



Secretariat for Tanzania AIDS Forum

Job Title:	Regional Program Officer (RPO); Kagera
Department:	Programme
Budget responsibility	Moderate
Immediate Superior:	Regional Program manager (RPM); Kagera

HDT is a young national dynamic and innovative NGO registered in 2004 with registration number 12060. HDT operates at national level and in three regions of Dar ES Salaam, Kagera and Kagera. HDT works on three pillars namely **Policy analysis and advocacy, Capacity building and Community Development**. HDT whose head office is based in Dar Es Salaam is seeking to employ a Tanzanian, dynamic professional to fill the posit of Regional Program Officer for Kagera office based in Ngara District.

Role of Regional Program Officer (RPO):

Reporting to Regional Program Manager (RPM), Kagera office, s/he will provide support to the RPM on project planning, budgeting, implementation, in accordance with HDT operational guidelines.

Responsibilities: The Regional Program Officer is expected to:-

- Implement with RPM all projects under HDT Kagera regional program.
- Work with RPM to undertake community consultation, design projects for fund raising
- Write reports and submit to PRO for approval before sending to Head office be monthly or quarterly as agreed by line manager or project document
- Provide regional updates to on the specific projects being managed by him/her at least bimonthly.
- Manage the project funds as designed to him or her
- Support LGA with relevant issues where HDT and LGA work come into confluence
- Undertake monitoring and documentation of all work done by HDT
- Undertake other duties as reasonably assigned by line manager

Personal specification:

1. Degree or advanced diploma in any related field with experience working in community and or in HIV/AIDS and reproductive health.
2. Project development and management skills
3. Knowledge and skills in participatory community planning
4. Hands on experience in HIV or community development of not less than a year
5. Facilitation and negotiation skills including running training and facilitating workshops.
6. Good verbal and written communication
7. Fluent spoken and written English

Deadline: Application form should be dully filled and submitted via email to jobs@hdt.or.tz or hard copy not later than Friday 29th July 2011 by 14.00Hrs.