



UNITED REPUBLIC OF TANZANIA  
PRESIDENT'S OFFICE  
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT



**RORYA DISTRICT COUNCIL**

*Unapojibu tafadhali taja*

REF. NO. HWR/CL.02/10/112

Tarehe: 06/10/2023

All Tanzanians,  
TANZANIA MAINLAND AND ZANZIBAR.

**EMPLOYMENT OPPORTUNITIES**

Rorya District Director in collaboration with AMREF Health Africa Tanzania through the project named "Afyā Thabiti" is inviting all qualified Tanzanians to apply for employment opportunities as described below:

**Position Title:** Data Clerk (08)

**Reports to:** Facility Medical Officer In-charge

**Job summary:**

Data Clerks will be reporting to the Facility Incharge and will be receiving technical support from the District Data Coordinator and the respective M&E Officer. Duties for the Data Clerk will include the following:

- Check to ensure that all CTC2 cards, and HTC registers are filled correctly and completely and work with clinicians/nurses to correct any inconsistencies before entry to CTC2 database.
- Ensure that all patient information, visits and all laboratory tests and results as recorded in HVL registers, CTC2 cards and HTC registers is entered into the CTC2 database as soon as forms/cards/registers are received and verified (i.e. on the day that the patient visits the site/clinic)
- Assist the triage nurse(s) to generate list of patients with scheduled appointment on the next CTC clinic date/day.
- Ensure there is a proper rotation of files and registers from clinicians to the data room to RCH by returning files and registers to the shelves/testing points/RCH after entry.
- Work with other CTC staff to ensure that files and other documents are kept in a secure place to guarantee patient confidentiality. All files/cards and registers should be kept in lockable cabinets to prevent unauthorized person from accessing the data according to the MOHCDGEC and NACP guidelines on data management.
- Ensure that data backup is done on a daily basis in an external hard drive and it should be stored out of the data entry building for safety.
- On weekly and monthly basis, ensure that data from CTC2 database is submitted to NACP CTC3 database
- Accurate data entry of clinical, laboratory, tracking and other M&E tools into the electronic database including DHIS2 summaries as required.
- Running reports from the database to ensure completeness and accuracy
- Preparing the list of clients expected to attend the clinic and ensuring files are in the right place and accessible for clinicians

- Produce the list of clients missed appointments for tracking immediately after the clinic
- Communicate with supervisors regarding forms with problems such as missing data
- Sort and file forms as needed in numerical order or by date
- Communicate with supervisors regarding database malfunctions
- Reconcile differences between records in databases and other data sources such as registers, reviewing appropriate form and correcting all differences
- Maintain a good record keeping of both soft and hard copies in neat and accessible manner
- Attend data staff meetings including data reviews at the specified times
- Communicate both verbally and in writing suggestions for improvements to data entry or data flow to supervisors
- Complete other data tasks as assigned including pulling of files for different interventions
- Perform other duties assigned by the supervisor

## **REQUIREMENTS:**

- a) A Minimum of certificate or diploma level training on computer studies or any related field; higher level of education will be added advantage
- b) Good computer application skill especially in Microsoft Access, Excel, PowerPoint and Word
- c) At least one (1) year experience of data entry
- d) Good speed and accuracy in typing skills
- e) Ability to work independently
- f) Good communication skills both in writing and verbal
- g) Committed to work and adheres to work regulations
- h) Maintains high level of confidentiality in all aspects
- i) Analytical and problem-solving skills, multi-tasking and organizational skills.

**1. Position Title: ART Nurse/Nurse counsellor (06)**

**Reports to: Facility Medical Officer In-charge**

### **Job summary:**

Perform the task of ART Nurse/Nurse counsellor under the supervision of facility incharge

### **Duties and Responsibilities:**

1. Conduct adherence counseling to clients attending clinics
2. Keep clients records of clients at the clinic
3. Conduct counseling to clients on contacts testing (sexual partners, needle sharing and biological children)
4. Gives health education on positive health, dignity and prevention to clients at CTC
5. Support counseling and disclosure among adults and pediatrics
6. Conduct nutrition assessment of clients attending CTC
7. Assess clients on adherence status and ART side effects and report to clinician
8. Support dispensing of ARV to clients
9. Do other duties as may be assigned by the site manager

## **Requirements**

- a) Certificate in Nursing and Midwifery with valid license to practice
- b) High level confidentiality of laboratory test results of patients
- c) Ability to work autonomously and under pressure
- d) At least one (1) year experience in HIV/AIDS care and treatment services
- e) Excellent command of Swahili and English languages, in written and oral communication.
- f) Experience in basic computer applications such as MS Word, Excel, PowerPoint and internet.
- g) Ability to maintain confidentiality in all aspects.
- h) Ability to work both individually and as part of a team with minimal supervision.

**2. Position Title: Laboratory Technologist (1)**

**Reports to: Facility Medical Officer In-charge**

### **Job summary:**

**Laboratory technologist key role** is to strengthen Laboratory Quality Management System and provide technical support of facility laboratory activities to improve quality of HIV/TB diagnosis, and Viral Load Monitoring to attain the current 95-95-95 of the HIV clinical cascade.

The Laboratory Technologist shall work as part of health facility team contributing to the goals and objectives of **AMREF**

### **Duties and Responsibilities:**

- a) Perform initial TB, HIV Viral Load and DBS sample processing, if required, and Store samples to the desired temperatures before transportation to the referral testing laboratory.
- b) Ensure proper documentation of TB, CD4, HIV Viral Load and DBS samples and results into Laboratory registers.
- c) Ensure quality sample collection from eligible clients/patients at the facility, for TB, CD4, HIV Viral load and DBS samples.
- d) Responsible to ensure completeness and validity of client information and data entry in the electronic sample referral and results feedback system.
- e) Expedite transportation of TB, CD4, HIV Viral Load and DBS samples and results received from spokes and testing laboratories respectively.
- f) Close monitoring of program laboratory key performance indicators (Turnaround time, Samples rejection and recollection, and analyzers error rates, if required).
- g) Coordinate distribution of TB/HIV commodities/consumables to respective facilities (spokes).
- h) Prepare and submit regular reports of sample referral functions to relevant authority (CHMT, IP) on monthly basis, and as required.
- i) Perform other duties as assigned by Laboratory Manager/in-charge

## Requirements

- i) Diploma in medical laboratory science with valid license to practice
- j) Proven experience as laboratory technologist with at least 1-year hands-on experience
- k) Experience in operating electrical and nonelectrical laboratory equipment and potentially dangerous substances
- l) High level confidentiality of laboratory test results of patients
- m) Working knowledge of MS Office (especially Excel) and database systems
- n) Ability to work autonomously and under pressure
- o) Good communication skills

**3. Position Title: Pharmaceutical Technician (1)**

**Reports to: Facility Medical Officer In-charge**

### Job summary:

Perform the task of Pharmaceutical Technician under the supervision of medical officer 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 on Monthly basis.
3. Making 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. Receiving deliveries and counterchecks and sign off all drug deliveries.
5. Keeping records of all receipts and issues. Maintain bin card for each item and keep a running balance.
6. Storing, distributing and controlling 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. 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 keep all set aside for destruction.
9. Monitoring prescriptions from dully 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 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. Providing drugs information's to patients including other members
15. Maintaining confidentiality and keeps patient information and records secure
16. Performing any other duties as may be assigned by the supervisor


**Requirements: Education, Work experience and Skills:**

- a) At least a diploma in Pharmacy from a recognized institution.
- b) Certificate of registration from Pharmacy Board.
- c) A minimum of one (1) year in the field of expertise.
- d) Excellent command of Swahili and English languages, in written and oral communication.
- e) Experience in basic computer applications such as MS Word, Excel, Power point and internet.
- f) Ability to work under pressure and stringent deadlines.

# MASHARTI KWA UJUMLA

- Waombaji wote wawe ni raia wa Tanzania na wenye umri wa kuanzia miaka 18 na usiozidi miaka 45
- Waombaji wote waambatishe nakala ya cheti cha kuzaliwa na kitambulisho cha uraia (NIDA) au namba ya NIDA kwa ambao hawajapata kitambulisho
- Waombaji wote waambatishe maelezo binafsi (Detail CV) yenye anuani na namba za simu zinazopatikana pamoja na majina ya wadhamini watatu (Refferees) wa kuaminika
- Maombi yote yaambatane na vyeti vya elimu na taaluma yaani nakala ya vyeti cya kidato cha nne au sita na vyeti vya taaluma (Professiona certificates from Respective Board, Computer Certificates) pamoja na picha mbili za Rangi za hivi karibuni.
- Testmonial, provisional results, statement of results, hati ya matokeo ya idato cha nne na sita **havitakubalika kabisa.**
- Waombaji waliosoma nje ya Tanzania wahakishe vyeti vyao vimehakikiwa na kuidhinishwa na mamlaka husika (NECTA na NACTE) na taarifa za ulinganifu iambatishwe kwenye maombi
- Waombaji wa nafasi za ajira waliostaafishwa katika Utumishi wa Umma hawaruhusiwi kuomba isipokuwa kama wana kibali kutoka kwa Katibu Mkuu Ofisi ya Rais, Menejimenti ya Utumishi wa Umma na Utawala Bora.
- Barua ya Maombi iandikwe kwa mkono na kwa Lugha ya Kiswahili au Kiingereza **tofauti na hapo maombi hayatapokelewa.**
- Kichwa cha barua ya maombi kitaje nafasi ya kada unayoomba kwa ufasaha
- Barua ya maombi isainiwe na mwombaji mwenyewe tofauti na hivyo maombi hayo **yatakataliwa**
- Uwasilishaji wa taarifa na sifa za kughushi wahusika watachukuliwa hatua za kisheria
- Waombaji watakaokidhi sifa na vigezo watajulishwa tarehe ya usaili kupitia mbao za matangazo za Halmashauri ya Wilaya ya Rorya, Website ya Halmashauri ya Wilaya ya Rorya ambayo ni [www.roryadc.go.tz](http://www.roryadc.go.tz) pamoja na namba za simu na anuani walizotumia kwenye barua ya maombi.
- Barua zitumwe kwa njia ya Posta ,Barua pepe ya Mkurugenzi ([mkurugenzi@roryadc.go.tz](mailto:mkurugenzi@roryadc.go.tz)) au ziwasilishwe kwa mkono masijala ya wazi ya Halmashauri ya Wilaya ya Rorya kuanzia saa moja na nusu (1.30) asubuhi hadi saa tisa na nusu (09.30) Alasiri
- Mwisho wa kutuma maombi ya kazi ni tarehe 13/10/2023 saa tisa na nusu (09.30) Alasiri
- Maombi yote ya Kazi yatumwe kwa anuani ifuatayo  
**Mkurugenzi Mtendaji (W)**  
**Halmashauri ya Wilaya ya Rorya**  
**S.L.P 250**  
**TARIME/RORYA -MARA**

Tangazo hili limetolewa na :-



Abdul O. Mtaka

**Mkurugenzi Mtendaji (W)**

**RORYA MKURUGENZI MTENDAJI (W)**  
**RORYA**

**Nakala:-**

1. Tovuti ya Halmashauri ya Wilaya ya Rorya : [www.roryadc.go.tz](http://www.roryadc.go.tz)
2. Mbao za matangazo za Halmashauri ya Wilaya ya Rorya