



## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 101)

**Job title:** Regional Senior HIV Testing Service (HTS) officer

**Location:** Tigray Regional Health bureau (TRHB), **Mekelle**, Tigray, Ethiopia

**Category:** Health Care

**Supervised by:** HIV clinical case team

**Supervises:** Town and facility level HTS coordinators

**Career Level:** Senior

**Employment Type:** Contractual

**Number required:** 1 (one)

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the Regional **Senior HTC officer** will oversees over-all HTS activities at the Health facilities and towns in the priority towns (Alamata and Mekelle) of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent capacitate the HFs to increase case detection through minimized efforts by minimizing missed opportunities and increasing quality of targeted testing; improve data management and use by the HFs for decision-making. Updates the HFs and his/her subordinates on new directions and recommendations.

### MAJOR DUTIES AND RESPONSIBILITIES:



Under the supervision of the TRHB Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team, the Regional senior HTC officer will have the following responsibilities:

- Ensures HTC services are being delivered regularly in both towns.
- Ensures the provision of HTC services at all HFs in the priority towns.
- Supervises the town-level mentorship and supportive supervision are being conducted as per the SOP and schedule in the priority towns.
- Coordinates the over-all HTS activities, including HTC training need assessment of HCPs in the priority towns.
- Reviews targeted HIV testing on each testing facility in the both towns based on MARPS, age and sex.
- Compiles and analyses data form testing sites in the towns, and interprets/ assesses quality of the testing with respect to yield, and gives feedback to the town/ HF level HCT coordinators.
- Gives and channels down new directions and updates from the federal or regional levels to the facilities through the way of the town or HF level coordinators.
- Supervises the HFs at both towns on quality of targeted testing on regular basis and ensures target testing at all facilities is being conducted through individual based sexual risk assessment and proper identification of MARPS.



- Ensures intra-facility/inter-facility referrals of newly identified HIV-positive clients at all facilities in the priority towns are conducted through escorting and referral slip; and feedback mechanisms are established. Supervises same-day ART initiation at each facility in both towns, and previously pre-ART clients are being retested before they are being started on ART.
- Ensures routine DBS testing are being performed according to the national recommendation in all HFs in the priority towns; monitors number of samples referred, results received, and their proper documentation at the regional level.
- Conducts regional-level RM for both towns, follows catchment area meeting at the priority towns have been conducted according to schedule, and takes part in them.
- Monitors the availability of rapid test kits (RTK) and other HIV commodities in all HFs in the priority towns, communicates with PFSA and TRHB focal people for HIV SCM and establishes fast replenishment mechanism in the priority towns.
- Supervises all HFs in the priority towns have established RTK quality control and quality assurance mechanisms.
- Ensures quality assurance for HIV testing & counseling in each HF in the priority towns is in line with national guidelines.
- Supervises the over-all activities of the town level and HF level HTC coordinators.



- Carries out other related duties and responsibilities assigned to him/her by the immediate supervisor

**JOB REQUIREMENTS:**

- MD, Masters in Public Health, infectious disease or in any other health-related fields with health back ground (MD, HO, nurse)
- Work Experience: At least 5 years' experience in HIV/AIDS care delivery and program management
- Training on comprehensive HIV prevention, care and treatment and other HIV-related topics is **mandatory**
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English
- Basic computer knowledge with ability to use the MS office application

**Tigray Regional Health Bureau** is an equal opportunity employer; women and people living with HIV/AIDS are encouraged to apply.

**How to Apply:** Interested candidates with the required qualification and experience are invited to submit application letters along with CV and photocopies of certificates and testimonials as well as names and contact



information for 3 professional references other supporting documents to the following address:

- In person to Tigray Regional Health Bureau Human Resource Directorate
- Online at: [jobs@tigrayrhb.org](mailto:jobs@tigrayrhb.org)

Applicants may apply for more than one position. The application letter should be clearly marked with each position and set priorities as “1, 2, 3,...”.

Only short-listed applicants will be notified for interview and exam

Receiving applications is **September 18-29, 2017**.

Closing date: **September 29/2017 at 5:00 PM**

**Point of Contact:**

- **Ato Zenebe G/hiwot or W/ro Meseret Weldegiorgis**
- **Phone no.: 03444416058**

**About the Organization:**

The Bureau of Health, Tigray Regional State is a governmental organization responsible for the overall health care and related activities in the region. The bureau seeks to achieve the global Fast-Track milestones of the 3 90's by 2020 to end the AIDS epidemic by 2030 by preventing new HIV infection and eradicating AIDS through, advocacy, prevention, and care and treatment programs.



## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 102)

**Job Title:** Senior Quality Improvement officer

**Category:** Health Care

**Location:** TRHB, Tigray, Ethiopia

**Supervised by:** Curative and rehabilitative core process owner (deputy head)

**Reports to:** Multisectoral response for HIV/AIDS core process owner/Project officer

**Supervises:** Facility quality Improvement officers

**Employment Type:** Contract

**Number required:** 1 (one)

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Curative and rehabilitative core process owner the **Senior Quality Improvement officer** will lead and direct process of overall quality improvement activities that produce better patient care in a more efficient way of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent develops programs to review and evaluate patient care and outcomes. Implements a strategy and plans for a quality improvement function within the facilities and woredas in collaboration with the administrative and clinical leaders of the



hospital/health centers. Tracks and presents results of improvement efforts and ongoing measures of clinical processes to management.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Supports the accomplishment of corporate strategic plans that achieve high impact and significant improvements in organizational performance.
- Systematically applies and teaches the science and theory of project management to achieve results on time and within budget.
- Supervises employees who lead or facilitate quality improvement activities, provide project management, data analysis and measurement of outcomes, document and report the results and accomplishments of quality improvement initiatives.
- Has input and impact on budgeting, controlling costs, planning, scheduling, and procedural change in order to achieve and maintain an efficient, cost-effective program.
- Oversees and monitors the development and implementation of the quality improvement program
- Performs under minimal supervision with accountability for specific goals/objectives.
- Works with the Bureau/Deputy head and others to develop performance improvement targets for quality service, and efficiency of the organization.
- Provides leadership for implementing changes targeted at systems improvement. Measures and evaluates attainment of results.



- Applies, teaches, and skillfully uses techniques for system design, reengineering, quality improvement, outcomes measurement, and statistical analysis.
- Assures that improvement activities are documented and reported within the organization and externally as appropriate.
- Coach and demonstrates problem solving, leadership, conflict management, and team building skills in order to ensure a productive work environment and achievement of goals

**JOB REQUIREMENTS:**

**Education:** Medical Doctor

**Work Experience Required:** 2 years and above of work experience in healthcare, minimum one year of progressively responsible management experience. Specific healthcare work experience in quality improvement, systems design, or project management **desired:**

**Skills/Knowledge Required:**

**Demonstrates experience with and skilled use of:**

- Project management techniques or software to achieve results on time and within budget. Is outcome and results oriented.
- The basic tools of continuous improvement, work process redesign, or reengineering.
- Descriptive statistics and a comprehensive understanding of the appropriate applications of interpretive statistics.
- Organization and planning, managing multiple demands, and achieving results.
- Analytical reasoning, interprets and evaluates complex information, while identifying patterns and essential issues.





- Word processing, spreadsheets, and database software.
- Team development and facilitation techniques applied to quality improvement or project teams to achieve their highest potential.
- Superb written and oral communication skills with particular emphasis on presentation skills

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State of Tigray,

Bureau of Health

eradicating AIDS through, advocacy, prevention, and care and treatment programs.

## JOB VACANCY ANNOUNCEMENT

**Job ID: (TRHBHR 103)**

**Job Title: HIV Quality Improvement officer**

**Category:** Health Care

**Location:** Tigray Regional Health Bureau, Mekelle, Tigray, Ethiopia

**Supervised by:** Multisectoral response for HIV/AIDS prevention and control core process owner (deputy head)

**Reports to:** Clinical HIV/STI clinical case team/Project officer

**Supervises:** Facility quality Improvement officers

**Employment Type:** Contract

**Number required:** 1(one)

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the **HIV Quality Improvement officer** will lead and direct process of overall HIV/AIDS quality improvement activities that produce better case detection, patient care and retention in treatments in a more efficient way of the outcome of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent develops programs to review and evaluate case detection, patient care and outcomes. Implements a strategy



and plans for a quality improvement function within the facilities and woredas in collaboration with the woredas and clinical leaders of the hospital/health centers. Tracks and presents results of improvement efforts and ongoing measures of clinical processes to management.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Develop timely work plans and budgets for activities to support and use quality improvement methodologies to improve HIV detection, care and survival
- Provides leadership for implementing changes targeted at systems improvement. Measures and evaluates attainment of results.
- Efficiently coordinate the implementation of activities to improve care for people with HIV
- Manage a quality improvement collaborative of health facilities of 13 scale up towns to improve care for people with HIV, including conducting peer learning sessions and site coaching.
- Applies, teaches, and skillfully uses techniques for system design, reengineering, quality improvement, outcomes measurement, and statistical analysis.
- Regular report writing including progress reports, and success stories
- Assures that improvement activities are documented and reported within the organization and externally as appropriate.
- Support health facilities and woredas quality improvement teams conduct monthly data collection, analysis, use and reporting



- Develop and update materials for trainings, learning sessions and coaching visits

### **JOB REQUIREMENTS:**

- Master's in public health, healthcare administration, MBA and related fields
- Minimum of Five (5) years' work experience
- Familiarity with quality improvement methodologies is desired
- Excellent writing and verbal communication skills
- Descriptive statistics and a comprehensive understanding of the appropriate applications of interpretive statistics.
- Organization and planning, managing multiple demands, and achieving results.
- Analytical reasoning, interprets and evaluates complex information, while identifying patterns and essential issues.
- Word processing, spreadsheets, and DBM softwares.
- Team development and facilitation techniques applied to quality improvement or project teams to achieve their highest potential.
- Willingness to travel and spend over 50% of their time in the field

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## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 104)

**Job Title: Regional Viral Load technologist**

**Category:** Health Care

**Location:** Tigray Health Research Institute (THRI), Mekelle, Tigray, Ethiopia

**Immediate supervisor:** THRI: Regional Laboratory Head

**Reports to:** Clinical HIV/STI clinical case team/Project officer

**Supervises:** Facility Laboratory for viral load activities

**Employment Type:** Contract

**Number required:** 1(one)

**Salary:** Negotiable

### JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, and Tigray Health Research Institute and its regional laboratory, the Viral load lab technologist provide technical assistance on viral load sample transportation and referrals of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible to process viral load and DBS samples and timely feedback to facilities patient management.

### MAJOR DUTIES AND RESPONSIBILITIES

Under the supervision by the regional director, the Regional Lab Advisor will have the following responsibilities



- Support RHB/RRL to update mapping of lab location to strengthen integrated multi specimen referral networking based on the distance and access between clinics;
- Ensure proper and uninterrupted lab referral system like viral load, CD4 and DBS sample referral
- Oversee monitoring of patient viral loads in specified facilities and communities with the goal of achieving 90% suppression among people receiving ART
- Responsible for the specialized viral load/lab strengthening interventions
- Perform all aspects of HIV viral load/EID laboratory testing work necessary to support diagnosis and Patient monitoring
- Maintain laboratory QC/QA in the performance of assigned duties
- Perform all aspects pf CD4 T-Lymphocyte cell count of HIV infected individuals
- Play a key role in planning and implementation of viral load/lab strengthening activities
- Record test results obtained in an organized and timely manner and write summary reports



- Document all problems encountered with samples/equipment and forward them for action
- Observe at all times to ensure quality work is attained
- Facilitate PT testing and other EQA schemes as recommended by the quality assurance officer
- Support validation of new HIV testing protocols or platforms
- Ensure proper operational procedures and laboratory safety precautions are maintained and adhered to in the laboratory
- Support RRL in strengthening regional external quality assurance program (REQAS) for HIV related testing
- Assists RHB/RRLs in planning and implementation lab mentorship and identify gaps/challenges and develop action item to ensure quality lab services
- Work closely with techno center case team on equipment and supplies need assessment to strengthen lab services of the region
- Ensure adequate stock of reagents and other consumables are available and track usage
- Support RHB/RRLs in the development and/or adaptation of records such as logbooks for daily laboratory activity, recording logbooks, log





sheets for stock and inventory management, quality control and specimen tracking

- Contributing to program monitoring and evaluation
- Support the laboratory in achieving and maintaining accreditation for regional and facility laboratories
- Prepare monthly, quarterly, semi-annual and annual work plans and reports;
- Participate in regional HIV technical working group
- Perform any other related duties assigned by the Regional Laboratory Director and project officer

### **JOB REQUIREMENTS:**

- MSc/ BSC Degree in Laboratory Science
- At least 5 years related work experience
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office application



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## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 105)

**Job Title: Senior Regional Health Management Information Systems (HMIS) officers**

**Category:** Health Care

**Location:** TRHB, Tigray, Ethiopia

**Supervised by:** HMIS case team coordinator/Developmental planning, monitoring and evaluation directorate

**Reports to:** Multisectoral response for HIV/AIDS/Project officer

**Supervises:** Monitoring and Evaluation officers, HMIS supporters

**Employment Type:** Contract

**Number required:** 2(two)

**Salary:** Negotiable

### JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, Developmental Planning, monitoring and evaluation directorate and its HMIS case team, the HMIS officers will be responsible for the coordination and implementation of the CDC funded project reports “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for all the paper-based and electronic HMIS, EMR, EMR-HIV, HRIS and CHIS/IVR reports, capacity building of M&E staff,



data quality assurance and improvement, performance monitoring, reporting and Computer trouble shooting.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of TRHB, Developmental Planning, monitoring and evaluation directorate director and HMIS case coordinator, **the Senior Regional HMIS Officer** will have the following duties and responsibilities:

- Plays an active role in HMIS, eHMIS, EMR , EMR-HIV and HRIS implementation plans, strategies, and outcomes in collaboration with the Regional Health Bureau, Sub city Health Departments, Woreda Health Offices, and health care facilities to ensure coordinated approach on implementation work plans
- Provide technical assistance to the implementation of the national Woreda Based/M&E plan
- Ensure that data collection, record keeping and timely data transmission are properly organized and carried out by the respective organization and facilities.
- Supervise on a regular basis, together with national, regional, woreda officers in the geographic area of competence, ensuring that they carry out proper M&E and reporting activities.
- Organize and implement relevant training of staff to address shortfalls in the implementation and data collection process
- Evaluate the progress of the implementation and prepare result based progress reports in coordination with local staff
- Ensure the implementation of appropriate HMIS, eHMIS, EMR and HRIS policies, processes and systems are in place



- Support RHB in conducting regular source document DQA, and follow up quality improvement plan with site staff involvement in data collection
- Consolidate and produce narrative reports on measurement indicators and achievement of results
- Implement and/or Re-initiating the EMR, EMR-HIV, EHMIS/PHEM and HRIS for already implemented or new sites;
- Follow-up, Mentor, and supervise the proper utilization of the software (EMR, EMR-HIV, HRIS, EHMIS/PHEM, CHIS) in each site;
- Support RHB to closely follow the regular updating of electronic databases at all levels supported by the regional office.
- Identify and report new requirements demanded from the health institutes, high level
- Hard ware and software problem happening to immediate supervisor as well as also the concerned body on time;
- Monitor and report on activities and performance as required; prepare and submit the finalized weekly and monthly work plan /schedule of HMIS, CHIS, EMR, EMR-HIV, CHIS, & EHMIS implementation to respective supervisors
- Provide technical assistance to the RHB to develop a system of M&E mentorship and mentorship tools including checklists, feedback and reporting templates
- Ensure that internal and external M&E Mentorships are properly conducted by government Mentors according to the plan; reports are sent to higher level and archived at the Mentee and Mentor organizations



- Develop and implement mechanisms for documentation, collection and timely submission of PEPFAR required non HMIS MER indicators
- Support RHB in the generation, review and submission and use of MER indicators through DATIM
- Train on HMIS, EMR, EMR-HIV, EHMIS/PHEM, CHIS, HRIS and other M&E products
- Responsible for TenaCareIVR reporting, training and troubleshooting
- Train on data use and analysis
- Be familiar with statistical packages
- Ensure availability of M&E staff/Data Clerks and support in the recruitment and in training of newly hired M&E staffs
- Control and discipline employee workers under her/his supervision.
- Prepare the plan and budget of the department/unit.
- Evaluate the performance of employees under his supervision.
- Prepare performance report under his supervision.
- Perform other duties assigned by the immediate supervisor.

**JOB REQUIREMENTS:**

- MSc Degree in Epidemiology; Biostatistics; Health informatics, M&E; Master's in Public Health, or related field
- Minimum of 5 years of related work experience
- Acquainted with M&E/HMIS system, eHMIS, EMR, EMR-HIV, HRIS
- Excellent computer knowledge with ability to use the MS office application and analytic tools and databases including Epi-Info, SPSS and SQL
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills



- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office application.
- Certificate of training in eHMIS, EMR, EMR-HIV is advantage
- Work experience with governmental and/or non-governmental organization in eHMIS, EMR, EMR-HIV is preferable

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**JOB VACANCY ANNOUNCEMENT****Job ID: (TRHBHR 106)****Job Title:** Regional HMIS officers**Category:** Health Care**Location:** TRHB, Mekelle, Tigray, Ethiopia**Supervised by:** Senior HMIS officer**Supervises (technical):** Facility Data clerks/HIT**Employment Type:** Contract**Carrier Level:** senior**Number required:** 2 (two)**Salary:** Negotiable**JOB SUMMARY**

Under the guidance of Tigray Regional Health Bureau, Developmental Planning supportive process and its HMIS case team, the HMIS supporters will be responsible for the coordination and implementation of the CDC funded project reports "Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services" by the Health Bureau of





Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President's Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for all the paper-based and electronic HMIS, EMR, EMR-HIV, HRIS and CHIS/IVR reports, data quality assurance and improvement, performance monitoring, reporting and Computer trouble shooting in the region under the direction of the Senior HMIS officer.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of TRHB, Developmental Planning directorate and HMIS case coordinator, **the Regional HMIS officer** will have the following responsibilities:

- Responsible computer trouble shooting and training, establish back up system,
- Personal computing support, hardware and software repair and recommendation, audio and web conferencing,
- Data base administration and support, software distribution ,
- Cyber threat incidence response, security awareness and education, virus detection and interventions.
- Follow-up, Mentor, and supervise the proper utilization of the software (EMR, EMR-HIV, HRIS, EHMIS/PHEM, CHIS) in each site;
- Implement and/or Re-initiating the EMR, EMR-HIV, EHMIS/PHEM and HRIS for already implemented or new sites;
- Support RHB to closely follow the regular updating of electronic databases at all levels supported by the regional office.
- Hard ware and software problem happening to immediate supervisor as well as also the concerned body on time;
- Plays an active role in HMIS, eHMIS, EMR , EMR-HIV and HRIS implementation plans, strategies, and outcomes in collaboration with the Regional Health Bureau, Sub city Health Departments, Woreda Health Offices, and health care facilities to ensure coordinated approach on implementation work plans



- Monitor and report on activities and performance as required; prepare and submit the finalized weekly and monthly work plan /schedule of HMIS, CHIS, EMR, EMR-HIV, CHIS, & EHMIS implementation to respective supervisors
- Develop and implement mechanisms for documentation, collection and timely submission of PEPFAR required non HMIS MER indicators
- Train on HMIS, EMR, EMR-HIV, EHMIS/PHEM, CHIS, HRIS and other M&E products
- Responsible for TenaCareIVR reporting, training and troubleshooting
- Consolidate and produce narrative reports on measurement indicators and achievement of results
- Perform other duties assigned by the immediate supervisor.

### **JOB REQUIREMENTS:**

- MSc in Epidemiology; Biostatistics; Health informatics; Computer Science, M&E or related field with 2 years of related work experience
- BSC in Biostatistics, Health informatics, Computer science, M&E or related field with 5 years of related work experience
- Acquainted with computer trouble shooting, HMIS system, eHMIS, EMR, EMR-HIV, HRIS
- Advanced computer knowledge with trouble shooting hardware and software components
- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Certificate of training in eHMIS, EMR, EMR-HIV is advantage
- Work experience with governmental and/or non-governmental organization in eHMIS, EMR, EMR-HIV and computer trouble shooting is preferable



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State of Tigray,

Bureau of Health

eradicating AIDS through, advocacy, prevention, and care and treatment programs.

## JOB VACANCY ANNOUNCEMENT

**Job ID: (TRHBHR 107)**

**Job title: Town HIV Testing Service Coordinator**

**Location:** Alamata town and Mekelle town, Tigray, Ethiopia

**Category:** Health Care

**Supervised by:** Regional Senior HTS officer

**Supervises:** Facility level HTS coordinators

**Career Level:** Medium

**Employment Type:** Contractual

**Number required:** 3 (Three)

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the Regional **Senior HTC officer** will oversees over-all HTS activities at the respective Health facilities and towns in the priority towns (Alamata and Mekelle) of the surge strategy of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent capacitate the HFs to increase case detection through minimized efforts by minimizing missed opportunities and increasing quality of targeted testing; improve data management and use by



the HFs for decision-making. Updates the HFs and his/her subordinates on new directions and recommendations.

**MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision of TRHB Senior HTC officer will have the following responsibilities:

- Ensures HTC services are being delivered regularly in the community
- Ensures the provision of HTC services at all HFs in the town.
- Supports the district level /town-level mentorship and supportive supervision by the woreda/zonal HO.
- Coordinates the over-all HTS activities, including HTC training need assessment of HCPs at woreda or town level.
- Reviews targeted HIV testing on each testing facility in the town based on MARPS, age and sex.
- Compiles and analyses data form testing sites in the town, and interprets/ assesses quality of the testing with respect to yield, and gives feedback to the HF level HCT coordinator.
- Gives and channels down new directions and updates from the town or regional levels to the facilities.
- Orientates HF HCT coordinator continuously and ensures target testing at all facilities is being conducted through individual based sexual risk assessment and proper identification of MARPS.



- Ensures all facilities are conducting an escorting-based intra-facility referral; and feedback mechanisms are established.
- Supervises same-day ART initiation at each facility, and previously pre-ART clients are being retested before being started on ART.
- Ensures routine and targeted viral load testing are being performed according to the national recommendation in all HFs; monitors number of samples referred, results received, and their proper documentation at town level.
- Ensures VL results are being used for clinical care of patients in all testing sites, and supports HFs and takes part in clinical decision making.
- Conducts town-level RM, follows MDT, PMT and catchment area meeting have been conducted according to schedule, and takes part in them
- Monitors the availability of rapid test kits (RTK) and other HIV commodities in all HFs in the town, regularly conducts redistribution among HFs when necessary, and establishes fast replenishment mechanism in the town using the incident reporting template.
- Supervises all HFs have established RTK quality control and quality assurance mechanisms.
- Ensures quality assurance for HIV testing & counseling in each HF is in line with national guidelines.



- Carries out other related duties and responsibilities assigned to him/her by the immediate supervisor, Town/ Zonal HO and TRHB.

### **JOB REQUIREMENTS:**

- Health officer, MSc in PH, infectious disease and other health-related fields.
- Work Experience: Minimum 5 years' experience in HIV/AIDS care delivery and program management.
- Training on comprehensive HIV prevention, care and treatment and other HIV-related topics is mandatory.
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office application.

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Receiving applications is **September 18-29, 2017**.

Closing date: **September 29/2017 at 5:00 PM**

**Point of Contact:**

- **Ato Zenebe G/hiwot or W/ro Meseret Weldegiorgis**
- **Phone no.: 03444416058**

**About the Organization:**

The Bureau of Health, Tigray Regional State is a governmental organization responsible for the overall health care and related activities in the region. The bureau seeks to achieve the global Fast-Track milestones of the 3 90's by 2020 to end the AIDS epidemic by 2030 by preventing new HIV infection and eradicating AIDS through, advocacy, prevention, and care and treatment programs.

## **JOB VACANCY ANNOUNCEMENT**

**Job ID: (TRHBHR 108)**

**Job Title:** Town HIV Care and treatment Coordinator

**Category:** Health Care

**Location:** Alamata town and Mekelle town, Tigray, Ethiopia

**Immediate supervisor:** Respective Zonal/town Health office, HIV version coordinator

**Intermediate supervisor:** Regional project clinical Advisor

**Career Level:** midlevel





**Employment Type:** Contract

**Number required:** 3(Three)

**Salary:** Negotiable

### **JOB SUMMARY**

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV prevention care and support core process the town level care and treatment coordinators will be responsible for the coordination and implementation of the CDC funded surge strategy of the project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for carrying out a range activities to support the zonal/town Health office to own, operationalize and implement the 2<sup>nd</sup> and 3<sup>rd</sup> 90. She/he provides technical support to the town HIV version on HIV care and treatment programs, and the town program managers in achieving quality HIV care and treatment service in the catchment Health facilities. ers

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Provide technical assistance to the town Program Department on the overall HIV care and treatment program implementation
- Monitoring performance of catchment health facilities targeted testing and same-day ART initiation
- Support the implementation of programmatic and service linkages, both within and between facilities, and between facilities and communities
- Provide technical support on same-day ART initiation for newly identified PLHIV and retention in care and treatment of the catchment HFs



- Support to Enhance TB/HIV collaborative activities for increased yield and linkage
- Provide technical support on routine viral load testing, effective sample referral, use of results for decision making, and reporting of performance in catchment HFs
- Coordinate and collaborate with activities of other HIV epidemic control implementers and stakeholders with in the sub city.
- Monitor & Ensure Social mobilization and demand creation activities on targeted HTS & the same day ART initiation in the town
- Collaborate with sub city M/E officer to ensure the deployment of site monitoring and rapid assessment tools to improve site-level program performance
- Review weekly and monthly reports from sites & uses these reports to guide technical assistance and quality improvement measures in the sub city
- Ensure weekly & monthly reports are reviewed compiled and submitted to each Woredas in the town & TRHB CUI steering committee.
- Conduct a minimum of one site visit, per month, to every facility within the sub city with archival of written feedback.

### **JOB REQUIREMENTS:**

- Msc/BSC/in public health, nursing
- Work Experience: Minimum 5 years' experience in HIV/AIDS care delivery and program management
- Having trainings on Consolidated HTC & ART(Basic or TOT) or Clinical mentoring, or PMTCT **Experience is mandatory**
- Experience in clinical mentorship and coordination is desirable
- Ability to establish and maintain excellent work relationship



- Strong interpersonal communication skills
- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office application.

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2030 by preventing new HIV infection and eradicating AIDS through, advocacy, prevention, and care and treatment programs.

## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 109)

**Job Title:** Monitoring and Evaluation (M/E) Coordinator

**Category:** Health Care

**Location:** Alamata town and Mekelle town, Tigray, Ethiopia

**Immediate supervisor:** Respective Zonal/town Health office, HIV version coordinator

**Intermediate supervisor:** Regional project M/E Advisor

**Career Level:** midlevel

**Employment Type:** Contract

**Number required:** 3(Three)

**Salary:** Negotiable

### JOB SUMMARY

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV prevention care and support core process the town level M/E coordinators will be responsible for the coordination and implementation of the CDC funded surge strategy reports of the project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will be responsible for carrying out a



range of investigative and analytical epidemiologic activities related to the HIV prevention, case detection, care and treatment and care and support activities.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

The purpose of this position is to conduct epidemiologic investigations used in preventing and controlling HIV/AIDS and planning HIV/AIDS programs. Results of work efforts aid in the monitoring of program and its correlates, identifying trends of HIV/AIDS and providing data and information about corrective actions or programs to promote and protect public health. The town level M&E coordinator will have the following duties and responsibilities:

- Oversee HIV/AIDS programs to achieve the three 90's, including statistical and epidemiologic analysis and interpretation using multiple data sources, including, but not limited to HMIS data, and other healthcare data, population-based survey data.
- Reports analytic findings in the forms of tables, graphs, maps, written reports and presentations to a variety of audiences.
- Provides analytic support in the development and maintenance of ongoing HIV public health initiatives.
- Conducts epidemiological analyses Supports the production of town/facility level reports, such as monthly HIV/AIDS statistics reports, community health assessments and the case report series.



- Investigate or determine cause and risk factors for case detection, care and treatment, and retention
- Plan to investigate most at risk population segments
- Plan, administer and evaluate programs to improve public health, conferring with health offices, HTC, care and treatment service, partner service providers/physicians/HO/Nurses and others.
- Provide expertise in the design, management and evaluation of , key population friendly services, partner service, HIV/AIDS survey and surveillance systems,
- Responds to requests for data on health- related statistics and associated health behaviors.
- Performs other related duties as assigned or directed to meet the goals and objectives of the HCO
- Provide support to ZHD/ WoHO/HFs to implement systemic approach in documentation, record keeping and submission of quality HIV/AIDS report and analysis and utilization of this data for continuous service improvement.
- Identify M&E related capacity gaps of service providers, HMIS staff, program officers and management and provide onsite training, on job coaching, focused mentorship and supportive supervision at all levels
- Provide M&E mentorship at Zonal Health Department (ZHD)/Woreda Health Office (WoHO)/K/ketema HO, Health Facilities (HFs) in performance data analysis and interpretation and use of data for performance review and continuous quality improvement.



- Ensure that internal and external M&E Mentorship is properly conducted by government Mentors according to the plan; reports are sent to higher level and archived at the Mentee and Mentor organizations
- Regularly follow the availability of M&E staff/Data Clerks at HFs and support ZHD/ WoHO/HFs in recruitment of opened positions and in training of newly hired M&E staffs
- Identify training gaps at all levels and communicate responsible body at Regional Health Bureau
- Ensure that M&E tools (individual forms, registers, tally sheets and databases) are available and properly utilized at all levels
- Ensure that HIV/AIDS related HMIS indicators are properly collected, compiled, reviewed and timely submitted to the next level
- Ensure that HIV/AIDS related report that are not captured from HMIS are properly collected, compiled, reviewed and timely submitted to the next level
- Perform regular data verification, correction of data quality problems and updating of reports at all levels
- Regularly conduct source document Data Quality Assurance (DQA), develop and follow up quality improvement plan with active involvement of staff at health facilities



- Support ZHD/ WoHO/K/ketema HO/HFs in the analysis and interpretation of HIV/AIDS related data at all levels
- Support Woreda Health Office/HFs to regularly conduct Performance Review Meeting (PRM), using selected performance indicators, and use of data for performance monitoring and continuous quality improvement.
- Actively participate in documentation of experiences, lessons learned, case studies and other technical documents;
- Perform other duties assigned by the immediate supervisor.

### **JOB REQUIREMENTS**

- MSc in Epidemiology, Biostatistics, Health informatics, M&E or related field with 2 years and above work experience
- Knowledge in resolving epidemiologic problems found in HIV/AIDS programs
- Health officer/Nurse with the experience in M & E in HIV/AIDS care delivery and program management with minimum of 5 years of related work experience
- Acquainted with M&E/HMIS system and HIV/AIDS program
- Mastery of retrieving, analyzing, organizing and arraying data and must have in-depth knowledge of Statistical analytic tools and databases including Epi-Info, SPSS and SQL
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English





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- **Phone no.: 03444416058**

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eradicating AIDS through, advocacy, prevention, and care and treatment programs.

## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 110)

**Job Title:** Health Facility Treatment and Facility-Community Liaison (HFTFCL) Coordinator

**Category:** Health care

**Location:** **Mekelle Town** (Quiha, HEWO, Kasech HC, Mekelle HC, Mekelle Hospital, Ayder Referral Hospital & Semen HC) ; **Alamata Town** (Alamata HC, Alamata Hospital), Tigray, Ethiopia

**Category:** Health Care

**Immediate Supervisor:** Hospital/Health Center Medical director

**Intermediate Supervisor:** Zonal/Woreda Health Office through Town level HIV Care and treatment Coordinator

**Career Level:** Junior

**Number required:** 12 (Twelve)

**Employment Type:** Contract

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the treatment and community-facility liaison coordinator will oversees linkage and initiation of treatment for newly identified clients within a facility and serve as an interface between the facility and the community activities in the priority towns (Alamata and Mekelle) of the CDC funded project



“Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will work closely with peer-navigators, HTS coordinator and PS provider, to ensure the provision of HTC services for high risk groups such as Orphan and Vulnerable Children (OVCs) and Key Populations (KPs), and facilitate inter-facility referral of clients in the catchment, strengthens feedback mechanism and referral audit of clients, and participates in catchment area meetings.

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Work in collaboration with community based stakeholder and other HFs in the catchment.
- Support and strengthen referral and linkage of HIV patients & ensure the documentation and proper feedback provision
- Identification and mapping of MARPS in his/ her vicinity with emphasis on key population and priority population groups.
- Identifies and links key population (FSWs), priority population (clients of FSWs, LTDs, family members and sexual partners/sexual network of index cases, OVC, and care givers), and other MARPS groups identified in the community to the testing HFs.
- Ensures HIV positive clients are linked to care and treatment.
- Collaborates with case managers and adherence supporters in their routine activities.



- Works closely with peer navigators, partner service provider, and HTC coordinator.
- Expected to participate in active tracking of lost clients, family members and sexual network of index cases.
- Ensures referral feedback mechanism between HFs is running in a loop manner.
- Ensures intra-facility referral is through clients escorting and there is feedback archival in each testing outlet.
- Ensures all inter-facility referrals are made through the ART clinic, with appropriate documentation.
- Ensures referred clients have arrived in the next facility, and the receiving facility writes a referral feedback to the referring facility.
- Is expected to phone-call or physically meet HF bodies, and liaison officers of another HF to facilitate his/her duties.
- Provide onsite mentorship service in the HF focusing on HIV care and treatment
- Support ART providers on the management of HIV patients on care
- Ensures the availability of logistic supply for the comprehensive HIV/AIDS programs in the Hospital
- Ensure & monitor the implementation of HIV test and treat strategies/the same day ART initiation in the hospital
- Support the HF HIV care and treatment staffs on ensuring viral load suppression for patients on ART



- Ensure tracking ,tracing and ART initiation of all previously PRE ART pts in the HF
- Support the ART clinic in testing all eligible family members of HIV positive patients and ensure ART initiation for those identify positive
- Support the ART clinic to trace patients lost from care and ensures their enrollment to ART service.
- Ensure and participate on the weekly hospital MDT meeting and follow the implementation of action items.
- Ensure the development of PIP of SIMS visit & program specific supportive supervision feed back
- Enforces/Conducts and discusses linkage auditing during catchment area meetings.
- Regularly compiles and reports performance activities to the immediate supervisor on weekly and monthly basis.
- Perform other duties and responsibilities given to him/her by the facility, Woreda Health Office, and TRHB as assigned by the immediate supervisor.

### **JOB REQUIREMENTS**

- A minimum of BSc in Public Health, Nurse or any other health-related field.
- Work experience: 2 year experience in any of the area of the health system.
- Ability to establish and maintain excellent work relationship with colleagues.
- Strong interpersonal communication skills



- Proficiency in written and spoken English.
- Basic computer knowledge with ability to use the MS office applications.

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**Point of Contact:**

- **Ato Zenebe G/hiwot or W/ro Meseret Weldegiorgis**
- **Phone no.: 03444416058**

**About the Organization:**



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## JOB VACANCY ANNOUNCEMENT

### Job ID: (TRHBHR 111)

**Job Title:** Health Facility HIV Testing Service (HTS) coordinator

**Location:** **Mekelle Town** (Quiha, HEWO, Kasech HC, Mekelle HC, Mekelle Hospital, Ayder Referral Hospital & Semen HC) ; **Alamata Town** (Alamata HC, Alamata Hospital), Tigray, Ethiopia

**Category:** Health Care

**Immediate Supervisor:** Hospital/Health Center Medical director

**Intermediate Supervisor:** Zonal/Woreda Health Office through Town level HTS Coordinator

**Career Level:** Junior

**Number required:** 12 (Twelve)

**Employment Type:** Contract

**Salary:** Negotiable

### JOB SUMMARY:

Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the HIV Testing Service coordinator will ensure sustainable high quality, and client focused HIV Counselling and Testing services are provided at the



Health facilities of the priority towns (Alamata and Mekelle) of the surge strategy of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent will ensure un-interrupted supply of commodities and develop strategies to strengthen referrals between HIV Testing and Counseling points and the relevant healthcare facilities for appropriate referral of clients for the same day ART initiation capacitate the HFs to increase HIV case detection by introducing relevant strategies and approaches on new directions and recommendations to avert the epidemic.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Coordinates the over-all HIV Testing Service activities
- Assist in detection, tracking and management of new HIV cases
- Ensure confidential Counselling, quality HIV prevention education and referral of clients accessing HTC services in line with national requirements and standards
- Assist in ensuring adherence and retention in care of HIV-infected patients, including pregnant women
- Provide supervision, mentoring and on the job training for all HTC staff in the health facility, including identification of capacity gaps and updating knowledge of counsellor testers on current HTC practices
- Ensure the optimal standard of counselling is achieved by ensuring the use of national guidelines and protocols
  
- Ensure proper documentation of activities using appropriate national HTC tools for accurate record keeping and timely reporting





- Review Facility' reports and develop monthly reports of project HTC activities
- Develop strategies for strengthening case detection referrals and linkages to healthcare facilities to ensure the continuum of care. This will entail providing follow up on services to ensure uptake
- Serve as main liaison with pharmacy for requesting, tracking and documenting use of commodities and ensure a dependable supply of commodities
- Provide monitoring and supportive supervision for personnel involved in the logistics management of health commodities; Strengthen CBOs' skills in quality storage of commodities to maintain product integrity.
- Identifies gaps testing sites within the facility and scales- up quality of targeted testing and case detection.
- Identifies potential out lets for HTC in the facility, and ensures testing has started in all of these entry points.
- Reviews targeted HIV testing on each testing outlet based on MARPS, age and sex
- Conducts clinical review of client charts, assesses quality of testing, gives feedback to the HCPs and capacitates them accordingly.
- Identifies missed opportunities and timely intervene on daily bases.
- Assess and fills gaps during times of high HIV testing at the facility.



- Orientates HCPs continuously to conduct target testing through individual based sexual risk assessment and proper identification of MARPS
- Ensures repeat testers are being identified before testing, especially at VCT and IPD
- Ensures newly identified HIV -positive clients are linked to care and treatment with referral slips and escorting to the ART clinic, and feedbacks are given to the testing outlet
- Supervises same-day ART initiation is being implemented for new clients, and for previously pre-ART clients retesting is being done, and they are being started on ART
- Ensures routine and targeted viral load testing are being performed according to the national recommendation; monitors number of samples referred, results received, and their proper documentation. Ensures VL results are used for clinical care of patients, and supports HCPs and takes part in clinical decision making
- Works closely with clinicians and case managers to improve enhanced adherence counseling of patients with high viral load result, and ensures second viral load samples are being sent as per the national recommendation.
- Conduct review meeting of three 90's performance on weekly/biweekly and monthly basis at the MDT/PMT forums.



- Capacitate the HFs to increase HIV case detection by introducing relevant strategies and approaches on new directions and recommendations
- Works with pharmacy and laboratory that rapid test kits (RTK) are available at entry points and regularly monitors the distribution; sets fast replenishment mechanism using the incident reporting template.
- Work with laboratory technicians to ensure RTK quality control and quality assurance at point of testing care at regular intervals
- Ensures quality assurance for HIV testing & counseling in line with national guidelines
- Maintains a good working relationship with all staff
- Willing to carry out/perform other related duties and/or responsibilities assigned to him/her by the immediate supervisor, woreda HO, zonal HO and TRHB.

### **JOB REQUIREMENTS**

- BSc in Public health (Health officer), BSc Nurse, MSc in Health-related fields
- Work Experience at least 5 years' experience in HIV/AIDS care delivery and program management



- Training on comprehensive HIV prevention, care and treatment; and other related topics
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken English
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- **Phone no.: 03444416058**

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**JOB VACANCY ANNOUNCEMENT****Job ID: (TRHBHR 112)**

**Job Title:** Partner Service (PS) provider

**Location:** **Mekelle Town** (Quiha, HEWO, Kasech HC, Mekelle HC, Mekelle Hospital, Ayder Referral Hospital & Semen HC) ; **Alamata Town** (Alamata HC, Alamata Hospital), Tigray, Ethiopia

**Category:** Health Care

**Immediate Supervisor:** Hospital/Health Center Medical director

**Intermediate Supervisor:** Zonal/Woreda Health Office through Town level HCT Coordinator

**Career Level:** Junior

**Number required:** 9 (Nine)

**Employment Type:** Contract

**Salary:** Negotiable

**JOB SUMMARY:**



Under the guidance of Tigray Regional Health Bureau, Multisectoral response for HIV/AIDS prevention and control core process and its clinical HIV/STI case team the facility level partner service (PS) provider will establish active HIV testing for newly previously identified index cases family members and sexual contacts and their networks at the Health facilities of the priority towns (Alamata and Mekelle) of the surge strategy of the CDC funded project “Strengthening Local Ownership for the Sustainable Provision of Comprehensive HIV/AIDS Services” by the Health Bureau of Tigray Regional State of the Federal Democratic Republic of Ethiopia under the President’s Emergency Plan for AIDS Relief (PEPFAR). The incumbent capacitate the HFs to increase HIV case detection by introducing relevant strategies and approaches on new directions and recommendations to avert the epidemic.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Notify the sexual partners of people diagnosed with a Sexually Transmissible Infection STI/HIV
- Help to manage HIV positives who are placing others at risk.
- Maintain confidentiality of the index case
- Identify index client’s family matrix, recent divorce, casual sex contact, remarriage and partner, sexual contacts and their networks.
- Counsel and encourage index clients to disclose their HIV status to their family members & or sexual contacts/networks.



- Support index clients family members not reached through routine practice to disclose and refer and test for HIV.
- Review index client's intake form, family matrix to see the status of family members for HIV testing, positive linkage to care and treatment.
- Continuously monitor discordant couples with ongoing risks and facilitate retest them.
- Ensures family members of ART/PMTCT test site are appropriate/accessible.
- Work in collaboration with case managers to support clients with identified risks.
- Strengthened PWP (Prevention with Positive) through counseling & improve/create trust relation between clients and health care providers.
- Monitor and ensures index clients family matrix are being recorded completely and updated at each visit.
- Capacitate case managers and adherence supporter to strengthen family center HIV care.
- Works with index clients to develop patients HIV preventions plan and interventions addressing non volunteer family members, reluctance of index to disclose



- Ensure health education being given to all clients on discourse their status to their clients or family members.
- Encourage HIV infected children's disclosed their status timely to prevent risk behavioral practice.
- Ensures late adolescent HIV positive children are provided risk behavior education and identify their partners.
- Compile and report performance of partner service on weekly and monthly bases.
- Willing to carry out/perform other related duties and/or responsibilities assigned by the immediate supervisor.

## **JOB REQUIREMENTS**

- Health officer, BSC Nurse and other related fields.
- Work Experience: at least 5 years' experience in HIV/AIDS care delivery and program management
- Ability to establish and maintain excellent work relationship
- Strong interpersonal communication skills
- Proficiency in written and spoken Tigrigna and English.
- Basic computer knowledge with ability to use the MS office application.





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