

## VACANCY ANNOUNCEMENT

Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include: communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non-Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others.

**MDH in collaboration with Muleba, Ngara, Misenyi, Karagwe, Bukoba, Muleba, Kyerwa and Biharamulo District Councils; Bukoba RRH, Biharamulo DDH, Ndolage, ST. Mary's Isingiro, Izimbya, Nyakaiga, Kagondo, Mugana, Rulenge, Rubya, and Nyakahanga Hospitals together with Bukoba Municipal Council to apply for the following posts (NB: These positions are only for the current Subgrantee Staff and Volunteers working under MDH Kagera region Only).**

### **1. Job Title: Medical Officer (03 Posts)**

**Location:** Bukoba RRH & Nyakahanga Hospital

**Reports to:** Facility In-charge

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

1. Providing clinical care to HIV patients in the Clinic including:
  - i. Management of Opportunistic Infections
  - ii. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
  - iii. Initiating patients on ART
  - iv. Managing complications of ART
  - v. Initiation and monitoring of Post-Exposure Prophylaxis
2. Providing consultation to HIV-positive patients on the wards as requested.
3. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.
4. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
5. Performing any other duty as assigned by the site manager.

#### **Requirements: Education, Work experience and Skills:**

1. At least a Bachelor Degree in Medicine with current registration from the Medical Council of Tanzania.

2. At least three (3) years' experience in HIV/AIDS care and treatment services.
3. Ability to maintain confidentiality in all aspects.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to work under pressure and stringent deadlines.

## **2. Job Title: Clinical Officers (68 Posts)**

**Location: Any of the Districts Council or Hospitals in Kagera region**

**Reports to: Facility in-charge**

### **Duties and Responsibilities**

1. Providing clinical care to HIV patients in the Clinic including:
  - i. Management of Opportunistic Infections
  - ii. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
  - iii. Initiating patients on ART
  - iv. Managing complications of ART
  - v. Initiation and monitoring of Post-Exposure Prophylaxis
2. Providing consultation to HIV-positive patients on the wards as requested.
3. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.
4. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
5. Performing any other duty as assigned by the site manager.

### **Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Clinical Medicine from a recognized institution.
2. At least three (3) years' experience in HIV/AIDS care and treatment services.
3. Ability to maintain confidentiality in all aspects.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to work under pressure and stringent deadlines.

## **3. Job Title: ART Nurse (41 Posts)**

**Location: Any of the Districts Council or Hospitals in Kagera region**

**Reports to: Facility in-charge**

**Duties and Responsibilities:**

1. Counseling patients with regard to HIV diagnosis, management of medications, adherence to clinic visits, psychosocial issues, and basic health self-care.
2. Counseling and educating family members and care givers to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to strengthen social support networks of patients.
3. Educating patients in all aspects of HIV disease, treatment management, prevention as well as basic health lifestyles.
4. Ensuring that patients receive appropriate clinical care during a clinic visit, including scheduled or unscheduled physician examination and laboratory test.
5. Adhering to nursing ethics as punctuality and cleanliness etc.
6. Accurate and complete documentation of patient information and patient encounters in the patient medical record.
7. Assisting patients to connect with other resources through the referral network.
8. Assisting the physician in the provision of clinical care for patients.
9. Performing any other duty as assigned by the nurse supervisor, site manager and OPD nurse officer in-charge.

**Requirements: Education, Work experience and Skills:**

1. At least a Bachelor Degree or Diploma in Nursing.
2. At least three (3) years' experience in HIV/AIDS care and treatment services
3. Must have a valid license of practice.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to maintains confidentiality in all aspects.
7. Ability to work both individually and as part of a team with minimal supervision.
8. Ability to work under pressure and stringent deadlines.

**4. Job Title: Data Officer (180 Posts)**

**Location: Any of the Districts Council or Hospitals in Kagera region**

**Reports to: Facility in-charge**

**Duties and responsibilities:**

1. Entering quickly and accurately clinical, laboratory, tracking or other forms into database under the monitoring of District Data Coordinator, Data Supervisor and reporting to the Site Manager.
2. Producing, reviewing and sharing as per agreed schedule weekly, monthly and quarterly reports for various program areas such as HTS, index testing, enhanced PITC, PMTCT and TB/HIV.
3. Routinely analyzing and producing lists of patients for follow up such as missing appointment, LTFU, Viral Load, etc.

4. Facilitating simple data analysis and interpretation at the facility level to encourage data use for planning and decision making at the facility level.
5. Communicating both verbally and in writing with supervisors regarding forms with problems.
6. Monitoring various databases at the facility and communicate both verbally and in writing with supervisors regarding database challenges.
7. Reconciling differences between different databases by running queries, reviewing appropriate form and correcting all differences.
8. Locating and review archived or filed forms if necessary.
9. Attending data staff meetings at the specified times.
10. Communicating both verbally and in writing suggestions for improvements to data entry or data flow to supervisors.
11. Performing other data tasks as assigned.

**Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or related field.
2. A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program settings.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.
4. Ability to communicate fluently in both English and Kiswahili.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to maintains confidentiality in all aspects.

**5. Job Title: Dream Champions (20 Posts)**

**Location: Muleba DC & Bukoba MC**

**Reports to: Facility in-charge**

**Duties and responsibilities:**

1. Conducting health education on the importance of DREAMS, Screening of AGYW, Recruitments to adolescents' girls and young women.
2. Providing ongoing counselling and testing while maintaining confidentiality to DREAMS members. Also, to provide psycho social support and assist with linkage to referral services
3. Ensuring proper documentation of DREAMS tools.
4. Providing all required services to DREAMS members such as family planning, HTS, CTC, GBV and PMTCT during monthly meeting and daily session.
5. Monitoring the quality of test kits by the use of suitable control materials/samples from laboratory department.
6. Submitting accurate and timely weekly, monthly, and quarterly HIV/AIDS reports to DMO's Office.
7. Working with the team members to monitor quality improvement plans with regards to the established performance targets/indicators.

8. Ensuring adherence to national HIV management guidelines during DREAMS service provision.
9. Creative and innovative to income generation for DREAMS members.
10. Supervising DREAMS AMBASSADORS in carrying daily implementation.
11. Assisting referral process of DREAMS Adolescents clients from community to facility and within facility departments.
12. Carrying out any other duties that may be required by MDH DREAMS Officer, DMO, DACC, Facility in charge and CTC in charge.

**Requirements: Education, Work experience and Skills**

1. At least a Diploma in Medicine, Nursing or other related health field.
2. Must have a valid license of practice (Certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in HIV/AIDS programs
4. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
5. Ability to maintains confidentiality in all aspects
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to communicate fluently in both English and Kiswahili.

**6. Job Title: Clinical Tracker (25 Posts)**

**Location: Any of the Districts Council or Hospitals in Kagera region**

**Reports to: Facility In-charge**

**Duties and Responsibilities:**

1. Identifying patients who missed their clinic visits schedule timely and conduct telephone tracking.
2. Preparing, share list with, and support CBHS providers/peers/community tracker to conduct home visits to track all clients who missed their scheduled visit that were not found through the phone and those who don't have telephone.
3. Updating and Facilitate data entry of all tracking outcomes into the CTC2 card and database, working with clinician/counselor and data officer.
4. Conducting weekly review of CTC2 cards and database to ensure that tracking outcomes are updated and entered on CTC2 database.
5. Ensuring unknown clients are tracked timely and 70% returned to care monthly.
6. Working with referral focal, counselor/ clinician to ensure that all transfer out clients have up to date/ reachable phone contact details and physical address on record.
7. Working with referral focal, counselor and data officer to confirm that all clients that transferred out reached their destination facility.
8. Providing health education on importance of clinic adherence to clients and family
9. Supporting the patient adherence to medication and clinic visit schedules.

10. Recording and reporting tracking services daily, weekly, monthly and quarterly.
11. Preparing summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
12. Participating in data management and net loss analysis at facility and district level
13. Participating in QI activities that aimed to increase retention at facility level.
14. Bringing up ideas/ comments that may contribute to better system of patients follow up.
15. Performing any other duties as assigned by a line supervisor.

**Requirements: Education, work experience and skills**

1. At least a Diploma in social work or community development or any other health related course.
2. Bachelor degree on social and community development is an added advantage.
3. Must have certificate in basic computer applications.
4. At least one (1) year experience working in the field of expertise.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to communicate fluently in both English and Kiswahili.
7. Ability to maintains confidentiality in all aspects.

**7. Job Title: Facility Index Testers (36 Posts)**

**Location: Any of the Districts Council or Hospitals in Kagera region**

**Reports to: Facility In-charge**

**Duties and Responsibilities:**

1. Creating awareness and education on the existence of HIV Testing Services (HTS) i.e. educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyles.
2. Serving as liaison between clinicians/clinics, individuals screened and care centers.
3. Providing counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support and assist with referral and linkages.
4. Assessing and document all referrals, make follow-up and report on referral outcomes.
5. Monitor the quality (QA/QC) of test kits by control materials/samples from laboratory department.
6. Ensuring safe storage of HTS related items and to request/prepare all the necessary consumables for HTS services.
7. Compiling and submit HTS reports on weekly, monthly and quarterly to HTS coordinators.
8. Keeping accurate HTS and referral/linkage records (logbooks, registers, reports).
9. Work with team member to monitor quality improvement plans with regards to the established performance targets/indicators.

10. Ensuring HIV testing is performed according to the National HIV Testing algorithm.
11. Participating fully in National EQA program for HIV rapid test.
12. Performing any other duties that may be required by the clinical team.

**Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Medicine, Nursing or other related health field.
2. Must have a valid license of practice (Certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in working in the community HIV Programs
4. Ability to maintain confidentiality in all aspects.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to communicate fluently in both English and Kiswahili.

**8. Job Title: Pharmacists (03 posts)**

**Location: Nyakahanga, Kagondo & Rulenge Hospitals**

**Reports to: Facility In-charge**

**Duties and Responsibilities:**

1. Making sure that the storage and dispensing area is clean, safe and conforms to laws governing pharmacy and pharmaceuticals.
2. Projecting consumption estimates for each drug item on Monthly basis.
3. Making order of drugs from main store of your respective district store according to anticipated Monthly requirements by filling authorized tools i.e. ordering and requisition voucher.
4. Receiving deliveries and counterchecks and sign off all drug deliveries.
5. Keeping records of all receipts and issues. Maintain bin card for each item and keep a running balance.
6. Storing, distributing and controlling the stock and ensures uninterrupted supply of drugs at all times by ensuring Max-Min stock level of 2/1 Month at all times
7. Redistributing the nearly expiring drugs to sites that can consume them before the expiring dates.
8. Controlling and separating immediately the damaged and expired drugs from the shelves/cupboard and keep all set aside for destruction.
9. Monitoring prescriptions from duly authorized prescribers for appropriateness and discrepancies.
10. Dispensing/refilling all prescriptions.
11. Providing medication adherence counseling to patients.
12. Maintaining records of all drugs issued to patients to dispensing register, paper based and or software.

13. Preparing and submitting monthly drugs consumption report which includes stock level and number of patients on ARVs per regimen to district Supply Chain officer before 5th of the next Month.
14. Providing drugs information's to patients including other member of the clinical staff
15. Maintaining confidentiality and keeps patient information and records secure
16. Performing any other duties as may be assigned by the site manager

**Requirements: Education, Work experience and Skills:**

1. At least a Bachelor Degree in Pharmacy from a recognized institution.
2. Certificate of registration from Pharmacy Board.
3. A minimum of three (3) years in the field of expertise.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to work under pressure and stringent deadlines.

**9. Job Title: Nurse Counsellor (01 Post)**

**Location: Bukoba RRH**

**Reports to: Matron**

**Duties and Responsibilities:**

1. Counseling patients with regard to HIV diagnosis, management of medications, adherence to clinic visits, psychosocial issues, and basic health self-care.
2. Counseling and educating family members and care givers to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to strengthen social support networks of patients.
3. Educating patients in all aspects of HIV disease, treatment management, prevention as well as basic health lifestyles.
4. Ensuring that patients receive appropriate clinical care during a clinic visit, including scheduled or unscheduled physician examination and laboratory test.
5. Adhering to nursing ethics as punctuality and cleanliness etc.
6. Accurate and complete documentation of patient information and patient encounters in the patient medical record.
7. Assisting patients to connect with other resources through the referral network.
8. Assisting the physician in the provision of clinical care for patients.
9. Performing any other duty as assigned by the nurse supervisor, site manager and OPD nurse officer in-charge.

**Requirements: Education, Work experience and Skills:**

1. At least a Bachelor Degree or Diploma in Nursing.
2. At least three (3) years' experience in HIV/AIDS care and treatment services



3. Must have a valid license of practice.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to maintains confidentiality in all aspects.
7. Ability to work both individually and as part of a team with minimal supervision.
8. Ability to work under pressure and stringent deadlines

#### **10. Job Title: Laboratory Scientist (05 Post)**

**Location:** Bukoba RRH

**Reports to:** Laboratory Manager/Head of Section

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

1. Reading, understanding, and implementing SOPs for molecular analysis of HIV drug resistance and viral load.
2. Performing daily QC checks on all laboratory processes and procedures for accurate and reliable test results.
3. Performing pre-analytical procedures on all specimens received including but limited to inspections, registration, separation, and storage.
4. Performing testing in molecular biology to determine level of HIV drug resistance and amount of HIV virus.
5. Performing results analysis and interpretation and indicate in case of critical/panic results
6. Preparing samples for shipping according to SOPs.
7. Documenting daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs.
8. Troubleshooting minor technical faults in machines using operation manual, document the action, and report to laboratory supervisor.
9. Analyzing PT samples/panels received for external quality control program and submit them within deadline.
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
11. Archiving all the source documents after testing in the appropriate files.
12. Preparing summary reports of the machines/analyzers at the end of every week and month.
13. Performing duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students.
14. Observing all the quality requirements to fully support the laboratory towards accreditation.

#### **Requirements: Education, Work experience and Skills:**

1. At least a Bachelor degree in Molecular Biology or Biotechnology.
2. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
3. Laboratory quality management training is an added advantage.
4. Ability to communicate fluently in both English and Kiswahili.
5. Ability to work both individually and as part of a team with minimal supervision.

#### **11. Job Title: Laboratory Technologist (03 Post)**

**Location:** Bukoba RRH

**Reports to:** Laboratory Manager/Head of Section

1. Reading, understanding and implementing all laboratory procedures and processes as per the documented SOPs
2. Participating in developing, reviewing and revising all laboratory SOPs
3. Performing daily QC runs and checks on all laboratory tests/procedures/equipment and ensure corrective actions are done as per the SOPs
4. Performing pre-analytical procedures on all specimens received including but limited to registration, separation, storage and documentation as per SOPs
5. Preparing samples for shipping/referral to other laboratories according to SOPs
6. Documenting daily operations, calibrations, validations/verifications, preventive maintenance services and repair of machines/analyzers and perform corrective actions where needed.
7. Troubleshooting minor technical faults in machines using operation manuals/SOPs, document the actions and report to laboratory manager/Supervisor.
8. Analyzing EQA samples/PT panel received for external quality control program and submit them within deadline.
9. Reviewing and document the PT results and in case of failure, perform corrective action and preventive action
10. Checking and complete all the laboratory results in the Laboratory Information System or register book and ensure only verified/authorized results are released.
11. Ensuring testing of samples is done accurately and all results are released within TAT.
12. Archiving all the source documents after testing in the appropriate files as per SOPs
13. Preparing summary reports of the machines/analyzers, sample received, tested, results released and other Laboratory key indicators on daily, weekly and monthly.
14. Preparing reports of the work done daily, weekly, monthly and quarterly
15. Participating in documenting, reviewing and reporting performance of the laboratory quality indicators on weekly, monthly, quarterly and as needed

16. Ensuring all the functional analyzers operate for 24 hours and testing at maximum capacity on daily basis
17. Participating fully in weekly staff meetings, management review meeting and all meetings as instructed by the Laboratory Manager/Supervisor
18. Supporting fully the laboratory to maintain and expand ISO 15189 accreditation
19. Supporting fully the laboratory to prepare action plan and address/close all gaps/non-conformances within timeframe post supervisions, assessments and occurrences.
20. Performing other duties deemed necessary by the laboratory supervisor including but not limited to training of junior technicians and students.

**Requirements: Education, Work experience and Skills:**

1. A minimum of Degree in Molecular Biology or Biotechnology or relevant Diploma with three years working experience.
2. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
3. Laboratory quality management training is an added advantage.
4. Ability to communicate fluently in both English and Kiswahili.
5. Ability to work both individually and as part of a team with minimal supervision.

**12. Job Title: Laboratory Technician (04 Posts)**

**Location: Nyakaiga, Kagondo, Mugana Hospitals and Ngara & Bukoba DC**

**Reports to: Facility in-charge**

**Duties and responsibilities:**

1. Reading, understanding, and implementing SOPs for molecular analysis of HIV drug resistance and viral load.
2. Performing daily QC checks on all laboratory processes and procedures for accurate and reliable test results.
3. Performing pre-analytical procedures on all specimens received including but limited to inspections, registration, separation, and storage.
4. Performing testing in molecular biology to determine level of HIV drug resistance and amount of HIV virus.
5. Performing results analysis and interpretation and indicate in case of critical/panic results
6. Preparing samples for shipping according to SOPs.
7. Documenting daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs.
8. Troubleshooting minor technical faults in machines using operation manual, document the action, and report to laboratory supervisor.

9. Analyzing PT samples/panels received for external quality control program and submit them within deadline.
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
11. Archiving all the source documents after testing in the appropriate files.
12. Preparing summary reports of the machines/analyzers at the end of every week and month.
13. Performing duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students.
14. Observing all the quality requirements to fully support the laboratory towards accreditation.

**Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Health Laboratory Technician.
2. Certificate of registration with Health Laboratory Council.
3. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
4. Laboratory quality management training is an added advantage.
5. Ability to communicate fluently in both English and Kiswahili.
6. Ability to work both individually and as part of a team with minimal supervision.

**13. Job Title: Laboratory Attendant (04 Post)**

**Location: Bukoba RRH & Mugana Hospital**

**Reports to: Laboratory Manager/Head of Section**

**Duties and responsibilities:**

1. Cleaning the laboratory environment and premises.
2. Maintaining Laboratory apparatus and equipment.
3. Undertaking basic sample preparation and processing.
4. Collecting samples according to the approved SOPs.
5. Preparing slides and make microscopic observations.
6. Adhering to biosafety measures adopted in the laboratory, minding the safety of oneself and others.
7. Assisting in the maintenance of quality management system as per ISO standards.
8. Performing any other related duties as may be assigned from time to time by the supervisor.

**Requirements: Education, Work experience and Skills:**

1. At least a Certificate in Laboratory Sciences.
2. Completed Form Four Secondary Education with passes in Biology, Chemistry, Physics and Basic Mathematics.
3. Certificate of registration with Health Laboratory Council.

4. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
5. Ability to communicate fluently in both English and Kiswahili.
6. Ability to work both individually and as part of a team with minimal supervision.

**14. Job Title: Quality Improvement Officer (05 Post)**

**Location: Any of the Districts Council in Kagera region**

**Reports to: District Aids Control Coordinator**

**Duties and responsibilities:**

1. Supporting the respective districts in establishments of functional quality improvement teams (QIT) at the respective facilities and district.
2. Supporting the facilities/district teams in identifying areas for improvement and assist the teams to prepare plans for improvement.
3. Supporting follow up and implementation of quality improvement teams at the respective districts.
4. Assisting facilities and program staff to plan, conduct evaluation and survey to identify gaps at the facilities and respective districts.
5. Facilitating onsite monthly and district quarterly meeting to share challenges and success in implementation of quality improvement projects within the respective districts.
6. In collaboration with CHMT conducting quarterly supportive supervision in respective district and conduct mentorship on the identified gaps and challenges found during supervision.
7. Ensuring national and program priorities on Quality Improvement are implemented as per set goals based on project work plan.
8. Working closely with CHMT, District QI Team Coordinator and Program Managers in building capacity of health care workers on Quality improvement.
9. Developing QI initiatives and strengthening WIT (Working Improvement Teams) in the other units.
10. Working closely with CHMT in improving quality of care through regular provision of feedback and communication to the respective facilities and district teams.
11. Weekly, monthly and quarterly report writing.
12. Performing any other task assigned by supervisor.

**Requirements: Education, Work experience and Skills**

1. At least a Bachelor Degree or Advanced Diploma in Medicine, Nursing or related field with relevant national registration.
2. At least two (2) years of experience working in public health programs/ services.
3. At least one-year experience in implementing quality improvement activities.
4. Experience in writing reports, best practices and lessons learned.

5. Excellent command of Swahili and English languages, in written and oral communication.
6. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
7. Ability to work under pressure and stringent deadlines.

**15. Job Title: TB/HIV Coordinator (1 Post)****Location: Bukoba RRH****Reports to: Hospital Clinical Coordinator****Duties and Responsibilities:**

1. Supporting implementation, M&E and reporting of TB, TB-HIV services under the Afya Jumuishi Project, as well as other relevant activities.
2. Supporting implementation of initiatives to address key program, donor and national priorities - such as intensive TB screening and case finding among PLHIVs and IPT- in line with national guidelines.
3. Providing TA to the DACC, DTLC and HFs in planning, implementation, M&E and reporting of TB, TB-HIV services.
4. Supporting RTBHIV Manager to assess and implement initiatives to address skill and resource needs in TB, TB-HIV services through supportive supervision, mentorship, on-job training, CQI and other approaches in collaboration with R/DTLC, R/DACCs.
5. Supporting timely collection and submission of TB, TB-HIV data – as well as support strengthening of the related M&E systems - in collaboration with the M&E team
6. Supporting RTBHIV Manager in writing technical program documents including reports, best practices, lessons learned and other relevant documents
7. Supporting and advise the RTBHIV Manager on all TB, TB-HIV issues and perform other relevant duties as assigned by the RTBHIV Manager.
8. Performing any other task assigned by supervisor.

**Requirements: Education, Work experience and Skills:**

1. Degree or Advanced Diploma in Medicine or related field with relevant national registration.
2. A minimum of two (2) years of experience working in public health programs/ services.
3. A minimum of two (2) years of experience in design, implementation, management and M&E of TB, TB-HIV or related clinical and public health programs and services.
4. Experience in using CQI, PHE and OR techniques to address public health challenges
5. Experience in writing reports, best practices and lessons learned.

6. Excellent command of Swahili and English languages, in written and oral communication.
7. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
8. Ability to work under pressure and stringent deadlines.

**16. Job Title: Regional Monitoring & Evaluation Officer (1 Post)**

**Location: Kagera RHMT**

**Reports to: Regional Medical Officer**

1. Providing training and technical support to improve M&E activities including planning, data collection, and data management for government and community partners.
2. Leading M&E related to community-based outreach and testing for HIV conducted by community partners in project-supported provinces.
3. Working with community-based organizations to understand, use, and report based on health information systems and other relevant data collection tools.
4. Performing data quality control and ongoing quality checks; support data quality assessments activities.
5. Developing charts that clearly visualize data in Excel and PowerPoint
6. Supporting the use of data to inform decision making within the project and with partners.
7. Contributing to knowledge management activities including research.
8. Cultivating strong working relationships across MDH programs and units, Government institutions, PEPFAR and other key stakeholders, providing technical support as needed or required.
9. Ability to work under pressure and stringent deadlines.

**Requirements: Education, Work experience and Skills:**

1. At least a Bachelor's Degree in statistics, public health, epidemiology, or other relevant areas. Advanced degree preferred.
2. Experience working in a professional environment, ideally related to public health.
3. Knowledge of monitoring and evaluation standards for HIV projects and familiarity with USAID and PEPFAR programs and requirements preferred.
4. Well-developed written and oral communication skills in both Vietnamese and English.
5. Organized person with attention to detail and ability to thrive under pressure.
6. Ability to work well with teams, implementing agencies and government counterparts.
7. Computer proficiency in word processing, databases, and spreadsheets with advanced skills in at least two of the following programs: Excel & Power Query, Power BI, SPSS, SQL, Stata, Epi Info.

**HOW TO APPLY**

Interested candidates for any of the above positions should **SUBMIT THEIR APPLICATION LETTERS, CVs and COPIES OF THEIR CERTIFICATES TO MDH KAGERA OFFICE, KIBOKO STREET, PWANI AREA.**

**APPLICATION DEADLINE – 22<sup>ND</sup> AUGUST 2023.**

**MDH DO NOT have any agents and DO NOT charge any fees to the interested candidates.**





## **JOB VACANCIES**

Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include: communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non-Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health (MoH); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others.

MDH in collaboration with Igunga DC, Nzega DC, Nzega TC, Kaliua DC, Urambo DC, Sikonge DC, Uyui DC, Tabora MC, St John Paul II Hosp, Nkinga Hosp, Sikonge CDH, Ndala Hospital and Kitete RRH. MDH seeks to recruit qualified individuals to fill the following vacancies from **Only Current Sub-Grantee Contractual Staff and Volunteers.**

### **1. Job Title:** Data Officers (190 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

### **Job Summary:**

The Data Officer supports the facility PITC focal person/CTC In-charge to enter forms with a speed and accuracy that meets or exceeds the minimum standards set weekly by the group leader or district data officer of the unit.

### **Duties and Responsibilities:**

1. Entering quickly and accurately clinical, laboratory, tracking or other forms into database under the monitoring of District Data Coordinator, Data Supervisor and reporting to the Site Manager.
2. Producing, reviewing and sharing as per agreed schedule weekly, monthly and quarterly reports for various program areas such as HTS, index testing, enhanced PITC, PMTCT and TB/HIV.
3. Routinely analyzing and producing lists of patients for follow up such as missing appointment, LTFU, Viral Load, etc.
4. Facilitating simple data analysis and interpretation at the facility level to encourage data use for planning and decision making at the facility level.
5. Communicating both verbally and in writing with supervisors regarding forms with problems.
6. Monitoring various databases at the facility and communicate both verbally and in writing with supervisors regarding database challenges.
7. Reconciling differences between different databases by running queries, reviewing appropriate form and correcting all differences.
8. Locating and review archived or filed forms if necessary.



9. Attending data staff meetings at the specified times.
10. Communicating both verbally and in writing suggestions for improvements to data entry or data flow to supervisors.
11. Performing any other duties as assigned by the supervisor.

**Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or related field.
2. At least a minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program settings.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.
4. Ability to communicate fluently in English and Kiswahili (both verbal and written).
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to maintain confidentiality in all aspects.

**2. Job Title:** Clinician (12 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

The Clinician is responsible for the day-to-day provisioning of initial ART Clinical care at the out post and referral to the facility HIV care and treatment services for continuum. She/He will work with the Council Health Management Teams CHMTs, MDH Program staffs, Health Facilities (HFs)/ and other stakeholders.

**Duties and Responsibilities:**

1. Providing Clinical care to HIV patients in the clinic including;
2. Management of Opportunistic Infections
3. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
4. Initiating patients on ART
5. Managing complications of ART
6. Initiation and monitoring of Post-Exposure Prophylaxis
7. Providing consultation to HIV-positive patients on the wards as requested.
8. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.
9. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
10. Performing any other duties as assigned by the supervisor.

**Requirements: Education, Work experience and Skills:**

1. At least a Diploma in Clinical Medicine from a recognized institution.
2. At least three (3) years' experience in HIV/AIDS care and treatment services.
3. Ability to maintain confidentiality in all aspects.
4. Ability to communicate fluently in English and Kiswahili (both verbal and written).



5. Experience in basic computer applications such as MS Word, Excel, Power point and internet
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to work under pressure and stringent deadlines.

**3. Job Title:** Index Testers (102 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

The Index Tester supports the facility PITC focal person / CTC In-charge to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/He is responsible for the facility implementation and reporting of all HTS initiatives in her/his respective facility under the guidance of the facility PITC focal person and in collaboration with facility in-charge, CTC in charge and other relevant health facility staff.

**Duties and Responsibilities:**

1. Conducting HIV testing services, including index testing, focused PITC, peer-based ART linkage, in line with national guidelines.
2. Keeping accurate HTS records (HTS registers, reports and referral / linkage reports).
3. Compiling and submit HTS reports on weekly-monthly and / or quarter to the facility PITC focal person on time.
4. Working with team members to monitor quality improvement plans with regard to the established performance indicators.
5. Creating awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyle.
6. Providing ongoing counselling and testing while maintaining confidentiality and patients' rights.
7. Providing psychosocial support and assist with linkage to referral services.
8. Monitoring the quality of test kits using suitable control materials or samples.
9. Ensuring and be in line with current HTS protocol guidelines to ensure correct testing services.
10. Ensuring safe storage of HTS related items and to request or prepare all necessary consumables for undertaking the HTS activities on time.
11. Ensuring a newly identified client's contacts details are well documented (map cue, telephone numbers and treatment supporter information).
12. Working with team members to ensure successful early retention of newly identified clients
13. Performing any other duty as assigned by the supervisor.

**Requirements: Education, Work experience and Skills**

1. At least a Diploma in Nursing or Clinical medicine or Certificate in Nursing with 3 years relevant experience in Testing.
2. Working experience in HIV program, preferably in a similar position will be highly considered.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.



4. Work experience in HIV/AIDS care and treatment program will be an advantage.
5. Highest level of integrity.
6. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
7. Ability to communicate fluently in English and Kiswahili (both verbal and written).
8. Must be computer literate – conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

**4. Job Title:** Optimized PITC Testers (18 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

Optimized PITC Tester has to make sure all OPD attendees are screened for testing and those eligible are tested and linked to care under Expert Clients.

**Duties and Responsibilities:**

1. Conducting HIV testing services, including focused PITC, Expert Client-based ART linkage, in line with national guidelines.
2. Making sure all OPD Attendee are screened for testing and those eligible are tested and linked to care under Expert Clients.
3. Keeping accurate HTS records (HTS registers, reports and referral / linkage reports).
4. Compiling and submit HTS reports on weekly-monthly and / or quarter to the facility PITC focal person on time.
5. Working with team members to monitor quality improvement plans with regard to the established performance indicators.
6. Creating awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyle.
7. Providing ongoing counselling and testing while maintaining confidentiality and patients' rights for 6 months follow up.
8. Providing psychosocial support and assist with linkage to referral services.
9. Monitoring the quality of test kits using suitable control materials or samples.
10. Ensuring and be in line with current HTS protocol guidelines to ensure correct testing services.
11. Ensuring safe storage of HTS related items and to request or prepare all necessary consumables for undertaking the HTS activities on time.
12. Ensuring a newly identified client's contacts details are well documented (map cue, telephone numbers and treatment supporter information).
13. Working with team members to ensure successful early retention of newly identified clients
14. Performing any other duties as assigned by the supervisor.

**Requirements: Education, Work experience and Skills**

1. At least a Diploma in Nursing or Clinical medicine or Certificate in Nursing with 3 years relevant experience in Testing.
2. Working experience in HIV program, preferably in a similar position will be highly considered.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.



4. Work experience in HIV/AIDS care and treatment program will be an advantage.
5. Highest level of integrity.
6. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
7. Ability to communicate fluently in English and Kiswahili (both verbal and written).
8. Must be computer literate – conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

**5. Job Title:** Community Testers (41 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

Community Tester will be working with peer educators in creating awareness and education on the existence of identification services and preventive services, also ensuring all HIV testing services are performed according to national HIV testing algorithm.

**Duties and Responsibilities:**

1. Providing KVP friendly services client centered approach.
2. Working with peer educators in creating awareness and education on the existence of identification services and preventive services.
3. Ensuring all HIV testing services are performed according to national HIV testing algorithm.
4. Providing ongoing counselling with psychosocial support and testing while maintaining confidentiality and patient rights.
5. Compiling and submit all reports on daily, weekly, monthly and quarterly basis to HTS focal and MDH supervisors.
6. Monitoring the quality of test kits by the use of suitable control materials, sample from laboratory department.
7. Ensuring safe storage of CBHTS related items and prepare all the necessary consumables for undertaking CBHTS activities on time.
8. Keeping accurate CBHTS records.
9. Working with team members in monitoring Quality improvement plans with regards to the established performance targets or indicators.
10. Working with Data Officers on HTS and PrEP data entry into reporting system, CTC2 database and DHIS2.
11. Providing health education on importance of clinic adherence to clients and treatment supporters.
12. Participating in outreach and campaign in reaching targeted population for testing and PrEp services.
13. Participating in QI activities that aim at increasing CBHTS efficiency.
14. Bringing up any ideas or comments that may contribute in improving system for providing services to KVP.
15. Performing any other duties as assigned by Supervisor.



**Requirements: Education, Work experience and Skills**

1. At least a Diploma in Nursing or Clinical medicine or Certificate in Nursing with 3 years relevant experience in Testing.
2. Working experience in HIV program, preferably in a similar position will be highly considered.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.
4. Work experience in HIV/AIDS care and treatment program will be an advantage.
5. Highest level of integrity.
6. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
7. Ability to communicate fluently in English and Kiswahili (both verbal and written).
8. Must be computer literate – conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

**6. Job Title:** ART Nurses (90 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

The ART Nurse Officer will be responsible for the day-to-day ensuring that patients receive appropriate clinical care during a clinic visits, including scheduled or unscheduled physician examination and laboratory test. She/He will work with the Council Health Management Teams CHMTs, MDH Program staffs, Health Facilities (HFs)/ and other stakeholders.

**Duties and Responsibilities:**

1. Adhering to nursing ethics as punctuality and cleanliness etc.
2. Ensuring CTC clinic runs in accordance with national standards.
3. Ensuring all clients are taken recommended investigations such as HVL, CD4 in accordance with guidelines.
4. Ensuring patients receive appropriate clinical care during a clinic visits, including scheduled or unscheduled physician examination and laboratory test.
5. Educating patients in all aspects of HIV disease and treatment management as well as basic healthy lifestyles.
6. Counselling patients with regard to HIV diagnosis, management of medications, medication and clinic visits adherence, psychosocial issues, and basic health self-care.
7. Counselling and educating family members and care given to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to strengthen social support networks of patients.
8. Ensuring accurate and complete documentation of patient information and patient encounters in the patient medical record.
9. Assisting patients to connect with other resources through the referral network.
10. Assisting the CTC clinician in the provision of clinical care for patients.
11. Performing any other duty as assigned by the supervisor.



**Requirements: Education, Work experience and Skills**

1. At least a Diploma in Nursing or clinical medicine or Certificate in Nursing with 3 years relevant experience in Clinical care.
2. Working experience in HIV program, preferably in a similar position will be highly considered.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.
4. Work experience in HIV/AIDS care and treatment program will be an advantage.
5. Highest level of integrity.
6. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
7. Ability to communicate fluently in English and Kiswahili (both verbal and written).
8. Must be computer literate – conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

**7. Job Title:** Clinical Tracker (97 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

The Clinical Tracker supports the facility HTS focal person to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/He is responsible for ensuring HIV positive clients linked into care and treatment services remain in long life ART use.

**Duties and Responsibilities:**

1. Documenting client's appointment schedules in appointment register.
2. Reminding clients on their appointment dates at least 1 day before the appointment date
3. Identify patients who missed their clinic visits schedule timely and conduct telephone tracking.
4. Preparing and share with CBHS providers/peers/community tracker list of clients who were not found through the phone and those who don't have telephone for physical reminding and tracking.
5. Ensuring all tracking outcomes are updated into the CTC 2 card and CTC2 database in collaboration with clinician/counselor and Data Officer.
6. Conducting weekly review and ensure all tracking outcome are updated in all tracking tools and entered on CTC2 database.
7. Ensuring unknown clients are tracked timely and 95% returned to care monthly.
8. Working with counselor and data officer to confirm all transfer out in their respective facilities.
9. Coordinating health education provision on importance of clinic and ARV drug adherence to the clients and family.
10. Supporting the patient adherence to medication and clinic visit schedules.
11. Recording and report clinic attendance and tracking services daily, weekly, monthly and quarterly.
12. Participating in data management and net loss analysis in respective facility and district.
13. Participating in QI activities that aimed to increase retention at facility level.
14. Bringing up any ideas or comments that may contribute to better system of patients follow up.



15. Performing any other duty as assigned by the supervisor.

**Requirements: Education, Work experience and Skills**

1. At least a Diploma in social work, community development or any other health related field, Certificate of Secondary Education/Social Work with 3 years relevant experience.
2. At least 2 years of working experience in HIV program, preferably in a similar position will be highly considered.
3. Analytical and problem-solving skills, multi-tasking and organizational skills.
4. Highest level of integrity.
5. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
6. Ability to communicate fluently in English and Kiswahili (both verbal and written).
7. Must be computer literate – conversant with Microsoft Office i.e. Word, Excel, PowerPoint.

**8. Job Title:** Laboratory Technician (5 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

The Laboratory Technician performs research, testing and laboratory maintenances work. His/Her duties include recording data, sterilizing equipment, ordering and organizing supplies.

**Duties and Responsibilities:**

1. Reading, understanding, and implementing SOPs for molecular analysis of HIV drug resistance and viral load.
2. Performing daily QC checks on all laboratory processes and procedures for accurate and reliable test results.
3. Performing pre-analytical procedures on all specimens received including but limited to inspections, registration, separation, and storage.
4. Performing testing in molecular biology to determine level of HIV drug resistance and amount of HIV virus.
5. Performing results analysis and interpretation and indicate in case of critical/panic results
6. Preparing samples for shipping according to SOPs.
7. Documenting daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs.
8. Troubleshooting minor technical faults in machines using operation manual, document the action, and report to laboratory supervisor.
9. Analyzing PT samples/panels received for external quality control program and submit them within deadline.
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
11. Archiving all the source documents after testing in the appropriate files.
12. Preparing summary reports of the machines/analyzers at the end of every week and month.





13. Performing duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students.
14. Observing all the quality requirements to fully support the laboratory towards accreditation.
15. Performing any other duty as assigned by the supervisor.

**Requirements, Education, work experience and skills**

1. At least a Diploma in molecular biology or biotechnology.
2. Possession of a Laboratory Quality Management training is an added advantage.
3. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
4. Ability to communicate fluently in English and Kiswahili (both verbal and written).
5. Ability to work both individually and as part of a team with minimal supervision.

**9. Job Title:** Laboratory & Supply Chain Officers (2 Posts)

**Location:** Tabora

**Reports to:** Facility In-Charge

**Job Summary:**

Laboratory & Supply Chain Officer will be responsible for ensuring that MDH supported and non-supported health facilities meets national standard for related medicines and commodity supply chain management in council by acting as early system warning on 3 key health Logistic systems of Ministry of health Tanzania (Lab, ILS, & TB logistics systems).

**Duties and Responsibilities:**

1. Providing strategic, technical and operational support to the day-to-day Logistic activities and capable of identifying potential breakdown in 3 logistics systems and taking corrective actions to avoid service interruption.
2. Ensuring uninterrupted Lab supply of commodities, by coaching and providing Mentorship to health facility staff on Lab & TB commodities management practices, record keeping, reporting and ordering (R&R) so that consistent availability of Laboratory Reagents and supplies at health facility level are in place.
3. Providing TA to districts teams to ensure MDH supported and non-supported sites/districts meet national standards.
4. Facilitating trainings on good practice in health commodities Logistics systems.
5. Ensuring no stock out of Lab and HIV/AIDS commodities is reported to HFs in collaboration with DLT Lab manager by:
  - Reviewing all R&R sent through eLMIS, reviewing annual forecasting and budgeting of needs in HIV/AIDS non-HIV/AIDS commodities including lab commodities during CCHP's.
  - Ensuring all HIV related commodities including lab reagent and consumables are adequately stocked at HFs and assist in redistribution of products when necessary
  - Providing technical assistance to HFs in collaboration with DLTs in forecasting and ordering of Lab commodities from the MSD.
  - Keeping track of commodity flow from MSD store and facilities and continuously update.



- Providing TA to districts/sites to maintain the inventory of laboratory commodities and reagents that are present at both storage facilities and all MDH supported site Labs.
  - Conducting quarterly logistics data quality assessments (LDQA's) at least 10 sites per district to ensure that all supplies including medicines and laboratory reagents reach intended beneficiaries.
6. Following up collection of monthly information about the stock at all MDH supported sites/districts, and share with respective key stakeholders
  7. Actively performing supportive supervisions to MDH supported and non-supported HF's in the region and use these supervisions to strengthen their capacity on issues related to supply chain management.
  8. Performing any other duty as assigned by the supervisor.

#### **Requirements, Education, work experience and skills**

1. At least a Degree in Medical Laboratory, Pharmacy or related field.
2. Experience in Logistic and Supply Chain systems in Tanzania will be an added advantage.
3. Minimum of two years' experience of working in the HIV drug resistance laboratory and supply chain settings.
4. Ability to communicate fluently in English and Kiswahili (both verbal and written).
5. Ability to work both individually and as part of a team with minimal supervision

#### **HOW TO APPLY:**

**Interested candidates for any of the above positions should **SUBMIT THEIR APPLICATION LETTERS, CVs and COPIES OF THEIR CERTIFICATES MDH TABORA OFFICE.****

**APPLICATION DEADLINE – 22<sup>ND</sup> AUGUST 2023.**

**MDH DO NOT have any agents and DO NOT charge any fees to the interested candidates.**