



Regional Administrative Secretary,
Regional Commissioner's Office,
1 Mkoani Road,
P.O.B ox 128,
55180 SUMBAWANGA
ras@rukwa.go.tz

Reference No. AB.14/78/01/61

Date. 30/11/2024

EMPLOYMENT OPPORTUNITIES – RUKWA

Join us in our efforts to strengthen and institutionalize monitoring and evaluation systems in SHL for efficient and effective HIV and AIDS resource mobilization.

About HJFMRI

The HJF Medical Research International, Inc. Tanzania (HJFMRI-T) is a collaborative effort that supports PEPFAR-funded HIV Prevention, Care and Treatment activities in the Southern Highlands and within the Tanzania People's Defense Forces (TPDF) 21 facilities. HJF Medical Research International Inc Tanzania (HJFMRI-T) is a local non-profit that has supported these efforts since 2004 through the Walter Reed Army Institute of Research (WRAIR) as a Donor. PEPFAR activities are conducted in close collaboration with the **Tanzania Ministry of Health and the President's Office of the Regional Administration and Local Government (PO-RALG)** through the **Regional Administrative Secretary (RAS)**.

HJF Medical Research International, Inc Tanzania (HJFMRI-T) provides care and treatment to people affected by HIV/AIDS and has been actively involved in HIV and AIDS programming, providing resources, personnel and services to the Southern Highlands Zone regions namely Mbeya, Rukwa, Katavi, Songwe and Ruvuma (VMC Only). The



program also supports TPDF to implement a comprehensive HIV Prevention, Care and Treatment program in 21 Military sites throughout the country.

ALL HJFMRI partner-supported staff who will be recruited to fill different positions follow the normal Government of Tanzania recruitment procedures, like Advertising and Interviews, except for lay carders such as Expert Clients and mom-to-mom, who follow a different procedure set by the Ministry of Health.

Please send applications to ras@rukwa.go.tz or through postal address Regional Administrative Secretary, P.O. Box 128 Sumbawanga. All applications should have a cover letter, curriculum vitae (CV) and copies of academic certificates. Please write your full name and the position you are applying for in the email subject.

The application deadline is on 13th of December, 2024.

Successful candidates will be required to bring their original certificates during interviews. Job descriptions and required qualifications for the advertised positions are as stipulated below; -

Job Title: CTC Clinician (5 positions)

Report to: CTC Incharge, Health facility incharge,

DMO and HJFMRI-T District program lead

Terms of employment: Nine months contract

Salary scale: TGHS B

Major function of the position

Under the direct supervision of CTC in-charge, as the CTC clinician you will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facility in the supported district. 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, as the CTC clinician you will be stationed at the facility where you are 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 Recipients of Care.

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 counsellors (expert patients and HIV positive CBHSPs), provision of post-test counselling for HIV positives identified.
- Supervision and coordination of lay counsellors 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 Counselling on the importance of early enrolment 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 paediatrics 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 paediatrics 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 paediatrics 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 Clinical Medicine from a recognized Institution and must be registered by Medical council of Tanzania
- 2 year's experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS Care and treatment
- Strong analytical and problem-solving skills, with the ability to multi-task and stay organized.
- Proficiency in both English and Kiswahili, with excellent communication skills in both languages
- Ability to work independently and as part of a team, with minimal supervision
- Strong attention to detail, organizational skills, and the ability to prioritize and manage multiple tasks effectively
- Commitment to maintaining confidentiality in all aspects of the job.

Job Title: Laboratory Technologist (3 positions)

Report to: CTC Incharge, Health facility incharge,

DMO, District laboratory technologist and HJFMRI-T laboratory lead

Terms of employment: Nine months contract

Salary scale: TGHS B

Major function of the position

As the Laboratory technologist you 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 HIV 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 facilities 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 technology/science from a recognized Institution and being registered and certified by Health laboratory practitioner council
- Knowledge and Skills in general clinical chemistry, haematology, flow cytometry and serological tests
- Knowledge and practical experience with Good Clinical laboratory practice and laboratory standard quality implementation
- Proficiency in both English and Kiswahili, with excellent communication skills in both languages



- Ability to work independently and as part of a team, with minimal supervision
- Strong attention to detail, organizational skills, and the ability to prioritize and manage multiple tasks effectively
- Commitment to maintaining confidentiality in all aspects of the job.

Job Title: HTS Counsellor (1 position)

Report to: CTC Incharge, Health facility incharge,
DMO and HJFMRI-T District program lead
Terms of employment: Nine months contract

Salary scale: TGHS B

Major function of the position

Under the direct supervision of CTC in-charge, As the HTS Counsellor will you engage and mainly conduct HIV testing services, Linkage of clients to ART and retaining them into Care and Treatment at respective facilities in the supported districts. You 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, you will be stationed at the facility where assigned to by district authority/Partner. You will provide HTS Testing services at all points, 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

- Conduct HTS services at different points of the facility as well as in the community through IndexCase Testing.
- Support the clinicians and Expert clients at OPD only when highly needed, to 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 facilities.
- Coordinate and provide routine and extensive adherence counselling to clients prior to ART initiation and throughout the continuum of care.



- 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 OPD 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 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 counseling on HIV-status disclosure and partner/family testing and on barriers to care.
- Prepare and submit daily, weekly, monthly, and quarterly report to respective authority.
- Perform other duties as requested by your supervisor

Qualifications

- Diploma in Clinical medicine/Nursing from a recognized institution and being registered by relevant professional bodies of Tanzania (MCT/TNMC)
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS Care and treatment
- Strong analytical and problem-solving skills, with the ability to multi-task and stay organized.
- Proficiency in both English and Kiswahili, with excellent communication skills in both languages
- Ability to work independently and as part of a team, with minimal supervision
- Strong attention to detail, organizational skills, and the ability to prioritize and manage multiple tasks effectively



- Commitment to maintaining confidentiality in all aspects of the job

Job Title: Clinical Tracker (1position)

Report to: CTC Incharge, Health facility incharge,
DMO and HJFMRI-T District program lead

Terms of employment: Nine months contract

Salary scale: TGHS B

Major function of the position

Under the direct supervision of CTC in-charge, as the Clinical Tracker you 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, you will engage fully in organizing index contacts to be tracked by lay staff and yourself 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 facility in the supported district.

Specific Duties and Responsibilities

- Identify clients who missed their clinic visits 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 review and ensure all tracking outcome are updated and entered on CTC2 database.
- Ensure unknown clients are tracked timely and 70% returned to care monthly.
- Work with counsellors, ART nurses and data officer to confirm all transfer out in



the respective facility.

- Provide health education on the importance of clinic adherence to the client.
- Support the patient 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 to the site manager, district retention, and community officer.
- Participate in data management and net loss analysis in respective facilities 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 patient follow-up system.
- Perform any other duties as assigned by the supervisor.

Qualifications

- Diploma in Clinical medicine/Nursing from a recognized institution and being registered by relevant professional bodies of Tanzania (MCT/TNMC)
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS Care and treatment
- Strong analytical and problem-solving skills, with the ability to multi-task and stay organized
- Proficiency in both English and Kiswahili, with excellent communication skills in both languages
- Ability to work independently and as part of a team, with minimal supervision
- Strong attention to detail, organizational skills, and the ability to prioritize and manage multiple tasks effectively
- Commitment to maintaining confidentiality in all aspects of the job



Job Title: Data Clerk (2 positions)

Report to: CTC Incharge, Health facility incharge,
DMO and HJFMRI-T District program lead and Data manager

Terms of employment: Nine months contract

Salary scale: TGS B

Specific Duties and Responsibilities

- To ensure data entry (CTC2 DB), run NASHCoP reports and cross-check with data sources to make sure that data are accurate
- To ensure file system and arrangement on cabinet in order to simply availability of a files
- As required, visit other health facility to help data entry
- To work with M&E or data-related duties as arise and assigned by supervisor
- To perform other duties as assigned by the supervisor to ensure achievement of project goals.
- Argue to learn indicators and their updates as required.
- To collaborate with CTC clinical staff and ensure the completeness of data collected and filled on the CTCs cards and registers.
- To ensure each patient file contains the TB screening tool, STI form, Nutrition assessment form and these should be 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 depart using WRP checklist;
- To assure timely entry of patient files, within one day after reception of the file from the clinician.

Qualifications

- Diploma in Health Records and Information Management, Records and Archive Management, Records Management, Computer Science, Information



Technology and Data Management, Health Informatics, Statistics, or Biostatistics.

- A minimum of two (2) years of experience working as a Data Entry Officer, particularly in HIV/AIDS program settings.
- Strong analytical and problem-solving skills, with the ability to multi-task and stay organized.
- Proficiency in both English and Kiswahili, with excellent communication skills in both languages.
- Ability to work independently and as part of a team, with minimal supervision.
- Strong attention to detail, organizational skills, and the ability to prioritize and manage multiple tasks effectively.
- Commitment to maintaining confidentiality in all aspects of the job.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Knowledge of records management procedures.
- Familiarity with program activities, guidelines, and processes.
- Proficiency in using word-processing software, spreadsheets, and database programs.
- Ability to maintain confidentiality.
- Ability to interact and build positive working relationships with individuals from diverse social and cultural backgrounds.
- Strong verbal and written communication skills.



- Ability to handle multiple tasks and meet deadlines.
- Capacity to follow instructions provided in both verbal and written formats.

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 Tanzania should bring confirmation of their qualifications from the authorized body
- d) Legal actions will be taken against all applicants who will submit forged/falsified information/documents.

Msalika R. Makungu

REGIONAL ADMINISTRATIVE SECRETARY