



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



ADVERTISEMENT FOR VACANCIES.

The Office of Ushetu DC Executive Director in collaboration with Tanzania Health Promotion Support (THPS) in implementing Afya Hatua Project is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following 12 Months Contract Period with Possibilities of Contract renewal vacancies;

Position: Clinical tracker- 1 post

Reports to: CTC In charge

Technical support: THPS Adherence Psychosocial Support and Retention department

Location: Ushetu DC

The Clinical Tracker will serve as THPS facility lead for all activities relating to: adherence support for clients on PrEP, ART and PMTCT care spectrum, psychosocial support for people living with HIV/AIDS (PLHIV) including adolescents and children enrolled into care, to ensure treatment continuity. Key responsibility is to ensure clients are reminded prior to their appointment dates, timely tracking of miss appointments and updating of all National and THPS improvised appointment and tracking tools. S/he will lead facility team to develop linkage between ART facilities and community – based systems to insure all clients adhere to their clinic appointments as scheduled. S/he will work closely with peer educators plus other community volunteers and receives technical assistance and guidance from district APSR officer. This position is part of a multidisciplinary, cohesive CTC team and requires excellent communication, counselling and problem-solving skills.

Duties and Responsibilities

- (a) Identify patients who missed their clinic visit schedule timely and conduct telephone tracking

- (b) Ensure effective use of National and program appointment and tracking systems (appointment and tracking registers, PE 3 forms, 3 boxes approach, wateja Marafiki, remainder SMS and follow up calls)
- (c) Prepare and share with CBHS providers/peers educators/ community implementing partner tracker list of clients who were not found through the phone and those who don't have telephone for physical tracing.
- (d) Confirm all tracking outcomes including transfer out, death and cause of death by using phone calls and Macro 3 data base.
- (e) Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counselor and Data clerks.
- (f) Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
- (g) Ensure unknown clients are tracked timely and 70% returned to care monthly
- (h) Work with peer educators, counselor and data clerk to confirm all transfer out in respective facility
- (i) Provide health education on importance of clinic adherence to the client and family
- (j) Supporting the patient adherence to medication and clinic visit schedules
- (k) Work closely with ART nurses and Peer Educator's to ensure all Map cues are updated timely to all clients
- (l) Record and report tracking services dally, weekly, monthly and quarterly
- (m) Prepare summary report weekly, monthly and quarterly and submit to CTC in charge and district APSC officer.
- (n) Participate in data management and net loss analysis in respective facility and district.
- (o) Participate in QI activities that aimed to increase retention at facility level
- (p) Bring up any ideas or comments that may contribute to better system of patient follow up.
- (q) Perform any other duties as assigned by a line supervisor

Qualifications:

- Certificate in Community Health Worker, Community Development, Social Work and Medical Attendant
- Knowledge on Basic HIV/AIDS
- Experience on provision of HIV/AIDS services at facility/community will be an added advantage .

POSITION TITLE: HIV Test Counsellor (6)
Positions REPORTS TO: Medical Officer in charges of the facility.
LOCATION: Health facility within Ushetu DC
WORK STATION; CTC/PMTCT Clinic/Lab & OPD- Clients
Counselling and Testing
EMPLOYMENT TYPE; Full time

RESPONSIBILITIES

- HIV Counselor will provide unbiased information on HIV testing to his clients & explains the testing process in simple way.
- Conducting testing, pre, and post testing counseling to all clients eligible and consenting for HIV testing.
- Link clients testing positive with care and treatment services through linkage case management.
- Will liaise with CTC team to facilitate early ART initiation to clients identified and where possible initiate clients on ART within OPD settings.
- Will ensure all new HIV positive clients identified at the facility enrolled in the linkage case management (LCM) except those who do not consent.
- Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and available services and how to access them
- Together with CTC team, support clients throughout the early part of their care so they participate fully, become educated, and can advocate for themselves
- Will offer index-testing services to all clients newly initiated on ART, RTT and client with High VL ensuring all clients have their index contacts tested within 30 days.
- Ensure that newly identified clients remain in care for at least 45-60 days.
- Will provide health education to his/her clients on HIV, AIDS and STD's and their implications on new HIV infections to themselves, their sexual contacts and counterparts as well.
- Ensure HIV testing activities documented accordingly in the recommended registers and keep all the clients' records confidential and safe.

- HIV Counselor will maintain a list of certifications of Rapid HIV Test kits supplied at his/her testing point.
- Ensure all pregnant mother and Breastfeeding mother attending at the facility tested for HIV per National guideline of Maternal Resting and documented according.
- Ensure all Biological Children elicited during PMTCTC -EID are reached and tested within 30 days.
- Ensure all HIV-Exposed Infant tested according to National guideline for PMTCT-EID.
- Ensure all eligible clients for PrEP initiation initiated and documented according to National guideline.
- HIV Counselor will submit daily and weekly statistical report as required by the program on time.
- Ensure accuracy of all HIV Testing data and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff
- Ability to handle multiple and conflicting priorities and work under strict deadlines
- Above not only duties but also HIV Counselor will also perform other duties as may be assigned by the authorities or employer.

PREFERRED REQUIREMENTS:

- Certificate/Diploma in Nursing/Clinical medicine, Certificate/Diploma in medical Laboratory Technology or related disciplines
- Must be registered with MCT number and TNMC number for Clinical Officers and Nurses respectively
- Valid license of practice (Certificate for HIV testing is an added advantage)
- Proficiency in computer packages like MS Excel, MS Word, MS PowerPoint
- Data analysis and interpretation skills
- Working knowledge of the DHIS2 reporting platform
- Experience of working with HIV/AIDS Care and treatment programs will be added advantage.
- Strong communication skills are essential; the counselor must be able to communicate with clients in a simple manner to make them understand about the disease clearly.
- Demonstrated ability to conduct sensitive, empathetic interviews and conversations that highly respect the dignity and diversity of clients.

APPLICATION INSTRUCTION

Interested applicants invited to send their application Letter, Academic certificate and detailed CV as one document, CV should not be more than four pages through email below or by hand direct to Ushetu Dc Nyamilangano. Any application failed to follow application instruction will not be taken into consideration.

Few qualified selected candidates will be invited to the interview. All Applications should be directed to below address not later than 19th May, 2024.

Your Application Letter must be supported by academic Certificates, Professional Certificate, Curriculum Vitae and Valid Professional License especially for the position of Pharmacist Technician (Pharmacy council of Tanzania). To be easily traced, you are advised to write on the subject of your application E-Mail as shown below depending on the position you are applying, For example; Job Application-Clinical Tracker or Job Application –Pharmacy Technician.

Application should be directed to the following address;

The District Executive Director
P.O BOX 50

USHETU DC or through E-mail; ded@ushetudc.go.tz and copy the alternative

Beware of fraud:

These job vacancies are equal opportunity no payment is required in order to be favored the advertised positions. If you will be asked to pay anything during the application process, please report to DED-Ushetu DC or THPS Representatives with details of fraudulent act and the person (s) involved.

This is an equal opportunity employment; Men, Women, People Living with HIV/AIDS and People Living with Disability are encouraged to apply


Hadija M. Kabojela

DISTRICT EXECUTIVE DIRECTOR

