

UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE

REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

Telephone Address

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

6th October, 2023

EMPLOYMENT OPPORTUNITIES

Songwe Regional Administrative Secretary in collaboration with Henry Jackson Foundation Medical Research International, Tanzania (HJFMRI-T) is advertising 45 posts for Clinician, Nurse, Counselor, Laboratory Technologist, Pharmaceutical Technologist and Assistant program Accountant. The aim of recruiting these employees is to fill positions of personnel who will provide care and treatment to people living with HIV/AIDS in the Region. This contract employment shall commence on November 2023 to 30th September, 2024. However, there will be an option for contract renewal subject to satisfactory performance.

Job Title: CTC Clinician (7 Positions)

Report to: Council Director

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

The major function of the position

Under the direct supervision of the Facility 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 is 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.

Specific Duties and Responsibilities:

- Attend clients attending CTC to ensure services are provided in accordance with the HIV continuum of care.
- In collaboration with the CTC in charge and other Facility Staff ensure all clients attending

at OPD and other entries are offered HIV counseling and testing.

- 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.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- 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 all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients.
- Ensure pediatric population attending the facility is 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.
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there is 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.
- Document all the services provided in the available registers according to HIV continuum of care.
- 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.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.

- Perform other duties as requested by your supervisor.

Qualifications:

- Advanced Diploma in Medicine or Diploma in medicine from a recognized institution and must be registered with valid practicing License from the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment is an added advantage.
- Fluency in English and Kiswahili.
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]
- Willingness to stay at the working station 100%

Key personal competences:

- Self-motivated and able to demonstrate high initiative.
- Committed and a team player.
- Respect professionalism and medical conduct with good interpersonal skills.
- Clinical acumen in managing patients.

Job Title: ART Nurse (14 Positions)

Report to: Council Director

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

Major function of the position

Under the direct supervision of CTC in-charge the ART nurse 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 provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, ART Nurse will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide 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:

- 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 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 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 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 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 Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment is an added advantage.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

Key personal competences:

- Self-motivated and able to demonstrate high initiative.
- Committed.
- A team player.
- Good interpersonal skills.

Job Title: HTS Counselor (6 Positions)

Report to: Council Director

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

Major function of the position

Under the direct supervision of CTC in-charge, the HTS Counsellor will 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. 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, the HTS Counsellor will be stationed at the facility where s/he is assigned to by district authority/Partner. The incumbent 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 Index Case 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.

- Offers first adherence counseling 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 Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania.

- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment is an added advantage.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

Key personal competences:

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills

Job Title: Laboratory Technologist (14 Positions)

Report to: Council Director

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

Major function of the position

The Laboratory Technologist 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 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 Sciences and must be registered with the valid practicing License from the relevant professional body in Tanzania.
- Laboratory quality management training is an added advantage.
- Minimum of two years' experience of working in HIV-related test laboratory settings.
- Ability to work both individually and as part of a team with minimal supervision.
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT.
- Ability to communicate fluently in both English and Kiswahili.
- Willingness to stay at the working station 100%
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT
- Ability to interact professionally.

Key personal competences:

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills

Job Title: Pharmaceutical Technologists (3 Positions)

Report to: Council Director

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

Major function of the position

The pharmaceutical personnel are responsible on ensuring the facility meets the national standards for ARV and related commodity supply chain management. He/she will work closely with the program staffs and collaborating with District and regional pharmacist who provide technical guidance on supply chain management of health commodities.

Specific Duties and Responsibilities:

- Ensure availability of ARVs and related medications and HIV Test kits to support HIV/AIDS services at facility and district level at large.

- Ensuring that validated drug management tools (paper tool and software) are available and supportive to supply chain management systems at facility.
- Contribute to program performance on key indicators through improving commodities availability as the program performance merely depends on Commodities availability.
- Ensure that every unit has the required minimum and maximum stock levels of all HIV-related commodities including lab reagents and assist in redistribution of products when out of stock.
- Providing Supply chain updates and technical assistance to HCWs including daily stock updates to other facility staffs and featuring these items into Hospital formulary.
- Facilitate dispensation, ordering and quantification through BUQ of Medicines according to standard operating procedures.
- Maintain the inventory of drugs and Laboratory commodities and reagents that are present at facility level.
- Collaborate with Program staffs (HJFMRI), district and regional teams on HIV/TB commodities management in his/her facility and district at large.
- Collecting on monthly basis information about the stock on hand at all Project supported sites in districts and compilation.
- Carry out any other responsibilities as assigned by the line manager.

Qualifications:

- Diploma in pharmacy, with public health experience in a relevant field.
- Experience in Health commodities management within the public and private sectors (Dispensing, Ordering, forecasting, and monitoring) is an added advantage.
- Knowledge of using existing Logistics tools like e-LMIS & CTC 2 database (PMD).
- Well-trained Personnel in BUQ and IMPACT team approach implementation.
- Excellent written and oral communication, Fluency in English as a working language.
- Good knowledge of computer software applications such as MS Word, Excel
- Ability to train and mentor others, ability to work in a complex environment with multiple tasks.

Key personal competences:

- Self- motivated and able to demonstrate high initiative
- Committed
- A team player
- Good interpersonal skills

Job Title: Assistant Program Accountant (1 Position)

Report to: Regional Administrative Secretary

(RAS)

Salary: At the corresponding Salary Scale to the starting Salary of the equivalent Cadre

Major function of the position

Under the supervision of the Program Accountant and guidance from the HJFMRI Contracts and Partnership Officer, the Assistant Program Accountant will assist the program account for the management of the RAS Contract from planning, execution, monitoring and reporting and finally closeout at the end of the contract. S/he will ensure funds are timely disbursed, effectively utilized in compliance to donor policies and regulations and timely reporting.

Specific Duties and Responsibilities:

- Preparation of the Annual budget for the Songwe RAS HIV program.
- Working in collaboration with the District AIDS Coordinators (DACCs) and District Medical Officers (DMOs) of the Songwe Region in preparing individual budgets for consolidation into the Songwe RAS Contract.
- Preparing program financial reports Fund Accountability Statement (FAS) and Expenditure Reports (ER) on a quarterly basis.
- Preparing funds disbursement requests/invoices for both milestone and variable payments and submission of funds receipt acknowledgement receipts/letters.
- Proper allocation of funds disbursed, by council/RAS and effective tracking of expenditure to respective councils/RAS as per the approved budgets.
- Ensure accurate and timely processing of activity requests for payments from Councils.
- Prepare monthly reconciliation reports and submission to the donor for expenditure verification.
- Collecting, verifying and Filing of Councils' retirement for all funds paid to beneficiaries at council level.
- Managing Payrolls for Songwe RAS and all Councils of Songwe Region for staff paid under HJFMRI HIV program.
- Ensure all financial practices conducted at Songwe RAS adhere to Tanzanian government federal laws but also the donor policies and procedures.

Qualifications:

- Diploma in accounting, Finance, or a related field.
- 1-3 years of accounting and finance experience with donor-funded projects (preferably PEPFAR-funded projects).
- Proficiency in accounting software (e.g., QuickBooks, SAP) and advanced knowledge of MS Excel.
- Risk Assessment, Analysis and Management. Assess, analyze, and manage risk using appropriate frameworks, professional judgment and skepticism.
- Attention to detail and high degree of accuracy.
- Excellent communication and interpersonal skills.
- Adaptability and willingness to learn and grow in a dynamic environment.

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. "Testimonials", "Provisional Results" "Statement of Results" will not be considered.
- vii. Applicants who are retired or have been terminated from the public service should not apply.
- viii. Applicants who studied outside of Tanzania should bring the confirmation of their qualifications from the authorized body.
- ix. Legal actions will be taken against all applicants who will submit forged/falsified information/documents.

APPLICATION PROCEDURES

Covering letter, CV, Birth Certificate 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 **18th October 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