



# SHDEPHA+

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## VACANCY ANNOUNCEMENT

### A. ORGANISATION BACKGROUND

SHDEPHA+ is a National Non-Governmental Organization, registered on 21 November 1994 with registration number SO 8216, and have received a new compliance registration number 00NGO/R1/00384 under the NGO act 2002. The organization aim to mobilize resources to help people living with HIV/AIDS and to fight the spread of the Disease. Although originally focusing on people living with HIV/AIDS, over the years SHDEPHA+ has expanded beyond HIV/AIDS and related issues to other development interventions and now covers both infected and affected by HIV/AIDS with over 10 branches countrywide.

SHDEPHA+ Head office is based in Kahama Municipal-Shinyanga Region with operations office across 9 Regions in Tanzania mainland the organization has been working with both National and International Donors, Local and Central Government and other stakeholders toward the United Nations Sustainable Development Goals.

The Organization works with the Key and vulnerable Groups including Women, Children, Youth, People with special needs; and it gives special attention to the underserved and Marginalized populations such as People Living with HIV(PLHV).

**SHDEPHA+ VISION:** A democratic Community that is free of Poverty, Hunger, and Diseases and enjoys a good quality of education, standards of living, and social well-being.

**SHDEPHA+ MISSION:** SHDEPHA+ is committed to reducing income and non-income poverty, hunger, human suffering, diseases, and the impact and spread of HIV/AIDS by empowering marginalized and vulnerable people, most at-risk populations, and communities in general to achieve Community-based and sustainable human development.

**GOAL:** Using SHDEPHA+ core values and mission to work toward the Millennium Development Goals to improve the lives of marginalized and vulnerable groups, most at-risk populations, and communities in general.



## B. VACANCY DETAILS

### BACKGROUND

SHDEPHA+ is implementing a PEPFAR-funded project funded by the Walter Reed Army Institute of Research (WRAIR) of the Department of Defense (DoD) through HJFMRI-Tanzania, as part of the HIV Prevention Care and Support Program in the Southern Highlands (SHL). This program focuses on collaborating with the Ministry of Health (MOH), PO-Regional Authorities and Local Government, and MCDGWSG to provide comprehensive community-based HIV prevention, care, treatment, and support services across the Southern Highland regions, including Mbeya, Songwe, Ruvuma, Rukwa, and Katavi.

The partnership with HJFMRI is aligned with the goal of reaching UNAIDS' 95-95-95 targets: ensuring 95% of people living with HIV know their status, 95% of diagnosed individuals are on antiretroviral therapy (ART), and 95% of those on ART achieve viral suppression. For FY25, SHDEPHA+ will implement this HIV/AIDS Care and Support Program in Mbeya, with a focus on three key areas: HIV/AIDS prevention, community-based HIV services (CBHS), and HIV testing and counselling services (HTS).

To meet these goals, SHDEPHA+ provides services that address gender-based violence (GBV), community HIV testing (HTS), pre-exposure prophylaxis (PrEP), and post-exposure prophylaxis (PEP), especially for adolescents and youth aged 15-24. The program also focuses on key and vulnerable populations (KVP) at higher risk for HIV. In addition to prevention and testing, SHDEPHA+ engages in tracing clients who have missed appointments (MISSAPs) and those experiencing interruptions in treatment (IIT) to ensure continued care and contribute towards achieving the 95-95-95 targets.

The organization is committed to delivering comprehensive HIV/AIDS care and support services in the Mbeya region. With this, SHDEPHA+ is therefore seeking for competent, experienced, dynamic, and qualified candidates to fill the positions listed below:

### 1. MONITORING AND EVALUATION OFFICER (1 POSITION)

**Location:** Mbeya

**Reports to:** Program Coordinator – HIV Prevention, Care and Support Program

**Contract:** 1 Year (renewable based on the performance and funds availability)

**JOB OBJECTIVE:** The primary objective of the M&E Officer is to design, implement, and manage a robust monitoring and evaluation framework to track and assess the progress



and impact of the HIV Care and Support Project. The M&E Officer will ensure accurate data collection, analysis, and reporting to inform decision-making, improve program outcomes, and contribute to the achievement of UNAIDS' 95-95-95 targets. This role will involve continuous evaluation of program activities, identification of best practices, and recommendations for improvement to enhance HIV prevention, care, and treatment services. Additionally, the M&E Officer will support the project's accountability to stakeholders by ensuring compliance with donor requirements and fostering a data-driven approach to achieving program goals.

### **Roles and Responsibilities**

- i. Work with the project team to design and implement Monitoring and Evaluation (M&E) systems for collecting, managing, and disseminating data, reporting progress towards program objectives.
- ii. Ensure timely availability of routinely collected data presented in user-friendly formats for program monitoring.
- iii. Prepare monthly, quarterly, and annual reports on all indicators for both donor and organizational purposes.
- iv. Conduct regular data quality assessments and joint supportive supervision with Regional and Council Health Management Teams (R/CHMT) to maintain the highest standards of program data quality.
- v. Maintain security of data tools, ensuring confidentiality of records and data.
- vi. Evaluate system performance and suggest improvements in software, hardware, and data storage.
- vii. Track referral forms and verify completed referrals and linkage outcomes through facility registers and databases.
- viii. Develop and implement procedures for effective data management, formulate techniques for quality data collection, establish data sharing rules, and support others in utilizing data systems.
- ix. Perform other duties as assigned by the supervisor both from SHDEPHA+ and HJFMRI.

### **Preferred Qualifications and Experience**

- ❖ Bachelor's degree in health informatics, Information technology, computer science, statistics or related field.



- ❖ Proficiency in data dissemination, interpretation, and presentation.
- ❖ Over 3 years of experience in designing, implementing, and managing health monitoring and evaluation activities, under PEPFAR programs.
- ❖ Experience in primary collection of clinical data, form design, data collection instruments, and analysis.
- ❖ Familiarity with MOH/MCDGWSG/PEPFAR data systems including DHIS (HMIS Tanzania), CTC2 Database, HJF Data Warehouse and DATIM.
- ❖ Proficiency in Microsoft Access and Excel, and one or more statistical analysis packages (SAS, SPSS, STATA).
- ❖ Excellent communication skills in English and Swahili.
- ❖ Strong leadership, team-building, and interpersonal skills.

## 2. HIV TESTING SERVICES (HTS) COUNSELLOR (3 POSITION)

**Location:** Mbarali /Mbeya

**Report to:** Prevention & HTS Focal Person – HIV Prevention, Care and Support Program

**Contract: 1 Year (renewable based on the performance and funds availability)**

**JOB OBJECTIVE:** The primary objective of the HIV Testing Services (HTS) Counsellor is to provide high-quality, client-centered counseling and testing services to individuals at risk of or affected by HIV. The HTS Counsellor will be responsible for delivering pre-test, post-test, and ongoing psychosocial support to ensure informed decision-making, promote behavior change, and encourage linkage to HIV care and treatment services for those testing positive. Additionally, the HTS Counsellor will contribute to the achievement of UNAIDS' 95-95-95 targets by ensuring accurate and confidential testing, effective communication of results, and timely referral to appropriate services, while maintaining a stigma-free and supportive environment.

### **Roles and Responsibilities**

- i. Provide client-centered pre-test, post-test, and follow-up counseling to individuals seeking HIV testing.
- ii. Conduct HIV testing in accordance with national guidelines, ensuring accurate and timely delivery of test results.
- iii. Offer comprehensive information on HIV prevention, risk reduction, and the importance of regular testing and care.



- iv. Ensure that individuals testing positive for HIV are linked to appropriate care, treatment, and support services, including antiretroviral therapy (ART).
- v. Facilitate referrals to community-based support services, ensuring follow-up for clients who test positive.
- vi. Coordinate with healthcare providers and case managers to ensure a seamless transition from testing to treatment and care.
- vii. Maintain strict confidentiality of all client information, ensuring adherence to ethical standards and privacy regulations.
- viii. Accurately document all testing sessions, counseling services, and client outcomes in accordance with organizational and national reporting requirements.
- ix. Report data on HIV testing services to the M&E team for monitoring program outcomes and improving service delivery.
- x. Provide ongoing emotional and psychosocial support to individuals diagnosed with HIV, helping them cope with the diagnosis and reduce stigma.
- xi. Address issues of mental health, gender-based violence (GBV), and other challenges that may affect the client's ability to seek or adhere to treatment.
- xii. Educate clients on HIV transmission, prevention methods (including Pre-Exposure Prophylaxis – PrEP), and the importance of early diagnosis.
- xiii. Promote safer sexual practices, condom use, and other risk reduction strategies.
- xiv. Conduct awareness and outreach activities within the community to encourage testing, particularly for key and vulnerable populations (KVP).
- xv. Ensure adherence to national and international guidelines on HIV testing and counseling, ensuring the delivery of high-quality services.
- xvi. Participate in training and capacity-building activities to stay updated on best practices and emerging trends in HIV testing and counseling.
- xvii. Engage with local communities to raise awareness of HIV testing services and reduce stigma around testing and treatment.
- xviii. Work closely with community health workers, peer educators, and outreach teams to expand the reach of HIV testing services, particularly to underserved populations.

### **Preferred Qualifications and Experience**

- ❖ Diploma in clinical Medicine, Nursing, or other health-related field.
- ❖ Must have a valid practicing license (A certificate for HIV testing is an added advantage).
- ❖ At least three (3) years of experience in working in community HIV Programs and experience in working with Key and vulnerable groups will be an advantage to this position.
- ❖ Ability to maintain confidentiality in all aspects



- ❖ Ability to work both individually and as part of a team with minimal supervision.
- ❖ Ability to communicate fluently in both English and Kiswahili.
- ❖ Candidates from preferred locations will be an added advantage.



### **3. LINKAGE AND RETENTION OFFICER (1 POSITION)**

**Location:** Mbeya

**Report to:** Program Coordinator – HIV Prevention, Care and Support Program

**Contract: 1 Year (renewable based on the performance and funds availability)**

**JOB OBJECTIVE:** The primary objective of the Linkage and Retention Officer is to facilitate the seamless connection of individuals diagnosed with HIV to care and treatment services, while ensuring long-term retention in these services. This role focuses on supporting clients in initiating antiretroviral therapy (ART), reducing loss to follow-up, and improving adherence to treatment. The officer will work closely with healthcare providers, counselors, and community health workers to monitor and track clients, provide psychosocial support, and address barriers to retention. The goal is to contribute to the achievement of the UNAIDS 95-95-95 targets by strengthening linkage systems and ensuring clients remain engaged in care until viral suppression is achieved.

#### **Roles and Responsibilities**

- i. Ensure newly diagnosed HIV-positive clients are promptly linked to HIV care and treatment services, including antiretroviral therapy (ART).
- ii. Coordinate with HIV Testing Services (HTS) counselors and healthcare providers to facilitate seamless referrals from testing to treatment initiation.
- iii. Assist clients with navigating healthcare systems, ensuring they understand available services and where to access care.
- iv. Monitor clients enrolled in care to ensure ongoing engagement, with a particular focus on those at risk of loss to follow-up.
- v. Provide ongoing support to individuals to encourage adherence to ART, promoting consistent treatment and care visits.
- vi. Work with community health workers to track and re-engage clients who have missed appointments or experienced interruptions in treatment (IIT).
- vii. Tailor linkage and retention strategies to address the specific needs of key and vulnerable populations (KVP)
- viii. Collaborate with peer educators, community health workers, and other stakeholders to create supportive environments that reduce stigma and encourage retention in care among high-risk groups.
- ix. Conduct community-based follow-up for clients who have missed appointments or dropped out of care (MISSAPs).
- x. Utilize various tracking mechanisms, including CHWs networks, phone calls, and home visits, to trace clients and re-engage them in care.



- xi. Provide counseling and psychosocial support to clients who have interrupted treatment, addressing any barriers they face in maintaining their HIV care.
- xii. Provide adherence counseling to clients to ensure they understand the importance of maintaining ART for viral suppression.
- xiii. Help clients address challenges to adherence, such as stigma, side effects, transportation issues, or social barriers.
- xiv. Collaborate with healthcare providers to monitor clients' treatment progress, ensuring that ART regimens are effective, and any issues are quickly addressed.
- xv. Accurately record client information and follow-up activities in the project's monitoring and evaluation system.
- xvi. Track key indicators related to linkage, retention, and adherence, ensuring that the project meets its performance targets, particularly in relation to the UNAIDS 95-95-95 goals.
- xvii. Regularly report on client linkage and retention rates, identifying trends, successes, and areas for improvement.
- xviii. Train and mentor community health workers and peer educators on effective linkage and retention strategies.
- xix. Foster collaboration between different health service providers (clinics, hospitals, community-based services) to create an integrated approach to client retention.
- xx. Participate in coordination meetings with health facilities and stakeholders to review progress and improve service delivery.
- xxi. Identify and address social, economic, and cultural barriers that prevent clients from accessing and staying in care.

### **Preferred Qualifications and Experience**

- Required Education, Medical trained personnel with a diploma or Bachelor in: Nursing, clinical medicine, Sociology and other health-related disciplines.
- 3+ years relevant experience years' experience in HIV Programs under PEPFAR.
- Experience with utilization of MS applications and use in data analyses and implementing protocols for data quality.
- Ability to interact well with all targeted groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program.
- Advanced skills in Database programming, and analytical software are added advantage.
- Ability to work independently and Fluent in English.





## HOW TO APPLY:

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/recent employer and position, daytime telephone contact, names and addresses of three referees.**

In addition, it is mandatory to fill in the form provided in the link below:  
<https://forms.gle/QBJbt9NBrtetx1Pf6>

## DEADLINE

To be considered, **your application must be received by 17.00 HOURS on Monday 15<sup>th</sup> October 2024** the subject line of your job application email should mention **the job position that you are applying as it appears in this advertisement**. Failure to do that your application may not easily be retrieved.

All correspondences and applications should be emailed to:  
[recruitments@shdepha.org](mailto:recruitments@shdepha.org)

## Disclaimers

1. SHDEPHA+ is an equal opportunity employer and does not discriminate in its selection and employment practices based on Age, Race, Color, Religion, Sex, National origin, Political affiliation, Marital status, Disability, Membership in an employee Organization, or other non-merit factors.
2. SHDEPHA+ is committed to the principles of safeguarding in workplace and will not tolerate any form of abuse, wherever it occurs or whoever is responsible”
3. Any Applicant attempting to communicating to SHDEPHA+ Management or Staff through phone calls, SMS, text emails and other means will automatically be disqualified from this opportunity. All communications should be channeled to the provided official correspondence email above
4. No application fee will be required to apply for this position.
5. SHDEPHA+ regrets that only short-listed candidates will be contacted

For more information about the organization, please visit

<https://shdepha.org/>