

THE UNITED REPUBLIC OF TANZANIA
President's Office
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

DAR ES SALAAM REGION

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REGIONAL COMMISSIONER'S OFFICE,
3 RASHID KAWAWA ROAD,
P.O. BOX 5429,
12880 DAR ES SALAAM

27 Machi, 2020.

VACANCY ANNOUNCEMENT

The Dar es Salaam Region in collaboration with ICAP a non-governmental organization whose primary aim is to contribute towards addressing public health priorities in the country and the world at large, intends to recruit staff that will foster the achievement of designated goals. The Regional Administrative Secretary therefore, would like to invite the dynamic and suitably qualified Tanzanians to fill 8 vacant posts. This job requires significant time for field work (100%).

1.0 POSITION TITLE: COMMUNITY ANTIRETROVIRAL PROVIDER (8 POSTS)

Overall Job Function:

The incumbent will liaise closely with RHMT Members, CHMTs, Regional ICAP team, health care workers and community lay workers in conducting differentiated service delivery modal of HIV care and treatment by providing comprehensive Care and Treatment services, and provision of HIV Pre Exposure Prophylaxis (PrEP) at community level according to the current National Guidelines and SOPs. The provider will work at a selected facility in a district and act as a link between health facility, Regional and District teams and ICAP, to ensure smooth implementation of HIV Care and Treatment Differentiated Service Delivery Modal (DSDM).

1.2 DUTIES AND RESPONSIBILITIES

- i. Register stable clients into outreach model by sorting eligible clients and provide education to client on outreach model for consent
- ii. Set fixed outreach point for refill all clients in collaboration with Community workers and clients
- iii. Register all clients in ART/PrEP outreach register and their fixed point
- iv. Develop work plan or monthly calendar showing exact date, time and location (fixed point) for ART/PrEP refill.
- v. Retrieve and review all files for community refill day before the event
- vi. Submit Pharmacy supply requisition one day before the event
- vii. Ensure all other logistic are in place, transport (Bajaji), register, forms etc (use checklist) Conduct comprehensive clinical services for ART/PrEP as per National care and treatment guideline (adherence counsel, pill count, clinical review, referral in case of complication)

- viii. Review client's eligibility for ART/PrEP refill on each encounter
- ix. Update all registers and forms and submit to the respective department for update into data base
- x. Return all remain medicine to the pharmacy for the update of pharmacy inventory.
- xi. Liaise with Community expert client to find fixed point in the community
- xii. Follow up with clients to remind them their refill schedule
- xiii. Complete index elicitation, set appointment for index testing for clients not received index testing

1.3 QUALIFICATIONS AND EXPERIENCE

- i. Diploma in clinical Medicine, Diploma in Nursing with current registration from the Medical Council of Tanzania and Tanzania Nursing and Midwife Council.
- ii. Trained on Comprehensive HIV Care and Treatment and Pre Exposure Prophylaxis (PrEP) services.
- iii. Minimum 2 years' on experience providing HIV care and treatment services in either facility or community setting.
- iv. Experience in working with different key and vulnerable groups on adherent to HIV care and treatment.
- v. Good experience in working and leading peers (community outreach volunteer, community expert clients) in implementation of their designated day to day activities.
- vi. Excellent speaking, reading and writing in English and Kiswahili.
- vii. Computer skills, proficiency with Microsoft Office package
- viii. Ability to work under pressure and stringent deadlines
- ix. Ability to interact well with all target groups and peer outreach workers by facilitating a non-judgmental, non-discriminatory, and non-stigmatizing environment in the program, to welcome all key and vulnerable population and beneficiaries regardless of their background.
- x. Ability to drive a Car/Bhajaji and have acquired minimum grade B National Driving License to allow him to drive four passenger vehicle in Tanzania

1.4 EMPLOYMENT STATUS

- i. Six months contract, renewable on funds availability

1.5 RENUMERATION

- i. Salary Scale will be **TGHS C1** with fringe benefits as approved.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not more than 45 years.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers
- iii. Applicants should apply on the strength of the information given in this advertisement
- iv. Applicants must attach their certified copies of the following certificates;

- Diploma/Certificates;
 - Diploma/Certificates transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable).**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted
- Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicants must attach recent Passport Size Photo in his/her Curriculum Vitae;
- vii. An applicant employed in the Public Service **should route their application letter through their respective employer;**
Applications should be submitted by **April 7th 2020**, to the Regional Administrative Secretary, P. O. Box 5429, Dar es Salaam or dropped by hand at the Dar es Salaam Regional Commissioner's Office – Ilala Boma.

NOTE: Kindly note that only shortlisted applicants will be contacted.



Lawrence Malangwa,
For: Regional Administrative Secretary
DAR ES SALAAM.