



Tanzania Health Promotion Support

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## JOB VACANCIES

Tanzania Health Promotion Support (THPS) is an indigenous NGO established under nongovernmental organization act No 24 of 2002 in 2011. THPS works in partnership with the Ministries of Health Community Development Gender Elderly and Children (MoHCDGEC) and Regional Administration and Local Governments (PORALG) with a goal of ensuring accessible high quality health care services to Tanzanians; through strengthening of health systems for quality health services including comprehensive HIV/AIDS Prevention, Care, Support and Treatment in Pwani and Kigoma regions.

THPS is currently seeking highly experienced, committed and motivated Tanzanians to fill in its vacant positions in Kigoma region for AFYA KWANZA HIV Care and Treatment Program. Below are the job descriptions:

<b>POSITION TITLE:</b>	<b>Clinical Advisor - HIV Care and Treatment (2 positions)</b>
<b>REPORTS TO:</b>	<b>Regional Manager Kigoma</b>
<b>LOCATION:</b>	<b>Kigoma Regional Office (with frequent field travel)</b>

### OVERALL JOB FUNCTION:

To provide technical support to clinical staffing for provision of multidisciplinary family-focused HIV/AIDS prevention, care and treatment services at THPS supported facilities. This entails HIV counseling and testing at all entry points including, Provider Initiated testing and Counseling (PITC), enrollment of adults and adolescents living with HIV into care and antiretroviral treatment (ART); enhancing retention and minimizing lost to follow up (LTFU), effective adherence and psychosocial support, implementation of collaborative TB/HIV activities, efficient management of commodities and ongoing mentorship and supportive supervision. S/he will work with the PMTCT/Pediatrics technical advisor to ensure that health care providers are well equipped with skills to appropriately manage infants, children and adolescents living with HIV according to national and international standards.

### KEY RESPONSIBILITIES:

- To provide direct technical assistance to the staff at THPS supported health care facilities; onsite staff capacity building on HIV/AIDS clinical management, clinical mentoring, patient flow analysis, improvement of adherence support systems, strengthen of referral systems, etc.
- To facilitate Provider Initiated Testing and counseling at all key entry points of the health facility to increase identification of PLHIV and their enrollment to Care & Treatment and retention in treatment
- To implement creatively efforts to support quality pediatric HIV services.
- To establish and monitor innovative adherence and retention strategies at THPS supported health facilities in collaboration with clinical and adherence psychosocial support and community linkages teams.
- To facilitate integration between TB and HIV services including infection control within HIV care and treatment clinics, TB screening and identification of TB suspects for diagnostic work up and treatment initiation, and isoniazid preventive therapy (IPT)
- To ensure that THPS-supported clinical care activities at multiple delivery sites conform to the Tanzanian national guidelines.
- To develop with other Advisors and Technical Director the care and treatment related materials, including job aides, protocols, algorithms and other necessary tools.
- To assist the Kigoma Regional Manager to develop Annual regional work plan and to review its implementation.
- To assist the Kigoma Regional Manager in the development of monthly and quarterly reports.
- To coordinate implementation of clinical HIV/AIDS technical support from THPS in Tanzania
- To coordinate and supervise quality improvement (QI) initiatives in the region
- To perform any other duties as may be assigned by supervisor

### QUALIFICATIONS AND EXPERIENCE

- MD; Master's degree (MPH or equivalent); Public health training is desirable.
- At least 5 years' experience in working in HIV care and treatment
- Extensive clinical experience in care and treatment of people living with HIV/AIDS
- Experience working in collaboration with local government partners (R/CHMTS) and NGOs.
- Excellent team orientation, openness, responsiveness and conflict management skills
- Ability to work independently
- Excellent English and Swahili oral/written communication
- Excellent interpersonal and management skills.
- Good communication skills.

<b>POSITION TITLE:</b>	<b>Data Manager (1 position)</b>
<b>REPORTS TO:</b>	<b>Regional Manager Kigoma &amp; MAE Director</b>
<b>LOCATION:</b>	<b>Kigoma Regional Office (with frequent field travel)</b>

### OVERALL JOB FUNCTION:

To provide technical support in implementing high-standard paper-based and computer-based health facility record keeping systems for patient record management of CTC / VCT/PITC/IAPSS/ Cervical Cancer Screening, Nutrition and palliative care programs in support of the Ministry of Health's National AIDS Control Programme. To provide technical support in data management for public health evaluations as needed.

### KEY RESPONSIBILITIES:

- Lead in maintaining and updating regional databases for care and treatment, TB/HIV, HCT, and other databases as assigned
- Assist to provide technical assistance to regional supported facilities within Kigoma region in collaboration with R/CHMT members
- Build capacity of R/CHMT in data management and data use for program improvement
- Implementation and evaluation of monitoring tools and data management
- Ensure that DQA is carried out quarterly according to DQA SOP's and that recommendations following the site DQA visit are implemented
- Ensure Kigoma Region compliance to policies for data quality assurance and reporting requirements
- Train and supervise ME officers in the councils and data entry clerks in the supported CHMTs to ensure timely data entry, cleaning on a routine basis, generation of data queries and routine progress reports
- Collaborate with other team members to prepare monthly, quarterly, semi-annual and annual reports on supported program areas
- Develop and respond to queries related to data analysis
- To perform other duties as assigned

### QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree or certified training in Computer Science, IT/IMIS, data management or a related discipline. Advanced skills in Database programming, and analytical software an advantage
- A background in nursing, health science or a related discipline are an advantage
- 3+ years relevant experience years experience with MS Access application development and use, data analyses with standard software packages and implementing protocols for data quality assurance.
- Strong supervisory and management skills
- Ability to work independently
- Fluent in English & Kiswahili
- Experience working with NGO's and/or donor-funded programs

### How to apply:

Interested applicants should send their application cover letter one page maximum and CV four pages maximum to [hr.thps@gmail.com](mailto:hr.thps@gmail.com) by April 7th 2019 with a subject line for example: Clinical Advisor HIV Care & Treatment, Data Manager Kigoma Region.

Only short listed applicants will be contacted. Please do not attach any certificates when submitting online.

THPS is an equal opportunity employer; women and people living with HIV/AIDS are encouraged to apply.