



BUILDING AN INCLUSIVE SOCIETY FOR ALL

EMPLOYMENT OPPORTUNITIES

Background:

STEPS Tanzania is a non-governmental, not-for-profit organization established in 2017 and officially registered in November 2019 under the Non-Governmental Organizations Act No. 24 of 2002, with registration number 00/NGO/R/0810. STEPS Tanzania is dedicated to sustainably improving lives by providing integrated, locally focused, and community-driven solutions. The organization is committed to making healthcare, education, and community development a fundamental right for all people. Our multidisciplinary team comprises experts in public health, adult education, socio-economic development, administration and management, civil society engagement, gender and youth issues, research, learning, and technology. This wide range of expertise enables the organization to effectively address today's interconnected development challenges. STEPS Tanzania works closely with both national and international partners, with strong collaborations with the Government.

Ministry of Health, through Global Fund Cycle 7 (GFC7) Grant support, implements essential TB/HIV Community-based Program (Oct 2025 – Dec 2026) in support of the national effort to sustain and expand community HIV and TB services. The GFC7 community-based program is implemented in collaboration with Lead CSO – Christian Social Services Commission (CSCC) and four Sub-sub recipients (SSRs) – TAYOA, NACOPHA, MKUTA and STEPS. The GFC7 program focuses on the provision of community-based TB/HIV services across 185 councils. It prioritizes peer-led service delivery and integration with Local Government Authorities.

The main goals of the program are:

- Reduce new HIV infections by 85% (from 2010 baseline) by 2025.
- Reduce mother-to-child transmission (MTCT) to <4% at the end of breastfeeding by 2025.
- Reduce AIDS-related deaths by 80% from the 2010 baseline.
- Reduce HIV-related stigma to <5% by 2025.
- Reduce TB incidence and mortality through enhanced detection, treatment, and prevention.

STEPS Tanzania is an equal opportunity employer that provides a competitive compensation package to selected candidates, considering their salary history, academic qualifications, and relevant experience. We are currently inviting motivated and dedicated individuals to apply for positions in our zonal implementation regions.

Job Title: Zonal KVP Officer – 2 Posts
Reports to: Zonal Coordinator/ STEPS KVP Coordinator
Duty Station: Dar es salaam and Mbeya

Job Summary

The Project Officer – For Key and Vulnerable Populations will be responsible for ensuring quality implementation of comprehensive packages of behavioural, structural and biomedical interventions targeting key and vulnerable populations within the TEPS implementation rregions. S/he will work closely with Local Government Authorities, health facilities and other Implementing Partners for linkages and tracking of services provided to KVP.

Main Roles and Responsibilities:

- Report to the technical advisor of STEPS and Support the Zonal Coordinator in implementation of KVP related interventions in the respective zones.
- Collaborate closely with regional and district HIV coordinators/focal persons and CBOs/CSOs to ensure smooth implementation of the planned KVP interventions in respective regions/districts
- Coordinate the implementation of all planned activities in respective regions/districts
- Coordinate the implementation of all planned activities in respective regions/districts
- Coordinate training activities and ensure adherence to national guidelines
- Ensure that all implementers of the project have the required guidelines, Job Aids and Tools
- Prepare monthly, quarterly, semi annual and annual progress reports
- Provide supportive supervision to all project implementers in respective regions/districts to ensure quality implementation of project activities.
- Supervise KVP peer educators on their routine services delivery
- Perform other duties assigned by the supervisors.
- Coordinate the overall program work plan and implementation according to program goals and objective at zone level.
- Ensure proper collection, verification, and timely submission of KVP-related data, working closely with M&E officers to strengthen data quality and utilization for decision-making.
- Support the integration of KVP interventions with TB/HIV, STI, and SRH services to improve linkage, retention, and continuity of care.
- Facilitate regular stakeholder engagement meetings at zonal, regional, and district levels to strengthen coordination, information sharing, and alignment with national priorities.
- Identify programmatic gaps and propose practical solutions to improve efficiency, coverage, and quality of KVP interventions.
- Build the capacity of local CBOs/CSOs and health facility teams through mentorship, coaching, and technical support to ensure sustainability of interventions.

Qualifications and Experiences:

1. Bachelor degree in Health related field, Sociology, Social Work, Community Development or any other related discipline.
2. At least three years of experience in Public health, preferably in the field of HIV related services.
3. Experience with nonprofit organizations, government agencies, or international NGOs (is an added advantage).
4. Familiar with relevant international and national guidelines and regulations related to HIV and AIDS programs.
5. Experience working with key and vulnerable populations, such as sex workers, injection drug users, transgender individuals, and people living with HIV/AIDS.
6. Experience in program planning, implementation, Reporting, monitoring, and evaluation.
7. Strong organizational and time management skills to ensure project milestones are met.
8. Comprehensive understanding of HIV/AIDS prevention, treatment, and care strategies.
9. Familiar with the latest research and developments in the field of HIV/AIDS.
10. Community outreach and engagement skills to build trust and rapport with key and vulnerable populations.
11. Experience in conducting needs assessments and stakeholder analysis.

Core Competencies &Skills:

- Excellent data management and analytical skills.
- Ability to mentor and build capacity of partners.
- Strong problem-solving, planning, and communication skills
- Ability to convey complex information to diverse audiences.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Demonstrated ability in supervision.
- Strong interpersonal skills, with tact and diplomacy in addressing staff-related needs.
- Ability to maintain effective working relationships across all staff levels.

Work environment:

- Office-based.
- Field travel: 60% required.
- On-call duty: 10%.

Job Title: Zonal TB Officer – 1 Post
Reports to: Zonal Coordinator/ STEPS TB Project Coordinator
Duty Station: Mbeya

Job Summary

The Zonal TB Officer will provide technical and leadership oversight in implementation of Community TB interventions. S/he will ensure timely, high quality and effective delivery of TB services in compliance with the national and GF guidelines. S/he will provide overall leadership in design, plan and roll out of innovative approaches for effective implementation.

Main Roles and Responsibilities:

- Support the Zonal Coordinator in implementation of Community TB interventions (TB screening, Diagnosis and linkage, treatment and prevention) in the respective zones.
- Collaborate closely with regional and district TB coordinators/focal persons and CBOs/CSOs to ensure smooth implementation of the planned TB interventions in respective regions/districts
- Coordinate the implementation of all planned activities in respective regions/districts
- Coordinate training activities and ensure adherence to national guidelines
- Prepare and timely submit detailed activity reports
- Prepare and timely submit monthly, quarterly, semiannual and annual progress reports
- Provide supportive supervision to all project implementers in respective regions/districts to ensure quality implementation of project activities
- Supervise CHWs on their routine service delivery

Qualifications and Experiences:

1. Bachelor degree in Health related field, Sociology, Social Work, Community Development or any other related discipline.
2. At least three years of experience in Public health, preferably in the field of TB related services.
3. Experience with nonprofit organizations, government agencies, or international NGOs (is an added advantage).
4. Strong project management skills are essential for overseeing TB projects, includes planning, budgeting, monitoring, and evaluating project progress.
5. Strong understanding of Tuberculosis, including its treatment, prevention, and control strategies is essential.
6. Familiar with Global TB initiatives and organizations, such as the World Health Organization (WHO) and Stop TB Partnership, is beneficial.
7. Proficiency in data analysis and interpretation for monitoring and evaluating TB intervention, and making data-driven decisions.

Core Competencies &Skills:

- Excellent data management and analytical skills.
- Ability to mentor and build capacity of partners.
- Strong problem-solving, planning, and communication skills
- Ability to convey complex information to diverse audiences.
- Skills in advocating for TB-related policies and influencing decision-makers
- Strong collaboration skills with interdisciplinary teams in TB projects.

Job Title: Driver – 3 Posts
Reports to: STEPS Administration Officer
Duty Station: Dar es salaam and Mbeya

Job Summary

The Driver will perform duties of driving Project vehicle to assure safe transportation of authorised personnel and/or equipment/supplies from various destinations. S/he has to make sure the vehicle is kept safe and secured.

Main Roles and Responsibilities:

- Providing periodic usage report of vehicle including total mileage, fuel consumption and any other related expenditure.
- Follow and abide by the traffic rules, regulations, driver safety manual and any other instructions given by Supervisor or management.
- Ensure the filling of log book for each travel allocated.
- Handle transport of all staff, visitor and equipment/materials as required
- Maintain vehicles including fuel, lubrication, and oil, interior and exterior.
- Prepare mileage and fuel consumption.
- Report and supervise all maintenance and repair needs of assigned vehicle.
- Maintain vehicle first aid kit, communication equipment and fire extinguisher.
- Any other duties assigned by supervisors
- Ensure all major incidents are reported immediately eq. renewal of insurance cover, car accident.
- Ensure the vehicle is always in a good running condition through daily checks
- Ensure timely servicing and maintenance of vehicle as per schedule and report mechanical issues promptly
- Support logistics and administrative functions when needed
- Adhere strictly to Government, organizational and donor road security and safety procedures/policies.
- Maintain strict confidentiality and adhere to organization protocols.

Qualifications and Experiences:

1. Certificate of Secondary Education or Driving Certificate from a Reputable Driving College.
2. Certificate of Advanced Driving Course from NIT or VETA.
3. Driving License class B,C, D, and E
4. At least three (3) years of work experience as a driver, with International Organizations or Local NGO.
5. Basic knowledge of vehicle maintenance and the ability to perform routine checks (e.g., oil changes, tire rotations) can be valuable.
6. The ability to adapt to different weather conditions, traffic situations, and road environments is important.
7. Aware of and follow all road safety regulations and protocols.

Core Competencies&Skills:

- Strong problem-solving, planning, and communication skills
- Ability to convey complex information to diverse audiences.
- Strong customer service skills
- Good Oral communication ability in both Swahili and English
- Flexibility and ability to work with different people

HOW TO APPLY

Applicants are requested to submit their; Cover letter, CV, and Copies of relevant academic transcripts and professional awards
All documents should be combined into a single PDF not exceeding 10 pages and sent to info@steps.or.tz.

Applications should be addressed to:

Executive Director
STEPS Tanzania Head Office
P.O. Box 33307
Kijitonyama, Kinondoni
Dar es Salaam, Tanzania

Note that;

All applications should be sent before **10th October 2025**, at **1600hrs**, only shortlisted candidates will be contacted.