



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: 23th August, 2024

EMPLOYMENT OPPORTUNITIES

Serengeti District council is one of the nine District Councils of Mara Region. The District Council works with different organizations among them is AMREF which is now aiming to introduce new HIV/AIDS implementation year for the AFYA-THABITI project starting 1st of October 2024 to 30th September 2025. Serengeti District Council in collaboration with AMREF which is a non-governmental organization, they do announce employment opportunities as here under:

- | | |
|---------------------------------------|----------|
| • Enrolled Nurse (EN) | 7 posts |
| • Clinical Officer (CO) | 1 posts |
| • Data Clerks | 11 posts |
| • Community Health Care Worker (CHW) | 11 posts |
| • Community Outreach Volunteers (COV) | 9 posts |
| • Lay Counselors | 10 posts |
| • Community Expert Clients (CEC) | 8 posts |
| • Laboratory Technician | 1 post |
| • Pharmaceutical technician | 1 post |
| • Community HIV testers | 1 post |

1. Position Title: ART Nurse 7 POSTs

Purpose and Scope of Job:

Provision of high quality clinical HIV services according to the Tanzanian guidelines and international standards, including reporting as per donor and government requirements.

Specific responsibilities and duties of ART Nurse:

- Attend all clients (PLHIV and non-PLHIV) attending CTC to ensure clinical services are provided according to the National and International HIV treatment guidelines.
- Ensure all clients attending facility services points are offered HIV counseling and testing in accordance to National and International HIV counseling and testing guidelines

- Ensure all patients/clients attending all services points at your facility are screened for their eligibility for HIV testing and those all eligible are tested for HIV
- Facilitate and conduct index testing to sexual partners and biological children of PLHIV, newly identified PLHIV and those of PLHIV with high viral load
- Facilitate offsite and onsite HIV self-testing and Social network HIV testing at your facility
- Ensure linkage case management model is well understood and implemented as a routine service to all new identified clients except for prisoners
- Supervision and coordination of Lay counselors and Community Expert Clients to ensure all positives identified are attached, followed and enrolled to ART care
- Ensure all clients identified to be HIV positives are linked to care and started on ART on the same day (Same day Initiation) by 95% and above
- Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Service Delivery Model of Care for stable and unstable clients
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tools
- Ensure all HIV positive children are started on optimized ART and those who are on old regimen to change to the recommended regimen
- Ensure adherence and retention on ART of pediatric clients hence successfully viral suppression
- Coordinate and facilitate children Saturday clinics and teen clubs
- Ensure availability of pediatric job Aides, posters and working tools
- Ensure viral load coverage at your facility is at 95% and above
- Ensure TB screening to all PLHIV on ART, suspect are diagnosed and treated and those eligible for IPT are initiated on TPT and successfully completed
- Facilitate monitoring and evaluation ensuring proper documentation of services provided and reports are developed, submitted as per MoHCDCGEC, AMREF and CDC guidance
- Ensure HIV QI team is available and QI activities are implemented successfully
- Implement PMTCT activities in the facility
- Participate in relevant stakeholders 'forum and meetings including planning for HTS and provide community perspective of HTS
- Develop work plan for day-to-day HIV services implementation including Pre-Exposure Prophylaxis service at the facility level.
- Conduct IPV/GBV risk assessment and adverse event monitoring to KPs during index testing services.
- Regularly conduct routine mapping/re-mapping of hot spots areas and size estimation where KPs and AGYW are found.
- Perform other duties as assigned by supervisor.

Qualification and work experience of ART Nurse:

- At least Form Four level of secondary education
- Holder of certificate of nursing from a recognized institution
- Must have valid practicing license
- Knowledge on computer will be an added advantage. (MS Word, Excel and Power point)
- At least one year experiences of working with HIV/AIDS program at CTC.
- Capable of working independently or under minimal supervision
- Fluent in Kiswahili and English

2. Position Title: Clinical Officer 1 POSTs

Purpose and Scope of Job:

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

Specific Duties and responsibilities

- Providing clinical care to PLHIV in CTC including
 - Management of opportunistic infections
 - Clinical staging of HIV patients
 - ART initiation on newly identified client (Same day ART initiation)
 - Managing complication of ART
 - Initiation and monitoring post exposure Prophylaxis for HIV
 - Monitoring clients on ART as national guideline (CD4 testing, HVL, LFT and RFT)
- Providing consultation of HIV positive patients on the wards as required
- Identify clients eligible for IPT and MMS and initiate as per National Standard Guidelines
- Ensure appointment and lost to follow up tracking system is functional
- Maintaining accurate medical records and other data collection as recurred for monitoring and evaluation of programme, ensure proper documentation and timely reporting
- Participating in clinic team meeting and assisting the site manager with strategic planning for clinic
- Coordinate linkage of CTC service with HTS, STI, RCH, PMCT, TB clinics, IPD, FP, OPD service, PLHIVs support group and CBHS programs
- Close follow up of clients with high VL through enhance adherence counseling

Other important responsibilities of Clinician

- Facilitate HIV focused testing approaches including enhanced PITC and index testing in accordance with national HIV/AIDS/STI guideline. Specifically, the incumbent will assist in monitoring and screening of client 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 community staff (Lay counselors, CEC, COV and CHW) 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 report.

Qualification and work experience of Clinical officer (CO):

- At least Form Four level of secondary education
- Should be the holder of Diploma in Clinical medicine from a recognized institution
- Must have valid practicing license
- Knowledge on computer will be an added advantage. (Ms Word, Excel and Power point)
- At least two years' experience of working with HIV/AIDS program at CTC.
- Capable of working independently or under minimal supervision
- Fluent in Kiswahili and English

3. Position title: Laboratory Technician 1post

Purpose and Scope of Job:

Provision of high quality laboratory services on HIV care according to the Tanzanian guidelines and international standards, including reporting as per donor and government requirements

Specific responsibilities and duties for Laboratory technician:

- Perform initial TB, HIV Viral Load and DBS sample processing, if required, and Store samples to the required temperatures before transportation to the referral testing laboratory.
- Ensure proper documentation of TB, HIV Viral Load and DBS samples into Lab registers, processes and provide data that can be used to monitor quality as well as the efficiency and effectiveness of the sample Referral System
- Responsible to ensure completeness and validity of client information and data entry in the electronic sample referral and results feedback system.
- Expedite transportation of TB, HIV Viral Load and DBS results received from testing laboratories to its spokes
- Prepare and submit regular reports of sample referral functions to relevant authority (CHMT, IP) daily, weekly and on monthly basis.
- Keeps equipment operating by following operating instructions, troubleshooting breakdowns, maintaining supplies , performing preventive maintenance calling for repair
- Updates job knowledge by participating in educational forums
- Perform other duties assigned by Laboratory Manager

Qualification and work experience of a Laboratory technician

- At least Form Four level of secondary education
- Holder of Diploma in laboratory techniques from a recognized institution
- Must have valid practicing license

- Knowledge on computer will be an added advantage. (Ms Word, Excel and Power point)
- At least three year experiences of working with HIV/AIDS program at CTC.
- Capable of working independently or under minimal supervision
- Fluent in Kiswahili and English

4. Position title: Data Clerk 11 POSTS

Purpose and Scope of Job:

The Data clerk is a key person at facility CTC to ensure data systems are well updated and daily uploading data into CTC analytics, CTC 3 (MACRO 3) and CQI matrix indicators. She/he is responsible for maintaining database at the facility. Data clerk will be reporting to CTC in charge and will be receiving technical support from the District Data Coordinator and the respective Monitoring and Evaluation Officer.

Specific roles and responsibilities assigned

- Participate in Monthly data collection, tools review and DHIS2 data entries as directed by supervisor.
- Check to ensure that all CTC2 cards and HTC registers are filled correctly and completely and work with clinicians/nurses to correct any inconsistencies before entry to CTC2 database.
- Ensure that all patient information, visits and all laboratory tests and results as recorded in CTC2 cards and HTC registers is entered into the CTC2 database as soon as forms/cards/registers are received and verified (i.e. on the day that the patient visits the site/clinic)
- Assist the triage nurse(s) to generate list of patients with scheduled appointment on the next CTC clinic date/day.
- Ensure there is a proper rotation of files and registers from clinicians to the data room to RCH by returning files and registers to the shelves/testing points/RCH after entry.
- Ensure that all patient files are well organized and accessible, so that they can be retrieved quickly (5S).
- Work with other CTC staff to ensure that files and other documents are kept in a secure place to guarantee patient confidentiality. All files/cards and registers should be kept in lockable cabinets to prevent unauthorized person from accessing the data according to the MOHCDGEC and NASHCOP guidelines on data management.
- Conduct monthly data audit. Verify data entered in CTC2 database and that of the paper-based source. Check the completion of CTC2 cards and HTC registers and work with service providers to rectify any inconsistencies. Cross check facility cumulative clients against actuals and arrange files according to status i.e. death, LTF, transfer out and Stopped ART.

- Conduct monthly tracking of all HIV positive clients from all testing points at facility level communicate with clinicians to ensure linkage to ART is done and if transfer proper documentation should be done.
- Prepare a list of patients who are eligible for HVL on weekly basis from the CTC2 database and share with CTC in charge.
- Conduct routine analysis of data and display of key set of indicator progress on a monthly/quarterly basis, and share findings with the Facility/CTC staff for use and for decision-making (Data visualization).
- Generate and share with clinicians a list of patients who have missed their clinic visits on a daily basis after end of every clinic day and work closely with clinicians/nurses to update the appointment and tracking registers.
- Collaborate with CBHS at community and facility level for tracking defaulters by producing list of Missed Appointment and LTFU and update the data base accordingly when patients return to care
- Participate in internal Data Quality Assessment with R/CHMT.
- Ensure that data backup is done on a daily basis in an external hard drive and it should be stored out of the data entry building for safety.
- On monthly basis, ensure that data from CTC2 database is submitted to NASHCOP CTC3 database
- Prepare, verify and submit reports to CTC in charge according to reporting calendar for verification, signature and sharing with DASHCO.
- After every 6 months work closely with CTC staff to review and update all patient demographic information if applicable.
- Report all computer and database related technical problems to the CTC in charge who will communicate to Medical Officer In charge of the facility, DASHCO and AMREF M&E officer for support.
- Perform any other data tasks as assigned by supervisor/s.

Qualification and work experience of a Data Clerk

- At least Form Four level of secondary education
- A minimum of certificate or Diploma level training or computer studies or any related field
- Good computer application skill especially in Microsoft Access, Excel, Power Point and Word
- At least three year experiences of working with HIV/AIDS program at CTC, Data entry into CTC2 data base, and Experience of CTC analytics Application use will be highly considered.
- Capable of working independently or under minimal supervision
- Good speed and Accuracy in typing skills
- Good communication skills both in writing and verbal (Fluent in Kiswahili and English)

5. Position title: Facility Based Community Health Care Worker (CHW) 11 posts

Duties and Responsibilities

- Proper documentation of Appointment registers/Data base, identify clients who miss appointments or LTF
- Requests files identified as missed appointment or LTF from data officer
- Track clients through mobile phones and record outcomes of tracking in tracking register, CTC tracking form and promise to come daily
- Pull all map cues for those telephone numbers not reachable for physical tracking
- Assist in making home visit to lost to follow up (LTF) clients how have not be reached through phone tracking
- Track CTC/PMTCT/TBHIV/Pediatrics and Adolescents missed clients at the facilities and return 80% of clients to care
- Collect cause of death from relative once encounter death as tracking outcome
- Work with referral focal person at the facility to ensure proper documentation of all referrals and confirm all transfer out clients
- Ensure all the clients has tracking outcome to reduce or avoid unknown status
- Work with Data clerk to ensure all tracking outcome are updated on CTC data base
- To help ART nurse in ensuring all clients attending facility services points are Screened for HIV eligibility and those eligible are offered HIV counseling and testing in accordance to National and International HIV counseling and testing guidelines
- Facilitate and conduct index testing to sexual partners and biological children of PLHIV, newly identified PLHIV and those of PLHIV with high viral load
- Facilitate offsite and onsite HIV self-testing and Social network HIV testing at your facility

Qualification and work experience of Community Health Care Worker (CHWs)

- At least Form Four level of secondary education
- At least one year experiences of working with HIV/AIDS program at CTC will be highly considered.
- Capable of working independently or under minimal supervision
- Good speed and Accuracy in writing skills
- Good communication skills both in writing and verbal (Fluent in Kiswahili and English)
- Trusted person at the facility and community

6. Position title: Facility Lay Counselor 10 Posts

Duties and Responsibilities

- 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 daily
- Pull all map cues (copy) for those telephone numbers not reachable for physical tracking.
- Participate in home visit to Lost to follow up clients how have not be reached through phone tracing.
- Track CTC/PLTCT/ 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 Death 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 ail tracking outcome are updated on CTC database
- Prepare and submit daily, weekly and monthly report to CTC 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 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

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

7. Position title: Pharmaceutical Technician (1 Post)

Duties and Responsibilities:

Reports to: Facility In-charge

- Ensuring that the storage and dispensing area is clean, safe and conforms to laws governing pharmacy and
- Projecting consumption estimates for each drug item on daily and monthly bases
- Ordering drugs from main store of your respective district store according to anticipated Monthly requirements by filling authorized tools i.e. ordering and requisition
- Receiving deliveries and counterchecks and sign off all drug
- Keeping records of all receipts and issues. Maintain bin card for each item and keep a running balance
- Storing, distributing and controlling the stock and ensures uninterrupted supply of drugs at all times by ensuring Max-Min stock level of 2/1 Month at all
- Redistributing the nearly expiring drugs to sites that can consume them before the expiring
- Controlling and separate immediately the damaged and expired drugs from the shelves/cupboard and keeps all set aside for
- Monitoring prescriptions from dully authorized prescribers for appropriateness and discrepancies.
- Dispensing/refilling all
- Providing medication adherence counseling to
- Maintain records of all drugs issued to patients to dispensing register, paper based and or
- Preparing and submit Monthly drugs consumption report which includes stock level and number of patients on
- ARVs per regimen to district Supply Chain Officer before 5th of the next
- Providing drugs information to patients including other member of the clinical staff
- Maintaining confidentiality and keeps patient information and records secure
- Performing any other duties as may be assigned by the site

Requirements: Education, Work experience and Skills:

- At least a Diploma in Pharmacy from a recognized institution
- Certificate of registration from Pharmacy council
- A minimum of three (3) years in the field
- Excellent command of Swahili and English languages, in written and oral communication.
- Experience in basic computer applications such as MS Word, Excel, Power point and
- Ability to work under pressure and stringent

8. **Position title: Community HIV Tester (1 Post)**

Duties and Responsibilities:

Reports to: Facility In-charge

- Providing KVP friendly services client centered approach.
- Working with peer educators in creating awareness and education on the existence of identification services and preventive services.
- Ensuring all HIV testing services is performed according to national HIV testing algorithm.
- Providing ongoing counseling with psychosocial support and testing while maintaining confidentiality and patient rights.
- Compiling and submit all report on daily, weekly, monthly or quarterly report to HTS focal and Afya Thabiti supervisors.
- Monitoring the quality of test kits by the use of suitable control materials, sample from laboratory department.
- Ensuring safe storage of CBHTS related items and prepare all the necessary consumables for undertaking CBHTS activities on time.
- Keeping accurate CBHTS record.
- Working with team members to monitor Quality improvement plans with regards to the established performance targets or indicators.
- Working with Data Officers for Data entry of new identified clients into the CTC2 database.
- Providing health education on importance of clinic adherence to the clients and treatment supporter.
- Participating in outreach and campaigning in reaching targeted population for testing and prep services.
- Participating in QI activities that aimed to increase CBHTS efficiency.
- Bringing up any ideas or comments that may contribute to better system for providing services to KVP.
- Performing any other duties as assigned by a Supervisor.

Requirements: Education, Work experience and Skills:

1. Basic Technician Certificate in Clinical Medicine (CA), Qualified Medical attendant, Community based Health care worker or Pre- Nursing Certificate from recognized institution.
2. Must have a valid license of practice (Certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in working in the community HIV Programs
4. Ability to maintains confidentiality in all aspects
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to communicate fluently in both English and Kiswahili.

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 address, employer and position, daytime telephone contact, names and addresses of three referees.

To be considered, your application must be received by **15.30 HOURS of 30th August, 2024.**

Please, apply with confidence to:

***District Executive Director
Serengeti District Council
P.O. BOX 176
Serengeti – Mugumu***

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



Maulid Madeni (PhD)

District Executive Director

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

9. NAFASI: Mpokea huduma Mashuhuri (Community Expert Clients) – Nafasi 08

Kazi na Majukumu:

- Kuhakikisha uunganishwaji wa wateja wapya wa VVU/UKIMWI waliopatikana kwenye jamii kwenye makundi maalumu katika vituo vinavyotoa huduma za tiba na matunzo.
- Kuhimarisha kuhakikisha taarifa sahihi za mteja mpya wa VVU zinajazwa katika fomu maalumu (Map Cue) ya ufuatiliaji ufuasi wa dawa.
- Kutoa elimu ya ufuasi wa dawa za kupunguza makali ya VVU kwa WAVIU, wakati wa uunganishwaji katika huduma za tiba na matunzo na mahudhurio ya kliniki.
- Kwa kushirikiana na Lay counselor katika kituo, kuhakikisha kuwa wanaandaa kliniki mapema za WAVIU na kutambua wateja wanao takiwa kuhudhuria ikiwemo wateja wa makundi maalumu kwa lengo la kuwakumbusha kliniki zao mapema na kutambua walioshindwa kufika ili kufuatiliwa.
- Kwa kushirikiana na watoa huduma kuhakikisha unashiriki vyema katika huduma za ufuatiliaji na upimaji wa index pamoja na mitandao hatari ya VVU (social network testing).
- Kwa kushirikiana na COV/watoa huduma kushiriki katika kuhamasisha, kuelimisha na kuwafikia walengwa katika vijiwe kwa vikundi pamoja na njia ya mtu mmoja mmoja juu ya huduma za upimaji VVU, Dawa Kinga (PrEP), Jipime (HIVST), Kifua kikuu, magonjwa ya ngono (STI) na unyanyasaji wa kijinsia (GBV).
- Kutunza kumbu kumbu za taarifa na vitendea kazi vyote vya mradi na kuwasilisha vinapohitajika.
- Na kutekeleza majukumu mengine utakayopangiwa na kiongozi husika.

Sifa za waombaji.

- Angalau awe anajua kusoma na kuandika
- Mhitimu wa kidato cha nne atapewa kipaumbele zaidi.
- Awe anatoka katika kundi lengwa/mahususi
- Awe anafahamika na jamii ya eneo au kata moja wapo zilizoainishwa katika nafasi za ajira hapo juu.
- Awe na uzoefu wa miaka angalau mmoja ya kufanya kazi ya masuala ya UKIMWI kwenye jamii.
- Awe anajua kuongea lugha ya Kiswahili.

10. NAFASI: Uelimishaji lika (Community Outreach Volunteer) – Nafasi 09

Malengo ya Kazi:

- Kuhamasisha, kuelimisha na kuwafikia walengwa katika vijawe kwa vikundi pamoja na njia ya mtu mmoja mmoja juu ya huduma za upimaji VVU, Dawa Kinga (PrEP), Jipime (HIVST), Kifua kikuu (TB), Magonjwa ya ngono (STI) na Unyanyasaji wa kijinsia (GBV).

Majukumu na kazi ya Mwelimishaji lika (Community Outreach Volunteer):

- kuhamasisha, kuelimisha na kuwafikia walengwa katika vijawe kwa vikundi pamoja na njia ya mtu mmoja mmoja juu ya huduma za upimaji VVU, Dawa Kinga (PrEP), Jipime (HIVST), TB, Magonjwa ya ngono (STI) na Unyanyasaji wa kijinsia (GBV).
- Uelimishaji rika katika jamii kwa kufuata miongozo, misingi ya kihuduma, usiri, usawa na kuheshimu mitazamo pamoja na hisia za kila mlengwa ninayepaswa kumfikia.
- Kutoa taarifa sahihi na kwa wakati za utekelezaji wa shughuli za mradi kila wiki, mwezi na wakati wowote nitakapotakiwa kufanya hivyo.
- Kwa kushirikiana na watoa huduma kuhakikisha wanashiriki vyema katika huduma za ufuatiliaji na upimaji wa index pamoja na mitandao hatari ya VVU (social network testing).
- Kushirikiana na jamii pamoja na viongozi wa serikali za mitaa/ vijiji kuhimiza mabadiliko ya tabia ili kuinga maambukizi ya VVU/UKIMWI.
- kutunza kumbukumbu za taarifa na vitendea kazi vyote vya mradi na kuwasilisha vinapohitajika.
- Kuhudhuria vikao pangwa kwa ajili ya kupanga, kutoa taarifa na kushirikishana uzoefu na waelimishaji rika wenzangu.
- Kuhakikisha wateja waliokatika huduma za dawa kinga (PrEP CT) wanafuatiliwa na kupatiwa dawa hizo kwa wakati kwa kuzingatia miongozo ya utoaji wa huduma hiyo.
- Kwa kushirikiana na CBHSCO, CHACC na afisa mradi husika, kutambua na kuthibitisha vijawe hatarishi (hotspots) wanapopatikana makundi lengwa (KVP) yaliyo katika hatari ya maambuzi ya VVU/UKIMWI.
- Kuwa mfano wa kuigwa miongoni mwa wanarika wenzagu na kwa jamii.
- Kwa kushirikiana na CEC Kuwaunganisha walengwa na huduma za tiba na matibabu (CTC) na vituo vinavyotoa msaada wa ukatili wa kijinsia vikiwemo dawati lajinsia, ustawi wajamii na hospitali.
- Majukumu mengine utakayo pangiwa na kiongozi husika.

Sifa za waombaji.

- Angalau awe amehitimu kidato cha nne na kufaulu.
- Awe anatoka katika kundi lengwa/mahususi
- Awe anafahamika na jamii ya eneo au kata moja wapo zilizoainishwa katika nafasi za ajira hapo juu.
- Awe na uzoefu wa miaka angalau miwili ya kufanya kazi ya masuala ya UKIMWI kwenye jamii.
- Awe anajua kuongea lugha ya Kiswahili.