



JOB VACANCIES

Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include: communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non-Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others.

MDH in collaboration with Geita Region Council; Bukombe, Nyang'hwale, Mbogwe, Geita DC, Geita TC, Chato DC together with Geita Regional Referral Hospitals invite suitable candidates to apply for the following posts;

1. Job Title: Data Officer (9 Posts)

Location: Geita TC, Mbogwe DC, Geita DC, Bukombe DC, Chato DC.

Reports to: Facility in-charge

Position Summary:

Job Summary: The Data Officer works with and supports the facility PITC focal person to enter forms with a speed and accuracy that meets or exceeds the minimum standards set weekly by the group leader or data district coordinator of the unit.

Duties and Responsibilities:

1. Entering quickly and accurately clinical visits, laboratory, tracking or other Care and treatments data into CTC2 database, under the monitoring of District Data Coordinator and reporting to the CTC in charge.
2. Producing, reviewing and sharing as per agreed schedule weekly, monthly and quarterly reports for various program areas such as HTS, index testing, enhanced PITC, PMTCT, Viral load and TB/HIV.
3. Routinely analyzing and producing lists of patients for follow up such as missing appointment, LTFU, Viral Load, etc.
4. Facilitating simple data analysis and interpretation at the facility level to encourage data use for planning and decision making at the facility level.
5. Communicating both verbally and in writing with supervisors regarding forms with problems.
6. Monitoring various databases at the facility and communicate both verbally and in writing with supervisors regarding database challenges.
7. Reconciling differences between different databases by running queries, reviewing appropriate form and correcting all differences.
8. Locating and review archived or filed forms if necessary.
9. Attending data staff meetings at the specified times.
10. Communicating both verbally and in writing suggestions for improvements to data entry or data flow to supervisors.
11. Performing other data tasks as assigned.



Requirements: Education, Work experience and Skills:

1. Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or related field.
2. **A minimum of Six (6) Months and above working experience in HIV program, preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply.**
4. Analytical and problem-solving skills, multi-tasking and organizational skills.
5. Ability to communicate fluently in both English and Kiswahili.
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to maintains confidentiality in all aspects.

2. Job Title: Clinical Officer (5 Post)

Location: Mbogwe DC, Geita DC

Reports to: Facility in-charge

Position Summary:

The Clinical Officer (CO) is responsible for the day-to-day providing initial ART Clinical care at the out post and referral to the facility HIV care and treatment services for continuum. She/He will work with the Council Health Management Teams CHMTs, MDH Program staffs, Health Facilities (HFs)/ and other stakeholders.

Duties and Responsibilities:

1. Providing clinical care to HIV patients in the clinician including
2. Providing initial ART clinical care at the out post and referral to the facility HIV care and treatment services for continuum
3. Providing counselling related to preventive health
4. Providing consultation to HIV-positive clients on the community out post as requested
5. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the out post
6. Doing any other duty as assigned by the PDD/ MDH FCI focal

Requirements: Education, Work experience and Skills:

1. A Minimum of degree certificate, Diploma/Advance Diploma or Certificate in Medicine registered/ licensed with relevant professional board.
2. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply.**
4. Analytical and problem-solving skills, multi-tasking and organizational skills
5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Ability to identify and work with R/CHMTs and collaborators in the relevant field will be an added advantage.
7. Highest level of integrity.
8. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
9. Excellent communication (both verbal and written) and presentation skills.
10. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint



3. Job Title: Pharmaceutical Officer 1 and Pharmaceutical Technician (3 Post)

Location: Geita DC & GRRH.

Reports to: Facility in-charge

Duties and Responsibilities:

1. Make sure that the storage and dispensing area is clean, safe and conforms to laws governing pharmacy and pharmaceuticals.
2. Project consumption estimates for each drug item on monthly basis.
3. Make order of drugs from main store of your respective district store according to anticipated Monthly requirements by filling authorized tools i.e. ordering and requisition voucher.
4. Receives deliveries and counterchecks and sign off all drug deliveries.
5. Keep records of all receipts and issues. Maintain bin card for each item and keep a running balance
6. Store, distribute and control the stock and ensures uninterrupted supply of drugs at all times by ensuring Max-Min stock level of 2/1 Month at all times.
7. Redistribute the nearly expiring drugs to sites that can consume them before the expiring dates.
8. Controls and separate immediately the damaged and expired drugs from the shelves/cupboard and keep all set aside for destruction.
9. Monitor prescriptions from dully authorized prescribers for appropriateness and discrepancies.
10. Dispense/refill all prescriptions.
11. Provide medication adherence counselling to patients.
12. Maintain records of all drugs issued to patients to dispensing register, paper based and or software.
13. Prepare and submit Monthly drugs consumption report which includes stock level and number of patients on ARVs per regimen to district Supply Chain Officer before 5th of the next month.
14. Provide drugs information to patients including other member of the clinical staff
15. Maintains confidentiality and keeps patient information and records secure
16. Performa any other duties that may be assigned by the Supervisor.

Requirements: Education, Work experience and Skills:

1. Diploma in Pharmacy, certificate or equivalent field from a recognized institution.
2. Registered/enrolled by the Pharmacy Council of Tanzania.
3. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
4. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Highest level of integrity.
7. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
8. Excellent communication (both verbal and written).
9. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

4. Job Title: Lab Technician (21 Post) and Lab Scientist (1 post)

Location: Mbogwe DC, Bukombe DC, Chato DC, Geita TC, GRRH, Geita DC.

Reports to: Facility in-charge

Position Summary:

The Lab Technician is responsible for ensuring that MDH supported and non-supported health facilities meets national standard for related medicines and commodity supply chain management in council.

Duties and Responsibilities:

1. Provide strategic, technical and operational support to the day-to-day Logistic activities and capable of identifying potential breakdown in 3 logistics systems and taking corrective actions to avoid service interruption.
2. Ensure uninterrupted Lab supply of commodities, by coaching and providing Mentorship to health facility staff on Lab & TB commodities management practices, record keeping, reporting and ordering (R&R) so that consistent availability of Laboratory Reagents and supplies at health facility level are in place



3. Providing TA to districts teams to ensure MDH supported and non-supported sites/districts meet national standards
4. Facilitate trainings on good practice in health commodities Logistics systems
5. No stock out of Lab and HIV/AIDS commodities is reported to HF's in collaboration with DLT Lab manager by
6. Reviewing all R&R sent through eLIMS, reviewing annual forecasting and budgeting of needs in HIV/AIDS non-HIV/AIDS commodities including lab commodities during CCHP's
7. All HIV related commodities including lab reagent and consumables are adequately stocked at HF's and assist in redistribution of products when necessary
8. Providing technical assistance to HF's in collaboration with DLTs in forecasting and ordering of Lab commodities from the MSD
9. Keep track of commodity flow from MSD store and facilities and continuously update
10. Provide TA to districts/sites to maintain the inventory of laboratory commodities and reagents that are present at both storage facilities and all MDH supported site Labs
11. Conduct quarterly logistics data quality assessments (LDQA's) at least 10 sites per district to ensure that all supplies including medicines and laboratory reagents reach intended beneficiaries.
12. Facilitate preparation of quarterly, semiannually and annually narrative reports to be submitted to key stakeholders
13. Follow up collection of monthly information about the stock at all MDH supported sites/districts, and share with respective key stakeholders
14. Actively perform supportive supervisions to MDH supported and non-supported HF's in the region and use these supervisions to strengthen their capacity on issues related to supply chain management.

Requirements: Education, Work experience and Skills:

1. A Minimum of form four education, with certificate diploma advance Diploma and degree in medical laboratory or related field with computer basic skills from a recognized institution.
2. registered/ licensed with relevant professional board
3. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
4. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
5. Analytical and problem-solving skills, multi-tasking and organizational skills.
6. Work experience in HIV/AIDS care and treatment program will be an advantage.
7. Highest level of integrity.
8. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
9. Excellent communication (both verbal and written).
10. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

5. Job Title: Index Testers (19 Posts)

Location: Geita TC, Mbogwe DC, Chato DC, GRRH, Bukombe District Councils.

Reports to: Facility in-charge

Job Summary:

The HIV Tester works with and supports the facility PITC focal person to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/he is responsible for the facility implementation and reporting of all HTS initiatives in her/his respective facility under the guidance of the facility PITC focal person and in collaboration with facility in-charge, CTC in charge and other relevant health facility staffs.

Duties and Responsibilities:

1. To conduct HIV testing services, including index testing, focused PITC, peer-based ART linkage, in line with national guidelines
2. To keep accurate HTS records (HTS registers, reports and referral / linkage reports)
3. To compile and submit HTS reports on weekly-monthly and / or quarter to the facility PITC focal person on time



4. To work with team members to monitor quality improvement plans with regard to the established performance indicators
5. To create awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyle
6. To provide ongoing counselling and testing while maintaining confidentiality and patients' rights
7. To provide psychosocial support and assist with linkage to referral services
8. To monitor the quality of test kits using suitable control materials or samples
9. To be in line with current HTS protocol guidelines to ensure correct testing services
10. To ensure safe storage of HTS related items and to request or prepare all necessary consumables for undertaking the HTS activities on time
11. To ensure a newly identified client's contacts details are well documented (map cue, telephone numbers and treatment supporter information)
12. To work with team members to ensure successful early retention of newly identified clients
13. To carry any other duties that may be required by supervisor

Requirements: Education, Work experience and Skills

1. A Minimum of form four education and certificate or diploma in Nursing or Clinical medicine.
2. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
4. Analytical and problem-solving skills, multi-tasking and organizational skills.
5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Highest level of integrity.
7. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
8. Excellent communication (both verbal and written).
9. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

6. Job Title: ART Nurse Officer (10 Post)

Location: Mbogwe DC, GRRH, Geita DC, Chato DC, Nyang'hwale DC, Bukombe DC.

Reports to: Facility in-charge

Position Summary:

The ART Nurse Officer is responsible for the day-to-day ensuring that patients receive appropriate clinical care during a clinic visits, including scheduled or unscheduled physician examination and laboratory test. She/He will work with the Council Health Management Teams CHMTs, MDH Program staffs, Health Facilities (HFs)/ and other stakeholders.

Duties and Responsibilities:

1. Adhering to nursing ethics as punctuality and cleanliness etc.
2. Ensure CTC clinic runs in accordance with national standards
3. Ensuring all clients are taken recommended investigations such as HVL, CD4 in accordance with guidelines.
4. Ensuring that receive appropriate clinical care during a clinic visits, including scheduled or unscheduled physician examination and laboratory test.
5. Educating patients in all aspects of HIV disease and treatment management as well as basic healthy lifestyles
6. Counselling patients with regard to HIV diagnosis, management of medications, medication and clinic visits adherence, psychosocial issues, and basic health self-care.
7. Counselling and educating family members and care given to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to strengthen social support networks of patients.
8. Accurate and complete documentation of patient information and patient encounters in the patient medical record.
9. Assisting patient to connect with other resources through the referral network



10. Assisting the CTC clinician in the provision of clinical care for patients.
11. Doing any other duty as assigned by the supervisor.

Requirements: Education, Work experience and Skills

1. A Minimum of form four education and certificate or diploma in Nursing.
2. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
4. Analytical and problem-solving skills, multi-tasking and organizational skills.
5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Highest level of integrity.
7. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
8. Excellent communication (both verbal and written).
9. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

7. Job Title: Clinical Tracker (11 Post)

Location: Geita TC, Mbogwe DC, Geita DC, Chato DC, Bukombe DC, Nyang’hwale DC.

Reports to: Facility in-charge

Position Summary:

The Clinical Tracker works with and supports the facility HTS focal person to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/he is responsible for ensuring HIV positive clients linked into care and treatment services remain in long life ART use.

Duties and Responsibilities:

1. Documenting clients appointment schedules in appointment register
2. Reminding clients on their appointment dates atleast 1 day before the appointment date
- 3.. Identify patients who missed their clinic visits schedule timely and conduct telephone tracking.
- 4.. Prepare and share with CBHS providers/peers/community tracker list of clients who were not found through the phone and those who don't have telephone for physical reminding and tracking
- 5.. Ensure all tracking outcomes are updated into the CTC 2 card and CTC2 database in collaboration with clinician/counselor and Data Officer.
6. Conduct weekly review and ensure all tracking outcome are updated in all tracking tools and entered on CTC2 database
- 7.. Ensure unknown clients are tracked timely and 85% returned to care monthly
8. Work with referral focal, counselor and data officer to confirm all transfer out in their respective facilities
9. Coordinate health education provision on importance of clinic and ARV drug adherence to the clients and family
10. Supporting the patient adherence to medication and clinic visit schedules
11. Record and report clinic attendance and tracking services daily, weekly, monthly and quarterly
12. Prepare summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
13. Participate in data management and net loss analysis in respective facility and district.
14. Participate in QI activities that aimed to increase retention at facility level
15. Bring up any ideas or comments that may contribute to better system of patients follow up.
16. Perform any other duties as assigned by a line supervisor.

Requirements: Education, Work experience and Skills

1. A Minimum of form four education, certificate or diploma level training in community medicine, nursing or related health field with computer basic skills.
2. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
4. Analytical and problem-solving skills, multi-tasking and organizational skills.



5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Highest level of integrity.
7. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
8. Excellent communication skills (both verbal and written).
9. Must be computer literate - conversant with Microsoft Office i.e. Word, Excel, PowerPoint.

8. Job Title: Lab Data Officer (12 Post)

Location: Nyang'wale, Bukombe, Mbogwe, Chato, Geita DC, GRRH

Reports to: Facility in-charge

Duties and Responsibilities:

1. Enter quickly and accurately clinical, laboratory, tracking or other forms into database under the monitoring of Data Supervisor
2. Enter quickly and accurately HIV testing and counseling data from registers to HTC database in the collaboration with Facility HTC Focal person
3. Prepare program performance charts on monthly/quarterly basis and display on the notice board
4. Conduct Data Quality Assurance/Assessment (DQA) on HIV related indicators on monthly basis with the supervision from site in charge or District Data Officer
5. Communicate both verbally and in writing with supervisors regarding forms with problems
6. Sort and file forms as needed in numerical order or by date
7. Communicate both verbally and in writing with supervisors regarding database problems
8. Reconcile differences between different databases by running compare program, reviewing appropriate form and correcting all differences
9. Locate and review archived or filed forms if necessary
10. Attend data staff meetings at the specified times
11. Communicate both verbally and in writing suggestions for improvements to data entry or data flow to supervisors
12. Complete other data tasks as assigned

Requirements: Education, Work experience and Skills

1. A Minimum of certificate, diploma, advanced diploma or in medical lab science with computer skills or Medical record or any other related with certificate.
2. **A minimum of Six (6) Months and above working experience in HIV program , preferably in a similar position will be highly considered.**
3. **Volunteers working in Health Facilities at Geita Region are highly encouraged to apply**
4. Analytical and problem-solving skills, multi-tasking and organizational skills.
5. Work experience in HIV/AIDS care and treatment program will be an advantage.
6. Highest level of integrity.
7. Ability to work and deliver under pressure and tight deadlines with minimum supervision.
8. Excellent communication (both verbal and written).
9. Must be computer literate - conversant with, Microsoft Office i.e. Word, Excel, PowerPoint.

HOW TO APPLY

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 and the name of the health facility that volunteers at.



Applications should be submitted by 10th February, 2023 to the Human Resources officer, MDH Sub-grantees through e-mail geitasub@mdh.or.tz.
Kindly note that only shortlisted applicants will be contacted.

PLEASE NOTE:

MDH does not have any recruitment agents and do not charge any fees to the interested candidates.