management will be highly considered.
- c) **Work Experience: Minimum of 3-5 years** in a busy office environment in administration or communication, secretariat services
- d) **Other skills/Competencies:**
 - Communication skills
 - Self-initiator and ability to follow up tasks
 - Interpersonal relations skills
 - Team work skills
 - Computer skills (office application packages)
 - Fluent in English and knowledge of French is an added advantage
 - Knowledgeable on Civil society in the East Africa region functions.

HOW TO APPLY

These are full-time roles and flexibility will be needed regarding additional hours where required. If you believe you can clearly demonstrate your abilities to meet the criteria given above, please submit your application letter and a detailed CV with an e-mail address and telephone contacts quoting the job title/reference in the subject field to eannaso@eannaso.org cc info@eannaso.org by 21st Feb 2018.

The maximum age for the TSC Program Manager position is 45 years. EANNASO is an equal opportunity employer. Only short-listed candidates will be contacted.

