

**UNITED REPUBLIC OF TANZANIA**

**PRESIDENT'S OFFICE**

**REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT**

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**04<sup>th</sup>, December 2024**

**EMPLOYMENT OPPORTUNITIES**

Songwe Regional Administrative Secretary in collaboration with Henry Jackson Foundation Medical Research International, Tanzania (HJFMRI-T) is advertising 22 posts for, ART Nurse, Laboratory Technologist, Clinical Tracker, CTC Clinician, Data Clerk and Medical Officer. The aim of recruiting these employees is to fill positions of personnel who will provide care and treatment to people living with HIV/AIDS in the Region. However, there will be an option for contract renewal subject to satisfactory performance.

**Job Title: ART Nurse** (4 Positions)

Report to: Council Director

Terms of Employment: One-year contract

**Salary: TGHS B**

**Major function of the position**

Under the direct supervision of CTC in-charge the ART nurse will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported Council. The ART Nurse will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, ART Nurse will be stationed at the facility where s/he is assigned to by Council Director. The ART Nurse will provide ART and counselling services to all clients attending the clinic and will be responsible for documentation of all activities and services provided to clients.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure service are provided in accordance with HIV guidelines.

- Coordinate and provide routine and extensive adherence counselling to clients prior to ART initiation and throughout the continuum of care.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Together with lay counselors (expert patients and HIV positive CBHSPs), provision of post-test counseling for HIV positives identified.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Offer first adherence counselling services to newly positive clients before referral to care and treatment and Counseling on the importance of early enrollment in care and ART.
- Assess and document all referrals, make follow-up and report on referral outcomes.
- In collaboration with CTC in charge ensure HIV screening tool for PITC is administered to all clients attending at OPD and other entry points to allow HIV testing.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool.
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there are pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV-positive women are screened for Cervical Cancer and those found to be

positive are started on treatment.

- Work closely with the CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Telephone support and appointment reminders among clients with cell phones; and Provision of counselling on HIV-status disclosure and partner/family testing and on barriers to care.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

**Qualifications:**

- Diploma in Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment is an added advantage.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

**Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed.
- A team player.
- Good interpersonal skills.

**Job Title: CTC Clinician (CO) (7 Positions)**

Report to: Council Director

Terms of Employment: One-year contract

**Salary: TGHS B.**

**The major function of the position**

Under the direct supervision of the Facility in-charge, the CTC clinician will engage and provide HIV and AIDS prevention, treatment, and support services to clients receiving care at respective facilities in the supported Councils. The incumbent will ensure the provision of HIV and AIDS services is in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, the CTC clinician will be stationed at the facility where s/he is assigned by the Council Director. The ART Nurse will provide services across the cascade of HIV continuum

care and will be responsible for the documentation of all activities and services provided to clients.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure services are provided in accordance with the HIV continuum of care.
- In collaboration with the CTC in charge and other Facility Staff ensure clients attending at OPD and other entries are offered HIV counseling and testing.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients.
- Ensure pediatric population attending the facility is screened for optimized PITC using children specific screening tool.
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV positive women are screened for Cervical Cancer and those found to be

positive are started on treatment.

- Document all the services provided in the available registers according to HIV continuum of care.
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

**Qualifications:**

- Advanced Diploma in Medicine or Diploma in medicine from a recognized institution and must be registered with valid practicing License from the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment is an added advantage.
- Fluency in English and Kiswahili.
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]
- Willingness to stay at the working station 100%

**Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed and a team player.
- Respect professionalism and medical conduct with good interpersonal skills.
- Clinical acumen in managing patients.

**Job Title: Laboratory Technologist (3 Positions)**

Report to: Council Director.

Terms of Employment: One-year contract

**Salary: TGHS B.**

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

**Major function of the position**

The Laboratory Technologist will be a point of contact for all samples that are referred from the mapped spokes to the facilities with the capacity to test them or test laboratories.

The Laboratory samples involved with sample referral are Viral load, EID/DBS, TB Sputum, CD4,

Samples for the CrAg test, Biopsy, and Samples for the PrEP Clients.

**Specific Duties and Responsibilities:**

- Work at the supported Laboratory and other supported facilities as a Laboratory Scientist/Technologist carrying out laboratory diagnostic and clinical monitoring tests including diagnostic Nucleic Acid PCR assays, Genotyping, and Proteomics.
- Track sample collection from all spokes around the hub, support the spokes with supplies, receive samples, aliquot plasma, and store samples as per requirements.
- Document all samples and results received at the hub to the Electronic Sample Referral System – ESRS and Document all rejected samples.
- Making follow-up on the availability and use of Lab M&E tools (HVL samples collection registers, High VL registers, Samples Logbooks, VL & EID request form books, Samples collection SOPs, and Job aids.
- Ensures the availability of supplies for sample collection and initial processing of samples received from the spokes including sample collection tubes, Pasteur pipettes, and powder-free gloves and timely requesting these supplies.
- Ensures the updated SOPs and Job aids for sample collection are available and in use.
- Perform initial sample processing including plasma separation at required speed (1500 RCF) and temporarily store the samples at 2-8 0C before referring samples to the testing laboratory.
- Make sure all samples to be tested at the facility (CD4, Sputum, CrAg, Creatinine, and EID) are tested and results relayed to spokes.
- Responsible for completeness and validity of client information and data entry in the electronic sample referral and results feedback system (ESRS)
- Monitoring the functionality of all equipment related to HUB and sample referral and timely reporting.
- For the facilities with weekend clinics for paediatrics, the Hub focal will be responsible for making sure samples are collected from children on the weekend days and stored as per SOP.
- Timely sharing of information for the either rejected samples or failed hence need recollection.

Calling the respective facility incharge whenever there are critical results.

- Expedite transportation of results received from testing laboratories to its spokes as immediately as possible to make sure no backlog of results at hubs.
- Prepare and submit regular reports of sample referral functions to relevant authorities.
- Reprinting of results failed to reach the facilities and making follow-up once released.
- Making follow-up on EQA testing and performance.
- Ensure compliance with quality assurance standards based on recommendations from the Section Supervisor and Laboratory Manager.
- Assist in the preparation and delivery of proficiency testing for EQA and assist the section head institute in the departmental audit.
- Follow written Standard Operating Procedures for every aspect of the testing process's pre-analytic, analytic, and post-analytic phases in a laboratory.
- Preparing summary reports of the specific Hub and their Spoke at the end of every week and month.
- Carry out other duties as assigned by the supervisors.

**Qualifications:**

- Diploma in Medical Laboratory Sciences and must be registered with the valid practicing License from the relevant professional body in Tanzania.
- Laboratory quality management training is an added advantage.
- Minimum of two years' experience of working in HIV-related test laboratory settings.
- Ability to work both individually and as part of a team with minimal supervision.
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT.
- Ability to communicate fluently in both English and Kiswahili.
- Willingness to stay at the working station 100%
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT
- Ability to interact professionally.

**Key personal competences:**

- Self-motivated and able to demonstrate high initiative.

- Committed
- A team player
- Good interpersonal skills

**Job Title: Clinical Tracker (3 Positions)**

Report to: Council Director

Terms of Employment: One-year contract

**Salary: TGHS B**

**The major functions of the position**

Under the direct supervision of the CTC in charge, the Clinical Tracker will engage and mainly supervise the lay staff in appointment reminders 3 days before the appointment, tracing of missed appointment clients, and tracing of clients who have interrupted the treatment. In addition, s/he will engage fully in organizing index contacts to be tracked by lay staff and him/herself to be provided with testing services. All this is aimed at the identification of clients living with HIV, linkage to care, and having good retention in care and treatment services of all clients at respective facilities in the supported Councils. The Clinical Tracker will ensure the provision of HIV and AIDS services is in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, the Clinical Tracker will be stationed at the facility where s/he is assigned by the district authority/Partner. The incumbent will ensure appropriate documentation to all appropriate reporting tools.

**Specific Duties and Responsibilities:**

- Identify clients who miss their clinic visits in schedule timely and conduct telephone tracking.
- Prepare and share with CBHSP/peers/community tracker list of clients who were reachable through the phone and those who don't have telephones.
- Facilitate entry of tracking outcome into the CTC2 card and database with clinician/counselor and data officer.
- Conduct weekly reviews and ensure all tracking outcomes are updated and entered into the CTC2 database.
- Ensure unknown clients are tracked timely and 70% returned to care monthly.
- Work with clinicians, counselors, ART nurses, and data officers to confirm all transfer out in the respective facility.



- Provide health education on the importance of clinic adherence to the client.
- Support the patient's adherence to medication and clinic visit schedules.
- Record and report tracking services daily, weekly, monthly, and quarterly.
- Prepare a weekly, monthly, and quarterly summary report and submit it to the site manager, district retention, and community officer.
- Participate in data management and net loss analysis in respective facilities and districts.
- Participate in QI activities that aim to increase retention at the facility level.
- Bring up any ideas or comments that may contribute to a better patient follow-up system.
- Perform any other duties as assigned by the supervisor.

**Qualifications:**

- Diploma in Nursing or Medicine and must be registered with the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

**Key personal competencies:**

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills

**Job Title: Data Clerk (5 Positions)**

Report to: Council Director

Terms of Employment: One-year contract

**Salary: TGHS B.**

**Qualifications:**

- Diploma in Records Management, Computer Science, Health Information, Statistics or Information and Communication technology or related field.
- Minimum of two years's experience Working in HIV-related test laboratory settings.
- Ability to work both individually and as a part of team with minimal supervision.
- A good understanding of data collections, processing and analysis is highly preferred
- Knowledge of Computer Science in MS-Excel and PPT

- Ability to interact professionally

**Key personal competencies:**

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills

**Major function of the position**

The Data Officer will work at the facility level to ensure timely entry of patient files in the health management database both from CTC, Pharmacy Module and RCH, within one day after client service provision by the clinician/Nurse or any provider and undertake data verification on a routine basis to ensure accuracy and consistency of the data entered, reported, and submitted. S/he will provide technical support to the facility staff in any data-related issues.

S/he will communicate closely with the IT & Data Manager in case of any faulty related to hardware and software. The Data Clerk will report administratively to the facility in charge and work closely with the facility staff, District Data Manager together with DACC.

**Specific Duties and Responsibilities:**

- Enter patient information including family information, visits, and laboratory results and other findings into the CTC2 module, HTS module, Pharmacy Module and Biometric Module.
- Ensure all the patient's records are properly stored and monitored according to the National guidelines on storage of confidential client information.
- Ensure that patients' monitoring tools are neatly kept and easily accessible when needed.
- Ensure all project reports; daily, monthly, quarterly, semi-annual, and annual reports are of high quality and are produced and submitted on time in the introduced data reporting system.
- Provide data entry support to CHMTs into the DHIS2 including conducting data reviews and validations at the facility level.
- Collaborate with CBHS at community and health facility levels for tracking defaulters, producing the list of Missed Appointments and IIT and updating the database accordingly when patients return to care.
- Provide all the necessary support and assistance on data requests at the facility to program staff and Council Staff.
- Conduct daily, weekly and monthly tracking of all HIV-positive clients from all testing

points at the facility level ensuring proper documentation of these clients for easy tracking.

- Actively participate in all QI-related activities and ensure the provision of accurate data on monitored indicators by the QI team within respective assigned facilities.
- Conduct routine analysis of data and display of the key set of HIV/AIDS indicator progress on a monthly/quarterly basis and share findings with the Facility/CTC staff for use and for decision making.
- Conduct monthly data audits. Verify data entered in the CTC2 database and that of the paper-based source. Check the completion of CTC2 cards and work with CTC staff to rectify any inconsistencies.
- Develop, Review and Maintain copies of data collection forms and reports (ensuring accurate updating as needed) and support documentation for data management. Participate in health education activities for preventing HIV transmission, particularly among people living with HIV/AIDS attending clinics in CTC /RCH.
- Work closely with other staff members at CTC and RCH to provide good services to clients attending the clinic.
- Actively follow up and track patients who have missed their clinic visits daily after the end of every clinic session.
- Participate in internal Data Quality Assessment with R/CHMT.
- Conduct monthly data cleaning exercises for respective site/s.
- Prepare a list of patients who are eligible for HVL on a weekly basis from the CTC2 database, share it with the CTC in charge to ensure all HVL samples collected, documented in the eSRS and results received are documented and entered CTC2 cards and downloaded to the CTC2 database on a timely manner.
- Ensure that all TPT records (start and completion) are documented into CTC2 cards and database in a timely manner.
- Ensure continuous backup of the CTC2 database files after every visit (daily for static and weekly basis for mobile sites).
- Conduct routine data checks on client information entered CTC2 database on a daily/weekly basis).
- Conduct day-to-day synchronization of client's appointment dates through the SMS reminder system.
- Provide weekly tracking SMS Reminder reports to the Regional M&E Officer and update client's phone numbers in the CTC2 database.
- Ensure that all the information concerning clients at CTC and RCH are always kept

confidential.

- Ensure all Donor reporting requests are prepared and submitted a request by the M&E team or Data Managers.
- Ensure the updated version of the CTC2 database and CTC analytics is running as per NACP requirements and ensure weekly and monthly export of data to NACP (Macro3) is done as per NASHCOP requirements including CQI indicators.
- Ensure client files are arranged in order based on instructions given during the training or order that will reduce time to search for patients' files when clients return for their next visits.
- Keep records of appointments of the clients and ensure missed appointments are communicated to outreach providers (CBHSPs) and the status of clients is updated timely.
- Print the IIT list on a weekly basis and share it with the respective staff for tracings.
- As part of capacity building for clinicians filling out CTC2 cards to be recommended for the next training, the data clerk will be required to keep a record of the clinicians who have not filled out CTC2 cards properly. Return cards for correction and keep a record of the clinician and frequency of files returned.
- To follow up on poorly filled CTC2 cards that were sent back to the clinician for correction and update the corrections into the CTC2 database.
- Produce weekly, monthly, and quarterly facility reports.
- To ensure each patient file contains the TB screening tool and that this is filled in by the clinician during each visit.
- To run the CTC2 database built-in checks for data cleaning.
- To check patient files on the completeness of the CTC2 card and TB screening form before the patient departs using the HJFMRI checklist.
- To assure timely entry of patient files, within one day after reception of the file from the clinician.
- Ensure identification of patients suspicious of failing first-line ART and work with the CTC team to develop individualized treatment plans.
- To ensure that the CTC2 database is always of the most recent version.
- To use the CTC2 database and other data sources to produce high-quality weekly, monthly, and quarterly both NASHCOP and HJFMRI reports and submit the same to the facility in charge for review and if need be, to the District AIDS Coordinator and copy to the Regional M&E Officer.
- To submit weekly datasets for further analysis at the council and regional level.

- Report computer faults within the same day as it has happened.
- Responsible for every new database that is introduced for the project like Train-smart, Male circumcision database etc.
- To assist in establishing and maintaining an effective and efficient records management system.
- To triangulate data in the UCS and work with the HCPs to correct where necessary.
- Accomplish all tasks assigned by the supervisor.

**Job Title: CTC Clinician (Medical Officer) (1 Positions)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS E.

**Major function of the position**

Under the direct supervision of CTC in-charge, the CTC clinician will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, CTC clinician will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide services across the cascade of HIV continuum care and will be responsible for documentation of all activities and services provided to clients.

S/he will communicate closely with the IT & Data Manager in case of any faulty related to hardware and software. The Data Clerk will report administratively to the facility in charge and work closely with the facility staff, District Data Manager together with DACC.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure service are provided in accordance with HIV continuum of care.
- In collaboration with CTC in charge ensure all clients attending at OPD and other entries are offered HIV counseling and testing.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.

- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients.
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool.
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- Document all the services provided in the available registers according to HIV continuum of care.
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

**Qualifications:**

- Bachelor's degree in medicine from a recognized institution and must be registered with the relevant professional body in Tanzania.
- Two 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.

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**GENERAL APPLICATION REQUIREMENTS:**

- a) "Testimonials", "Provisional Results" "Statement of Results" will not be considered.
- b) Applicants who are retired or have been terminated from the public service should not apply.
- c) Applicants who studied outside of Tanzania should bring the confirmation of their qualifications from the authorized body.
- d) Legal actions will be taken against all applicants who will submit forged/falsified information/documents.

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**APPLICATION PROCEDURES**

Covering letter, CV, Birth Certificate and Education certificates should be sent via email to [ras@songwe.go.tz](mailto:ras@songwe.go.tz)

**NOTE:** To be considered, applicants must put the **TITLE OF THE JOB** and **LOCATION** in the **SUBJECT LINE**. The deadline for submitting the application is **14<sup>th</sup> December, 2024**. Those who do not meet the minimum requirements, as detailed in the job description, will not be considered.



Happiness Seneda  
**REGIONAL ADMINISTRATIVE SECRETARY  
SONGWE**