



THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

HANDENI DISTRICT COUNCIL



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HANDENI

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ADVERTISEMENT FOR JOB VACANCIES

Handeni District Council in Collaboration with Tanzania Health Promotion Support (THPS) will implement PEPFAR / CDC supported AFYA HATUA (Sustain Treatment, Enrolment and HIV Prevention- STEP) project in Handeni DC aiming to deliver client centered, comprehensive facility and community-based HIV prevention, care, and treatment services for population served by this District hence contribute to the country's HIV epidemic control.

The Handeni DC is currently seeking highly experienced, committed and motivated Tanzanians to fill in vacant positions for AFYA HATUA project as shown below;

1. Title: ART Nurse (2Positions)

Reports to: CTC in Charge

Overall Job Function: Collaborate Medical Officer in Charge, CTC in Charge and other Staff to ensure all HIV/AIDS interventions are implemented, services are provided, documented and reported as per guidance provided. Ensure all HIV/AIDS key performance indicators are met. This include but not limited to provision of high-quality person-centered, multidisciplinary family-focused HIV prevention and treatment services:

Key Responsibilities:

- Ensure provision of clinical services at CTC to all clients on daily basis.
- Facilitate targeted HIV testing services, oPITC, same-day enrolment into ART, effective adherence and retention strategies and minimizing interruption to treatment (IIT).
- Facilitate TB/HIV integration, screening and management of Advanced HIV Disease.
- Implement integration of Non-Communicable Disease services into HIV/AIDS services.
- Ensure HVL maximum coverage and suppression to all clients including proper management of those with high viral load according to national guideline
- Facilitate weekend and evening clinics for stable and adolescent clients and those in need.
- Ensure implementation of three boxes initiative.
- Manage triage of attendees and provision exit interview to clients before leaving CTC.
- Facilitate daily review of CTC activities for improvement in the following days.
- Supervise Other staff at CTC (if there no Site Manager) to ensure they implement their activities accurately and timely
- Ensure the health education is provided in every clinic and the TV is on.
- Facilitate provision of HIV prevention activities such as HIV prevention health education, provision of condoms and PrEP services to sero-discordant partners of recipients of care.

- Ensure optimal provision of differentiated services delivery (DSD) e.g. three and six multi-months scripting and structured facility led ART refills.
- Ensure all new clients, return to care (RTT), newly WHO stage 3 or 4 and persistent high viral load recipients of care received CD4 testing.
- Ensure clients with CD4 < 200 cells/ml receive cryptococcal antigen test (CrAg test).
- Facilitate capacity building among facility staff on various updates on HIV interventions.
- Facilitate implementation and documentation of QI initiatives at the facility.
- Ensure constant availability of supplies.
- Facilitate daily review of CTC activities for improvement in the following days.
- Supervise other CTC Staff to ensure they implement their activities accurately and timely.
- Participate in facility and THPS lead data review meetings.
- Ensure accurate documentation, facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- Collaborate with the RCH team to ensure all PMTCT interventions are provided accurately and timely.
- Ensure all girls living with HIV who are receipt of care at CTC are vaccinated for HPV

Qualifications, Experience and Skills Required:

- Diploma of Nursing or Midwife or equivalent from a recognized College or University.
- At least two years of working experience in provision of HIV and AIDS Care and Treatment services at facility level
- Must be enrolled by the Tanzania Nursing and Midwife Council (TNMC) with valid practice license
- Ability to work independently with minimum supervision
- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially on Ms Word, power point and excel

2. Title: CTC Clinician (3 Position)

Reports to: CTC in Charge

Overall Job Function: Collaborate Medical Officer in Charge, CTC in Charge and other Staff to ensure all HIV/AIDS interventions are implemented, services are provided, documented and reported as per guidance provided. Ensure all HIV/AIDS key performance indicators are met.

- Ensure provision of clinical services at CTC to all clients on a daily basis from 7:30 a.m.
- Ensure the provision of comprehensive HIV/AIDS management including screening and management of opportunistic infections, WHO clinical staging, CD4 testing, initiating patients on ART, managing complications of ART, monitoring viral load coverage and suppression, and substitution of the client to second- or third-line ART as per national guideline
- Facilitate weekend and evening clinics especially for stable clients.
- Facilitate integration of Non-communicable diseases in HIV services.
- Ensure implementation three boxes initiative.
- Ensure eligible clients are initiated and complete on Isoniazid Preventive therapy.
- Ensure all eligible clients are on three- and six-months ART multi-scripting.
- Facilitate capacity building among facility staff on various updates on HIV interventions.
- Facilitate implementation and documentation of QI initiatives at the facility.

- Ensure constant availability of supplies.
- Facilitate daily review of CTC activities for improvement in the following days.
- Supervise other CTC Staff to ensure they implement their activities accurately and timely.
- Participate in facility and THPS lead data review meetings.
- Ensure the TV is on and clients are getting the intended messages,
- Ensure accurate documentation, facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- Collaborate with the RCH team to ensure all PMTCT interventions are provided accurately and timely.
- Ensure all girls living with HIV who are receipt of care at CTC are vaccinated for HPV
- Ensure HVL maximum coverage and suppression to all clients including proper management of those with high viral load according to national guideline.

Qualifications, Experience, and Skills Required:

- At least a Diploma in Clinical Medicine from a recognized institution.
- At least three (2) years of experience in HIV/AIDS care and treatment services.
- Ability to maintain confidentiality in all aspects.
- Fluent in English and Swahili with good verbal and written communication skills.
- Excellent computer skills especially in MS Word, PowerPoint, and Excel
- Ability to work under pressure and stringent deadlines
- Ability to work independently with strong problem-solving skills and minimal Supervision

3.Title: Community HIV Tester (3 Positions)

Reports to: Medical Officer in Charge and Community Services Field Officer

Overall Job Function: Collaborate with Facility in charge, the Community Clinical HIV Tester and other relevant staff to conduct and oversee all HIV counselling and testing services in the community of the facility catchment area.

Key Responsibilities:

- Ensure HIV community testing counselling and testing services are provided with quality as per national algorithm, guidelines and operating procedures.
- Ensure Community Index Testing and Social Network Testing Strategy (SNS) are offered and prioritized to all TX_NEW, clients with high viral load including low level viremia (LLV) clients, IIT/RTT and among KVP reached/enrolled into prevention services.
- Ensure Index Testing and SNS modalities are strategically integrated across all other HIV testing modalities
- Conduct a risk assessment for HTS and Intimate Partner Violence (IPV) assessment during Index testing services.
- Guide Community Peer Educators, Community Expert Clients, and Community Volunteers to map hotspots with population at high risk of HIV infection and conduct demand creation, referral and linkages to comprehensive HIV combination prevention, care and treatment services.
- Offer adherence counselling services to all newly diagnosed HIV clients before referral and linkages to care and treatment services
- Ensure all new PLHIV are linked and enrolled to care and treatment services.
- Facilitate provision of HIV prevention services to clients who test negative for HIV (e.g. PrEP, PEP, SBCC, HIVST, condom programming, VMMC, STI, TB and family planning services etc)
- Facilitate monthly forecasting, quantification, and reporting of rapid test kits to ensure constant availability of supplies.
- Participate in proficiency testing IQA/EQA.

- Ensure proper documentation, compilation and submission of program data as required.
- Conducts index testing, mobile testing, HIVST and SNS through outreach services in the community.
- Ensure 5Cs are observed during pre and post-testing counselling to all clients.
- Maintain a list of certifications of Rapid HIV Test kits supplied at his/her testing point.
- Document experiences and processes; success stories and best practices related to community HTS, PrEP and KVP services.
- Perform any other relevant duties as assigned by the supervisor.

Qualifications, Experience, and Skills Required:

- Diploma in Clinical Medicine, Diploma in Nursing (EN/RN/ANO), Diploma in Medical Laboratory Technology.
- Must have a valid license of practice.
- Trained on HIV Testing and Counsellor from recognized institution.
- At least one-year experience in HIV Testing and Counselling.
- Knowledgeable on HIV/AIDS interventions as per the national guidelines.
- Strong communication skills to enable clients understand HIV/AIDS clearly.
- Ability to conduct sensitive, empathetic interviews and conversations that highly respect the dignity and diversity of clients.
- Capable of working independently with minimal supervision.
- Fluent in Kiswahili and English
- Ability to handle multiple and conflicting priorities and work under strict deadlines

4. Title: District Data Officer. (1 Position)

Reports to: District AIDS Control Coordinator

Overall Job Function: To oversee implementation of high-standard computer and paper-based data and record management including DHIS, CTC2 Data Base, CTC3 Macro, PatchExcell etc. in the whole health systems in the district according to Regional, National and donor's guidance.

Key Responsibilities: The incumbent will be a Member of the District Health Management Team staff and will implement the following on daily basis.

- Assist District Monitoring and Evaluation Officer to oversee implementation of high-standard computer and paper-based data and record management in the whole health systems in the district in accordance to District, National and donor's guidance.
- Represent PEPFAR programs in the HMT; be very knowledgeable on PEPFAR program in your regions so that to represent it in the HMT.
- Supervise documentation, data collection, analysis, report writing and dissemination.
- Oversee all Data Officers in the District.
- Work with Regional and National Authorities, Implementation partners and other relevant stakeholders to ensure all data collection tools are available in all data collection points in the District.
- Ensure accurate documentation of all required indicators in the data collection tools.
- Ensure accurate and timely data collection and entry for all indicators.
- Collaborate with Regional and IP stakeholders to ensure timely data analysis, report writing and dissemination.
- Work with THPS District Managers to prepare weekly, monthly, quarterly and annual data review meeting.
- Perform data quality assurance checks for the electronic data
- Participate in all QI meeting in the District Hospitals.
- Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your District.

Requirements: Education, Work experience and Skills:

- Bsc in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT).
- A minimum of three 2 years and above working experience in HIV program, preferably in a similar position will be highly considered.
- Volunteers working in Health Facilities are highly encouraged to apply.
- Analytical and problem-solving skills, multi-tasking and organizational skills.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision.
- Ability to maintain confidentiality in all aspects.

5. Title: Data Officers. (6 Positions)

Reports to: Medical Officer in Charge and DACC.

Overall Job Function: To implement high-standard computer and paper-based HIV data and record management in accordance to Facility, District, Regional, Government and PEPFAR guidance.

Key Responsibilities: The incumbent will be a Member of the facility staff and will implement the following on daily basis.

- Primarily responsible for transcription of patient visit information to paper-based pre-ART and ART registers.
- Review relevant clinic records and perform paper-based data quality checks on CTC 2 cards and registers
- Ensure proper filling client files
- At computerized sites, conduct data entry for the CTC 2 database from CTC2 cards, PITC registers and HEI cards.
- Update all patient's laboratory results on CTC2 database (CD4, Viral Load etc.)
- Perform data quality assurance checks for the electronic data
- Update all clients' visits in the CTC2 database on daily basis and update in the CTC3 macro as frequent as required by the program, i.e. on weekly basis.
- Perform daily back up of CTC2 database into external hard drive
- Conduct data triangulation between CTC2 database, ANC and TB units (TB-HIV and ANC positive clients)
- Produce/Compile Prepare Quarterly reports for care and treatment, Mother to child cohort report and HTS reports (Monthly).
- Produce missed appointment /LTF reports on monthly basis and update final status of clients.
- Collaborate with site personnel, personnel at other health facilities and community-based organization in tracing patients who miss visits or are lost to follow-up.
- Assist facility, R/CHMT in all data-related requests and reporting.
- Ensure weekly data are entered into patchy excel to facilitate weekly performance review.
- Enter performance of each sub granted staff in the database on monthly basis.
- Participate in all QI meetings in the facility.
- Facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your facility.

Requirements: Education, Work experience and Skills:

- Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT).
- A minimum of three (3) Months and above working experience in HIV program, preferably in a similar position will be highly considered.
- Volunteers working in Health Facilities are highly encouraged to apply.
- Analytical and problem-solving skills, multi-tasking and organizational skills.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision.
- Ability to maintains confidentiality in all aspects.

6. Title: Laboratory Technicians. (2 Positions)

Reports to: Medical Officer in Charge.

Overall Job Function: To provide day-to-day timely, and accurate clinical laboratory and Point-of-care patient sample tests to fully support TB/HIV and HIV/AIDS diagnosis, care, and treatment monitoring. Support the whole cascade of the hub-and-spoke sample referral system from collection, processing, transportation, testing, and results return through the paper-based and electronic sample referral system.

Key responsibilities:

- Responsible for performing General phlebotomy duties that support TB/HIV and HIV/AIDS.
- Responsible for collecting and properly packaging for referral, the specimens for HIV viral load test, DBS for Early infant diagnosis (EID), and sputum for GeneXpert diagnosis.
- Responsible for performing proper documentation of samples collected, track and receive results back from the viral load testing laboratory
- Responsible for uploading HIV viral load and HEID samples in the electronic sample referral system (e-SRS) timely to ensure quality testing and results in feedback TAT.
- Responsible for evaluating specimen quality for test performance to avoid specimen rejection.
- Responsible for assisting in performing instrumentation troubleshooting to correct problems associated with HIV, CD4, Creatine, and TB sample collection and referral
- Responsible for assisting in performing instrumentation troubleshooting to correct problems associated with sputum sample collection, referral, and testing with GeneXpert
- Responsible for performing, evaluating, and documenting HIV rapid test quality control data for quality patient results.
- Responsible for performing and documenting preventative and corrective measures for HIV rapid test PT/ EQA
- Participate in the performance and documentation of PT/EQA programs that support TB/HIV and HIV/AIDS program
- Responsible for ensuring a good and safe working environment in the Laboratory
- Responsible for dispatching timely all HIV, HEID, TB, and viral load results to the clients' files and CTC-2 card and database.
- Responsible for assisting with inventory management of supplies and ensuring that laboratory areas remain stocked with needed supplies that support TB/HIV, CD4, HVL, HEID, and HIV rapid tests and recency HIV tests.
- Respond to CTC inquiries about laboratory results that support HIV/AIDS care and treatment.
- Responsible for maintaining confidentiality of patients, families, and staff. Adhere to customer service standards of the hospital and department.

- Responsible for working closely with the THPS district team, regional, council, and hospital management teams (RHMT, CHMTs, and HMTs), and other laboratory stakeholders to improve laboratory performance.
- Responsible for supporting laboratory staff to follow written Standard Operating Procedures (SOPs) for every aspect of pre-analytic, analytic, and post-analytic phases of the testing process in a laboratory.
- Responsible for assisting with timely routine report preparation and submission of updates for quality HIV and TB sample collection, referrals, and results services.
- Responsible for performing other job-related duties as assigned by the supervisor

Requirements: Education, Work experience and Skills:

- Diploma in Health Laboratory Technology from a recognized institution.
- At least two years' experience in clinical laboratory testing procedures related to TB/HIV, HIV/AIDS, and viral load
- At least two years' experience in laboratory equipment and their operations in supporting HIV/AIDS, TB/HIV and HIV viral load monitoring.
- Knowledge in computer applications (MS Word, MS Excel) including internet and browsing,

7. Title: Clinical trackers. (3 Positions)

Reports to: CTC In Charge.

Overall Job Function: Oversee all activities related to adherence, retention, psychosocial support to ART and PMTCT clients in the facility including adolescents and children. This include but not limited to appointment reminders, tracking of miss appointments and updating relevant. Also develop and maintain linkage between ART facilities and community-based adherence and retention systems.

Key Responsibilities:

- Provision of technical assistance to Peer Educators and Community Volunteers on adherence and retention issues.
- Identify patients who missed their clinic visit schedule timely and conduct telephone tracking
- Insure effective use of National and program appointment and tracking systems (appointment and tracking registers, PE 3 forms, 3 boxes approach, wateja Marafiki, remainder SMS and follow up calls)
- Prepare and share with CBHS providers/ peer educators/ community implementing partner tracker list of clients who were not found through the phone and those who don't have telephone for physical tracing.
- Confirm all tracking outcomes including transfer out, death and cause of death by using phone calls and Macro 3 data base.
- Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counsellor and Data clerks.
- Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
- Ensure unknown clients are tracked timely and 70% returned to care monthly
- Work with peer educators, counsellor and data clerk to confirm all transfer out in respective facility
- Provide health education on importance of clinic adherence to the client and family
- Supporting the patient adherence to medication and clinic visit schedules
- Work closely with ART nurses and Peer Educator's to ensure all Map cues are updated timely to all clients
- Record and report tracking services daily, weekly, monthly and quarterly

- Prepare summary report weekly, monthly and quarterly and submit to CTC in charge and district APSC officer.
- Participate in data management and net loss analysis in respective facility and district.
- Participate in QI activities that aimed to increase retention at facility level
- Bring up any ideas or comments that may contribute to better system of patient follow up.
- Perform any other duties as assigned by a line supervisor

Requirements: Education, Work experience and Skills:

- One-year course nursing
- Trained community health worker (one-year course)
- Certificate in social studies
- Diploma in social studies
- Knowledge on basic HIV/AIDS and Experience on provision of HIV/AIDS services at facility/community will be an added advantage.

8. Title: Facility HIV Testers. (3 Positions)

Reports to: Medical Officer in Charge.

Overall Job Function: Oversee all modality of HIV Testing and Counseling in the facility band beyond including but not limited to oPITC, index, SNS, HIVST, etc. Ensure all facility attendees (patients and their escorting relatives and friend) are screening for eligibility of HIV testing.

Key Responsibilities:

- Duties and Responsibilities
- Oversee and coordinate HIV Testing Services at the facility.
- Perform elicitation of sexual contacts and biological children of index clients who are new in ART, with high HVL, with TBHIV and those who are current in care.
- Provide pre and post-test counselling in HIV Testing and Counselling (HTC)
- Perform HIV testing to the elicited sexual contacts at the facility or at community.
- Provide HIV test results and counselling to clients
- Facilitate referrals for HIV positive Clients, through linkage to the Expert clients and the LCM Coordinator
- Update and maintain all the proper documentations related to index HTS.
- Daily sharing of reports with responsible co-workers.
- Provide reports on daily bases to the supervisor.
- Ensure and maintain privacy and confidentiality of clients.
- Ensure all index HTS conform to the national guideline and standard operating procedures.
- Responsible to care of all THPS properties at facility for testing purposes.
- Perform any other related duties assigned by the supervisor.

Requirements: Education, Work experience and Skills:

- Diploma in Clinical Medicine, Diploma in Nursing (EN/RN/ANO), Diploma in Medical Laboratory Technology.
- Must have a valid license of practice.
- Trained on HIV Testing and Counsellor from recognized institution.
- At least one-year experience in HIV Testing and Counselling.
- Knowledgeable on HIV/AIDS interventions as per the national guidelines.
- Strong communication skills to enable clients understand HIV/AIDS clearly.
- Ability to conduct sensitive, empathetic interviews and conversations that highly

- Capable of working independently with minimal supervision.
- Fluent in Kiswahili and English.

9. Title: OPITC Medical Attendants (3 Positions)

Reports to: CTC in charge

- **Overall Job Function:** Ensure all people who visit the Health Facility for medical treatment and other purposes (escorting their relatives/friends) are screened for eligibility to HTS; and those who are responsible are tested, and those who test positive are enrolled to HIV treatment; those negative enrolled to status neutral services.

Key Responsibilities:

- Conduct risk of HIV Acquisition {HTS Eligibility Screening} to ALL HF attendees.
- Work with Facility Management to set up a system which will necessitate HTS screening to all HF attendees before they proceed to any other service.
- Provide vital signs measurements services at HTS screening desks (blood pressure, height, weight & blood sugar level)
- Ensure all who are eligible are tested for HIV.
- Ensure those who test HIV positive are enrolled to immediately enrolled to ART and where possible within OPD settings.
- Ensure all new HIV positive clients identified at the facility are enrolled in the linkage case management (LCM) except those who do not consent.
- Ensure new PLHIV are elicited for index testing.
- Ensure sexual partners, biological children and needle sharing partner of the new PLHIV are tested for HIV.
- Ensure HTS eligible clients who test negative for HIV are provided with status neutral services.
- Provide unbiased information on HIV testing to clients & explains the testing process.
- Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and available services and how to access them
- Together with CTC team, support clients throughout the early part of their care so they participate fully, become educated, and can advocate for themselves
- Will provide health education to his/her clients on HIV, AIDS and STD's and their implications on new HIV infections to themselves, their sexual contacts and counterparts as well.
- Perform other duties as assigned by the authorities or employer.

Qualifications, Experience, and Skills Required:

- Medical attendant trained for at least one year in the College recognized by MOH
- At least two years working experience preferably in HIV related field.
- Strong communication skills are essential; the Lay counsellor must be able to communicate with clients in a simple manner to make them understand about the disease clearly.
- At least one year working experience in HIV Aids related act.

How to apply:

Interested applicants should send an email to ded@handenidc.go.tz copying amulanda@thps.or.tz. Kindly attach application cover letter (one page maximum), Curriculum Vitae (four pages maximum) and copies of your relevant certificates. The subject of the email should be the position being applied for (e.g. **Data Officer Job Application for Handeni DC**). **The deadline is 29th October 2023**. Only shortlisted candidates will be contacted. Handeni DC is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.



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Saitoti Z. Stephen
**DISTRICT EXECUTIVE DIRECTOR
HANDENI DISTRICT COUNCIL**

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