



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE



REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
LUSHOTO DISTRICT COUNCIL

ADVERTISEMENT FOR JOB VACANCIES

Lushoto District Council in Collaboration with Tanzania Health Promotion Support (THPS) will implement PEPFAR / CDC supported AFYA HATUA (Sustain Treatment, Enrolment and HIV Prevention- STEP) project in Lushoto DC aiming to deliver client centered, comprehensive facility and community-based HIV prevention, care, and treatment services for population served by this District hence contribute to the country's HIV epidemic control.

Lushoto DC is currently seeking highly experienced, committed and motivated Tanzanians to fill in vacant positions for AFYA HATUA project as shown below.

1. Position title:	Clinical HIV Tester (1 Positions)
Reports to:	Medical Officer In charge
Overall Job Function: Oversee all modality of HIV Testing and Counseling in the facility and beyond including but not limited to oPITC, index, SNS, HIVST, etc. Ensure all facility attendees (patients and their escorting relatives and friend) are screening for eligibility of HIV testing.	
Key Responsibilities: • Duties and Responsibilities • Oversee and coordinate HIV Testing Services at the facility and community where required. • Perform elicitation of sexual contacts and biological children of index clients who are new in ART, with high HVL, with TBHIV and those who are current in care. • Provide pre and post-test counselling in HIV Testing and Counselling (HTC) • Perform HIV testing to the elicited sexual contacts at the facility or at community. • Provide HIV test results and counselling to clients • Facilitate referrals for HIV positive Clients, through linkage to the Expert clients and the LCM Coordinator • Update and maintain all the proper documentations related to index HTS. • Daily sharing of reports with responsible co-workers. • Provide reports on daily bases to the supervisor. • Ensure and maintain privacy and confidentiality of clients. • Ensure all index HTS conform to the national guideline and standard operating procedures. • Responsible to care of all THPS properties at facility for testing purposes. • Perform any other related duties assigned by the supervisor.	
Requirements: Education, Work experience and Skills: • Diploma in Clinical Medicine, Diploma in Nursing (EN/RN/ANO), Diploma in Medical Laboratory Technology. • Must have a valid license of practice.	

- Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT).
- A minimum of three (3) Months and above working experience in HIV program, preferably in a similar position will be highly considered.
- Volunteers working in Health Facilities are highly encouraged to apply.
- Analytical and problem-solving skills, multi-tasking and organizational skills.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision.
- Ability to maintain confidentiality in all aspects.

3. Position title:	oPITC Medical Attendants (2 Positions)
Reports to:	CTC in charge

- **Overall Job Function:** Ensure all people who visit the Health Facility for medical treatment and other purposes (escorting their relatives/friends) are screened for eligibility to HTS; and those who are responsible are tested, and those who test positive are enrolled to HIV treatment; those negative enrolled to status neutral services.

Key Responsibilities:

- Conduct risk of HIV Acquisition {HTS Eligibility Screening} to ALL HF attendees.
- Work with Facility Management to set up a system which will necessitate HTS screening to all HF attendees before they proceed to any other service.
- Provide vital signs measurements services at HTS screening desks (blood pressure, height, weight & blood sugar level)
- Ensure all who are eligible are tested for HIV.
- Ensure those who test HIV positive are enrolled to immediately enrolled to ART and where possible within OPD settings.
- Ensure all new HIV positive clients identified at the facility are enrolled in the linkage case management (LCM) except those who do not consent.
- Ensure new PLHIV are elicited for index testing.
- Ensure sexual partners, biological children and needle sharing partner of the new PLHIV are tested for HIV.
- Ensure HTS eligible clients who test negative for HIV are provided with status neutral services.
- Provide unbiased information on HIV testing to clients & explains the testing process.
- 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 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.
- Perform other duties as assigned by the authorities or employer.

Qualifications, Experience, and Skills Required:

- Medical attendant trained for at least one year in the College recognized by MOH
- At least two years working experience preferably in HIV related field.

- Trained on HIV Testing and Counsellor from recognized institution.
- At least one-year experience in HIV Testing and Counselling.
- Knowledgeable on HIV/AIDS interventions as per the national guidelines.
- Strong communication skills to enable clients understand HIV/AIDS clearly.
- Ability to conduct sensitive, empathetic interviews and conversations that highly respect the dignity and diversity of clients.
- Capable of working independently with minimal supervision.
- Fluent in Kiswahili and English

2. Position title: Data Officer. (1 Position)

Reports to: Medical Officer in Charge and DACC.

Overall Job Function: To implement high-standard computer and paper-based HIV data and record management in accordance to Facility, District, Regional, Government and PEPFAR guidance.

Key Responsibilities: The incumbent will be a Member of the facility staff and will implement the following on daily basis.

- Primarily responsible for transcription of patient visit information to paper-based pre-ART and ART registers.
- Review relevant clinic records and perform paper-based data quality checks on CTC 2 cards and registers
- Ensure proper filling client files
- At computerized sites, conduct data entry for the CTC 2 database from CTC2 cards, PITC registers and HEI cards.
- Update all patient's laboratory results on CTC2 database (CD4, Viral Load etc.)
- Perform data quality assurance checks for the electronic data
- Update all clients' visits in the CTC2 database on daily basis and update in the CTC3 macro as frequent as required by the program, i.e. on weekly basis.
- Perform daily back up of CTC2 database into external hard drive
- Conduct data triangulation between CTC2 database, ANC and TB units (TB-HIV and ANC positive clients)
- Produce/Compile Prepare Quarterly reports for care and treatment, Mother to child cohort report and HTS reports (Monthly).
- Produce missed appointment /LTF reports on monthly basis and update final status of clients.
- Collaborate with site personnel, personnel at other health facilities and community-based organization in tracing patients who miss visits or are lost to follow-up.
- Assist facility, R/CHMT in all data-related requests and reporting.
- Ensure weekly data are entered into patchy excel to facilitate weekly performance review.
- Enter performance of each sub granted staff in the database on monthly basis.
- Participate in all QI meetings in the facility.
- Facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your facility.

Requirements: Education, Work experience and Skills:

- Strong communication skills are essential; the Lay counsellor must be able to communicate with clients in a simple manner to make them understand about the disease clearly.
- At least one year working experience in HIV Aids related act.

How to apply:

Interested applicants should send an email to ded@lushotodc.go.tz copying panthony@thps.or.tz Kindly attach application cover letter (one page maximum), Curriculum Vitae (four pages maximum) and copies of your relevant certificates. The subject of the email should be the position being applied for (e.g. **Data Officer Job Application for Lushoto DC**). **The deadline is 24th June 2025.** Only shortlisted candidates will be contacted. The Lushoto DC is an equal opportunity employer; women, people living with HIV/AIDS and people living with disability are encouraged to apply.


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IKUPA HARRISON MWASYOGE
DISTRICT EXECUTIVE DIRECTOR
LUSHOTO DISTRICT COUNCIL

