



THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE REGIONAL
ADMINISTRATION AND LOCAL GOVERNMENT

SERENGETI DISTRICT COUNCIL

In reply please quote:

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Date: 19Th Aug 2021

EMPLOYMENT OPPORTUNITIES

Serengeti District council is one of the nine districts of the Mara Region of Tanzania. Serengeti District council works with different organizations and one of them is AMREF which is now aiming to implement HIV/AIDS interventions starting 1st of October 2021 to September 2022. Serengeti district council in collaboration with AMREF which is a non-government organization they do announce employment opportunities as here under;

- *Data Officer 11 Posts*
- *Clinical Officer 1 Post*
- *Facility Based Chw 2 Posts*
- *Facility Lay Counsellor 15 Posts*
- *Enrolled Nurse (Community Hiv Service) 5 posts*

1.	Position Title	Data Officer	11 POSTS
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Location/Work Station: SERENGETI DC
Reports to: Facility Care and Treatment (CTC) In-charge

Job summary:

Data Clerks will be reporting to the CTC in-charge and will be receiving technical support from the District Data Coordinator and the respective M&E Officer. Duties for the Data Clerk will include the following:

- Accurate data entry of clinical, laboratory, tracking and other M&E tools into the electronic database including DHIS2 summaries as required.
- Running reports from the database to ensure completeness and accuracy
- Preparing the list of clients expected to attend the clinic and ensuring files are in the right place and accessible for clinicians
- Produce the list of clients missed appointments for tracking immediately after the clinic
- Communicate with supervisors regarding forms with problems such as missing data
- Sort and file forms as needed in numerical order or by date
- Communicate with supervisors regarding database malfunctions
- Reconcile differences between records in databases and other data sources such as registers, reviewing appropriate form and correcting all differences
- Maintain a good record keeping of both soft and hard copies in neat and accessible manner
- Attend data staff meetings including data reviews at the specified times
- Communicate both verbally and in writing suggestions for improvements to data entry or data flow to supervisors
- Complete other data tasks as assigned including pulling of files for different interventions

REQUIREMENTS:

- A Minimum of certificate or diploma level training on computer studies or any related field; higher level of education will be added advantage
- Good computer application skill especially in Microsoft Access, Excel, PowerPoint and Word
- At least one (1) year experience of data entry
- Good speed and accuracy in typing skills
- Ability to work independently
- Good communication skills both in writing and verbal

- Committed to work and adheres to work regulations
- Maintains high level of confidentiality in all aspects
- Analytical and problem-solving skills, multi-tasking and organizational skills.

2. Position Title: Clinical Officer 1 POST
Location/Work Station:
Reports to: SERENGETI DC.

Job summary:

Perform the task of ART Clinician under the supervision of medical officer in-charge

Duties and Responsibilities:

1. Providing clinical care to PLHIV in CTC including
 - Management of Opportunistic infections
 - Clinical staging of HIV patients
 - ART initiation of newly identified clients (Same day ART initiation)
 - Managing complications of ART
 - Initiation and monitoring post exposure prophylaxis (for HIV)
 - Monitoring clients on ART as per national guideline (CD4 testing, HVL, LFT and RFT)
2. Providing consultation of HIV-positive patients on the wards as required
3. Identify clients eligible for IPT and MMS and initiate them
4. Ensure appointment and lost to follow up tracking system and functional
5. Maintaining accurate medical records and other data collection as required for monitoring and evaluation of program, ensure proper documentation and timely reporting
6. Participating in clinic Team Meetings and assisting the site manager with strategic planning for the clinic
7. Coordinate linkage of CTC services with HTS, STI, RCH, PMTCT, TB clinics, IPD, FP, OPD services, PLHIVs support groups and CBHS programs
8. Close follow up clients with high VL through enhance adherence counseling

Other important responsibilities of Nurses/Clinicians.

- Facilitate HIV focused testing approaches including enhanced PITC and index testing in accordance with the national HIV/AIDS/STI guideline. Specifically the incumbent will assist in monitoring screening of clients at OPD for HIV test eligibility, preparing index client for elicitation and tracking of elicited contacts for HIV testing.

- Work with other facility staff and lay counsellors to ensure effective implementation of linkage case management activities for all HIV Positive clients identified in the facility
- Support preparation of required optimized PITC, Linkage case management and index testing weekly and monthly reports

Qualification and work experience:

- ART Clinician should be the holder of Diploma, Advance Diploma and/or Doctor of Medicine from a recognized institution, Register by Tanganyika Medical Council with an experience of at least 3 years in the field of expertise

3. Position Title: Facility Based CHW 2 POSTS

Location/Work Station: SERENGETI DC.

Reports to CTC in charge

Specific responsibilities and duties:

- Proper Documentation of Appointment register/database, identify clients who miss appointments or LTFU.
- Request files identified as missed up/LTFU from data officer
- Track client(s) through mobile phone and record outcome of tracking in tracking register, CTC tracking form and promise to come diary.
- Pull all map cues (copy) for those telephone numbers not reachable for physical tracking.
- Assist in making home visit to Lost to follow up clients how have not be reached through phone tracing.
- Track CTC/PMTCT/ TBHIV/Pediatrics and Adolescents missed clients at the facilities and return 80% of clients to care
- Work with referral focal person at the facility to proper document all referrals confirm all Transfer out clients
- Collect Cause of Death (COD) from relative once encounter death as tracking outcome
- Ensure all the clients has tracking outcome to reduce/ avoid unknown status
- Work with data Officer to ensure all tracking outcome are updated on CTC database

- Prepare and submit daily/weekly and monthly tracking report
- Assist with Screening patients at OPD and all other departments in the facility for HIV testing and identification within the facility
- Conduct linkage case management (LCM) to all positives identified at all test point within the facility
- Assist in providing health education to clients on HIV testing uptake, index testing and adherence to treatment
- Support Elicitation and tracking of contacts for HIV testing at facility and community level and documentation
- Documentation of all relevant information to appropriate National monitoring tools
- Assist in weekly , monthly and Quarterly reports report preparation
- Participate in the training/orientation related to HIV care and treatment program
- Performing any other relevant duties as assigned by the supervisor

Requirements

- Good Reading and writing skills
- Basic Knowledge of HIV services
- Committed person and has experience of good working relation with facility staffs
- Trusted person at facility and Community
- Proven experience of supporting non-medical task in HIV services

Qualifications

- Form four graduated
- certificate in the National Community based Health care worker program will be an added advantage

4. Position Title: Facility Lay Counsellor 15 POSTS

Location/Work Station: SERENGETI.

Reports to: CTC in charge

Specific responsibilities and duties:

- Using Appointment register/database, identify clients who miss appointments or LTFU.
- Request files identified as missed up/LTFU from data officer
- Track client(s) through mobile phone and record outcome of tracking in tracking

register, CTC tracking form and promise to come diary.

- Pull all map cues (copy) for those telephone numbers not reachable for physical tracking.
- Participate in making home visit to Lost to follow up clients how have not be reached through phone tracing.
- Track CTC/PMTCT/ TBHIV/Pediatrics and Adolescents missed clients at the facilities and return 80% of clients to care
- Work with referral focal person at the facility to proper document all referrals confirm all Transfer out clients
- Collect Cause of Death (COD) from relative once encounter death as tracking outcome
- Ensure all the clients has tracking outcome to reduce/ avoid unknown status
- Work with data Officer to ensure all tracking outcome are updated on CTC database
- Prepare and submit daily/weekly and monthly report to facility In charge
- Assist with Screening patients at OPD and all other departments in the facility for HIV testing and identification within the facility
- Conduct linkage case management (LCM) to all positives identified at all test point within the facility
- Assist in proving health education to clients on HIV testing uptake, index testing and adherence to treatment
- Support Elicitation and tracking of contacts for HIV testing at facility and community level and documentation
- Documentation of all relevant information to appropriate National monitoring tools
- Assist in weekly , monthly and Quarterly reports report preparation

Requirements

- Reading and writing skills
- Basic Knowledge on proven of HIV services
- Committed person and has experience of good working relation with facility staffs
- Trusted person at facility and Community
- Proven experience of supporting non-medical task in HIV services

Qualifications

- Completion of Standard Seven
- Form four graduated and certificate in the National Community based Health care worker program will be an added advantage

5 Position Title: Enrolled Nurse (Community HIV Service) 5 POSTS

Overall Job Function:

To conduct day-to-day field implementation of a community-based HIV testing and prevention program targeting key and vulnerable populations (KVP). S/he will work closely with the Health Facility/In charge to ensure delivery of community-based HIV testing services for target beneficiaries.

Specific responsibilities and duties:

- Provide HTS education and information, raise awareness and mobilize communities for HTS services.
- Provide quality HTS to clients and patients.
- Manage outreach site-level HTS logistics and commodities;
- Prepare accurate reports and ensure their timely submission to the health facility.
- Make referrals from the community to the nearby health facility.
- Manage safe disposal of medical waste generated at the community HTC sites.
- Participate in relevant stakeholders' forums and meetings including planning for HTS and provide community perspective of HTS
- Develop work plan for day-to-day Community HIV services implementation at the ward level
- Conduct field-based HIV prevention services to the KPs/PPs including scheduling and implementing day/night mobile outreach campaigns and index testing.
- Providing HIV testing and pre and post-test counseling to KP/PPs, and facilitate referrals for HIV positive clients.
- Supervise CECs in provision of linkage case management services for newly diagnosed HIV positive in the community
- Conduct IPV/GBV risk assessment and adverse event monitoring to KPs during Index testing services
- Regularly conduct routine mapping/re-mapping of hot spots and size estimation where KPs and AGYWs are found
- Perform other duties as assigned by Supervisor

Qualification and work experience:

- ART Nurse should be the holder of certificate of nursing from a recognized institution, Register by Tanganyika Medical Council with an experience of at least 3 years in the field of expertise

If you meet the criteria given above and interested in the vacancies, please send an application letter and CV combined in as one document indicating your present employer and position, daytime telephone contact, names and addresses of three referees. To be considered, your application must be received by **16.30 HOURS August 21, 2021**

Please, apply with confidence to:

**District Executive Director
Serengeti District Council,
P.O. Box 176,
Mugumu - Serengeti**

NB: Only successful candidates will be notified and invited for an interview. Those candidates without call invitation to interview should consider themselves unsuccessful.



**Kivuma H. Msangi
District Executive Director**

**DISTRICT EXECUTIVE DIRECTOR
SERENGETI DISTRICT COUNCIL
MUGUMU / SERENGETI**