

# MPANDA MUNICIPAL COUNCIL

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Ref. Na. KTV/MMC/A.40/2



Director's Office,  
Mpanda Municipal Council,  
P. O. BOX 216,  
**MPANDA.**

10<sup>TH</sup> November, 2021

To all citizens  
**TANZANIA.**

## **RE: ADVERTISEMENT OF EMPLOYMENT OPPORTUNITIES**

Mpanda Municipal Council Director in collaboration with Water Reed Program (HJFMRI) Tanzania invites qualified Tanzania to fill 14 vacant posts as mentioned below:-

### **1. JOB TITLE: Municipal Data Manager (1post)**

Terms of Employment: One year contract  
Salary: As per WRP-T (HJFMRI) Remuneration.

#### **QUALIFICATIONS:**

- i. Diploma in statistics, Health informatics, Monitoring and Evaluation or any related field; a Degree level will be an added advantage
- ii. Ability to use any statistical analysis software (i.e. STATA, SPSS etc);
- iii. Proven computer skills and strong knowledge of MS Office applications especially Excel
- iv. Working experience in data management/Monitoring and Evaluation
- v. Good experience of HMIS tools, CTC2 database and DHIS2;

#### **Duties and Responsibilities**

- i. Supervise, coordinate and provide technical support to the assigned health facilities Data Clerks on data collection, compilation and analysis
- ii. Ensure all project reports; daily, monthly, quarterly, semi-annual and annual reports are of high quality and are produced and submitted and entered into program data reporting systems on time
- iii. Work in collaboration with R/CHMTs, HMIS unit and health facilities, HCWs to ensure smooth coordination of all monitoring and evaluation activities
- iv. Ensure availability of tools at the health facilities and respective within the assigned district councils
- v. Provide data entry support to CHMTs into the DHIS2 including conducting data reviews and validations at health facilities and districts levels
- vi. Ensure all Data Clerks under his/her portfolio collaborate with CBHS at community and health facility levels for tracking defaulters, producing list of Missed Appointment and LTFU and updating the database accordingly when patients return to care
- vii. Provide all the necessary support and assistance on data requests at health facilities/district(s) and to donor HJFMRI
- viii. Ensure all Data Clerks conduct weekly and monthly tracking of all HIV positive clients from all testing points at health facility level
- ix. Actively participate in all QI related activities and ensure provision of accurate data on monitored indicators by the QI team within respective district(s)

- x. Work with regional IT Officers to provide database support to all electronic sites by ensuring all database within the district/s have the most current version at all times
- xi. Provide job mentorship to CHMT, HCWs, CSOs and data clerks on data entry and report generation including analysis as the need arises.
- xii. Plan and carry out data quality audits in collaboration with the program's M& E & Technical team
- xiii. Track Daily performance of Data Clerks by ensuring that daily and weekly reports and well compiled and submitted to next level on time
- xiv. Working closely with DACC in preparation, review and compilation of program activity reports and on time submission to Regional level offices.
- xv. Performing any other related duties as assigned by the supervisor from time to time.

## **GENERAL CONDITIONS**

- i. All applicants must be citizens of Tanzania of not more than 45 years of age.
- ii. Applicants must attach an up-to-date Curriculum vitae (CV) having reliable contacts (Postal Address, E-Mail, three passport size photos, and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. Applicants must attach relevant certified copies of Academic and training certificates
- v. Applicants should indicate three reputable referees with their reliable contacts

## **2. JOB TITLE: Data Entry Clerk (5 posts)**

Report to: CTC in-charge and HJF SI officer

Location: Mpanda Municipal Council

Terms of Employment: One year contract

## **QUALIFICATIONS:**

- i. Diploma in computer science, statistics, record management, Information technology, Health information management and or related scientific discipline from a recognized university.  
**Advance Diploma in the mentioned courses is an added advantage.**
- ii. At least two years of previous experience in working with database
- iii. A secondary school graduate with experience and knowledge working with data bases will be considered.
- iv. Computer literacy with package of the Microsoft Office (Word, Excel, Access, Power point, Internet and Email)
- v. At least two years of experience in data management or any related information Management system, experience in CTC2 database in an added advantage
- vi. Knowledge of records management procedures
- vii. Ability to operate various word-processing software, spreadsheets, and database programs.

## **Duties and Responsibilities**

- i. To assure timely entry of patient files in health management database both from CTC and RCH, within one day after reception of the file from the clinician;
- ii. Entering numerical data, codes and text from source documents into computer compatible storage devices
- iii. To collaborate with CTC clinical staff and ensure the completeness of data collected and filled on the CTCs cards and registers.
- iv. Document and report HIV and AIDS information systems problems to the line supervisor using integrated reporting tools.
- v. To update status of clients every time they attend clinical visit and or change status, e.g. TO, Death and LTF
- vi. Assist Health care workers to generate a list of patients attending the next CTC session, LTF, Clients eligible for viral load uptake, Missed appointments, and any other requested report.

- vii. To compare data in the ART registers and ARV Dispensing registers if they match those entered in the CTC2 database and enter if there is any discrepancy at every visit
- viii. To run the CTC2 database built-in checks for data cleaning; and solve them as required
- ix. To assure that CTC2 database and pharmacy Module are always of the most recent version;
- x. Assure that a weekly backup is made on either a partitioned hard drive or a separate hard drive/flash disk
- xi. Use the CTC2 database to produce high quality quarterly reports for the DMO and submit these to the DACC and Data Manager, and to the RACC and Regional M&E Officers;
- xii. To use the CTC2 database to produce daily, weekly and monthly reports on patients who are lost to follow up and submit the same to the Outreach Partner who will use these data to trace the patients;
- xiii. To make data available and accessible to programmers and end users. This includes; compiling daily, weekly and monthly program reports
- xiv. Responsible for every new databases that are introduced for the project like Train-smart, Male circumcision database etc;
- xv. To ensure files are arranged in an order at every visit
- xvi. To ensure that data room and the computer are clean everyday
- xvii. To prepare and review daily and weekly reports template to district and regional performance for tracking general performance.
- xviii. Performing any other relevant duties as assigned by the CTC in charge/Data Manager/DACC

### **GENERAL CONDITIONS**

- i. All applicants must be citizens of Tanzania of not more than 45 years of age.
- ii. Applicants must attach an up-to-date Curriculum vitae (CV) having reliable contacts (Postal Address, E-Mail, three passport size photos, and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. Applicants must attach relevant certified copies of Academic and training certificates
- v. Applicants should indicate three reputable referees with their reliable contacts

### **3. JOB TITLE: CTC Clinician (3posts)**

Report to: CTC in-charge and HJF DPMO

Location: Mpanda Municipal Council

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

Under the 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 sample 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:**

- Medical Officer, AMO or Clinical Officer 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 application (Word, Excel, Power point)
- Willingness to stay at the working station 100%

**Key personal competences:**

- Self-motivated and able to demonstrate high initiative
- Committed
- Respect professionalism and medical conducts
- A team player
- Good interpersonal skills
- Clinical acumen in managing patients

**4. JOB TITLE: ART NURSE (3 posts)**

Report to: CTC in-charge and HJF DPMO

Location: Mpanda Municipal Council

Terms of Employment: One year contract

## **Major function of the position**

Under the 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 full 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 counseling 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 continuum of care
- Coordinate and provide routine and extensive adherence counseling to clients prior to ART initiation and throughout 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 counseling 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 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 or Degree 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: HTS Counselor (1 post)**

Report to: CTC in-charge and HJF DPMO

Location: Mpanda Municipal Council

Terms of Employment: One year contract

**Major function of the position**

Under the supervision of CTC in-charge, the HTS Counselor 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 Counselor 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 counseling 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 counseling 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 counseling 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 tools 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 or Degree 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

#### **6. JOB TITLE: HTS laboratory Technician (1 post)**

Report to: CTC in-charge and HJF DPMO

Location: Mpanda Municipal Council

Terms of Employment: One year contract

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

Laboratory technician, under the supervision of CTC in-charge, the HTS laboratory Technician will engage and mainly HIV testing service performs routine technical task and experiments in laboratories to support scientific investigations. Their duties include setting up laboratories for scientific research, conduct lab-base experiments and recording and analyzing results.

### **Duties and Responsibilities**

- Collect blood, urine and other body fluids from patients or other subjects, as well as samples of raw materials, works in progress, and completed products.
- Analyze specimens or samples using microscopes, automatic analyzers, or other instruments
- Confirm from samples or specimens that tests or experiments follow standards and protocol
- Detect potential diseases, abnormal conditions, and substance or chemicals in samples.
- Record findings and results into computers or data bases for use by physicians, scientists, or other users.
- Log the date, time and custody of test or experiment subjects
- Consult with physicians, or other experts on methods of and findings from tests.
- Clean, organize, calibrate and prepare microscopes and other laboratory instruments.

### **Qualifications:**

- Diploma in laboratory technology from recognized institution and must be registered with professional body in Tanzania (Licensing on Laboratory technology)
- Fluency in English and Kiswahili
- Willingness to stay at working station 100%

### **General Conditions**

- All applicants must be citizens of Tanzania not above 45 years
- Applicants must attach copies of all Academic and Professional Certificates, Birth Certificate and Valid Nurse licenses as per applied cadre
- All applicants must attach an up to date curriculum vitae (CV) having reliable contacts; Postal Address, email and telephone numbers and should indicate three (3) reputable referees
- Applicants should apply on the strength of their information given in this advertisement
- Form IV and VI result slips, testimonials and all partial transcripts are strictly not accepted.
- Applicants who have/were retired from Public Service for whatever reason should not apply
- Certificates from foreign examination bodies should be verified by NECTA and NACTE accordingly
- Certificates from foreign universities should be verified by TCU
- Presentation of forged certificates and other information will necessitate to legal action
- Applicants with special Needs/Case (Disabilities) are suppose/advised to indicate
- Only shortlisted candidates will be informed on a date for interview
- Deadline for application is 22/11/2021
- Hand presentation of application will not be accepted
- A signed application letter should be written either in Swahili or English. The application letter should be attached with two (2) recent passport size.
- Applicants must indicate on the envelope the post applied
- All applications must be sent through postal address:-

Municipal Director  
Mpanda Municipal Council  
P. O. BOX 216,  
**MPANDA.**



Released by;

Sophia J. Kumbuli  
**MUNICIPAL DIRECTOR**  
**MPANDA**

VIKUGUENZI WA MANISPAA  
MANISPAA YA MPANDA  
S.L.P. 216



