



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE REGIONAL  
ADMINISTRATION AND LOCAL GOVERNMENT  
TARIME DISTRICT COUNCIL



Ref. No.HWT/M1/218

27<sup>th</sup> August, 2024

## EMPLOYMENT OPPORTUNITIES

The District Executive Director of the Tarime District Council in collaboration with the Amref Health Africa Tanzania organization through the "Afya Thabiti" project welcomes job applications from Tanzanians with the qualifications and ability to fill vacant positions as specified in this announcement.

### 1.0. Position Title: Data Clerk (9)

Reports to: Facility Medical Officer In-charge

#### Job summary:

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.

### 1.1. Duties and Responsibilities include the following:

- 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 HVL registers, 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.
- 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 NACP guidelines on data management.

- 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 weekly and monthly basis, ensure that data from CTC2 database is submitted to NACP CTC3 database
- 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
- Perform other duties assigned by the supervisor

#### **1.1.1 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.

#### **1.2.0 Position Title: ART Clinician (2)**

**Reports to: Facility Medical Officer In-charge**

##### **Job summary:**

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

##### **1.2.1 Duties and Responsibilities:**

1. Providing clinical care to PLHIV in CTC including
  - i. Management of Opportunistic infections
  - ii. Clinical staging of HIV patients
  - iii. ART initiation of newly identified clients (Same day ART initiation)
  - iv. Managing complications of ART
  - v. Initiation and monitoring post exposure prophylaxis (for HIV)
  - vi. 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 client's eligibility criteria for differentiated services and provide the services accordingly.
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

##### **1.2.2 Other important responsibilities of Nurses/Clinicians.**

- Facilitate HIV focused testing approaches including optimized 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



### **1.2.3 Qualification and work experience:**

- At least a Diploma in Clinical Medicine from a recognized institution.
- At least one (1) year experience in HIV/AIDS care and treatment services.
- Ability to maintain confidentiality in all aspects.
- 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 internet.
- Ability to work both individually and as part of a team with minimal supervision.
- Ability to work under pressure and stringent deadlines
- Perform other duties assigned by the supervisor

**1.3.0 Title: ART Nurse (3)**

**Reports to: Facility Medical Officer In-charge**

#### **Job summary:**

Perform the task of ART Nurse/Nurse counsellor under the supervision of facility incharge

### **1.3.1 Duties and Responsibilities:**

- Conduct adherence counseling to clients attending clinics
- Keep clients records of clients at the clinic
- Conduct counseling to clients on contacts testing (sexual partners, needle sharing and biological children)
- Gives health education on positive health, dignity and prevention to clients at CTC
- Support counseling and disclosure among adults and pediatrics
- Conduct nutrition assessment of clients attending CTC
- Assess clients on adherence status and ART side effects and report to clinician
- Support dispensing of ARV to clients
- Do other duties as may be assigned by the site manager

### **1.3.2 Requirements**

- Certificate in Nursing and Midwifery with valid license to practice
- High level confidentiality of laboratory test results of patients

- Ability to work autonomously and under pressure
- At least one (1) year experience in HIV/AIDS care and treatment services
- 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 internet.
- Ability to maintains confidentiality in all aspects.
- Ability to work both individually and as part of a team with minimal supervision.

#### **1.4.0 Position Title: Laboratory Technologist (1)**

**Reports to:** Facility Medical Officer In-charge

#### **Job summary:**

**Laboratory technologist/lab assistant key role** is to strengthen laboratory quality management system, and provide technical support of facility laboratory activities to improve quality of HIV/TB diagnosis, and Viral Load monitoring to attain the current 95-95-95 of the HIV clinical cascade.

#### **1.4.1 Duties and Responsibilities:**

- Perform testing for TB, CD4, HIV Viral Load, DBS, Biochemistry and other serological analytes, if required.
- Perform pre-analytical sample processing including storage to the desired temperatures before transportation to the referral testing laboratory.
- Ensure quality sample collection from eligible recipients of care/patients at the facility, for TB, CD4, HIV Viral load and DBS samples.
- Responsible to ensure completeness and validity of client information and data entry in both paper based and electronic data systems, which include but not limited to facility samples registers, electronic sample referral and results feedback (e-SRS), and GX Alert/Aspect systems.
- Expedite transportation of sputum for TB, whole blood/plasma for HIV Viral Load and CD4, DBS for HEID, and other biochemical and serological samples.
- Print and send back all results report for all samples in the sample referral network to the referring facilities/spokes within a recommended TAT.



- Close monitoring of program laboratory key performance indicators which include but not limited to TAT, IQC per SOP, samples rejection and recollection, analyzers error rates, and equipment maintenances per SOP.
- Serve a central coordination role for distribution of laboratory TB/HIV commodities/consumables to respective facilities (spokes).
- Prepare and submit regular reports of sample referral functions to relevant authorities (R/CHMT, IP) on weekly, monthly, quarterly basis, and as required.
- Carry out other duties as assigned by medical officer and/or laboratory in charge

#### **1.4.2 Requirements**

- Diploma in medical laboratory science with valid license to practice, extensive knowledge on laboratory biosafety and biosecurity is an added advantage.
- Proven experience as laboratory technologist with at least 1-year hands-on experience working as a Hub focal person.
- Experience in operating electrical and nonelectrical laboratory equipment and potentially dangerous substances.
- High level confidentiality of laboratory test results.
- Computer working knowledge of MS Office (especially Excel and Word).
- Familiarity with the electronic laboratory information management system particularly e-SRS.
- Ability to work autonomously, and under pressure to meet deadlines.
- Good communication skills

#### **1.7.0 Position Title: HIV Counsellor Tester (1)**

**Reports to: Facility Medical Officer In-charge**

#### **Job summary:**

Perform the task of HIV Counselling and Testing under the supervision of facility incharge

#### **1.7.1 Duties and Responsibilities:**

- Provide HIV counseling and testing services as per National HIV Testing guidelines and Standard Operating Procedures (SOP)
- In collaboration with other facility and community service providers, organize and conduct health facility and community focused HIV testing (Index, Optimized PITC, Social Network HTS and Mobile KVP services)
- Ensure Linkage Case Management and Same day ART initiation to all newly identified HIV positive clients

- Ensure complete and proper documentation of all testing services at all testing points (registers, counter books, and reporting tools)
- Provide periodic HTS progress updates as required (daily, weekly and monthly report using relevant tools), Ensure HIV testing targets are met at health facilities
- Support all other activities related to management of clients on ART at CTC
- Do other duties as may be assigned by the site manager

### **1.7.2 Requirements**

- Certificate of Nursing and Midwifery – Certified Non-Lab testers will have added advantage.
- High level confidentiality of laboratory test results of patients
- Ability to work autonomously and under pressure
- At least one (1) year experience in HIV/AIDS care and treatment services
- 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 internet.
- Ability to maintains confidentiality in all aspects.
- Ability to work both individually and as part of a team with minimal supervision.

### **1.8.0 GENERAL REQUIREMENTS**

- i. All applicants must be Tanzanian citizens and aged between 18 to 45 years.
- ii. All applicants should attach complete personal information (Details Curriculum Vitae), National Identification Number, One updated colored passport size with valid address, phone numbers available at all times and E-mail address with at least three referees.
- iii. All applications must be accompanied by Education and Professional certificates which are Form Four (IV) or Six (VI) certificates for those who have reached that level and certificates of graduation in various professions based on the characteristics of the relevant work. (Diploma, Certificates, - Form IV and VI Certificate, - Computer Certificate)



- iv. "Testimonial", "Provisional Results", "Statement of results", Form IV and Form VI RESULTS SLIPS (FORM IV AND FORM VI RESULTS SLIPS) WILL NOT BE ACCEPTED.
- v. Applicants who studied abroad should ensure that their certificates have been reviewed and verified by the relevant authorities (TCU, NECTA and NACTE).
- vi. Applicants retired from the Public Service are not allowed to apply unless they have permission from the Chief Secretary.
- vii. If the applicants submit incorrect information (falsification) the parties will be disqualified.
- viii. **The deadline for Application will be on 9/9/2024, 15:30 PM.**



## HOW TO APPLY

- If you meet the criteria given above and interested in the vacancies, please send your application letter and CV with all requirements indicated above in one attached document indicating your present address, employer and position, daytime telephone contact, names and addresses of three referees.
- All applications submitted without following the procedure outlined in this announcement WILL NOT BE ACCEPTED.
- Application should be sent by Postal Address, hand delivery DED registry office or email address to [ded@tarimedc.go.tz](mailto:ded@tarimedc.go.tz)

**DISTRICT EXECUTIVE DIRECTOR,  
P.O. BOX 16,  
TARIME.**

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

  
*Solomon I. Shati*

**DISTRICT EXECUTIVE DIRECTOR  
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