

MLELE DISTRICT COUNCIL

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REF: KTV/MLDC/C80/8/9



District Executive Director
P.O Box 686
Mpanda -Katavi

8TH Nov 2021

To all citizen
Tanzania

RE: ADVERTISEMENT OF EMPLOYMENT OPPORTUNITIES

Mlele district council in collaboration with HJFMRI- Walter Reed Tanzania invites Tanzanians to apply and fulfill 9 posts as mentioned below;

Job Title: District Data Manager (1 Positions)

Report to: DMO and HJF SI officer

Terms of Employment: One year contract

Qualifications:

- I. Degree in Statistics, Health Informatics, Monitoring and Evaluation or any related field;
- II. Ability to use any statistical analysis software (i.e. STATA, SPSS etc);
- III. Proven computer skills and strong knowledge of MS Office applications especially Excel
- IV. Working experience in data management/ Monitoring and Evaluation;
- V. Good experience of HMIS tools, CTC2 database and DHIS2;

Duties and Responsibilities

- I. Supervise, coordinate and provide technical support to the assigned health facilities' Data Clerks on data collection, compilation and analysis;
- II. Ensure all project reports; daily, monthly, quarterly, semi-annual and annual reports are of high quality and are produced and submitted and entered into program data reporting systems on time;
- III. Work in collaboration with R/CHMTs, HMIS unit and health facilities' HCWs to ensure smooth coordination of all monitoring and evaluation activities.
- IV. Ensure availability of tools at the health facilities and respective within the assigned district councils
- V. Provide data entry support to CHMTs into the DHIS2 including conducting data reviews and validations at health facilities and districts levels.
- VI. Ensure all Data Clerks under his/her portfolio collaborate with CBHS at community and health facility levels for tracking defaulters, producing list of Missed Appointment and LTFU and updating the database accordingly when patients return to care
- VII. Provide all the necessary support and assistance on data requests at health facilities/district(s) and to donor HJFMRI

- VIII. Ensure all Data Clerks conduct weekly and monthly tracking of all HIV positive clients from all testing points at health facility level
- IX. Actively participate in all QI related activities and ensure provision of accurate data on monitored indicators by the QI team within respective district(s).
- X. Work with regional IT Officers to provide database support to all electronic sites by ensuring all databases within the district/s have the most current version at all times
- XI. Provide job mentorship to CHMT, HCWs, CSOs and data clerks on data entry and report generation including analysis as the need arises.
- XII. Plan and carry out data quality audits in collaboration with the program's M&E & Technical team
- XIII. Track Daily performance of Data Clerks by ensuring that daily and weekly reports are well compiled and submitted to next level on time
- XIV. Working closely with DACC in preparation, review and compilation of program activity reports and on time submission to Regional level offices.
- XV. Performing any other related duties as assigned by the supervisor from time to time

Job Title: Data Entry Clerk (6 Positions)

Report to: CTC in-charge and HJF SI officer

Terms of Employment: One year contract

Qualifications

- i. Diploma in computer science, statistics, record management, Information technology, Health information management and or related scientific discipline from a recognized university. **Advanced Diploma and bachelor in the mentioned courses 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 word-processing software, spreadsheets, 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, 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 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 to 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 programmers 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 template to district and regional performance for tracking general performance.
- xviii. Performing any other relevant duties as assigned by the CTC in charge/Data Manager/DACC

Job Title: CTC Clinician (1 Positions)
Report to: CTC in-charge and HJF DPMO
Terms of Employment: One year contract

Major function of the position

Under the supervision of CTC in-charge, the CTC clinician will engage and provide HIV and AIDS prevention, treatment and support services to clients receiving care at respective facilities in the supported districts. The incumbent will ensure provision of HIV

and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, CTC clinician will be stationed at the facility where s/he is assigned to by district authority. The incumbent will provide services across the cascade of HIV continuum care and will be responsible for documentation of all activities and services provided to clients

Qualifications:

- Medical Officer, AMO or Clinical Officer from a recognized institution and must be registered with the relevant professional body in Tanzania
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment
- Fluency in English and Kiswahili
- Basic Competency with Computer Applications [Word, Excel, PowerPoint]
- Willingness to stay at the working station 100%

Specific Duties and Responsibilities:

- Attend clients attending CTC to ensure service are provided in accordance with HIV continuum of care
 - In collaboration with CTC in charge ensure all clients attending at OPD and other entries are offered HIV counseling and testing
 - Perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facility
 - Provide assisted partner notification services for all index clients
 - Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients
 - Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART
 - Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation)
 - Ensure all clients on treatment are categorized according to their stability to allow application of Differentiated Care Model for stable and unstable clients
 - Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression
 - Coordinate and participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression

- In collaboration with CTC in charge ensure there is pediatric job aids, posters and working tools
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment
- Document all the services provided in the available registers according to HIV continuum of care
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services, RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.
- Prepare and submit daily, weekly, monthly and quarterly reports to respective authority.
- Perform other duties as requested by your supervisor

Job Title: HTS Counselor(1 Positions)
 Report to: CTC in-charge and HJF DPMO
 Terms of Employment: One year contract

Major function of the position

Under the supervision of CTC in-charge, the HTS Counselor will engage and mainly conduct HIV testing services, Linkage of clients to ART and retaining them into Care and Treatment at respective facilities in the supported districts. The incumbent will ensure provision of HIV and AIDS services are in line with protocol and HIV management guidelines for Tanzania. To fully provide the intended services, the HTS Counselor will be stationed at the facility where s/he is assigned to by district authority/Partner. The incumbent will provide HTS Testing services at all points, ART and counseling services to all clients attending the clinic and will be responsible for documentation of all activities and services provided to clients.

Qualifications:

- Diploma or Degree in Nursing from a recognized institution and must be registered with the relevant professional body in Tanzania
- 2 years' experience providing HIV/AIDS clinical care in Tanzania or previous experience working in HIV/AIDS care and treatment
- Fluency in English and Kiswahili
- Willingness to stay at the working station 100%

Specific Duties and Responsibilities:

- Conduct HTS services at different points of the facility as well as in the community through Index Case Testing.
- Support the clinicians and Expert clients at OPD only when highly needed, to perform HIV testing services (HTS) using screening tool at OPD setting by Screening of OPD clients to identify eligible clients for HIV testing and Provision of HIV testing services to all eligible patients at health facilities.

- Coordinate and provide routine and extensive adherence counseling to clients prior to ART initiation and throughout the continuum of care.
- Provide assisted partner notification services for all index clients.
- Collaboration with facility staff to ensure Linkage case management model is well understood and its implementation as a routine service to all new identified clients
- Together with lay counselors (expert patients and HIV positive CBHSPs), provision of post-test counseling for HIV positives identified.
- Supervision and coordination of lay counselors to ensure all positives identified are attached, followed, and enrolled into ART.
- Offer first adherence counseling services to newly positive clients before referral to care and treatment and Counseling on the importance of early enrollment in care and ART
- Assess and document all referrals, make follow-up and report on referral outcomes
- In collaboration with OPD in charge ensure HIV screening tool for PITC is administered to all clients attending at OPD and other entry points to allow HIV testing
- Ensure all clients identified to be HIV positive are linked to care and started on ART on the same day (Same day ART initiation).
- Ensure pediatric population attending the facility are screened for optimized PITC using children specific screening tool
- Ensure all positive children are started on optimized ART and those who are on old regimen to change the regimen to TLD
- Ensure HIV disclosure and adherence to pediatric population is done at the facility gradually to improve retention and viral suppression
- Participate during children Saturday clinics and teen clubs as way of improving adherence and viral suppression
- In collaboration with CTC in charge ensure there are pediatric job aids, posters and working tools
- In collaboration with CTC in charge ensure there is demand creation for HIV viral load sample collection and samples are collected on daily basis and documented properly
- In collaboration with CTC in charge ensure all clients are screened for TB and initiation of IPT to eligible clients is done on daily basis and documentation is done properly
- Ensure HIV positive women are screened for Cervical Cancer and those found to be positive are started on treatment
- Work closely with CTC in charge to coordinate service provision, implementation, monitoring and evaluation of care and treatment services,

RCH/PMTCT activities, early infant diagnosis (EID) and TB/HIV collaborative activities.

- Telephone support and appointment reminders among clients with cell phones; and Provision of counseling on HIV-status disclosure and partner/family testing and on barriers to care
- Prepare and submit daily, weekly, monthly and quarterly report to respective authority
- Perform other duties as requested by your supervisor

GENERAL CONDITIONS:

1. All applicants must be citizens of Tanzania of not more than 45 years of age.
2. Applicants must attach an up-to-date Curriculum vitae (CV) having reliable contacts (Postal Address, E-Mail, three passport size photos, and Telephone numbers.
3. Applicants should apply on the strength of the information given in this advertisement.
4. Applicants must attach relevant certified copies of Academic, birth certificates and Transcripts. **>Form IV and Form VI results slips, Testimonials and all partial transcripts are strictly not accepted**
5. Applicants should indicate three reputable referees with their reliable contacts.

All Applicants must send their application via email addressed ded@MLEEDC.go.tz and the following postal address.

District Executive Director
Mlele District Council
P O Box 686
MLELE

Deadline for the applications is 21st November 2021

Released by



Teresia A. Irafay
**DISTRICT EXECUTIVE DIRECTOR
MLELE DISTRICT COUNCIL**
**EXECUTIVE DIRECTOR
MLELE DISTRICT COUNCIL**