



Job Title: TB Grant Coordinator(1)

Reports to: TB Program Manager

Job Summary: works under the supervision of the National TB Programme Manager and is responsible for overseeing the implementation of TB/HIV activities funded through the Global Fund (GF).

Responsibilities

- Performs all administrative support duties including filing of all administrative and payment related records.
- Ensures an effective communication and information flow between the Principal Recipient (PR), TB Program (NTCP) and relevant stakeholders, including Country Coordinating Mechanism (CCM) and the Local Fund Agent (LFA), in order to effectively link the programmatic results to expenditures, as required by the Global Fund;
- Organizes a monthly review meeting in consultation with the PR to review the implementation of TB Grant and discuss the BMR (Budget Monitoring Report), bottlenecks and way forward.
- Coordinating regular and timely submission of quality narrative reports.
- Responsible for coordinating and facilitating implementation of the GF TB program work plans.
- Prepares quarterly programmatic and financial progress report on the GF TB grant.
- Assists in the preparation of bi-annual Progress Update and Disbursement Request under the TB grant. This includes the preparation of the forecast.
- Assists in the preparation and completion of key program documents required by the Global Fund. This includes but is not limited to reprogramming requests and any revisions or updates to grant documents – Performance Frameworks, Budget, Health Product Listing and implementation arrangement mapping.
- Monitors progress of implementation of GF related activities and provides timely updates to the PR as well as seek guidance/clarity from the PR whenever in doubt.
- Manage all grant related activities which include: facilitating an efficient proposal production process; conducting effective project planning; prioritize activities for requesting international donor funding and concept note writing to request Donor funding to support TB Control activities in the country.
- Participating in implementation research to improve quality of TB services.
- Coordinates and supervises day to day running of Global Fund funded projects within the TB programme.
- Participates and attends Global Fund related project meetings (this includes grant management meetings, LFA debriefs and CCM meetings).
- Performs any other duties as required by the exigencies of service.

Qualifications and Experience

- Bachelor's degree in Nursing, Public Health or developmental economics, health economics or standard commerce/finance.



- Experience working in a clinic/hospital/ public health setting
- 2 years' work experience on international donor funded projects (e.g. WB, USAID, GF, etc.)
- Master's degree in public health and/ or Health Service Management related field will be an added advantage.
- Relevant university degree (such as Management, Development Studies, Public Health, Social Sciences, etc.)

Essential Skills and Knowledge

- The ability to navigate complex budget negotiations
- Ability to prepare proposals and strategic documents
- Demonstrated technical expertise in strategic management, project planning and budgeting, resource management, implementation ability as well as Programme monitoring and evaluation
- Experience of proposal and report-writing, developing and managing a budget.

Job Title: Regional MDR-TB doctors (2)

Reports to: Senior Medical Officer

This is a donor funded position (Global Fund)

Job responsibilities amongst many will include;

- Management of Drug Resistant (DR) TB in the region.
- Diagnosis of DR-TB and ensure quality of treatment (prescription, initiation and follow up on patients).
- Manage in- patients in TB wards with severe disease and complications from treatment.
- Monitor out patients for problems that may arise during treatment, e.g. side effects, adherence etc.
- Coordinate TB/DR-TB clinical support services.
- Coordinate with the DR-TB Community Nurses on outpatient admission and discharging inpatients.
- Coordinate all DR-TB community activities.
- Perform home visits for DR-TB patients and Perform outreach services to clinics serviced by DR-TB Unit.
- Conduct on-site training for other health care workers on DR-TB management.
- Maintain database (register) of all DR-TB patients under care at the DR-TB unit.
- Produce timely DR-TB reports according to the national guidelines.

Other responsibilities:

- Collaborate with other regional health care providers and organizations in DR-TB management.
- Initiate patients on TB and or ART treatment.
- Review patients scheduled for MO consultation during clinic outreach.
- Collaborate with SMO of DR-TB Unit in coordinating other health care duties.



Qualifications and Experience

- Bachelor's degree in medicine
- Master's degree in public health will be an added advantage
- 2 years' experience in TB, DR-TB and HIV management
- A high level of flexibility is required for this position

Job Title: MDR-TB nurse (1)

Reports to: Facility Matron

Job Summary: Under the supervision of matron of the health facility, the MDR-TB nurse is responsible for overall TB management and coordination with the TB programme by managing patients, drugs and supplies and working with all relevant partners in the public and private sector to ensure effective management of TB cases according to national guidelines.

Responsibilities

- Identify TB suspects.
- Request sputum smear examination for TB suspects identified.
- Liaise with TB laboratory to ensure that all sputum smear examinations requested for TB suspects are performed.
- Liaise with laboratory to ensure all sputum positive patients are followed up.
- Assist in the identification of treatment supporters.
- Ensure all records are kept up-to-date and are accurate.
- Ensure all follow-up sputum tests are performed as required and results recorded.
- Provide feedback of clinic results to community health workers and other staff.
- Ensure all patients are treated with respect and compassion by clinic staff.
- Manage treatment side effects.
- Provide health education programmes in the clinic.
- Provide HIV counseling and testing to all TB suspects and patients and refer appropriately when necessary.
- Ensure all those who fail to attend for treatment appointments are followed up.
- Ensure supplies are adequate and orders placed in a timely manner.
- Supervise monthly stock counts and submit the monthly reports.
- Provide continuing education programmes for other staff and the community.
- Identify and correct situations entailing preventable risks of transmission.
- Ensure contact investigation activities are carried out.
- Follow protocols and all other guidelines relevant to TB management.
- Update the regularly the electronic TB register (ETR)
- Compile monthly and quarterly reports.
- Any other duties related to TB/HIV.



Relation

The TB nurse is responsible to the matron. He/she will head the TB unit of the facility. He/she will liaise with the regional TB/HIV coordinator and provide supervision to all community health care workers involved in the management of the patient. She/he should also liaise with other departments within the facility for continuum of care.

Regional TB/HIV TB Champions Coordinator (1)

Responsibilities

- Ensure linkages & collaborations between CHWs & CBOs operating in the same areas.
- Coordinate all community TB/HIV activities in the region.
- Provide supervisory visits to communities and local clinics to ensure optimal linkages between community activities and health facilities and ensure readiness of facilities to handle anticipated increased demand for TB screening and HIV testing.
- Providing supportive supervision and capacity building for community health workers.
- Supervise the activities of Active TB Champions and other TB/HIV community health care workers within their regions.
- Prepare regional work plans for TB Champions activities.
- Ensure recording and reporting from community, health facilities, regional level through to national level is fully functional. Submit quarterly report to M& E office.
- Prepare Monthly, Quarterly, and Annual programmatic report on implementation and progress of TB champions activities within their region.
- Participate in regional and national quarterly data quality review meetings.
- Plan and coordinate quarterly meetings for CHW.
- Participate in the regional health management team meetings and collaborate with all sectors in the region for coordination and provision of technical support for TB/HIV community services
- Carry out any other assigned duties

Essential Skills and Knowledge

- Bachelor's degree in Nursing/ Public health or other equivalent qualification
- A minimum of 3 years' experience in working in a TB/HIV environment.
- Ability to use Microsoft programs including Word and Power Point
- Ability to work to deadlines and attention to detail
- Experience in leading community TB/HIV projects.
- Good interpersonal skills

Interested applicants should submit their application letter and CV by email to recruitment@ntcp.org.sz using the job applied for as the subject line, hard copies will not be accepted. Applicants who do not receive



correspondence from the organization within 2 weeks of the deadline may deem their application unsuccessful.

Deadline of submission: 11th **February 2021**.

N.B This is a donor funded position for a period of 8 months.

Applications should be addressed to:

The Human Resource Manager
National TB Control Programme
P.O. Box 54

