



Scope of Work



Country: **Tanzania – Kigoma**
Host site: **Western Zonal Training Centre**
Partner organization: **International Training and Education Center on HIV**
Assignment title: **In-Service Training Officer**
Length of assignment: **12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

The International Training and Education Center on HIV (I-TECH) is supporting the Tanzania Ministry of Health and Social Welfare to strengthen training and support for healthcare workers in the care and treatment of people living with HIV or AIDS. I-TECH's activities in Tanzania focus on building the necessary human resources and training infrastructure for training healthcare professionals, and for building capacity to provide antiretroviral (ARV) services. I-TECH's work plan addresses five key areas, one of which is strengthening the Zonal Training Centre (ZTC) system's capacity to roll out decentralized HIV/AIDS training throughout Tanzania.

The Ministry of Health and Social Welfare has established eight ZTCs in the country. The ZTCs form an important link between the Ministry, Regions, and Districts in translating and implementing national policies. Of the eight ZTCs, two are quite strong and are able to carry out their mandate, while the other six are relatively weak.

I-TECH will use its extensive training network experience and the services of expert volunteers recruited through the HIV/AIDS Twinning Center's Volunteer Healthcare Corps (VHC) to strengthen the capacity of the existing ZTCs to carry out their roles and responsibilities, with particular emphasis on the decentralization of HIV trainings.

In-country placement site: Western Zonal Training Centre, Kigoma

Location:

The Western Zonal Training Centre is situated in Kigoma town within the premises of the Clinical Officer's Training Centre in Kigoma Municipal. The Zone covers two administrative regions, namely Kigoma and Tabora.

Function of the Zonal Training Centre:

The ZTC links the Ministry of Health headquarters with Regions and Districts. The ZTC is charged with coordinating trainings, including facilitating continuing education for health workers, that takes place in the regions and districts. It also helps ensure quality improvement of healthcare services in collaboration with regional and council health management teams and supports regions and districts in the establishment of resource centres for health workers.

Human Resource Capacity and Training Courses:

The ZTC in Kigoma is co-located with a health training institution that provides an upgrading course for Rural Medical Aides (RMAs) to Clinical Officers for about 30 students each year. RMAs are clinicians who attend a two-year course and are awarded a certificate in Clinical Medicine, while Clinical Officers attend a three-year course in clinical medicine and are awarded a diploma. The ZTC provides training in use of anti-malarial medications for 10 districts and in Reproductive Child Health for 14 districts.

The ZTC has six tutors in total. There are four doctors, one laboratory technician, and one nurse on staff as full-time tutors.

Linkages and Supervision:

The Centre uses the nearby referral hospital as the practicum site and the clinical service providers give practical training to students in the wards. The MOHSW and Zonal training teams support the other health training institutes (one government health training institutions and two missionary training schools). International partners who work with the ZTC include USAID, Engender Health, and UNHCR.

Length of the assignment: 12 months, full time
(8 hours per day; 5 days per week)

Name and title of supervisor: Dr. Sadock Ntunaguzi, ZTC Coordinator

Volunteer qualifications:

Required:

- B.A. Degree with at least five years of experience, or Masters Degree level and three years of experience
- Specialist/Training in Public Health or Medical Education
- Health related qualifications will be of added advantage
- Strong working knowledge of adult learning principles and their application to the development of training for healthcare professionals
- Experience in curriculum development and instructional design
- Program management experience
- Knowledge and skills in monitoring and evaluation of training activities
- Thorough knowledge of HIV/AIDS prevention, care, and treatment, specifically ART and treatment adherence
- Good written and oral communication skills and fluency in English
- Excellent interpersonal skills and demonstrated ability to develop cooperative working relationships with diverse professionals
- Ability to collaborate and work effectively with various program/project implementation partners and officials of governmental and nongovernmental organizations

Preferred:

- Knowledge of the host country's health system and culture
- Ability to work independently with strong leadership skills
- Previous experience working in a low-resource setting
- Working knowledge of Kiswahili

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

Objective: The objective of the In-Service Training Officer is to assist I-TECH in developing the capacity of the Kigoma ZTC to roll out effective decentralized training throughout the region for which the Kigoma ZTC is responsible.

Specifically, the volunteer will work with I-TECH and its partners to:

- Increase ZTC faculty capacity to strengthen HIV/AIDS training
- Build ZTC capacity for coordination of in-service training
- Strengthen quality assurance/quality improvement systems for HIV/AIDS trainings
- Increase HIV/AIDS resources available to ZTCs and affiliated training centers
- Enhance provider knowledge and skills through innovative clinical training practices

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

Volunteer activities:

Coordination Duties:

- Assist the ZTC Coordinator to convene a stakeholder's meeting and establish a Forum on HIV/AIDS Training in the zone
- Coordinate regular meetings of the HIV/AIDS Forum
- Monitor and coordinate HIV/AIDS training requests from MoHSW, healthcare facilities, pre-service programs, and from partner organizations in the Zone
- Maintain a calendar of all trainings in the Zone and regularly disseminate to all stakeholders
- Assist MoHSW and its partners to carry out in-service trainings in the Zone by managing all logistics of training activities
- Assist with the coordination and delivery of training of trainers to build a group of expert trainers in the Zone

Information & Resource Collection:

- Conduct visits to the training institutions and health facilities in the zone to build linkages, market the ZTC, promote I-TECH activities, and assess facilities for training needs and training resources
- Coordinate with facilities in the Zone to identify experts (resource persons) to carry out the trainings; maintain database of training resource persons

- Collect materials for the ZTC Resource Centre

Training Duties:

- Co-facilitate with identified resource persons (experts) to provide training, as qualifications permit
- Provide training to faculty and students at the ZTC, as qualifications permit

Monitoring & Evaluation:

- Collect data on training activities in the zone
- Maintain a training database and document all training activities carried out in the Zone
- Coordinate and participate in post-training site visits to assess transfer of learning and to provide on-site training
- Prepare training and site visit reports and submit to ZTC, MOHSW, and I-TECH

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Organizational assessment of the placement site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Inventory of trainers in the Zone
- Reports from Stakeholders Meeting and Training Forum
- Training reports and site visit reports
- Regular reports documenting progress toward objectives in action plan, and documentation of training, consultation, and mentorship provided
- Final report

RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with clients, community members and local staff in a manner that is consistent with social, cultural, and traditional norms and values
- Adhere to the AIHA Volunteer Code of Conduct

Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully

- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed