



PASADA is a faith based organization operating under the Catholic Archdiocese of Dar Es salaam. PASADA strives to reach the poorest of the poor living with HIV/AIDS and provide them with compassionate care, treatment and support services. Although sponsored by the Catholic Church, the services offered by PASADA are available to all individuals without discrimination of any sort.

PASADA AFYA JUMUISHI PROGRAM

PASADA is anticipating a sub-recipient funding from Management and Development for Health (MDH) to implement **Afya Jumuishi** program to continue provision of comprehensive HIV care and treatment service in nineteen health facilities in Dar Es Salaam region effective October 2023 to September 2024.

NB:

AVAILABILITY OF THE ADVERTISED POSITIONS IS CONTINGENT UPON SUB-RECIPIENT AWARD AND APPROVAL OF REQUESTED STAFF BUDGET FROM MDH AND DONOR.

In order to maintain high quality level services and to meet our clients' and donor's expectations, **we wish to invite applications from suitably qualified existing staff and volunteers only** to apply the following job positions:

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| 1. JOB TITLE: | Clinician (23 posts) |
| DEPARTMENT: | Program |
| SECTION: | Clinical Care |
| SUPERVISOR: | Site Manager/Clinical Director |

SUMMARY OF POSITION

To provide general clinical services to people who are living with HIV/AIDS including provision of ART and treatment for opportunistic infection. He/She will work with facility staff and supports the Care & Treatment Services to ensure efficient in provision of services, monitoring and reporting

Specific Duties and Responsibilities

- i. Taking medical history, including appropriate physical examination and laboratory investigations
- ii. Staging of HIV clients for HIV managements
- iii. Providing clinical care to HIV clients in the clinic
- iv. Providing initial ART to all HIV positive clients

- v. Management of complications of ART and opportunistic infections
- vi. In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done and properly documented
- vii. Accurate and complete documentation of client information in all clients' forms.
- viii. Providing counselling related to preventive health
- ix. Providing consultation to HIV-positive clients on the community as requested
- x. Monitoring of clients on ART, document and report any adverse drug reactions
- xi. Ensuring all clients are taken recommended investigations such as HVL, CD4 in accordance with guidelines
- xii. Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities and TB/HIV collaborative activities.
- xiii. Assess and document all referrals, make follow-up and report on referral outcomes/feedback
- xiv. Maintaining proper and accurate documentation and other data records as required for monitoring and evaluation within the clinic
- xv. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
- xvi. Initiation and monitoring of Post-Exposure Prophylaxis
- xvii. Provide health education to clients and their families
- xviii. All care and treatment is provided according to PASADA's standard Operational Procedures.
- xix. Occupational Health and safety standards are adhered to
- xx. Facilitation and participation in seminars, workshops and Continuous medical education (CMEs)
- xxi. To ensure harmonious and cordial relationship
- xxii. To keep safely and in good use all other properties and assets of PASADA entrusted to you.
- xxiii. To respect and keep the ethical values of the Archdiocese of Dar es Salaam and the code of conduct of PASADA
- xxiv. Doing any other duty as assigned by the supervisor

QUALIFICATION

- a) Diploma/Advance Diploma in clinical medicine/ Degree in Medicine
- b) HIV/AIDS trainings such as Basic ART, Comprehensive HIV care, PMTCT, Paediatric ART
- c) Good Clinical judgment in managing clients
- d) At least three years' experience in managing HIV/AIDS clients
- e) Good interpersonal skills
- f) Self-motivated and committed
- g) Basic competency with computer application

2. JOB TITLE: ART NURSE (30 posts)
DEPARTMENT: Program
SECTION: Clinical Care
SUPERVISOR: Site Manager

SUMMARY OF POSITION

The ART Nurse is responsible for the day-to-day activities ensuring that patients receive appropriate clinical care during a clinic visits, including scheduled or unscheduled appointments and laboratory test. She/ He will work with the CTC in-charge, other health facility staffs and stakeholders.

Specific Duties and Responsibilities

- i. Adhering to nursing ethics in general such as punctuality and cleanliness etc.
- ii. Perform HIV testing services (HTS) in accordance with national guideline
- iii. 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
- iv. 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 treatment
- v. Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
- vi. Ensure CTC clinic runs in accordance with national standards
- vii. Ensuring all clients are taken recommended investigations such as HVL, CD4 in accordance with guidelines.
- viii. Ensuring that clients receive appropriate clinical care during a clinic visits, including scheduled or unscheduled appointments and laboratory test.
- ix. Counselling clients with regard to HIV diagnosis, management of medications, medication and clinic visits adherence, psychosocial issues, and basic health self-care.
- x. Counselling and educating family members and care givers to promote secondary prevention of HIV infection, to improve the care of clients with HIV and to strengthen social support networks of patients
- xi. Ensure HIV disclosure and ART adherence to pediatric population is done in accordance to national standards to improve retention and viral suppression
- xii. Accurate and complete documentation of client information in CTC2 card, prescription and pharmacy module database and any other documents as necessary
- xiii. Assisting the CTC clinician in the provision of clinical care for clients.
- xiv. Ensure HIV positive women eligible for Cervical Cancer screening are screened and VIA positive are started on treatment
- xv. Work closely with CTC in charge to coordinate service provision, particularly on integration of services- RCH/PMTCT, TB/HIV and NCD
- xvi. Prepare and submit daily, weekly, monthly and quarterly report to respective supervisor
- xvii. ARVs Stock control and Management
- xviii. Provision of health education and promotion to clients and their families

- xix. Adhere to SOPs, guidelines and other safety measures
- xx. To keep safely and in good use all other properties and assets of PASADA entrusted to you.
- xxi. To respect and keep the ethical values of the Archdiocese of Dar Es Salaam and the code of conduct of PASADA
- xxii. Doing any other duty as assigned by the supervisor

QUALIFICATION

- a) Degree/Diploma in Nursing from a reputable university/college
- b) Degree/Diploma in palliative care/social work is an added advantage
- c) HIV/AID trainings such as Basic ART, Paediatrics HIV, PMTCT, Counselling
- d) Working experience in HIV/AIDS program for at least five years
- e) Compassionate and with good tracking records in performance
- f) Basic competency with computer application
- g) Analytical and problem solving skills

- 3. JOB TITLE:** Counsellor (15 posts)
DEPARTMENT: Program
SECTION: Clinical Care
REPORTS TO: Site Manager

SUMMARY OF POSITION

To offer Professional and Quality HTS related services and ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/He is responsible for the facility implementation and reporting of all HTS initiatives in her/his respective facility under the guidance of the facility in charge and in collaboration with clinical unit.

Specific Duties and Responsibilities

- i. Conducting HIV testing services, including focused PITC, index testing, Expert Client-based ART linkage in line with national guidelines.
- ii. Making sure all OPD Attendee are screened for testing and those eligible are tested and linked to care.
- iii. Providing ongoing adherence counselling while maintaining confidentiality to clients
- iv. To facilitate group counselling to newly diagnosed clients
- v. Keeping accurate HTS records (HTS registers, reports and referral / linkage reports)
- vi. Compiling and submit HTS reports on weekly-monthly and / or quarter to the Data Manager
- vii. Working with team members to monitor quality improvement plans with regard to the established performance indicators.
- viii. Creating awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyle

- ix. Monitoring the quality of test kits using suitable control materials or samples
- x. Ensuring and be in line with current National HTS guidelines to ensure correct testing services.
- xi. Ensuring safe storage of HTS related items and to request or prepare all necessary consumables for undertaking the HTS activities on time.
- xii. Ensuring a newly identified client's contacts details are well documented (map cue, telephone numbers and treatment supporter information).
- xiii. Working with team members to ensure successful early retention of newly identified clients
- xiv. Maintain a current list of community and institutional referral resources such as infectious disease specialists and health centres apart from PASADA, other free health centres, social services agencies, emergency medical services, legal and spiritual support services etc.
- xv. Performing any other duties as assigned by the supervisor.

Requirements: Education, work experience and skills

- a) At least bachelor degree in psychology and counselling or Diploma or Certificate in Counselling, Nursing or clinical medicine or social work or other related fields.
- b) At least three years of relevant experience in Testing and counselling.
- c) Working experience in HIV program, preferably in similar position will be highly considered.
- d) Analytical and problem-solving skills, multi-tasking organizational skills.
- e) Working experience in HIV/AIDS care and treatment program will be added advantage.
- f) High level of integrity
- g) Ability to work and deliver under pressure and tight deadlines with minimum supervision.
- h) Ability to interpret data, compiling reports weekly, monthly, quarterly and annually.
- i) Ability to communicate fluently in English and Swahili (both verbal and written)
- j) Must be computer literate – conversant with Microsoft office i.e. word, Excel, and PowerPoint.
- k) Valid HIV Testing license/certificate

4. JOB TITLE:	Clinical Tracker (13 posts)
DEPARTMENT:	Program
SECTION:	Monitoring and Evaluation
REPORT TO:	Data Manager with dotted line to Site Manager

SUMMARY OF POSITION

The Clinical Tracker supports the facility to ensure efficient implementation and reporting of and ART linkage and tracking at the facility. She/He is responsible for ensuring HIV positive clients linked into care and treatment services remain in long life ART use.

Duties and Responsibilities

- i. Record and report tracking services daily, weekly, monthly and quarterly

- ii. Identify patients who missed their clinic visits schedule timely and conduct telephone tracking
- iii. Prepare, share list of clients who missed appointment with health providers/peers/community trackers
- iv. Conduct home visits to track all clients who missed their scheduled visit that were not found through the phone and those who don't have telephone
- v. Update and facilitate data entry of all tracking outcomes into the CTC2 card and database, working with clinician/counsellor and data officer
- vi. Conduct weekly review of CTC2 cards and database to ensure that tracking outcomes are updated and entered on CTC2 database
- vii. Ensure unknown clients are tracked timely and 70% returned to care monthly
- viii. Work with counsellor and clinician to ensure that all clients have up to date/ reachable phone contact details and physical address on record (Map cue)
- ix. Work with counsellor/Clinician/ ART Nurse and data officer to confirm that all clients that are transferred out reached their destination facility
- x. Provide health education on importance of clinic adherence to clients and family
- xi. Support patient adherence to medication and clinic visit schedules
- xii. Prepare summary report weekly, monthly and quarterly and submit to site manager for verification and signature and submit to Data Collection team at PASADA
- xiii. Participate in data management and net loss analysis at facility.
- xiv. Participate in QI activities that aimed to increase retention at facility level
- xv. Ensure confidentiality of client's information
- xvi. Perform any other duties as assigned by supervisor

Requirements: Education, work experience and skills

- a) Certificate or diploma level training in community medicine, nursing or related health field with computer basic skills.
- b) A minimum of 3 years working experience in HIV program, preferably in a similar position will be highly considered
- c) Analytical and problem-solving skills, multi-tasking and organizational skills.
- d) Work experience in HIV/AIDS care and treatment program will be an advantage.
- e) Highest level of integrity.
- f) Ability to work and deliver under pressure and tight deadlines with minimum supervision.
- g) Excellent communication skills (both verbal and written).
- h) Must be computer literate – conversant with Microsoft Office i.e., Word, Excel, PowerPoint.

- 5. JOB TITLE:** Data Officer (19 posts)
DEPARTMENT: Program
SECTION: Monitoring and Evaluation
REPORTS TO: Data Manager with dotted line to Site Manager

SUMMARY OF POSITION

To enter into computer first visit data, post-test results and assist with data recording from care and treatment attendances

Duties and Responsibilities:

- i. Ensure completeness of all variables in the data collection and reporting tools.
- ii. Ensure all files and client results are entered in the database on time and no backlog.
- iii. Verify the accuracy and reliability of the recorded and reported data.
- iv. Ensure all SOP and guidelines on how to fill data collection and reporting tools are available and used accordingly.
- v. Produce facility daily, weekly, monthly/quarterly reports in collaboration with counsellor, Nurse and clinical Tracker, ensure timely submission to site Manager for verification and PASADA data collection team and other stakeholder.
- vi. Ensure analysis and summarization of data and reports is properly done.
- vii. Ensure proper storage of files, reports and all data related to HIV and AIDS, as well as a proper filing system using appropriate registration numbers to simplify storage and retrieval of documents.
- viii. Ensure staff who are involved in data recording and reporting in the database have their own pass word to log in.
- ix. Implement data quality activities in all sections of the facility where data are being collected and reported
- x. Ensure data are well stored and protected from damage.
- xi. Participate in data management and net loss analysis at facility.
- xii. Participate in QI activities that aimed to increase retention at facility level
- xiii. Bring up ideas/ comments that may contribute to better system for data management
- xiv. Ensure confidentiality of client's information
- xv. Not allowed to delete or give out any facility data / client's information without permission of site Manager/ Data Manager/ASS. Data Manager or Medical Director
- xvi. Report any challenges encountered to site manager/ Data manager
- xvii. Perform any other duties as assigned by site Manager

Requirements: Education, work experience and skills

- a) Diploma in Computer Science or Health Informatics or Statistics or Information and Communication Technology (ICT) or related field
- b) A minimum of three (3) years' experience working as a data entry officer in the HIV/AIDS program settings.
- c) Analytical and problem-solving skills, multi-tasking and organizational skills.
- d) Ability to communicate fluently in both English and Kiswahili- verbal and written
- e) Ability to work both individually and as part of a team with minimal supervision.
- f) Ability to maintain confidentiality in all aspects.
- g) Excellent communication skills (both verbal and written).

- h) **Must be computer literate** – conversant with Microsoft Office i.e. Word, Excel, PowerPoint.

6. JOB TITLE: Driver (6 post)
DEPARTMENT: Administration
SECTION: Transport and Logistics
REPORTS TO: Procurement and Logistics Officer

SUMMARY OF POSITION

Driving staff or clients to their desired destinations, maintaining the vehicle safe and clean, arranging regular cleaning and maintenance services for the vehicle, planning each route based on road and traffic conditions.

Duties and Responsibilities

- i. Operates assigned vehicle in a safe and courteous manner;
- ii. Maintains defensive driving;
- iii. Provides a communication link between clients and staff,
- iv. Assists passengers, including handicapped, in and out of the vehicle; operates ramps, lifts and securement devices as needed;
- v. Reads and interprets maps and driving directions to plan the most efficient route service for staff, and reads and interprets road signs;
- vi. Presents safety briefing to passengers prior to each trip departure;
- vii. Keeps the assigned vehicle(s) clean inside and outside;
- viii. Maintains accurate, up-to-date records on trip sheets, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management;
- ix. Performs minor maintenance tasks on assigned vehicle(s) as required;
- x. Fuels the assigned vehicle(s);
- xi. Coordinates the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions;

Requirements: Education, Work experience and Skills:

a) Acceptable Experience and Training:

Must have completed Primary or Secondary School and know how to read, write and count; must be a minimum of 25 years of age, and possess and maintain a safe and clean driving record of at least two years.

b) Certificates and Licenses Required:

Must possess a valid Tanzanian driver's license Class C. Those with Trade test or motor mechanics training will have an advantage.

How to apply:

All application letters should indicate the position of interest on the envelope, attached with detailed Current curriculum vitae, certified photocopies of certificates, testimonials, transcripts and names of two referees and day time telephone number for confidential contact, should be sent **not later than 20th September 2023**, interested candidates are encouraged to physically bring their applications at Temeke Chang'ombe opposite Police Chang'ombe within Catholic Church Compound or send them online using info@pasada.or.tz. Only shortlisted applicants will be contacted.

The contact address is;

The PASADA Executive Director
PASADA P. O. Box 70225
DAR ES SALAAM, Tanzania.

NON DISCRIMINATION NOTE:

PASADA advocates and upholds the principle of equal opportunity for all and does not discriminate in its short listing, selection or employment practices that are based on racial, creed, sexual orientation, religious basis, sex, nationality, political affiliation, gender bases, marital status, inability or disability, or any other form which does not constitute merits.

Please also visit our Website for more about the organization:

<https://www.pasada.or.tz>

Approved
CA
14/09/2023

