

THE UNITED REPUBLIC OF TANZANIA

**PRESIDENT'S OFFICE**  
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

Morogoro Region

**Commissioner's Office**

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Ref: No. RAS.2/122/02A/59

**Regional**

Health Department  
P.O.BOX 110,  
**MOROGORO**

22 August 2017.

**VACANCY ANNOUNCEMENT**

Morogoro regional administrative secretary office is working with USAID Boresha Afya Southern zone to increase access to high quality, comprehensive and integrated health services, in communities that serves especially women and youth.

USAID Boresha Afya is set to create a dynamic, integrated platform for delivery of health services that emphasizes intensified coordination and collaboration between the government, health facilities and communities, towards achieving HIV epidemic control while integrating FP, TB, MNCH, Malaria care and Nutrition through innovative integration approaches at all levels and opportunities.

Regional administrative secretary through USAID Boresha Afya Southern zone seeks to recruit qualified individual to fill the following positions:

**1: Care and treatment clinic (CTC) Clinicians -3 Posts – (MD/AMOs )**

Reports to: Medical officer In-Charge.

Location: Morogoro regional Hospital

Employment Status: Contract (Renewable)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- I. Provide clinical care to client receiving HIV care at Morogoro regional Hospital care and treatment clinic
- II. Organize HIV related clinical services at the CTC
- III. Ensure HIV Quality Improvement Team meets and deliberate on the most important issues identified at the site level.
- IV. Represent hospital In-charge to the Technical forums addressing HIV AIDS as called by the partners, CHMT and RHMT.
- V. Collaborate with Hospital In-charge to continuously identify service delivery gaps and communicate with relevant authorities to address them. This may include hospital management team, CHMT
- VI. Ensure service delivery data are captured well on the source documents as well on CTC 2 Database.
- VII. Collaborate with intra-facility focal from various service areas such as Pharmacy, Laboratory, Social services and Administration to ensure proper HIV services are delivered at the CTC and RCH.

- VIII. Work with CTC Nurse, RCH In-charges and HBC focal to monitor the activities carried out by the Expert Clients and Mum to Mum.
- IX. Coordinate facility based multi-disciplinary team meetings; invite the approved participants, ensures the meeting proceedings are documented and actions agreed are followed up.
- X. Responsible for generating quality HIV related CTC and PMTCT reports. (Monthly, Quarterly, SAPR and APR)
- XI. Ensure identification of patients suspicious of failing first line ART and work with the CTC team to develop individualized treatment plan.
- XII. Ensure constant availability and use of all HIV service delivery guidelines, protocols and SOPs.
- XIII. Develop a plan for Chart reviews to identify gaps and areas of service delivery improvements.
- XIV. Provide clinical care to pre-ART and ART eligible patients including clinical assessments, ordering investigations, use the results for proper treatment.

### **Qualifications/Experience**

- I. Degree in Medicine or Advanced Diploma medicine from a recognized Institution.
- II. At least 1 year of experience in providing HIV/AIDS clinical care in Tanzania.
- III. Computer literacy.
- IV. Proven interpersonal skills in working effectively as a member of a team and independently
- V. Strong ability to organize services and development of work plans.
- VI. Proven verbal and written communication skills including a demonstrated ability to write technical documents and give state-of-the-art presentations. Fluent in English and Swahili.
- VII. Willingness to work overtime, and on few weekends.

### **2) Nursing Officers (4 posts)**

Reports to: Medical officer In-Charge.

Location: Morogoro regional Hospital

Employment Status: Contract (Renewable)

### **Duties and Responsibilities**

- I. Taking general nursing care of patients at CTC;
- II. Collecting essential medical data;
- III. Supervising junior staff;
- IV. Patient ART preparedness and adherence counseling
- V. Educating patients on their health problems;
- VI. Ordering drugs from pharmacy and ward equipment from stores;
- VII. Giving health education to patients and relatives;

- VIII. Adhering to the prescribed treatment manual and procedures;
- IX. Referral management within the hospital, and with relevant institutions and community organizations
- X. Provide information and counseling on various PHDP elements such as transmission risk reduction
- XI. Nutritional and family planning advice, and adverse event management. Working in partnership with clients to develop plans for using ARV drugs as prescribed that also fit in their lifestyle, and a system to monitor the implementation of these plans.
- XII. Working with clients and their treatment supporter in a process of disclosure and identifying a treatment supporter if not yet identified
- XIII. Perform any other duties as may be assigned by the supervisor.

**Qualification and Experience:**

At least diploma in Nursing from a recognized Institution.

Must be registered by the Tanzania Nurses and Midwifery Council.

Having at least one year experiences in providing HIV/AIDS clinical care in Tanzania.

**3) Laboratory Scientist-1 Post**

Report to: Laboratory Manager

Location: Morogoro regional Hospital

Employment Status: Contract (Renewable)

**Job Purpose:**

Perform routine laboratory testing in the area of HIV viral load testing and Early Infant Diagnosis.

**Expectations:**

Laboratory Scientists are responsible for laboratory-based tasks, which include sampling, testing, measuring, recording and analyzing results in biological, chemical and physical sciences. They also provide all the required technical support to enable the laboratory to function effectively whilst adhering to correct procedures and health and safety guidelines. Additionally, laboratory scientist is expected to be a self-motivated individual who will be involved in setting and monitoring progress of laboratory program targets towards accreditation. He/She will be responsible to the laboratory manager

**Duties and Responsibilities**

1. The Lab Scientist will be responsible for equipment and instrument update and inventory as well as protection. He/she should be able to perform routine maintenance on equipment and quality control for all reagents.
2. Read, understand, and implement SOPs to fully support the laboratory towards accreditation
3. Performs daily QC runs on all laboratory tests/procedures
4. Perform pre-analytical procedures on all specimens received including but limited to registration, separation, and storage.

5. Perform immunological as well as molecular biology based assays including HIV viral load and EID in the PCR laboratory
6. Prepare samples for shipping according to SOPs
7. Document daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs specially in the PCR laboratory
8. Troubleshoot minor technical faults in machines using operation manual, document the action, and report to laboratory manager
9. Analyze samples/PT panel received for external quality control program and submit them within deadline
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor
11. Archive all the source documents after testing in the appropriate files
12. Prepare summary reports of the machines/analyzers at the end of every month
13. Any duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students

**Qualification and Work Experience:**

Hold a Bachelor of Medical Laboratory Sciences (BMLS) or any other related course from a recognized institution followed by at least 2 years post-qualification experience.

An ability to communicate fluently in both English and Kiswahili and to work both individually and as part of a team with minimal supervision is essential.

**Application process:**

To apply please indicate the position title on the envelope. Eg. **Laboratory scientist**. All applications should also include an up-to-date CV with three contactable professional references and a cover letter.

**The application should be addressed to:**

**Regional administrative secretary**

**P O Box 650**

**Morogoro**

Kindly note that only shortlisted applicants will be contacted.

Deadline:

9<sup>th</sup> September 2017