

**THE UNITED REPUBLIC OF TANZANIA
PRESIDENT OFFICE**



REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT

MBARALI DISTRICT COUNCIL



REF.NO.MDC/M.10/41/42

04/11/2022

RE-ADVERTISE 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 and Clinician.

Job Title:	Data Entry Clerk (1 Position)
Report to:	CTC in Charge and HJF Guardian
Interview Location:	Mbarali District Council
Working Location:	Any Health Facility in District Council
Terms of Employment:	One-Year Contract with an option for renewal
Salary:	700,000/=

Qualifications: -

- i. Diploma in Statistics, Record Management, and Health Information Management.
- 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 Emails).
- 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 or records management procedures
- vii. Ability to operate various work-processing software, spreadsheet, and database programs

Duties and Responsibilities

- i. To assure timely entry of patient files in health management database both from CTC and RCH, within one day after reception of the file from the clinician
- ii. Entering numerical data, coded 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 the status of Clients every time they attend clinical visits and or change status e.g. TO, Death and LTF
- vi. Assist Health care workers to generate a list of patients attending the next CTC session. LTF, Clients eligible for viral load uptake, missed appointments and any 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 backup is made on either a partitioned hard drive or a separate Hard Drive/Flash Disk
- xi. Use the CTC2 database to produce high-quality quarterly reports for the DMO and submit these to the DACC and Data Manager, and the RACC and Regional M & E Officers.
- xii. To use the CTC2 database to produce daily, weekly and monthly reports 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 database that is introduced for the project for the project like train-smart, Male circumcision database, etc.
- xv. To ensure files are arranged in order at every visit
- xvi. To prepare and review daily and weekly reports template to district and regional performance for tracking general performance
- xvii. Performing any other relevant duties as assigned by the CTC in Charge/Data Manager/DACC

Job Title:	Clinical Officer II (1 Position)
Report to:	CTC in Charge and HJF Guardian
Interview Location:	Mbarali District Council
Working Location:	Any Health Facility in District Council
Terms of Employment:	One-Year Contract with an option for renewal
Salary:	700,000/=

Qualifications: -

- i. Diploma in Clinical Medicine from a recognized Institution and must be registered with the relevant professional body in Tanzania.

- ii. 2 years of experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS Care and treatment
- iii. Fluency in English and Swahili
- iv. Basic competency with Compute Applications (Word, Excel, PowerPoint)
- v. Willingness to stay at the working station 100%

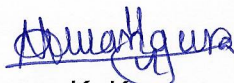
Duties and Responsibilities

- i. In collaboration with CTC in charge ensure all clients attending OPD and other entries are offered HIV counseling and testing
- ii. Attend clients attending CTC to ensure services are provided in accordance with the HIV continuum of care
- iii. Perform HIV testing services (HTS) using screening tools at the OPD setting by screening OPD Clients to identify eligible for HIV testing and provision of HIV testing services to all eligible patients at the health facility
- iv. Provide assisted partner notification services for all index clients
- v. Collaboration with facility staff to ensure the linkage case management mode is well understood and its implementation as a routine service to all newly identified clients.
- vi. Supervision and coordination of lay counselors to ensure all positives identified are attached, followed and enrolled ART
- vii. Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (same day ART initiation)
- viii. Ensure all clients on treatment are categorized according to their stability to allow application of the differentiated Care Model for stable and unstable clients
- ix. Ensure the pediatric population attending the facility is screened for optimized PITC using children specific screening tool
- x. Ensure all positive children are started on optimized ART and those who are on and old regimen to change the regimen to TLD
- xi. Ensure HIV disclosure and adherence to the pediatric population is done at the facility gradually to improve retention and viral suppression
- xii. Coordinate and participate during children's Saturday clinics and teen clubs as a way of improving adherence and viral suppression
- xiii. In collaboration with CTC in charge ensure there are pediatric job aids, posters, and working tools
- xiv. In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected daily and documented properly
- xv. In collaboration with CTC in charge ensure all clients are screened for TB initiation of IPT to eligible clients is done on daily basis and documentation is done properly
- xvi. Ensure HIV-positive women are screened for Cervical Cancer and those found to be positive are started on treatment

- xvii. Document all the service provided in the available registers according to the HIV Continuum of care
- xviii. Work closely with CTC in charge to coordinate service provision, implementation, monitoring, and evaluation of care and treatment services RCJ/PMTCT activities, early infant diagnosis (EID) and TB/HIV Collaborative activities
- xix. Prepare and submit daily, weekly, month and quarterly reports to the respective authority
- xx. Perform other duties as requested by your supervisor

General Conditions

- i. All applicants must be citizens of Tanzania of not more than 45 years of Age
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts (Postal Address, Email, 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 certifies copies of Academic and Training certificates
- v. Applicants should indicate three reputable referee with reliable contracts
- vi. Application deadline will be on **17/11/2022 at 15:30 hours**
- vii. All applications Should be addressed to District Executive Director, **P.O.BOX 237 RUJEWA**



Missana K. Kwangura
DISTRICT EXECUTIVE DIRECTOR
MBARALI DISTRICT COUNCIL

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MBARALI**