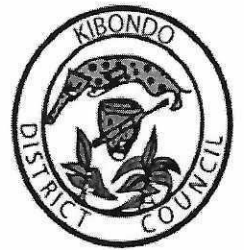


THE UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE REGIONAL ADMINISTRATION  
AND LOCAL GOVERNMENT  
KIBONDO DISTRICT COUNCIL



In reply mention:

Ref. No: HW/A/M.10/37/48

24/10/2023

**ADVERTISEMENT FOR VACANCIES.**

The Office of Kibondo District Council in collaboration with Tanzania Health Promotion Support (THPS) in implementing Afya Hatua Project is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following 12 Months Contract Period with Possibilities of Contract renewal vacancies;

**POSITION TITLE: Data Officer- 1 position**

**REPORTS TO:** Medical Officer in charge of the facility.

**LOCATION:** Kibondo dc

**Full Time work Station; CTC/PMTCT Clinic & OPD**

**OVERALL JOB FUNCTION:** To implement high-standard computer and paper-based HIV data and record management in accordance to Facility, District, Regional, Government and PEPFAR guidance.

**KEY RESPONSIBILITIES:**

The incumbent will be a Member of the facility staff and will implement the following on daily basis.

- (a) Primarily responsible for transcription of patient visit information to paper-based pre-ART and ART registers.
- (b) Review relevant clinic records and perform paper-based data quality checks on CTC 2 cards and registers
- (c) Ensure CTC2 data analytics, Macro3 databases are uploaded daily, weekly and monthly as stipulated in the current uploading guideline.

- (d) Conduct data cleaning for all required information from CTC2 database before national macro3 submission
- (e) Collaborate with community data teams to update all information in the national CTC2 database modules as per national guideline
- (f) Ensure proper filling client files
- (g) At computerized sites, conduct timely data entry (same day and not more than 3 days for Friday clinics) for the CTC 2 database from CTC2 cards, PITC registers and HEI cards.
- (h) Conduct data triangulation for key performance indicators between different database modules by running queries, reviewing appropriate form and correcting all differences.
- (i) Update all patient's laboratory results on CTC2 database (CD4, Viral Load etc.)
- (j) Perform data quality assurance checks for the electronic data
- (k) Update all clients visits in the CTC2 database on daily basis
- (l) Perform daily back up of CTC2 database into external hard drive
- (m) Conduct data triangulation between CTC2 database, ANC and TB units (TB-HIV and ANC positive clients)
- (n) Produce/Compile Prepare Quarterly reports for care and treatment, Mother child cohort report and HTS reports.
- (o) Produce missed appointment /LTF reports on monthly basis and update final status of clients.
- (p) Collaborate with site personnel, personnel at other health facilities and community-based organization in tracing patients who miss visits or are lost to follow-up.
- (q) Assist facility, R/CHMT in all data-related requests and reporting.
- (r) Ensure weekly data are entered into patchy excel to facilitate weekly performance review.
- (s) Enter performance of each sub granted staff in the database on monthly basis.
- (t) Participate in all QI meeting in the facility.

- (u) Facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- (v) Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your facility.

### **PREFERRED REQUIREMENTS:**

- At least Form six level.
- Diploma/ Advance Diploma in computer science or statistics is an added advantage
- Must have verifiable knowledge on computer (Ms Word, Excel, and MS Access)
- Records keeping skills will be secondary added advantage
- Familiarity with the health system and hospital medical records.
- Capable of independently implementing the duties described above.
- Fluent in Kiswahili and English

## **II.POSITION: CLINICAL TRACKER-1 POSTS**

### **REPORTS TO: CTC IN CHARGE**

**Technical support:** THPS Adherence Psychosocial Support and Retention department

**LOCATION:** Kibondo Hospital

### **JOB SUMMARY:**

The clinical tracker will serve as THPS facility lead for all activities relating to: adherence support for clients on ART and PMTCT care spectrum, psychosocial support for people living with HIV/AIDS (PLHIV) including adolescents and children enrolled into care, to ensure treatment continuity. Key responsibility is to ensure clients are reminded prior to their appointment dates, timely tracking of miss appointments and updating of all National and THPS improvised appointment and tracking tools. S/he will lead facility team to develop linkage between ART facilities

and community – based systems to insure all clients adhere to their clinic appointments as scheduled. S/he will work closely with peer educators plus other community volunteers and receives technical assistance and guidance from district APSR officer. This position is part of a multidisciplinary, cohesive CTC team and requires excellent communication, counseling and problem-solving skills.

## **DUTIES AND RESPONSIBILITIES**

- (a) Identify patients who missed their clinic visit schedule timely and conduct telephone tracking
- (b) Ensure effective use of National and program appointment and tracking systems (appointment and tracking registers, PE 3 forms, 3 boxes approach, wateja Marafiki, remainder SMS and follow up calls)
- (c) Prepare and share with CBHS providers/peers educators/ community implementing partner tracker list of clients who were not found through the phone and those who don't have telephone for physical tracing.
- (d) Confirm all tracking outcomes including transfer out, death and cause of death by using phone calls and Macro 3 data base.
- (e) Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counselor and Data clerks.
- (f) Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
- (g) Ensure unknown clients are tracked timely and 70% returned to care monthly
- (h) Work with peer educators, counselor and data clerk to confirm all transfer out in respective facility
- (i) Provide health education on importance of clinic adherence to the client and family
- (j) Supporting the patient adherence to medication and clinic visit schedules
- (k) Work closely with ART nurses and Peer Educator's to ensure all Map cues are updated timely to all clients
- (l) Record and report tracking services daily, weekly, monthly and quarterly

- (m) Prepare summary report weekly, monthly and quarterly and submit to CTC in charge and district APSC officer.
- (n) Participate in data management and net loss analysis in respective facility and district.
- (o) Participate in QI activities that aimed to increase retention at facility level
- (p) Bring up any ideas or comments that may contribute to better system of patient follow up.
- (q) Perform any other duties as assigned by a line supervisor

**QUALIFICATIONS:**

- One-year course nursing
- Diploma in social studies
- Knowledge on basic HIV/AIDS
- Experience on provision of HIV/AIDS services at facility/community will be an added advantage

**POSITION TITLE: Clinician/Hiv Tester - 01 POST**

**REPORTS TO: Medical Officer in charges of the facility.**

**LOCATION: Mabamba Health center**

**Full Time work Station; CTC/PMTCT Clinic & OPD**

**OVERALL JOB FUNCTION:** To ensure implementation and reporting of high-quality HIV services in the facility in accordance to Facility, District, Regional, Government and PEPFAR guidance.

**KEY RESPONSIBILITIES:**

The incumbent will be a Member of the facility staff and will implement the following on daily basis.

- (a) Ensure provision of clinical services at CTC to all clients on daily basis from 7:30 am – 4:30 pm.
- (b) Facilitate few selected weekend and evening clinics especially for stable client's drug pick up.
- (c) Ensure the files of the expected clients are retrieved a day before and traced according to the three boxes initiative

- (d) Manage triage of attendees.
- (e) Ensure facility meets its target on new clients on HIV treatment through availability of high-quality HIV testing and linkage services in the facility including Linkage Case Management, Index testing, PITC, etc.
- (f) Ensure facility meet its target on number of clients on treatment by strengthening adherence and retention to care through provision of friendly services, tracing of defaulters and return them to care.
- (g) Ensure all CTC clients are initiated and complete on Isoniazid Preventive therapy.
- (h) Ensure 75% of CTC clients are on six months ART multi-scripting and three-monthly dispensing.
- (i) Ensure 85% of CTC clients are switched to Dolutegavir based regimen.
- (j) Facilitate capacity building among facility staff on various updates on HIV interventions.
- (k) Facilitate coordination of all QI meeting in the facility.
- (l) Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your facility.
- (m) Facilitate daily review of CTC activities for improvement in the following day(s) and correction of gaps
- (n) Supervise Peer Educators and Data Clerks to ensure they implement their activities accurately and timely
- (o) Participate in facility and THPS lead data review meetings.
- (p) Ensure the TV is on and clients are getting the intended messages
- (q) Facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- (r) Conduct any other HIV related work at the facility as will be instructed by the supervisor.

#### **PREFERRED REQUIREMENTS:**

- At least Form Four level of secondary education.
- Must be an Enrolled Nurse.
- Must have valid practice license
- Knowledge on computer will be an added advantage. (Ms Word, Excel, and MS
- At least three experience of working with HIV/AIDS program at CTC.
- Capable of independently implementing the duties described above.
- Fluent in Kiswahili and English

**POSITION TITLE:** ART Nurse / tester 01 POST

**REPORTS TO:** Medical Officer in charges of the facility.

**LOCATION:** Kibondo DH

**Full Time work Station;** CTC/PMTCT Clinic & OPD

**OVERALL JOB FUNCTION:** To ensure implementation and reporting of high-quality HIV services in the facility in accordance to Facility, District, Regional, Government and PEPFAR guidance.

**KEY RESPONSIBILITIES:**

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- (d) Manage triage of attendees.
- (e) Ensure facility meets its target on new clients on HIV treatment through availability of high-quality HIV testing and linkage services in the facility including Linkage Case Management, Index testing, PITC, etc.
- (f) Ensure facility meet its target on number of clients on treatment by strengthening adherence and retention to care through provision of friendly services, tracing of defaulters and return them to care.
- (g) Ensure all CTC clients are initiated and complete on Isoniazid Preventive therapy.
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- At least three experience of working with HIV/AIDS program at CTC.
- Capable of independently implementing the duties described above.
- Fluent in Kiswahili and English

### **Method of Application**

Interested candidates for any of the above positions should submit an application letter, a detailed copy of their CV, names and contact information (email addresses and telephone numbers) of three work related referees. The candidate **MUST** clearly indicate the Title of the position applied for (as it appears in the advertisement) on the heading of the email.

**Deadline for Application: 02 November, 2023**

All applicants should send their application to:

DISTRICT EXECUTIVE DIRECTOR  
KIBONDO DISTRICT COUNCIL  
P.O.BOX 43  
KIBONDO

Released by:

  
FATUMA A.MABIRA  
AG.DISTRICT EXECUTIVE DIRECTOR  
KIBONDO

