

**JAMHURI YA MUUNGANO WA TANZANIA**

**OFISI YA RAIS**

**TAWALA WA MIKOA NA SERIKALI ZA MITAA**

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Kumb.Na.DC.10/109/02

**29 Agosti, 2025**

Kuh; **TANGAZO LA NAFASI ZA KAZI**

KATIBU TAWALA WA MKOA WA MBEYA, KWA KUSHIRIKIANA NA MDAU HJMRI ANAPENDA KUWATANGAZIA WANANCHI WOTE NAFASI ZA KAZI ISHIRINI (16) ZA AJIRA YA MKATABA KWA KADA ZA AFYA WATAKAOFANYA KAZI KATIKA HALMASHAURI ZA MKOA WA MBEYA, NAFASI HIZO NI; **DAKTARI II, AFISA TABIBU II, AFISA TABIBU MSAIDIZI, AFISA MUUGUZI MSAIDIZI II, MUUGUZI II, MTEKNOLOJIA MAABARA (LABORATORY TECHNOLOGIST) II, AFISA MTEKNOLOJIA MAABARA (LABORATORY SCIENTIST) II, MTUNZA KUMBUKUMBU MSAIDIZI II, AFISA TEHAMA**

WANANCHI WENYE SIFA KWA KILA KADA WAOMBE NAFASI HIZO KWA KUZINGATIA SIFA NA NGAZI YA MSHAHARA KAMA ZILIVYOAINISHWA KWENYE TANGAZO LILILOAMBATANISHWA (EMPLOYMENT OPPORTUNITES –MBEYA). MWISHO WA KUPOKEA MAOMBI NI TAREHE 12 SEPTEMBER, 2025

IMETOLEWA NA;

KATIBU TAWALA WA MKOA WA MBEYA



**29 September 2025**

## **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) supports the government in providing 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 and Songwe. 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 are recruited to fill different positions follow the normal Government of Tanzania procedures for the 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.

To apply please fill in the Google form in the link below and submit your application to the email below:

1. Google form link: <https://forms.gle/oUjYjWbFjL2PB8nf6>
2. Email address for an application: [partnersapplications2023@gmail.com](mailto:partnersapplications2023@gmail.com)

All applications submitted 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 in the **email subject**.

**The application deadline is on 12<sup>th</sup> September 2025**

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

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



## **1. Job Title: CTC Clinician (MD)**

Report to: CTC/RCH 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/RCH 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/RCH to ensure service are provided in accordance with HIV continuum of care.
- In collaboration with CTC/RCH 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.
- Conduct index testing services and follow up of elicited contacts for counselling and testing services.
- 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/RCH in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC/RCH 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/RCH 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/RCH 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.



## **2. Job Title: CTC Clinician (CO)**

Report to: CTC/RCH 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/RCH in-charge, the CTC/RCH 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/RCH 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/RCH to ensure service are provided in accordance with HIV continuum of care.
- In collaboration with CTC/RCH 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.
- Conduct index testing services and follow up of elicited contacts for counselling and testing services.
- 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/RCH in charge ensure there is pediatric job aids, posters and working tools.
- In collaboration with CTC/RCH 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/RCH 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/RCH 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.



### **3. Job Title: ART Nurse**

Report to: CTC/RCH 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/RCH 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/RCH 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.
- Conduct index testing services and follow up of elicited contacts for HTS.
- 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/RCH 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/RCH in charge ensure there are pediatric job aids, posters and working tools.
- In collaboration with CTC/RCH 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/RCH 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/RCH 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.

**4. Job Title: HTS Counsellor**

Report to: CTC/RCH 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/RCH 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 integrated 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.
- Conduct index testing services and follow up of elicited contacts for HTS.
- 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/RCH in charge ensure there are pediatric job aids, posters and working tools.
- In collaboration with CTC/RCH 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/RCH 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/RCH 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

### **5. Job Title: Clinical Tracker**

Report to: CTC/RCH 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/RCH 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 CTC 2 card and database with clinician/counselor and data officer.
- Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 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

#### **6. Job Title: Laboratory Technologist**

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, haematology and Biochemistry samples.

#### **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 required standard.
- Document all samples and results received at the hub to the Electronic Sample Referral System – (e-SRS) 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 immediately 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.
- Ensure quality of HIV testing through routine check of IQC in all HIV testing points
- 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

**7. Job Title: Laboratory Scientists**

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 by Health Laboratory Practitioners Council (HLPC).
- 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.

**8. Job Title: Data Officer**

Report to: CTC/RCH in charge and HJFMRI District Data Manager

Terms of Employment: One-year contract

Salary: TGS C

**Major function of the position**

The Data Officer will work at the facility level to ensure timely entry of patient files in the health management database both from CTC/RCH, Pharmacy Module and RCH, within one day of client service provision by the clinician/Nurse or any provider and undertake data verification on a routine basis to ensure accuracy and consistency of the data entered, reported, and submitted. S/he will provide technical support to the facility staff in any data-related issues.

S/he will communicate closely with the IT & Data Manager in case of any faulty related to hardware and software. The Data Clerk will report administratively to the facility in charge and work closely with the facility staff, District Data Manager together with DACC.

**Specific Duties and Responsibilities:**



- Enter patient information including family information, visits, and laboratory results and other findings into the CTC 2 module, HTS module, Pharmacy Module and Biometric Module.
- Ensure that patients' monitoring tools are neatly kept and easily accessible when needed.
- Generate, validate and submit and store all daily, weekly, monthly and quarterly program reports in a timely manner.
- Support R/CHMT in performing DHIS2 data entry and validation when required.
- Support the CBHS and ECs in tracking defaulters by timely sharing the lists, updating the tracking results in CTC2 database and sharing progress of the activity as per required frequency.
- Provide all the necessary support and assistance on data requests at the facility to program staff and Council Staff.
- Actively participate in all QI-related activities and ensure the provision of accurate data on monitored indicators by the QI team within respective assigned facilities.
- Conduct routine analysis of data and display of the key set of HIV/AIDS indicator progress on a monthly/quarterly basis and share findings with the Facility/CTC/RCH staff for use and for decision making.
- Conduct monthly verification of reported data against their primary sources for discrepancy-prone indicators.
- Work closely with other staff members at CTC and RCH to provide good services to clients attending the clinic.
- Participate in internal Data Quality Assessment with R/CHMT.
- Prepare a list of patients who are eligible for all services on a weekly basis from the CTC 2 database, share it with the CTC/RCH in charge to ensure all HVL samples collected, documented in the eSRS and results received are documented and entered CTC 2 cards and downloaded to the CTC 2 database on a timely manner.
- Ensure that all records are documented into CTC 2 cards and database on a timely manner.
- Perform backup of CTC2 database and store the backup drive in a safe and secured area on daily basis.



- Conduct routine data checks on client information entered CTC 2 database on a daily/weekly basis).
- Ensure that all the information concerning clients at CTC/RCH and RCH are always kept confidential.
- Submit all ad-hoc and planned data requests from the facility staff, R/CHMT and HJFMRI in a timely manner.
- Install all updates of MoH reporting systems on a timely manner.
- Ensure client files are arranged in order based on instructions given during the training or order that will reduce time to search for patients' files when clients return for their next visits.
- As part of capacity building for clinicians filling out CTC 2 cards to be recommended for the next training, the data clerk will be required to keep a record of the clinicians who have not filled out CTC 2 cards properly. Return cards for correction and keep a record of the clinician and frequency of files returned.
- To follow up on poorly filled CTC 2 cards that were sent back to the clinician for correction and update the corrections into the CTC 2 database.
- Produce weekly, monthly, and quarterly facility reports.
- To ensure each patient file contains the TB screening tool and that this is filled in by the clinician during each visit.
- To run the CTC 2 database built-in checks for data cleaning.
- To assure timely entry of patient files, within one day after reception of the file from the clinician.
- Ensure identification of patients suspicious of failing first-line ART and work with the CTC/RCH team to develop individualized treatment plans.
- To ensure that the CTC 2 database is always of the most recent version.
- To submit weekly datasets for further analysis at the council and regional level.
- Report computer faults within the same day as it has happened.
- To assist in establishing and maintaining an effective and efficient records management system.
- Accomplish all tasks assigned by the supervisor.



- Conduct basic site-level data analysis and share with the CTC/RCH in charge for monitoring facility performance progress.

**Qualifications:**

- Diploma in Records Management, Computer Science, Health informatics, Statistics or Information and Communication Technology or related field.
- Minimum of two years' experience 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

**9. Regional ICT**

Report to: RASHCo and HJFMRI Regional M&E Lead

Terms of Employment: One-year contract

Salary: TGS E



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

Regional IT Officer will work as a technical person on the computer (all types), tablets, printers etc. S/he will provide supports, conduct preventive maintenance, and ensure all computers are in the working condition. S/he will communicate closely with the IT Department at the HJFMRI in case of any faulty related to hardware especially for computers with HJFMRI barcodes. The regional IT officer will work closely with the regional M&E officer, Regional Strategic information Lead and data managers together with data clerks to ensure all IT related issues are reported and resolved.

Supervisory duties include capacity building and mentorship of Data officers ensuring the reporting of faulty of electronic devices timely. Join HJFMRI team in the preventive maintenance and distribution of IT devices. Establish sites that have conducive environment of computers.

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

- i. Ensure a close communication is established with the IT department at the HJFMRI, report any hardware related faulty, especially to the computer with HJFMRI barcodes.
- ii. Conduct Preventive maintenance to the computers that are used by data clerks and any other as asked by the region's authorities
- iii. To ensure all computers are running an up-to-date operating and application software's include; CTC 2 database, Pharmacy module, CTC analytics and other system.
- iv. Responsible for every new database that are introduced for the project like Train-smart etc
- v. Develop back-end and front-end connectivity.
- vi. Design, implement and test databases.
- vii. Implement security and access control into databases.
- viii. Ensure software patches are implemented timely
- ix. Install, configure, and update antivirus software.
- x. Alert users on various security risks, threat, and vulnerabilities





Perform systems audit on a regular basis.



- xii. Implement security mechanisms and controls in computer systems
- xiii. Design, install and configure LAN and WAN infrastructure
- xiv. Test network equipment and devices
- xv. Implement network security guidelines, perform network troubleshooting and repair.
- xvi. Develop and test web pages and multimedia content, update web pages and multimedia and provide quality customer services. Performing any other relevant duties as assigned by supervisor

#### **Qualifications:**

- Degree in Computer Science, or Information and Communication Technology or related field.
- Minimum of two years' experience 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





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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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