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Tanzania Health Promotion Support (THPS) has been awarded by the US Centres for Diseases Prevention and Control (CDC) funds to implement the Project ‘Strengthening the Quality, Accessibility, and Sustainability of the National Health Laboratory Services (NHLS) in United Republic of Tanzania under the President’s Emergency Plan for AIDS Relief (PEPFAR). The goal of the project is empowering the National Health Laboratory System (NHLS) in the country to achieve and monitor progress towards the UNAIDS 95-95-95 goals. THPS will support national lab systems strengthening through this five-year award in the following key areas:

- Implementation of continuous quality improvement (CQI) on HIV rapid testing to increase access and improve the quality of HIV rapid testing at all levels.
- Increase access to HIV early infant diagnosis (EID) and TB testing at all levels.
- Increase availability and use of laboratory data to inform improved patient management, healthcare provision, programs and policy decision making.
- Implementation and provision of technical assistance (TA) on establishing a Laboratory Information System (LIS) and using laboratory generated data in all laboratories.

THPS is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following position:

Position title: IT Administrator
Reports to: Registrar, Health Laboratory Practitioners Council, MOHCDGEC.
Location: Health Laboratory Practitioners Council, Dar Es Salaam (with frequent field travel up to 30%)

Job Summary: Health laboratory Practitioners Council (HLPC) is a regulatory body established under Act 12 of 2007. The major responsibilities of HLPC includes but not limited to prescribe the ethics and code of conduct for Health Laboratory Practitioners, regulate the standards and practice for the Health laboratory profession, Evaluate and approve applications from qualified Health laboratory Practitioners and person intending to be licensed, advice the Government of Tanzania on matters related to delivery of Health Laboratory Services, regulate the implementation of laboratory practitioners curriculum and other legal issues related to Health laboratory service provision.

With the increased demand of preventing and controlling HIV/AIDS in Tanzania, MOHCDGEC has established task a sharing aiming strategy to enhance accessibility of HIV testing by empowering non-laboratory testers to perform HIV testing and provide quality and reliable results. Adhering to the HLPC Act and regulations governing the laboratory practice, the Non-Laboratory testers should be legally licensed (given legal permission to perform

testing after undergoing appropriate training and competence assessment on Rapid test/ point of care tests)

With the listed roles, the HLPC has a big role to play ensuring service delivery adhere to the set quality standards. To accommodate the expected work load, HLPC through the support of a health development partner has acquired a software and server to establish an electronic system which will improve effectiveness of monitoring Non Laboratory tester as well as Laboratory professionals for sustainable quality monitoring. With these new additional working tools HLPC is in need of IT Administrator to support the implementation of the established IT platform and build capacity of the HLPC staff.

Key responsibilities:

- Maintain an updated HLPC database through regular entering of laboratory and non-laboratory professionals and services providers.
- Monitor validity of Registrations and Licenses of laboratory and non-laboratory professional accordingly and regularly provide updates to the Registrar.
- Train Council staff on the use and maintenance of Tester database.
- Train Non Laboratory and laboratory tester on online registration using the established system
- Upload necessary information related to Council and other relevant information
- Work with the Ministry of Health Community Development Gender elderly and Children IT department to maintain the server
- Respond to other tasks assigned by the Registrar HLPC

Qualifications, Experience & Skills required:

- Bachelors degree in Computer Science, Electronic Science, Information Technology or Computer Engineering with good programming skills or related subjects from a recognized institution.
- Health Informatics will be an added advantage
- Minimum 2 years' experience implementing public health or community development programs in Tanzania
- Proven experience in giving trainings
- Must demonstrate high level of integrity & professionalism
- Conversant with windows server 2011/2012 as well as Exchange server 2010/2016 administration.
- Knowledge of SQL Server Administration.
- Knowledge of Windows 7,8,10 and Ms office 2007,2010,2013

How to apply:

Interested applicants should send an email to hr.thps@gmail.com, attaching application cover letter one page maximum and CV four pages maximum by **September 22nd 2018** with a subject line for example: **IT Administrator**. 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.