

<b>Attachment 1:</b>	<b>Job Description</b>
<b>Title of Position:</b>	<b>HTS Provider</b>
<b>Date of job description:</b>	<b>07 August 2025</b>
<b>Reporting to:</b>	<b>Senior Program Officer – Key Populations</b>
<b>Main tasks and responsibilities</b>	
<ul style="list-style-type: none"> <li>• Create awareness and provide education about HIV testing services.</li> <li>• Lead in the mobilization of clients for HIV testing.</li> <li>• Provides pre and post-test HIV counseling to all patients willing to have the HIV test done ensuring clients understand prevention methods and other relevant issues.</li> <li>• Provide confidential HIV testing to clients as per the national HTS guidelines.</li> <li>• Encourages and supports patients that test positive; helping them to cope with the new diagnosis.</li> <li>• Provide ongoing counseling and make relevant referrals for ongoing support.</li> <li>• Documenting the appropriate MOH tools for HTS and maintaining accurate HTS records including referrals and reports on referral outcomes.</li> <li>• Compile and submit HTS reports monthly and correctly document generated data in the approved data tools as required by NASCOP and Stawisha Pwani Program.</li> <li>• Acts as (by facilitating) a linkage between HIV diagnosis, care, support, and treatment.</li> <li>• Timely request for all necessary consumables for undertaking HTS activities.</li> <li>• Participates in HTS QA activities like proficiency testing, counseling supervision, and quality control measures like batch testing of rapid test kits.</li> <li>• Ensures HTS optimization in the Dic.</li> <li>• Provide assisted Partner Notifications Services to partners of the people living with HIV while protecting their rights and observing professional ethics.</li> <li>• Screening and identifying clients eligible for PrEP, and offering appropriate referrals</li> <li>• Work as a team in supporting fellow counselors through peer support supervision.</li> <li>• Refer and link negative clients to preventive services and positive clients to care and treatment services.</li> <li>• Ensure there are appropriate IEC materials, job aids, and SOPs necessary for HTS in the testing sites.</li> <li>• Carry out adherence counseling to clients.</li> <li>• Support case management duties through collaborative coordination with other health service providers to ensure optimal service delivery to clients and client retention to care</li> <li>• Ensure the maintenance of appropriate, accurate, and clear documentation of all outreaches, education, case management, and group activities – report writing.</li> </ul>	



- Actively participate in training, ongoing skills enhancement training, and network meetings.

### Skills Required

- Post-Secondary Education Certificate
- NASCOP HTS Certificate
- Certificate in Counseling
- Experience in HIV/AIDS related work/programs in community setup
- Computer literacy – MS Office Suite (Word, Excel)

### Competencies Required

- Good Communication and inter-personal skills
- Ability to work within a team environment with diverse stakeholders
- Good organization skill and attention to details
- An ability to work to tight deadlines and within constraints



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