

UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

Telephone Address "SONGWE"

Phone No. 025 – 2580305/6

025 – 2957397

Fax No: 025 - 2580306

Email: ras@songwe.go.tz

Website: - www. songwe.go.tz



SONGWE REGIONAL OFFICE,
P. O. BOX 23,
2 NSELEWA REGION RD,
54180 MLOWO- MBOZI

12th July, 2023

VACANCY ANNOUNCEMENT FOR A SHORT TERM JOB OPPORTUNITY (RE – ADVERTISEMENT)

Songwe Regional Administrative Secretary is re- advertising 13 posts for Data Entry Clerk, Accountant and Clinician. The aim of recruiting these employees is to fill the gap of personnel who will provide care and treatment to people living with HIV/AIDS in the Region. This is a Two Month contract employment from August – September 2023. However, there will be an option for contract renewal subject to satisfactory performance.

Job Title: Data Entry Clerk (11 Positions)

Report to: Council Director

Location: Songwe Region

Qualifications

- i. Degree or Diploma in computer science, statistics, record management, Information technology, Health information management, Health System Management, and or related scientific discipline from a recognized university.
- ii. Computer literacy with a package of Microsoft Office [Word, Excel, Access, PowerPoint, Internet, and Email]
- iii. Experience in CTC2 database is an added advantage.
- iv. Ability to operate various word-processing software, spreadsheets, and database programs.

Duties and Responsibilities

- i. To assure timely entry of patient files in the health management database both from CTC and RCH, within one day after receiving the file from the clinician;
- ii. Entering numerical data, codes, and text from source documents into computer-compatible storage devices. To collaborate with CTC clinical staff and ensure the completeness of data collected and filled on the CTCs cards and registers. Document and report HIV and AIDS information systems problems to the line supervisor using integrated reporting tools
- iii. To update the status of Clients every time they attend a clinical visit and or change status, e.g. Transfer out, Death, and lost to follow up (LTF).
- iv. Assist Health care workers to generate a list of patients attending the next CTC session, LTF, Clients eligible for viral load uptake, Missed appointments, and any other requested report.
- v. To compare data in the ART registers and ARV Dispensing registers if they match those entered in the CTC2 database and enter if there is any discrepancy at every visit
- vi. To run the CTC2 database built-in checks for data cleaning, and solve them as required
- vii. To assure that the CTC2 database and Pharmacy Module are always of the most recent version;
- viii. Assure that a weekly backup is made on either a partitioned hard drive or a separate hard drive/Flash Disk;
- ix. Use the CTC2 database to produce high-quality quarterly reports for the Council Medical Officer and submit these to the DACC/TACC and Data Manager, and the RACC and Regional M&E Officers.
- x. To use the CTC2 database to produce daily, weekly, and monthly reports on patients who are lost to follow up and submit the same to the Outreach Partner who will use these data to trace the patients;
- xi. To make data available and accessible to programmers and end users. This includes; compiling daily, weekly, and monthly program reports
- xii. Responsible for every new database that is introduced for the project like Train-smart, Male circumcision database, etc.
- xiii. Ensure files are arranged in order at every visit.

- xiv. Ensure that the data room and the computer are clean every day
- xv. Prepare and review daily and weekly reports template for district and regional performance for tracking general performance.
- xvi. Performing any other relevant duties as assigned by the supervising Authority.

Job Title: Accountant (1 Position)

Report to: Regional Administrative Secretary (RAS)

Location: Songwe Region

General Overview

The purpose of this position is to ensure the accuracy of entries; timelines of payments and financial reporting to the program are done without delay. The position holder has to perform balance sheet reconciliations and provide advice and support to staff in the areas of financial management.

Qualifications

- i. Bachelor's Degree in Accounting.
- ii. CPA/ACCA is an added advantage.
- iii. Deadline-Oriented, Reporting Research Results, SFAS Rules, Time Management, and Data Entry Management.
- iv. Knowledge of the full accounting cycle.
- v. Highly proficient in Excel and Word applications
- vi. High level of deductive reasoning.
- vii. Ability to problem-solve and take initiative to resolve issues.
- viii. Excellent communication (verbal and written) in English and Swahili.
- ix. Exceptional follow-through skills.

Duties and Responsibilities

- i. To participate in the preparation of the budget and monitor expenditures to obtain information necessary for decision-making.
- ii. Prepare quarterly, midyear, and annual expenditure reports for submission to Chief Accountant.
- iii. To reply to all audit and management queries and observations raised by the Auditor.

- iv. To prepare the final report for submission to Chief Accountant.
- v. To dispose of accounts records as per final order.
- vi. To prepare and affect the payment of salaries.
- vii. To manage payroll.
- viii. Facilitate deduction from salaries and submit to the relevant authorities.
- ix. Undertake other assignments assigned by Chief Accounting

Job Title: CTC Clinician (1 Position)

Report to: Council Director

Location: Songwe Region

The major function of the position

Under the supervision of the 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 the provision of HIV and AIDS services are 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 district authority. The incumbent 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.

Qualifications:

- i. Diploma in Clinical Medicine from a recognized institution and must be registered with the relevant professional body in Tanzania and hold a valid practicing license.
- ii. Fluency in English and Kiswahili.
- iii. Basic Competency with Computer Applications [Word, Excel, PowerPoint].
- iv. Willingness to stay at the working station which can be in remote or urban

Specific Duties and Responsibilities:

- i. Attend clients attending CTC to ensure services are provided following the HIV continuum of care.
- ii. In collaboration with CTC in charge ensure all clients attending OPD and other entries are offered HIV counseling and testing.
- iii. Perform HIV testing services (HTS) using screening tools in an OPD setting by Screening OPD clients to identify eligible clients for HIV testing and Provision HIV testing services to all eligible patients at health facilities.

- iv. Provide assisted partner notification services for all index clients.
- v. Collaboration with facility staff to ensure the Linkage case management model is well understood and its implementation as a routine service to all newly identified clients.
- vi. Supervised and coordinated lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- vii. Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation).
- viii. Ensure all clients on treatment are categorized according to their stability to allow the application of the Differentiated Care Model for stable and unstable clients.
- ix. Ensure the pediatric population attending the facility is screened for optimized PITC using children-specific screening tools.
- x. Ensure all positive children are started on optimized ART and those who are on the old regimen change the regimen to TLD.
- xi. Ensure HIV disclosure and adherence to the pediatric population is done at the facility gradually to improve retention and viral suppression.
- xii. Coordinate and participate during children's Saturday clinics and teen clubs as a way of improving adherence and viral suppression.
- xiii. In collaboration with CTC in charge ensure there are pediatric job aids, posters, and working tools.
- xiv. In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and those samples are collected daily and documented properly.
- xv. In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done daily and documentation is done properly.
- xvi. Ensure HIV-positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- xvii. Document all the services provided in the available registers according to the HIV continuum of care.
- xviii. 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.
- xix. Prepare and submit daily, weekly, monthly, and quarterly reports to the respective authority.
- xx. Perform other duties as requested by your supervisor such as attending other patients apart from CTC clients.

Key personal competencies:

- i. Self-motivated and able to demonstrate high initiative.
- ii. Committed.
- iii. Respect professionalism and medical conduct.
- iv. A team player.
- v. Good interpersonal skills.
- vi. Clinical acumen in managing patients

General conditions

- i. All applicants must be citizens of Tanzania of not more than 45 years of age.
- ii. Applicants must attach an up-to-date Curriculum vitae (CV) having reliable contacts (Postal Address, E-Mail, three passport-size photos, and Telephone numbers).
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants must attach relevant certified copies of Birth Certificate, Academic and training certificates.
- v. Applicants should indicate three reputable referees with their reliable contacts.
- vi. This advertisement cancels the previous advertisement, however those who applied previously **must** re- apply based on conditions in this advertisement.

APPLICATION PROCEDURES

Cover letters, resumes, and Education certificates should be sent via email to

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 **26th July 2023**. Those who do not meet the minimum requirements, as detailed in the job description, will not be considered.



Happiness Seneda

**REGIONAL ADMINISTRATIVE SECRETARY
SONGWE**