



THE REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL
GOVERNMENT AUTHORITY
BUMBULI DISTRICT COUNCIL



Re:BDC/H.10/6/15

03 October, 2024

Re-ADVERTISEMENT FOR JOB VACANCIES

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

1. Position title:	ART Nurse (3 Positions)
Reports to:	District Executive Director
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:	
<ul style="list-style-type: none">• 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. Position title: Data Officers. (1 Position)

Reports to: District Executive Director

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.

3. Position title: Optimized PITC Medical Attendants/CHW (1 Position)

Reports to: District Executive Director

- **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 activities.

4. Position title:	Community HIV Tester (1 Position)
Reports to:	District Executive Director

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

How to apply:

Interested applicants should send application letter either

1. Direct to District Executive Registry Office Via address
District Executive Director
P. O. B 111
BUMBULI
2. Send an email to info@bumbulidc.go.tz copying panthony@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 Bumbuli DC**). **The deadline is 10th October 2024 at 15:30 pm.** Only shortlisted candidates will be contacted. The Bumbuli DC is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.

**MKURUGENZI MTENDAJI
HALMASHAURI YA WILAYA
BUMBULI**


BARAKA M. ZIKATIMU

DISTRICT EXECUTIVE DIRECTOR

Handwritten notes and stamps in purple ink, including a date stamp that appears to read '10 OCT 2024'.