



HIV/AIDS RESPONSE

HEALTH ASSISTANT
Fixed-term contract
Grade 12

The Organisation

Our client is a donor-funded organisation and partner in development in Namibia, working closely with the Ministry of Health and Social Services (MoHSS) Directorate Pharmaceutical Services, deploying staff at hospitals and health facilities across the country as part of a coordinated effort with the MoHSS. Their goal is to increase the human capacity needed to provide HIV/AIDS clinical care in countries and regions that are most significantly impacted by the AIDS epidemic. Further to this, our client seeks to support and assist such countries and regions in their development of locally determined health care worker systems to become optimally resourced, highly responsive, and self-sustaining.

The Region

Khomas Region | Katutura State Hospital

The Position

Key Responsibilities will Include:

- Conduct pre- and post-test counselling in line with the relevant HTS standard operating procedures and guidelines.
- Perform HIV rapid testing and other related rapid diagnostic tests in accordance with approved training methodologies and protocols.
- Maintain strict confidentiality of clients' test results, health status, and personal information.
- Make appropriate referrals within the health system and the community. Ensure HIV -positive clients and HIV- clients at ongoing risk of HIV acquisition are linked to appropriate prevention services, including condoms, STI screening, and treatment.
- Ensure HIV- positive clients are re-tested prior to ART initiation.
- Ensure client records, including test results, are properly recorded and filed securely.
- Participate in HTS data management at health facility level.
- Ensure infection prevention procedures are observed according to protocols.
- Ensure HTS registers (electronic and/or paper-based) and logbooks are completed accurately.
- Promote and offer Index Contact Testing to all eligible HIV-positive clients, including their sexual contacts and biological children.
- Participate in HIV rapid testing external quality assurance, including conducting proficiency testing at least once a quarter.
- Ensure all rapid testing quality assurance documents are securely filed.
- Conduct adherence and/or enhanced adherence counselling for clients receiving antiretroviral therapy (ARV).
- Conduct TB screening for HTS clients.
- Conduct nutritional assessments for clients, where applicable.
- Provide infant feeding counselling and support to mothers and families.
- Ensure an adequate supply of testing commodities and supplies in the testing room.
- Report to work on time and ensure timesheets are signed by the Facility Supervisor.
- Provide support to clinicians and other health personnel involved in the management of HIV clients.
- Perform any other duties as assigned by the Supervisor.

The Person

Minimum requirements:

- Grade 10 or equivalent certificate (NQF Level 2).
- Grade 12 or a tertiary qualification is an added advantage.
- Rapid Testing Certificate.
- Computer literacy with sound knowledge of Microsoft Office products.
- HIV Testing and Counselling training and experience is an added advantage.
- Excellent written and verbal communication skills in English, coupled with proficiency in at least one local language.

Required skills/Abilities

- Clear articulation skills.
- Customer/Client service etiquette.

Interested?

This is a **fixed-term contract** position, and our client offers an attractive package.

The closing date for applications is **12 August 2026 at 19h00**.

Follow the application instructions on the Potentia website www.potentia.com.na and upload a copy of your CV and qualifications.

All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).

Only electronic applications and CVs submitted via the Potentia website will be accepted. All suitably qualified Namibians are encouraged to apply. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date. Please note that our partner reserves the right to only employ individuals who fall within their retirement age guidelines and policies. Our client also reserves the right not to make any employment offer or appointment.

