



THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT OFFICE  
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT  
MBARALI DISTRICT COUNCIL



REF.NO.MDC/M.10/41/41

01<sup>ST</sup> SEPTEMBER, 2021

### JOB VACANCIES

Executive Director, Mbarali District Council in collaboration with the Walter Reed Program Tanzania (WRP-T) invites application from suitable qualified candidates who wish to work in the positions of Data Clerks.

Job Title: Data Entry Clerk (10 Positions)  
Report to: Facility In-charge  
Interview Location: Mbarali District Council  
Working Location: Any Health Facility in District Council  
Terms of employment: One-year Contract  
Salary: Tshs. 700,000/=

#### Qualifications: -

- i. Diploma in Computer Science, Statistics, Record Management, Information Technology, Health information management and or related scientific discipline from a recognized university. Advance Diploma in the mentioned course is an **added advantage**.
- ii. At least two years of previous experience in working with database
- iii. A secondary school graduate with experience and knowledge working with Databases will be considered.
- iv. Computer literacy with package of the Microsoft Office (Word, Excel, Access, Power Point, Internet and Email).
- v. At least two years of experience in data management or any related information Management system, **experience in CTC2 database is an added advantage**
- vi. Knowledge of records management procedures
- vii. Ability to operate various work processing software, spreadsheet, and database programs

#### Duties and Responsibilities

- i. To ensure timely entry of patient files in health management database both from CTC and RCH
- ii. Entering numerical data, codes and text from Source documents into computer compatible storage devices

- iii. To collaborate with CTC Clinical staff and ensure the completeness of data collected and filled on the CTCs cards and registers.
- iv. Document and report HIV and AIDS information systems problems to the line supervisor using integrated reporting tools
- v. To update status of clients every time they attend clinical visit and or change status, e.g. TO, Death and LTF
- vi. Assist Health care workers to generate list of patients attending next CTC Session, LTF, Client eligible for viral load uptake, missed appointments, and other requested report.
- vii. To compare data in the ART registers and ARV Dispensing registers if they match those entered in the CTC2 database and enter if there is any discrepancy at every visit.
- viii. To run the CTC2 database built-in checks for data cleaning; and solve them as required.
- ix. To assure that CTC2 database and Pharmacy Module are always of the most recent version;
- x. Assure that a weekly back up is made on their a partitioned hard drive or a separate hard drive/flash disk
- xi. Use the CTC2 database to produce high quality reports for the DMO and submit these to the DACC and Data Manager and to the RACC and Regional M & E Officers;
- xii. To use the CTC2 database to produce daily, weekly and monthly report on patients who are lost to follow up and submit the same to the Outreach Partner who will use these data to trace the patients;
- xiii. To make data available and accessible to programmer and end users. This includes compiling daily weekly and monthly program reports
- xiv. Responsible for every new databases that are introduced for the project like Train-smart, Male circumcision database etc;
- xv. To ensure files are arranged in an order at every visit
- xvi. To ensure that data room and the computer are clean everyday
- xvii. To prepare and review daily and weekly reports
- xviii. Performing any other relevant duties as assigned by the CTC in charge/Data manager/DAAC

### General Conditions

- i. All applicants must be citizen of Tanzania of not more than 45 years of age
- ii. Applicants must attach an up-to-date curriculum vitae (CV) having reliable (Postal Address, E-mail, three passport size photos, and Telephone numbers
- iii. Applicant should apply on the strength of the information given in this advertisement
- iv. Applicants must attach relevant certified copies of Academic and Training certificates
- v. Applicants should indicate three reputable referees with their reliable contracts
- vi. Application deadline will be on **14/09/2021 at 15:30 hours**
- vii. All applications should be addressed to District Executive Director, P.O.BOX 237 **RUJEWANA**.



Missana K. Kwangura,  
DISTRICT EXECUTIVE DIRECTOR  
MBARALI DISTRICT COUNCIL

**DISTRICT EXECUTIVE DIRECTOR**  
**MBARALI**