

VACANCY ANNOUNCEMENT

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, Newborn 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, the 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 Muleba, Ngara, Misenyi, Karagwe, Bukoba, Muleba, Kyerwa, and Biharamulo District Councils; Bukoba RRH, Biharamulo DDH, Ndolage, ST. Mary's Isingiro, Izimbya, Nyakaiga, Kagondo, Mugana, Rulenge, Rubya, and Nyakahanga Hospitals together with Bukoba Municipal Council to apply for the following posts.

1. Job Title: Medical Officer (03 Posts)

Location: Bukoba RRH & Nyakahanga Hospital

Reports to: Facility In-charge

Duties and Responsibilities:

1. Providing clinical care to HIV patients in the Clinic including:
 - i. Management of Opportunistic Infections
 - ii. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
 - iii. Initiating patients on ART
 - iv. Managing complications of ART
 - v. Initiation and monitoring of Post-Exposure Prophylaxis
2. Providing consultation to HIV-positive patients on the wards as requested.
3. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.
4. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
5. Performing any other duty as assigned by the site manager.

Requirements: Education, Work experience, and Skills:

1. At least a Bachelor's Degree in Medicine with current registration from the Medical Council of Tanzania.
2. At least three (3) years' experience in HIV/AIDS care and treatment services.

3. Ability to maintain confidentiality in all aspects.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, PowerPoint, and the Internet.
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to work under pressure and stringent deadlines.

2. Job Title: Clinical Officers (07 Posts)

Location: Bukoba MC, Muleba, Missenyi & Karagwe Districts Council, and Rulenge Hospital in Kagera region

Reports to: Facility in-charge

Duties and Responsibilities

1. Providing clinical care to HIV patients in the Clinic including:
 - i. Management of Opportunistic Infections
 - ii. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
 - iii. Initiating patients on ART
 - iv. Managing complications of ART
 - v. Initiation and monitoring of Post-Exposure Prophylaxis
2. Providing consultation to HIV-positive patients on the wards as requested.
3. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.
4. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.
5. Performing any other duty as assigned by the site manager.

Requirements: Education, Work experience, and Skills:

1. At least a Diploma in Clinical Medicine from a recognized institution.
2. At least three (3) years' experience in HIV/AIDS care and treatment services.
3. Ability to maintain confidentiality in all aspects.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, PowerPoint, and the Internet.
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to work under pressure and stringent deadlines.

3. Job Title: ART Nurse (07 Posts)

Location: Missenyi, Kyerwa & Karagwe Districts Council and Rulenge Hospital & Bukoba RRH in Kagera region

Reports to: Facility in-charge

Duties and Responsibilities:

1. Counseling patients about HIV diagnosis, management of medications, adherence to clinic visits, psychosocial issues, and basic health self-care.
2. Counseling and educating family members and caregivers to promote secondary prevention of HIV infection, improve the care of patients with HIV, and strengthen social support networks of patients.
3. Educating patients in all aspects of HIV disease, treatment management, prevention as well as basic health lifestyles.
4. Ensuring that patients receive appropriate clinical care during a clinic visit, including scheduled or unscheduled physician examination and laboratory tests.
5. Adhering to nursing ethics as punctuality and cleanliness etc.
6. Accurate and complete documentation of patient information and patient encounters in the patient medical record.
7. Assisting patients to connect with other resources through the referral network.
8. Assisting the physician in the provision of clinical care for patients.
9. Performing any other duty as assigned by the nurse supervisor, site manager, and OPD nurse officer in charge.

Requirements: Education, Work experience, and Skills:

1. At least a Bachelor's Degree or Diploma in Nursing.
2. At least three (3) years' experience in HIV/AIDS care and treatment services
3. Must have a valid license of practice.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and the Internet.
6. Ability to maintain confidentiality in all aspects.
7. Ability to work both individually and as part of a team with minimal supervision.
8. Ability to work under pressure and stringent deadlines.

4. Job Title: Data Officer (04 Posts)

Location: Bukoba RRH, Muleba & Bukoba District Councils in Kagera region

Reports to: Facility in-charge

Duties and responsibilities:

1. Quickly and accurately enter clinical, laboratory, tracking, or other forms into the database under the monitoring of the District Data Coordinator and data Supervisor and report to the Site Manager.
2. Producing, reviewing, and sharing as per the agreed schedule weekly, monthly, and quarterly reports for various program areas such as HTS, index testing, enhanced PITC, PMTCT, 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. At least a Diploma in Computer Science, Health Informatics, Statistics, or Information and Communication Technology (ICT) or a related field.
2. A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program setting.
3. Analytical and problem-solving skills, multi-tasking, and organizational skills.
4. Ability to communicate fluently in both English and Kiswahili.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to maintain confidentiality in all aspects.

5. Job Title: Dream Champions (05 Posts)

Location: Muleba DC & Bukoba MC

Reports to: Facility in-charge

Duties and responsibilities:

1. Conducting health education on the importance of DREAMS, Screening of AGYW, and Recruitment to adolescent girls and young women.
2. Providing ongoing counseling and testing while maintaining confidentiality to DREAMS members. Also, to provide psycho-social support and assist with linkage to referral services
3. Ensuring proper documentation of DREAMS tools.
4. Providing all required services to DREAMS members such as family planning, HTS, CTC, GBV, and PMTCT during the monthly meetings and daily sessions.
5. Monitoring the quality of test kits by the use of suitable control materials/samples from the laboratory department.
6. Submitting accurate and timely weekly, monthly, and quarterly HIV/AIDS reports to DMO's Office.

7. Working with the team members to monitor quality improvement plans with regard to the established performance targets/indicators.
8. Ensuring adherence to national HIV management guidelines during DREAMS service provision.
9. Creative and innovative to income generation for DREAMS members.
10. Supervising DREAMS AMBASSADORS in carrying out daily implementation.
11. Assisting referral process of DREAMS Adolescents clients from community to facility and within facility departments.
12. Carrying out any other duties that may be required by MDH DREAMS Officer, DMO, DACC, Facility in charge, and CTC in charge.

Requirements: Education, Work experience and Skills

1. At least a Diploma in Medicine, Nursing, or other related health field.
2. Must have a valid license of practice (A certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in HIV/AIDS programs
4. Experience in basic computer applications such as MS Word, Excel, Power point, and the Internet.
5. Ability to maintain confidentiality in all aspects
6. Ability to work both individually and as part of a team with minimal supervision.
7. Ability to communicate fluently in both English and Kiswahili.

6. Job Title: Clinical Tracker (02 Posts)

Location: Muleba & Kyerwa Districts Council in Kagera region

Reports to: Facility In-charge

Duties and Responsibilities:

1. Identifying patients who missed their clinic visits in a schedule timely and conducting telephone tracking.
2. Preparing, sharing the list with, and supporting CBHS providers/peers/community trackers to conduct home visits to track all clients who missed their scheduled visits that were not found through the phone and those who don't have telephones.
3. Updating and Facilitating data entry of all tracking outcomes into the CTC2 card and database, working with clinician/counselor and data officer.
4. Conducting weekly review of CTC2 cards and database to ensure that tracking outcomes are updated and entered on CTC2 database.
5. Ensuring unknown clients are tracked timely and 70% returned to care monthly.
6. Working with referral focal, counselor/ clinician to ensure that all transfer out clients have up to date/ reachable phone contact details and physical address on record.
7. Working with referral focal, counselor and data officer to confirm that all clients that transferred out reached their destination facility.

8. Providing health education on importance of clinic adherence to clients and family
9. Supporting the patient adherence to medication and clinic visit schedules.
10. Recording and reporting tracking services daily, weekly, monthly and quarterly.
11. Preparing summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
12. Participating in data management and net loss analysis at facility and district level
13. Participating in QI activities that aimed to increase retention at facility level.
14. Bringing up ideas/ comments that may contribute to better system of patients follow up.
15. Performing any other duties as assigned by a line supervisor.

Requirements: Education, work experience and skills

1. At least a Diploma in social work or community development or any other health-related course.
2. Bachelor's degree in social and community development is an added advantage.
3. Must have a certificate in basic computer applications.
4. At least one (1) year experience working in the field of expertise.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to communicate fluently in both English and Kiswahili.
7. Ability to maintain confidentiality in all aspects.

7. Job Title: Facility Index Testers (06 Posts)

**Location: Bukoba Municipal, Bukoba, Missenyi, Muleba & Karagwe Districts
Council in Kagera region**

Reports to: Facility In-charge

Duties and Responsibilities:

1. Creating awareness and education on the existence of HIV Testing Services (HTS) i.e. educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyles.
2. Serving as a liaison between clinicians/clinics, individuals screened, and care centers.
3. Provide counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support, and assist with referrals and linkages.
4. Assessing and documenting all referrals, making follow-ups, and reporting on referral outcomes.
5. Monitor the quality (QA/QC) of test kits by controlling materials/samples from the laboratory department.
6. Ensuring safe storage of HTS-related items and requesting/preparing all the necessary consumables for HTS services.
7. Compiling and submit HTS reports on weekly, monthly and quarterly to HTS coordinators.

8. Keeping accurate HTS and referral/linkage records (logbooks, registers, reports).
9. Work with team member to monitor quality improvement plans with regards to the established performance targets/indicators.
10. Ensuring HIV testing is performed according to the National HIV Testing algorithm.
11. Participating fully in the National EQA program for HIV rapid tests.
12. Performing any other duties that may be required by the clinical team.

Requirements: Education, Work experience, and Skills:

1. At least a Diploma in Medicine, Nursing, or other related health field.
2. Must have a valid license of practice (A certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in working in the community HIV Programs
4. Ability to maintain confidentiality in all aspects.
5. Ability to work both individually and as part of a team with minimal supervision.
6. Ability to communicate fluently in both English and Kiswahili.

8. Job Title: Pharm Technician (01 post)

Location: Rulenge Hospital

Reports to: Facility In-charge

Duties and Responsibilities:

1. Making sure that the storage and dispensing area is clean, safe, and conforms to laws governing pharmacy and pharmaceuticals.
2. Projecting consumption estimates for each drug item every month.
3. Making orders of drugs from the main store of your respective district store according to anticipated Monthly requirements by filling authorized tools i.e. ordering and requisition vouchers.
4. Receiving deliveries and counterchecks and signing off all drug deliveries.
5. Keeping records of all receipts and issues. Maintain bin cards for each item and keep a running balance.
6. Storing, distributing, and controlling the stock and ensuring uninterrupted supply of drugs at all times by ensuring a Max-Min stock level of 2/1 Month at all times
7. Redistributing the nearly expiring drugs to sites that can consume them before the expiring dates.
8. Controlling and separating immediately the damaged and expired drugs from the shelves/cupboard and keeping all set aside for destruction.
9. Monitoring prescriptions from duly authorized prescribers for appropriateness and discrepancies.
10. Dispensing/refilling all prescriptions.
11. Providing medication adherence counseling to patients.

12. Maintaining records of all drugs issued to patients to dispensing register, paper-based and or software.
13. Preparing and submitting monthly drug consumption report which includes stock level and number of patients on ARVs per regimen to the district Supply Chain officer before the 5th of the next Month.
14. Providing drugs information to patients including another member of the clinical staff
15. Maintaining confidentiality and keeping patient information and records secure
16. Performing any other duties as may be assigned by the site manager

Requirements: Education, Work experience, and Skills:

1. At least a Diploma or Bachelor's Degree in Pharmacy from a recognized institution.
2. Certificate of registration from the Pharmacy Board.
3. A minimum of three (3) years in the field of expertise.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and the Internet.
6. Ability to work under pressure and stringent deadlines.

9. Job Title: Laboratory Technician (01 Post)

Location: Kagondo Hospital in Kagera region.

Reports to: Facility in-charge

Duties and responsibilities:

1. Reading, understanding, and implementing SOPs for molecular analysis of HIV drug resistance and viral load.
2. Performing daily QC checks on all laboratory processes and procedures for accurate and reliable test results.
3. Performing pre-analytical procedures on all specimens received including but limited to inspections, registration, separation, and storage.
4. Performing testing in molecular biology to determine the level of HIV drug resistance and amount of HIV.
5. Performing results analysis and interpretation and indicating in case of critical/panic results
6. Preparing samples for shipping according to SOPs.
7. Documenting daily operation, recalibration, preventive maintenance services, and repair of machines/analyzers using operation, reagents, calibration, maintenance, and corrective action logs.
8. Troubleshooting minor technical faults in machines using the operation manual, document the action, and report to the laboratory supervisor.

9. Analyzing PT samples/panels received for external quality control program and submit them within deadline.
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
11. Archiving all the source documents after testing in the appropriate files.
12. Preparing summary reports of the machines/analyzers at the end of every week and month.
13. Performing duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students.
14. Observing all the quality requirements to fully support the laboratory towards accreditation.

Requirements: Education, Work experience, and Skills:

1. At least a Diploma in Health Laboratory Technician.
2. Certificate of registration with Health Laboratory Council.
3. Minimum of two years' experience working in HIV drug resistance laboratory settings.
4. Laboratory quality management training is an added advantage.
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.

HOW TO APPLY

Interested candidates for any of the above positions should **DROP THEIR APPLICATION LETTERS, CVs, and COPIES OF THEIR CERTIFICATES TO MDH KAGERA OFFICE, KIBOKO STREET, PWANI AREA. OR THROUGH THE FOLLOWING EMAIL**

**Regional Project Manager,
Management & Development for Health (MDH)
Kiboko Street, Pwani Area
P.O Box 834,
Bukoba.**

APPLICATION DEADLINE – 31st DECEMBER, 2024.

MDH DO NOT have any agents and DO NOT charge any fees to interested candidates.