



**JAMHURI YA MUUNGANO WA TANZANIA**  
**OFISI YA RAIS**  
**TAWALA ZA MIKOA NA SERIKALI ZA MITAA**  
**HALMASHAURI YA WILAYA YA MUSOMA**  
**OFISI YA MKURUGENZI MTENDAJI WILAYA**  
(Barua zote zitumwe kwa Mkurugenzi Mtendaji)



*Unapojibu tafadhali taja:*  
Kumb.Na.MDC/M.1/52

7/9/2023

## **TANGAZO LA NAFASI ZA KAZI**

Mkurugenzi Mtendaji wa Halmashauri ya Wilaya ya Musoma kwa kushirikiana shirika la Amref Health Africa Tanzania kupitia mradi wa "Afya Thabiti" anakaribisha maombi ya kazi kutoka kwa watazania wenye sifa na uwezo wa kujaza nafasi wazi za kazi kama ilivyoainishwa katika tangazo hili

**1. Position Title: Data Clerk (8)**

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

### **Job summary:**

Data Clerks will be reporting to the Facility Incharge 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:

- 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

**REQUIREMENTS:**

- a) A Minimum of certificate or diploma level training on computer studies or any related field; higher level of education will be added advantage
- b) Good computer application skill especially in Microsoft Access, Excel, PowerPoint and Word
- c) At least one (1) year experience of data entry
- d) Good speed and accuracy in typing skills
- e) Ability to work independently
- f) Good communication skills both in writing and verbal
- g) Committed to work and adheres to work regulations
- h) Maintains high level of confidentiality in all aspects
- i) Analytical and problem-solving skills, multi-tasking and organizational skills.

**2. 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

**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 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

**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

**Qualification and work experience:**

- a) At least a Diploma in Clinical Medicine from a recognized institution.
- b) At least one (1) year experience in HIV/AIDS care and treatment services.
- c) Ability to maintains confidentiality in all aspects.
- d) Excellent command of Swahili and English languages, in written and oral communication.
- e) Experience in basic computer applications such as MS Word, Excel, Power point and internet.
- f) Ability to work both individually and as part of a team with minimal supervision.
- g) Ability to work under pressure and stringent deadlines
- h) Perform other duties assigned by the supervisor

**3. Position Title: ART Nurse/Nurse counsellor (5)**

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

**Job summary:**

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

**Duties and Responsibilities:**

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

**Requirements**

- a) Certificate in Nursing and Midwifery with valid license to practice
- b) High level confidentiality of laboratory test results of patients
- c) Ability to work autonomously and under pressure
- d) At least one (1) year experience in HIV/AIDS care and treatment services
- e) Excellent command of Swahili and English languages, in written and oral communication.
- f) Experience in basic computer applications such as MS Word, Excel, Power point and internet.
- g) Ability to maintains confidentiality in all aspects.
- h) Ability to work both individually and as part of a team with minimal supervision.

**4. Position Title: Laboratory Technologist (1)**

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

**Job summary:**

**Laboratory technologist 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.

The Laboratory Technologist shall work as part of health facility team contributing to the goals and objectives of AMREF

**Duties and Responsibilities:**

- a) Perform initial TB, HIV Viral Load and DBS sample processing, if required, and Store samples to the desired temperatures before transportation to the referral testing laboratory.
- b) Ensure proper documentation of TB, CD4, HIV Viral Load and DBS samples and results into Laboratory registers.
- c) Ensure quality sample collection from eligible clients/patients at the facility, for TB, CD4, HIV Viral load and DBS samples.

- d) Responsible to ensure completeness and validity of client information and data entry in the electronic sample referral and results feedback system.
- e) Expedite transportation of TB, CD4, HIV Viral Load and DBS samples and results received from spokes and testing laboratories respectively.
- f) Close monitoring of program laboratory key performance indicators (Turnaround time, Samples rejection and recollection, and analyzers error rates, if required).
- g) Coordinate distribution of TB/HIV commodities/consumables to respective facilities (spokes).
- h) Prepare and submit regular reports of sample referral functions to relevant authority (CHMT, IP) on monthly basis, and as required.
- i) Perform other duties as assigned by Laboratory Manager/in-charge

### **Requirements**

- i) Diploma in medical laboratory science with valid license to practice
- j) Proven experience as laboratory technologist with at least 1-year hands-on experience
- k) Experience in operating electrical and nonelectrical laboratory equipment and potentially dangerous substances
- l) High level confidentiality of laboratory test results of patients
- m) Working knowledge of MS Office (especially Excel) and database systems
- n) Ability to work autonomously and under pressure
- o) Good communication skills

### **5. Mtoa Huduma za VVU na UKIMWI Ngazi ya Kituo/Jamii (Facility Based CHW) Nafasi (5)**

#### **MAJUKUMU YA JUMLA:**

Kutoa huduma za VVU na UKIMWI ikiwa ni pamoja na ushauri nasaha na upimaji wa VVU kwa lengo la kuibua wateja wapya, Kuunganisha wateja wapya kwenye huduma za Kinga, matibabu na matunzo. Ufuatiliaji wa upatikanaji huduma kwa wateja na ushauri nasaha kuhusu ufuasi endelevu wa dawa na vipimo husika hususan upimaji wa kiwango cha VVU kwa wateja wanaotumia ARV.

#### **MAJUKUMU/KAZI MAHUSUSI:**

- Ujazaji bora wa nyenzo za ufuatiliaji wateja wanaohudhuria klinic (Appointment register) na mfumo wa kielekronic wa utunzaji takwimu (database) ili kubaini wateja wasiohudhuria kliniki kwa wakati (MISAP) au wanaopotea (LTFU)
- Kutumia taarifa za mifumo ya utunzaji wa kumbukumbu za wateja ili kutambua na kuchambua majalada ya wateja waliopotea (MISAP/LTFU)
- Kufuatilia, kutafuta wateja wanaopotea kwa kutumia njia mbalimbali ikiwa ni pamoja na simu au ufuatiliaji wa wateja nyumbani.
- Kurekodi na kutoa taarifa ya matokeo ya ufuatiliaji wa wateja .
- Ufuatiliaji wa wateja (watoto na wenye umri barehe) katika vitengo mbalimbali vya huduma na matunzo na kurudisha kwenye huduma wanaopotea .

- Kutoa huduma za rufaa za ndani na nje ya kituo ili kuwezesha upatikanaji wa huduma endelevu
- Ufuatiliaji na utoaji wa taarifa za vifo vitokanavyo na VVU na UKIMWI
- Kutoa elimu kuhusu VVU na UKIMWI, kufanya uchunguzi wa awali kwa lengo la kutambua watu wenye sifa za kupimwa VVU (Screening for eligibility criteria for HTS) kwa wagonjwa wanaohudhuria katika kituo cha matibabu.
- Kutoa huduma bora za ushauri nasaha na upimaji wa VVU kwa wateja na wagonjwa wenye sifa wanaohudhuria kituoni na kwenye ngazi ya jamii (Optimized PITC) kwa kuzingatia miongozo husika.
- Kutoa huduma ya upimaji kupitia mitandao ya watu wenye maambukizi ya VVU kama vile wenza na washirika wa ngono na wajidunga pamoja na watoto wa kuzaliwa na mama wenye maambukizi ya VVU (Index Testing and Partner Notification Services)
- Kutoa huduma za rufaa na uunganishwaji wa wateja kwenye huduma za kinga, tiba na matunzo kwa watu wenye maambukizi ya VVU (Linkage Case Management)
- Kuandaa taarifa kwa usahihi na kuziwasilisha kwa wakati kwa msimamizi kulingana na mahitaji.
- Kufanya kazi zingine utakazopangiwa na kiongozi/msimamizi wako.

#### **SIFA ZA MUOMBAJI**

- Mwombaji awe na elimu ya kidato cha nne au zaidi
- Awe na Cheti cha mafunzo ya Utoaji Huduma za Afya ngazi ya Jamii (Certificate of Community Based Health Services) au ngazi nyinginezo zinazohusiana kutoka chuo kinachotambulika kitaifa.
- Wenye mafunzo ya ziada kuhusiana na utoaji wa huduma za afya/VVU na UKIMWI watapewa kipaumbele.
- Awe na uwezo na uzoefu wa Kutoa ushauri nasaha na kupima VVU, utoaji wa huduma za matibabu ya ARV pamoja ufuatiliaji wa wateja kuhusiana na ufuasi wa dawa na vipimo husika ikiwa ni pamoja na utafutaji wa wateja wanaopotea.
- Awe na uelewa kuhusu mfumo wa wizara ya afya Maendeleo ya Jamii Jinsia Wazee na Watoto na namna unavyofanya kazi, uwezo wa kutumia miongozo na vitendea kazi mbalimbali vinavyotumika katika utoaji wa huduma za VVU na UKIMWI.
- Uwezo wa kuongea, kusoma na kuandika Kingereza na Kiswahili kwa ufasaha.
- Uwezo wa kutunza siri za wateja/wagonjwa na taarifa zote zilizopo katika mifumo ya taarifa za wateja/wagonjwa.
- Uwezo wa kutoa huduma kwa watu wote bila unyanyapaa au ubaguzi
- Awe mtu mwenye kukubalika na watu kwenye ngazi ya kituo na jamii

## 6. Position Title:

Lay Counsellor (11)

### Majakumu:

- Kutumia daftari/muongozo wa kutafuta wateja ambao hawajafika siku ya kliniki au waliopotea katika huduma (LTFU)
- Fuatilia wateja kwa kutumia simu za mkononi na rekodi matokeo ya kufuatilia kwenye daftari la ufuatiliaji, fomu ya ufuatiliaji wa CTC, na daftari la ahadi ya kuja.
- Chukua viashiria vya ramani (map cue) kwa wateja wasion na nambari za simu au ambazo hazipatikani kwa ufuatiliaji.
- Shiriki katika kutembelea nyumbani kwa wateja ambao hawajafikiwa kupitia ufuatiliaji wa simu.
- Fuatilia wateja waliozidi kufuatiliwa katika vituo vya CTC/PMTCT/TBHIV/Watoto na Vijana na kurudisha wateja 80% kwenye huduma.
- Kusanya Taarifa za Kifo (COD) kutoka kwa ndugu mara tu unapokutana na kifo kama matokeo ya ufuatiliaji.
- Hakikisha kuwa wateja wote wanapata matokeo ya ufuatiliaji ili kupunguza/ kuepuka hali ya kutokuwa na taarifa.
- Shirikiana na afisa wa data kuhakikisha kuwa matokeo yote ya ufuatiliaji yanasasishwa kwenye database ya CTC.
- Andaa na wasilisha ripoti za kila siku, kila wiki, na kila mwezi kwa kiongozi wa kituo.
- Saidia katika kuchunguza wagonjwa katika kitengo cha OPD na vitengo vingine vyote katika kituo kwa ajili ya upimaji wa HIV na utambuzi ndani ya kituo.
- Tekeleza usimamizi wa kesi za uunganisho (LCM) kwa wote wanaopatikana kuwa na HIV katika vituo vyote vya upimaji ndani ya kituo.
- Saidia katika kutoa elimu ya afya kwa wateja kuhusu upimaji wa HIV, upimaji wa watu wa kipindi na kufuatilia matibabu.
- Nakili taarifa zote muhimu kwa zana sahihi za ufuatiliaji wa kitaifa.
- Saidia katika maandalizi ya ripoti za kila wiki, kila mwezi, na kila robo mwaka.

### Mahitaji

- Ujuzi wa kusoma na kuandika.
- Maarifa ya msingi katika utoaji wa huduma za HIV.
- Mtu mwenye kujitolea na uzoefu mzuri wa kufanya kazi na wafanyakazi wa kituo.
- Mtu mwenye kuaminika katika kituo na jamii.
- Uzoefu uliothibitishwa wa kusaidia majukumu yasiyo ya kitabibu katika huduma za HIV.

### Sifa

- Kumaliza darasa la saba.
- Kumaliza kidato cha nne na cheti katika mpango wa mfanyakazi wa huduma za afya wa jamii wa Kitaifa kitakuwa ni faida zaidi.

**7. Position Title:****Community Expert Client (CEC) (9)**

**Msimamizi:** Mkuu wa Kitengo cha Huduma na matibabu ya VVU na UKIMWI wa Kituo,

**MAJUKUMU YA CEC**

1. Kuhakikisha uunganishwaji wa wateja wapya wa VVU/UKIMWI waliopatikana kwenye jamii kwenye makundi maalumu katika vituo vinavyotoa huduma za tiba na matunzo.
2. Kuhimarisha kuwa taarifa sahihi za mteja mpya wa VVU zinajazwa katika fomu maalumu (Map Cue) ya ufuatiliaji ufuasi wa dawa.
3. Kutoa elimu ya ufuasi wa dawa za kupunguza makali ya VVU kwa WAVIU, wakati wa uunganishwaji katika huduma za tiba na matunzo na maduhurio ya clinic.
4. Kwa kushirikiana na Lay counselor katika vituo husika kuhakikisha kuwa wanaandaa clinic mapema za WAVIU na kutambua wateja wanaotakiwa kuhudhuria ikiwemo wateja wa makundi maalumu kwa lengo la kuwakumbusha clinic zao mapema na kutambua walioshindwa kufika ili kufuatiliwa.
5. 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).
6. 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), TB, Magonjwa ya ngono (STI) na Unyanyasaji wa kijinsia (GBV).
7. kutunza kumbukumbu za taarifa na vitendea kazi vyote vya mradi na kuwasilisha vinapohitajika.
8. Majukumu mengine utakayo pangiwa na kiongozi husika.

**8. Mtoa Huduma za VVU na UKIMWI Ngazi ya Jamii (Community Outreach Volunteer) Nafasi (12)**

**Msimamizi:** Mkuu wa Kitengo cha Huduma na matibabu ya VVU na UKIMWI wa Kituo,

**MAJUKUMU YA COV**

1. 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), TB, Magonjwa ya ngono (STI) na Unyanyasaji wa kijinsia (GBV).
2. Uelimishaji rika katika jamii kwa kufuata miongozo, misingi ya kihuduma, usiri, usawa na kuheshimu mitazamo pamoja na hisia za kila mlengwa ninayepaswa kumfikia.
3. Kutoa taarifa sahihi na kwa wakati za utekelezaji wa shughuli za mradi kila wiki, mwezi na wakati wowote nitakapotakiwa kufanya hivyo.



4. 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).
5. Kushirikiana na jamii pamoja na viongozi wa serikali za mitaa/ vijiji kuhimiza mabadiliko ya tabia ili kukinga maambukizi ya VVU/UKIMWI.
6. kutunza kumbukumbu za taarifa na vitendea kazi vyote vya mradi na kuwasilisha vinapohitajika.
7. Kuhudhuria vikao pangwa kwa ajili ya kupanga, kutoa taarifa na kushirikishana uzoefu na waelimishaji rika wenzangu.
8. Kuhakikisha wateja waliokatika huduma za dawa kinga (PrEP CT) wanafuatiliwa na kupatiwa dawa hizo kwa wakati kwa kuzingatia miongozo ya utoaji wa huduma hiyo.
9. Kwa kushirikiana na CBHSCO, CHACC na afisa mradi husika, kutambua na kuthibitisha vijiwe hatarishi (hotspots) wanapopatikana makundi lengwa (KVP) yaliyo katika hatari ya maambuzi ya VVU/UKIMWI.
10. Kuwa mfano wa kuigwa miongoni mwa wanarika wenzagu na kwa jamii.
11. 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.
12. Majukumu mengine utakayo pangiwa na kiongozi husika.

### **NAMNA YA KUWASILISHA MAOMBI YA NAFASI HIZI**

WAOMBAJI WOTE WENYE SIFA KWA NAFASI HIZO HAPO JUU  
WAWASILISHE BARUA ZA MAOMBI PAMOJA, NAKALA ZA VYETI NA  
CV KWA MKURUGENZI MTENDAJI HALMASHAURI YA WILAYA YA  
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MAOMBI YOTE YATUMWE KABLA YA TAREHE 21/9/2023

WAOMBAJI WATAKAOFANIKIWA NDIYO WATAKAOITWA KWENYE USAHILI

  
*Msongela N. Palela*  
**MKURUGENZI MTENDAJI (W)**  
**MUSOMA**

