

**Wake up And Support others Organization (WASO)** is a registered non-Governmental organization with its Head Quarters in Temeke Municipal. It is a non-profit making organization registered as NGO with Registration No. 00NGO/R1/0053.

WASO partnered with FHI360 to implement EpiC Project, the HIV prevention project funded by the U.S. Agency for International Development (USAID) which is dedicated to achieving and maintaining HIV epidemic control.

**WASO** is therefore seeking competent, experienced, dynamic and qualified candidate to fill the position below*.*

**Job Title:** Case Manager (CM)

**Project council:** Temeke Municipality

**Agreement:** One yearContract

**Line Manager:** Program Manager(PM)

**Vacant post:** 1 Post

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**Job Objective:** The Case Manager will work with a Biomedical Technical Officer (BTO) to implement HIV prevention program targeting KVP. S/he will monitor the implementation of case linkages during the process of pre counseling, post counseling as well as linkages of positive diagnosed KVP to Care and Treatment Centre. S/he will monitor all activities related to ART for KPs, case retention to care of all identified, diagnosed HIV positive clients as well as returning to care of all clients who missed appointment and lost to follow. She/he will be responsible in making sure that all Navigation process are well established, conducted and maintained according to Care and treatment standards. He/she will play a key role in ensuring that client centered approach is well observed and adhered during service provision to KVP positive clients. She/he will also play a crucial role in supervising and building the capacity of Peer Navigators (PNs) of KVP through conducting progress review meetings in monthly basis. She/he will be coordinating the case management team with health facilities and community for continuum of care. Also, will be responsible in monitoring Gender based/Intimate partners Violence cases includes status of referral and linkages. The Case Manager will report to the Biomed Advisor and work closely with the Regional Biomedical technical advisor.

**Main task and Responsibilities**

* Liaise with District Community-Based HIV coordinator (DCBHCO)
* Liaise with facilities and peer navigators for enrollment of clients from the community
* Liaise with facilities for retention of clients on ART and PrEP and provide feedback to facilities
* Manage Client Appointment and ART Refill
* Manage and Track Missed appointment
* Support community-based ART & PrEP services by managing appointments for refills
* Support Peer Navigators (PNs) on the “lost to follow” and return to care
* Provide mentorship to PNs
* Act as a link between PNs and facilities
* Supervise peer navigation teams
* Facilitate post GBV linkages and track feedback for GBV survivors
* Tracking and reporting of all completed and non-completed referrals (GBV, STI, HTS, FP etc)
* Daily follow up on cases management by the team, from each service delivery point in close relationship with Biomedical field officer
* Reconcile and compile data into the regional tracking register and the regional partner listing and outcome register, and maintain it on weekly basis
* Follow up on all open cases who do not have an outcome yet and ensure that all escorted / tracked beneficiaries receive an outcome
* Conduct sites visits for at least 70% of the time
* Working with Data manager/M&E Officer to report tracking and partner listing and outcome data to the MER team in the region using referral from feedback
* Prepare weekly and monthly reports related to tracking services and success stories, as needed
* Participate in meetings at CSO level and related CHMTs meetings
* Document best practices for linkage for KVP
* Work closely with the field officers to prepare specific data collection methods and tools
* Supporting the coordination of data collection (tracking) and transfer of information, including scheduling and undertaking field visits
* Work collaboratively with other project team members to ensure necessary program planning, development, resource availability and management activities function smoothly and efficiently

# Education and Experience:

**Qualification:** Bachelor Degree in Health or Social sciences (eg: Social work, Sociology, Community Development, or Community/Public health)

# Working Experience:

* + At least 2 years’ experience in Community work -HIV prevention program implementation that includes HIV prevention, care and treatment (required), HIV counseling and testing services, and Sexual Reproductive Health (SRH).
  + Knowledge of health and program development in Tanzania including familiarity with the national Key and Vulnerable Population (KVP), youth and gender guidelines, standards and protocols.
  + Experience in programs serving KVP and addressing gender norms. Demonstrated cultural sensitivity and sound understanding of the needs of KVP and other vulnerable groups.
  + Experience in working with LGA, NGOs, CBOs and health facilities to implement public health projects, especially those working with vulnerable populations.
  + Ability to manage tight deadlines and deliver high quality of work with minimal supervision.
  + A high degree of proficiency in written and spoken English and Swahili.
  + Well-developed computer skills.

# Mode of Application:

Interested candidates are required to submit their application letter and attach their latest CV. All applications should be submitted to **info@waso.or.tz; and waso.ortz@gmail.com. The** deadline for applications is 1700hrs, 14th October 2024. Only Short-listed candidates will be invited for the interview.