



## EMPLOYMENT OPPORTUNITIES - MBEYA

*Join us in our efforts to strengthen and institutionalize monitoring and evaluation systems in SHL for efficient and effective HIV and AIDS resource mobilization.*

### **About HJFMRI**

The HJF Medical Research International, Inc Tanzania (HJFMRI-T) is a collaborative effort that supports PEPFAR-funded HIV Prevention, Care and Treatment activities in the Southern Highlands and within the Tanzania People's Defense Forces (TPDF) 21 facilities. HJF Medical Research International, Inc Tanzania (HJFMRI-T) is a local non-profit that has supported these efforts since 2004 through the Walter Reed Army Institute of Research (WRAIR) as a Donor. PEPFAR activities are conducted in close collaboration with the **Tanzania Ministry of Health** and the **President's Office of the Regional Administration and Local Government (PORALG)** through the **Regional Administrative Secretary**.

HJF Medical Research International, Inc. Tanzania (HJFMRI-T) provides care and treatment to people affected by HIV/AIDS and has been actively involved in HIV and AIDS programming, providing resources, personnel, and services to the Southern Highlands Zone regions namely Mbeya, Rukwa, Katavi, Songwe and Ruvuma (VMCM Only). The program also supports TPDF to implement a comprehensive HIV Prevention, Care and Treatment program in 21 Military sites throughout the country.

All HJFMRI partners supported staff who will be recruited to fill different positions follow the normal Government of Tanzania procedures for recruitment like Advertising and Interviews, except for lay carders such as Expert Clients and Mom to Mom who go through a different procedure set by the Ministry of Health.

Please send applications to [conf@mbeya.go.tz](mailto:conf@mbeya.go.tz). All applications should have a cover letter, curriculum vitae (CV) and copies of academic certificates. Please write your full name and the position you are applying for on the email subject.

Also, please make sure you fill in the form on the link below for your application to be considered:

<https://forms.gle/rkOkUfFq9DU2mUhr9>

**The application deadline is on 6<sup>th</sup> of October 2023.**

Successful candidates will be required to bring their original certificates during interviews.

Job descriptions and required qualifications for the advertised positions are below:



**Job Title: CTC Clinician (1 Position)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS E

**Major function of the position**

Under the direct supervision of CTC in-charge, the CTC clinician will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, CTC clinician will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide services across the cascade of HIV continuum care and will be responsible for documentation of all activities and services provided to clients.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure service are provided in accordance with HIV continuum of care.
- In collaboration with CTC in charge ensure all clients attending at OPD and other entries are offered HIV counseling and testing.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients.
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool



- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- Document all the services provided in the available registers according to HIV continuum of care.
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

### **Qualifications:**

- Bachelor's degree in medicine from a recognized institution and must be registered with the relevant professional body in Tanzania.
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]
- Willingness to stay at the working station 100%

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed and a team player.
- Respect professionalism and medical conduct with good interpersonal skills
- Clinical acumen in managing patients.



**Job Title: CTC Clinician (30 Positions)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS B

**Major function of the position**

Under the direct supervision of CTC in-charge, the CTC clinician will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, CTC clinician will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide services across the cascade of HIV continuum care and will be responsible for documentation of all activities and services provided to clients.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure service are provided in accordance with HIV continuum of care.
- In collaboration with CTC in charge ensure all clients attending at OPD and other entries are offered HIV counseling and testing.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients.
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool.



- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- Document all the services provided in the available registers according to HIV continuum of care.
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

### **Qualifications:**

- Advanced Diploma in Medicine or Diploma in medicine from a recognized institution and must be registered with the relevant professional body in Tanzania.
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]
- Willingness to stay at the working station 100%

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed and a team player.
- Respect professionalism and medical conduct with good interpersonal skills.
- Clinical acumen in managing patients.



**Job Title: ART Nurse (53 Positions)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS B

**Major function of the position**

Under the direct supervision of CTC in-charge the ART nurse will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, ART Nurse will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide ART and counselling services to all clients attending the clinic and will be responsible for documentation of all activities and services provided to clients.

**Specific Duties and Responsibilities:**

- Attend clients attending CTC to ensure service are provided in accordance with HIV guidelines.
- Coordinate and provide routine and extensive adherence counselling to clients prior to ART initiation and throughout the continuum of care.
- Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients.
- Together with lay counselors (expert patients and HIV positive CBHSPs), provision of post-test counseling for HIV positives identified.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Offer first adherence counselling services to newly positive clients before referral to care and treatment and Counseling on the importance of early enrollment in care and ART.
- Assess and document all referrals, make follow-up and report on referral outcomes.
- In collaboration with CTC in charge ensure HIV screening tool for PITC is administered to all clients attending at OPD and other entry points to allow HIV testing.



- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool.
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there are pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV-positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- Work closely with the CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Telephone support and appointment reminders among clients with cell phones; and Provision of counselling on HIV-status disclosure and partner/family testing and on barriers to care.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor.

### **Qualifications:**

- Diploma in Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania.
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%



### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed.
- A team player.
- Good interpersonal skills.

### **Job Title: HTS Counsellor (29 Positions)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS B

### **Major function of the position**

Under the direct supervision of CTC in-charge, the HTS Counsellor will engage and mainly conduct HIV testing services, Linkage of clients to ART and retaining them into Care and Treatment at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, the HTS Counsellor will be stationed at the facility where s/he is assigned to by district authority/Partner. The incumbent will provide HTS Testing services at all points, ART and counselling services to all clients attending the clinic and will be responsible for documentation of all activities and services provided to clients.

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

- Conduct HTS services at different points of the facility as well as in the community through Index Case Testing.
- Support the clinicians and Expert clients at OPD only when highly needed, to perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facilities.
- Coordinate and provide routine and extensive adherence counselling to clients prior to ART initiation and throughout the continuum of care.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients
- Together with lay counselors (expert patients and HIV positive CBHSPs), provision of post-test





counseling for HIV positives identified.

- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Offer first adherence counselling services to newly positive clients before referral to care and treatment and Counseling on the importance of early enrollment in care and ART.
- Assess and document all referrals, make follow-up and report on referral outcomes.
- In collaboration with OPD in charge ensure HIV screening tool for PITC is administered to all clients attending at OPD and other entry points to allow HIV testing.
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation).
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool.
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD.
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression.
- Participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression.
- In collaboration with CTC in charge ensure there are pediatric job aids, posters and working tools.
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly.
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly.
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment.
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Telephone support and appointment reminders among clients with cell phones; and Provision of counseling on HIV-status disclosure and partner/family testing and on barriers to care.
- Prepare and submit daily, weekly, monthly, and quarterly report to respective authority.
- Perform other duties as requested by your supervisor.

**Qualifications:**

- Diploma in Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania.
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

**Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills

**Job Title: Clinical Tracker (14 Positions)**

Report to: CTC in-charge and HJFMRI Lead

Terms of Employment: One-year contract

Salary: TGHS A

**Major function of the position**

Under the direct supervision of CTC in-charge, the Clinical Tracker will engage and mainly supervise the lay staff in appointment reminders 3 days before the appointment, tracing of missed appointment clients and tracing of clients who have interrupted the treatment. In addition, s/he will engage fully in organizing index contacts to be tracked by lay staff and him/herself to be provided with testing services. All this is aimed at the identification of clients living with HIV, linkage to care and having good retention in care and treatment services of all clients at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, the Clinical Tracker will be stationed at the facility where s/he is assigned to by district authority/Partner. The incumbent will ensure appropriate documentation to all appropriate reporting tools.



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

- Identify clients who missed their clinic visits schedule timely and conduct telephone tracking.
- Prepare and share with CBHSP/peers/community tracker list of clients who were reachable through the phone and those who don't have telephones.
- Facilitate entry of tracking outcome into the CTC2 card and database with clinician/counselor and data officer.
- Conduct weekly review and ensure all tracking outcome are updated and entered on CTC2 database.
- Ensure unknown clients are tracked timely and 70% returned to care monthly.
- Work with counsellors, ART nurses and data officer to confirm all transfer out in the respective facility.
- Provide health education on the importance of clinic adherence to the client.
- Support the patient adherence to medication and clinic visit schedules.
- Record and report tracking services daily, weekly, monthly and quarterly.
- Prepare a weekly, monthly and quarterly summary report and submit to the site manager, district retention, and community officer.
- Participate in data management and net loss analysis in respective facilities and district.
- Participate in QI activities that aimed to increase retention at facility level.
- Bring up any ideas or comments that may contribute to better patient follow-up system.
- Perform any other duties as assigned by the supervisor.

### **Qualifications:**

- Certificate in Nursing (EN) or Clinical (ACO) and must be registered with the relevant professional body in Tanzania.
- Experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment.
- Fluency in English and Kiswahili.
- Willingness to stay at the working station 100%

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative
- Committed
- A team player
- Good interpersonal skills



**Job Title: Laboratory Scientists (4 Positions)**

Report to: Laboratory Manager and HJFMRI Regional Laboratory Lead

Terms of Employment: One-year contract

Salary: TGHS C

**Major function of the position**

Laboratory Scientists will carry out day-to-day testing services and assist with the implementation of the quality management system at the assigned facility.

**Specific Duties and Responsibilities:**

- Work at the supported Laboratory and other supported facilities as a Laboratory Scientist/Technologist carrying out laboratory diagnostic and clinical monitoring tests including diagnostic Nucleic Acid PCR assays, Genotyping, and Proteomics.
- Ensure compliance with quality assurance standards based on recommendations from the Section Supervisor and Laboratory Manager.
- Assist in the preparation and delivery of proficiency testing for EQA and assist the section head institute in the departmental audit.
- Follow written Standard Operating Procedures for every aspect of the testing process's pre-analytic, analytic, and post-analytic phases in a laboratory.
- Documenting daily operation, recalibration, preventive maintenance services, and repair of machines/analyzers using operation, reagents, calibration, maintenance, and corrective action logs.
- Troubleshooting minor technical faults in machines using the operation manual, documenting the action, and reporting to the laboratory supervisor.
- Analyzing PT samples/panels received for external quality control program and submitting them within the deadline.
- Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
- Archiving all the source documents after testing in the appropriate files.
- Preparing summary reports of the machines/analyzers at the end of every week and month.
- Carry out other duties as assigned by the supervisors.



### **Qualifications:**

- Bachelor's degree in medical laboratory sciences and must be registered with the relevant professional body in Tanzania.
- Laboratory quality management training is an added advantage.
- Minimum of two years' experience of working in the PCR - HIV laboratory settings.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision.
- Willingness to stay at the working station 100%
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT
- Ability to interact professionally.

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed.
- A team player.
- Good interpersonal skills.

### **Job Title: Laboratory Technologist (8 Positions)**

Report to: Laboratory Manager and HJFMRI Regional Laboratory Lead

Terms of Employment: One-year contract

Salary: TGHS B

### **Major function of the position**

The Laboratory Technologist will be a point of contact for all samples that are referred from the mapped spokes to the facilities with the capacity to test them or test laboratories.

The Laboratory samples involved with sample referral are Viral load, EID/DBS, TB Sputum, CD4, Samples for the CrAg test, Biopsy, and Samples for the PrEP Clients.



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

- Work at the supported Laboratory and other supported facilities as a Laboratory Scientist/Technologist carrying out laboratory diagnostic and clinical monitoring tests including diagnostic Nucleic Acid PCR assays, Genotyping, and Proteomics.
- Track sample collection from all spokes around the hub, support the spokes with supplies, receive samples, aliquot plasma, and store samples as per requirements.
- Document all samples and results received at the hub to the Electronic Sample Referral System – ESRS and Document all rejected samples.
- Making follow-up on the availability and use of Lab M&E tools (HVL samples collection registers, High VL registers, Samples Logbooks, VL & EID request form books, Samples collection SOPs, and Job aids.
- Ensures the availability of supplies for sample collection and initial processing of samples received from the spokes including sample collection tubes, Pasteur pipettes, and powder-free gloves and timely requesting these supplies.
- Ensures the updated SOPs and Job aids for sample collection are available and in use.
- Perform initial sample processing including plasma separation at required speed (1500 RCF) and temporarily store the samples at 2-8 0C before referring samples to the testing laboratory.
- Make sure all samples to be tested at the facility (CD4, Sputum, CrAg, Creatinine, and EID) are tested and results relayed to spokes.
- Responsible for completeness and validity of client information and data entry in the electronic sample referral and results feedback system (ESRS)
- Monitoring the functionality of all equipment related to HUB and sample referral and timely reporting.
- For the facilities with weekend clinics for paediatrics, the Hub focal will be responsible for making sure samples are collected from children on the weekend days and stored as per SOP.
- Timely sharing of information for the either rejected samples or failed hence need recollection.
- Calling the respective facilities whenever there are critical results.
- Expedite transportation of results received from testing laboratories to its spokes as immediately as possible to make sure no backlog of results at hubs.
- Prepare and submit regular reports of sample referral functions to relevant authorities.
- Reprinting of results failed to reach the facilities and making follow-up once released.
- Making follow-up on EQA testing and performance.



- Ensure compliance with quality assurance standards based on recommendations from the Section Supervisor and Laboratory Manager.
- Assist in the preparation and delivery of proficiency testing for EQA and assist the section head institute in the departmental audit.
- Follow written Standard Operating Procedures for every aspect of the testing process's pre-analytic, analytic, and post-analytic phases in a laboratory.
- Preparing summary reports of the specific Hub and their Spoke at the end of every week and month.
- Carry out other duties as assigned by the supervisors.

### **Qualifications:**

- Diploma in Medical Laboratory Sciences and must be registered with the relevant professional body in Tanzania.
- Laboratory quality management training is an added advantage.
- Minimum of two years' experience of working in HIV-related test laboratory settings.
- Ability to work both individually and as part of a team with minimal supervision.
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT.
- Ability to communicate fluently in both English and Kiswahili.
- Willingness to stay at the working station 100%
- A good understanding of data collection, processing, and analysis is highly preferred.
- Knowledge of computer science in MS Excel, word, and PPT
- Ability to interact professionally.

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed
- A team player
- Good interpersonal skills



**Job Title: Program Accountant (1 Position)**

Report to: Chief Accountant and HJFMRI Contracts and Partnership Officer

Terms of Employment: One-year contract

Salary: TGS E

**Major function of the position**

Under the supervision of the Chief Accountant and guidance from the HJFMRI Contracts and Partnership Officer, the Program Accountant will be responsible for the management of the RAS Contract from planning, contracting, execution, monitoring & reporting and finally closeout at the end of the contract. S/he will ensure funds are timely disbursed, effectively utilized in compliance to the donor policies and regulations and timely reporting.

**Specific Duties and Responsibilities:**

- Preparation of Annual budget for Mbeya RAS HIV program.
- Working in collaboration with the Districts AIDS Coordinators (DACCs) and District Medical Officers (DMOs) of Mbeya Region in preparing individual budgets for consolidation into Mbeya RAS Contract.
- Preparing program financial reports Fund Accountability Statement (FAS) and Expenditure Report (ER) on quarterly basis.
- Preparing funds disbursement requests/invoices for both milestone and variable payments and submission of funds receipt acknowledgement receipts/letters.
- Proper allocation of funds disbursed, by council/RAS and effective tracking on expenditure to respective councils/RAS as per the approved budgets.
- Ensure accurately and timely processing of activity requests for payments from Councils.
- Prepare monthly reconciliation reports and submission to the donor for expenditure verification.
- Collecting, verifying and Filing of Councils' retirement for all funds paid to beneficiaries at council level.
- Managing Payrolls for Mbeya RAS and all Councils of Mbeya Region for staff paid under HJFMRI HIV program.
- Ensure all financial practices conducted at Mbeya RAS adhere to Tanzanian government federal laws but also the donor policies and procedures.
- Coordinate all administrative functions existing between HJFMRI and Mbeya RAS that are related to the program, including signing contracts and other deliverables.





### **Qualifications:**

- Bachelor's degree or Advanced Diploma in Accounting and Finance and must be registered with the relevant professional body in Tanzania.
- Must be a CPA holder.
- 3-5 years of accounting and finance experience with donor-funded projects (preferably PEPFAR-funded projects).
- Proficiency in accounting software (e.g., QuickBooks, SAP) and advanced knowledge of MS Excel.
- Risk Assessment, Analysis and Management. Assess, analyze and manage risk using appropriate frameworks, professional judgment and skepticism.
- Strong analytical and problem-solving skills.
- Attention to detail and high degree of accuracy.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Adaptability and willingness to learn and grow in a dynamic environment.

### **Key personal competences:**

- Self-motivated and able to demonstrate high initiative.
- Committed.
- A team player.
- Good interpersonal skills.

### **Job Title: Assistant Program Accountant (1 Position)**

Report to: Program Accountant and HJFMRI Contracts and Partnership Officer

Terms of Employment: One-year contract

Salary: TGS C

### **Major function of the position**

Under the supervision of the Program Accountant and guidance from the HJFMRI Contracts and Partnership Officer, the Assistant Program Accountant will assist the program account for the management of the RAS Contract from planning, execution, monitoring and reporting and finally closeout at the end of the contract. S/he will ensure funds are timely disbursed, effectively utilized in compliance to donor policies and regulations and timely reporting.



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

- Preparation of the Annual budget for the Mbeya RAS HIV program.
- Working in collaboration with the District AIDS Coordinators (DACCs) and District Medical Officers (DMOs) of the Mbeya Region in preparing individual budgets for consolidation into the Mbeya RAS Contract.
- Preparing program financial reports Fund Accountability Statement (FAS) and Expenditure Reports (ER) on a quarterly basis.
- Preparing funds disbursement requests/invoices for both milestone and variable payments and submission of funds receipt acknowledgement receipts/letters.
- Proper allocation of funds disbursed, by council/RAS and effective tracking of expenditure to respective councils/RAS as per the approved budgets.
- Ensure accurate and timely processing of activity requests for payments from Councils.
- Prepare monthly reconciliation reports and submission to the donor for expenditure verification.
- Collecting, verifying and Filing of Councils' retirement for all funds paid to beneficiaries at council level.
- Managing Payrolls for Mbeya RAS and all Councils of Mbeya Region for staff paid under HJFMRI HIV program.
- Ensure all financial practices conducted at Mbeya RAS adhere to Tanzanian government federal laws but also the donor policies and procedures.

### **Qualifications:**

- Diploma in accounting, Finance, or a related field.
- 1-3 years of accounting and finance experience with donor-funded projects (preferably PEPFAR-funded projects).
- Proficiency in accounting software (e.g., QuickBooks, SAP) and advanced knowledge of MS Excel.
- Risk Assessment, Analysis and Management. Assess, analyze, and manage risk using appropriate frameworks, professional judgment and skepticism.
- Attention to detail and high degree of accuracy.
- Excellent communication and interpersonal skills.
- Adaptability and willingness to learn and grow in a dynamic environment.



**Key personal competences:**

- Self-motivated and able to demonstrate high initiative
- Committed
- A team player
- Good interpersonal skills

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**GENERAL APPLICATION REQUIREMENTS:**

- a) **“Testimonials”, “Provisional Results” “Statement of Results” will not be considered.**
- b) **Applicants who are retired or have been terminated from the public service should not apply.**
- c) **Applicants who studied outside of Tanzania should bring the confirmation of their qualifications from the authorized body.**
- d) **Legal actions will be taken against all applicants who will submit forged/falsified information/documents.**

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