

# VACANCIES

## ZOMBA DISTRICT COUNCIL

Zomba District Council with support from the Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), will implement critical health care activities at the district level and contribute to the improvement of HIV/AIDS, maternal and child health in Zomba district. To achieve the intended objectives, Zomba District Council intends to hire additional Health Care workers.

The Council therefore invites suitably qualified Malawians to fill the vacant positions existing in Zomba on contractual basis subject to renewal depending on availability of funds:-

**POST** : Disease Control and Surveillance Assistant

**GRADE** : M/M10

**LOCATION** : Various health facilities in rural areas within Zomba.

**REPORTS TO** : Senior Disease Control and Surveillance Assistant

**QUALIFICATION** : Malawi School Certificate of Education (MSCE) with a pass in Mathematics and Biology. Volunteering Qualified Disease Control Surveillance Assistants Under Zomba District Council- Historically Black Colleges and Universities (HBCU) and those with evidence of experience in working with People Living with HIV at both facility and community level will have added advantages



## DUTIES AND RESPONSIBILITIES: -

- Serve as a liaison between District Health Services and the community by coordinating with local leaders, workers, and volunteers to support disease prevention, health promotion, and environmental health services in collaboration with health professionals.
- Conduct community health assessments, including village and premises inspections.
- Conduct community health assessments and inspections, including villages, premises, and the broader environment.
- Monitor disease trends and growth patterns within the community by conducting regular surveillance and analyzing health data to identify risks and ensure timely reporting of suspected outbreaks.
- Manage community health data by recording and reporting through HMIS and digital health tools such as iCHIS and OHSP, while applying various data management approaches.

### Conducting health promotion activities.

- Social Behaviour Change Communication
- Community Engagement
- Provide health talks on hygiene, sanitation, nutrition, reproductive health, safe water, and priority diseases (e.g. Malaria, HIV/AIDS, STIs, anaemia, malnutrition and other emerging diseases).
- Facilitate the training, training, and supervision of Village Health Committees (VHCs) and volunteers, and provide regular feedback to communities and VHCs.
- Support community-led solutions to health challenges.
- Provide child health services, including supporting community immunization programs and conducting growth monitoring for children under five
- Safeguard and maintain community health equipment.
- Promote safe water practices by safeguarding wells and other community water sources, while providing training to community members on chlorination and techniques to maintain water quality.
- Provide treatment for minor ailments and ensure referral of complex cases to appropriate health facilities.
- Deliver comprehensive family health services, encompassing family planning (FP) and youth-friendly health services.
- Ensure the correct utilization of immunization and disease surveillance tools.
- Provide immediate relief to in distress and advise- encourage, counsel.
- Evaluate and monitor changes in promoting health in health centers, schools and others
- Recognize and refer family members affected by psychological and psychiatric problems to health centers.
- Maintain regular reporting to the designated supervisor, develop monthly work plans, and provide structured feedback to the community.
- Undertake any additional responsibilities as assigned by supervisors or as deemed appropriate for the position.

## Linkage to HIV Care



- Support same day/rapid Anti-Retroviral Therapy (ART) initiation per national and PEPFAR guidelines.
- Collaborate with HTS teams for timely referral and enrollment on treatment.
- Provide pre-ART counseling on adherence, disclosure, and psychosocial support.
- Track and document linkage outcomes and refer complicated cases to PSS.

## Retention in Care

- Screen for treatment interruption risks and enroll clients in case management.
- Conduct individual, family, and group counseling to support adherence and retention.
- Facilitate differentiated service delivery models (DSDM) and support groups.
- Track appointments and follow up on defaulters or missed milestones with an aim of bringing them back to care and retain them on treatment.

## ART Monitoring & Adherence Support

- Monitor viral load appointments and send reminders.
- Support screening and linkage for opportunistic infection management (TB, cryptococcal disease).

## Demand Creation & Community Engagement

- Create a welcoming environment for PLHIV and promote retention in care.
- Conduct health talks on HIV services, PrEP, VL monitoring, AHD, and NCDs.

## Reporting & Quality Improvement

- Compile timely reports and update facility dashboards.
- Participate in QI initiatives, review meetings, and action plan tracking.
- Ensure proper documentation, storage, and management of all registers.
- Supervise VHCs and volunteers.

## Clinic Operations Support

- Organize ART clinic workflow and records management.
- Support EMR management and IEC material distribution.
- Participate in immunization, equipment maintenance, and community health activities.

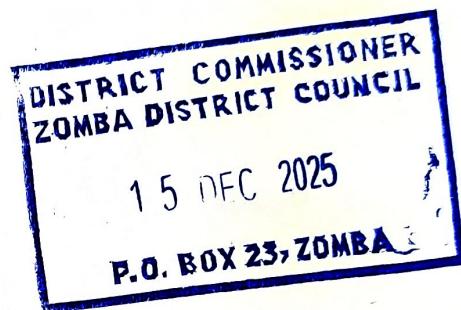
**Employment Terms:**

Successful candidates should be willing to be deployed in rural health facilities

**Requirements for Application:**

Interested qualified candidates should submit their applications together with photocopies of relevant certificates (academic and professional certificate(s), a National ID and Curriculum Vitae with three traceable referees to:

The Chairperson,  
Appointments and Disciplinary Committee,  
Zomba District Council,  
P.O Box 23,  
**ZOMBA.**



Applications should be labeled on the envelop the position being applied for.

All Applications to reach him not later than **Monday 5pm on 21<sup>st</sup> December, 2025.**

**DISCLAIMER**

Zomba District Council does not use any agent or solicit any form of payment for any application, interviews or any fees in connection to its recruitment. Any acts of solicitation for payment must be reported to the District Commissioner Zomba District Council.