

THE UNITED REPUBLIC OF TANZANIA
PRESIDENT OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
KYELA DISTRICT COUNCIL

JOB VACANCIES

Executive Director, Kyela District Council in collaboration with the Water Reed Program Tanzania (WR-T) invites application from suitable qualified candidates who wish to work in the following positions.

Job Title: Data Entry Clerk (3 Positions)

Report to: CTC in-charge

Location: KYELA

Terms of Employment One year contract

Salary: Tsh. 700,000/= Per month

Qualifications.

- i. Diploma in computer science, statistics, record management, Information technology, Health information management and or related scientific discipline from a recognized university. **Advance Diploma in the mentioned courses is an added advantage.**
- ii. At least two years (2) 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 updates 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 introduce 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 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 (3 Positions)

Report to: CTC in-charge

Location: KYELA

Terms of Employment One year contract

Salary: Tsh. 600,000/= Per month

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 counselling 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 counsellors 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 paediatric 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 paediatric 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.

Qualifications:

- Clinical Officer from a recognized institution and must be registered with the relevant professional body in Tanzania
- Two (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%

General conditions

- All applicants must be citizens' of Tanzania of not more than 45 years of age.
- Applicants must attach an up to date Curriculum vitae(CV) having reliable contacts (Postal Address, Email, Three passport size photos, and telephone numbers
- All applicants must attach relevant certified copies of academic and training certificates
- Applicants should indicate the reputable referees with their reliable contacts.

Interested applicants should submit their applications to the following address

Executive Director

Kyela District Council


P.O.BOX 320

KYELA

DEADLINE

Fourteen days from the date of first appearance of this advertisement.

08/12/2020.


**DISTRICT EXECUTIVE DIRECTOR
KYELA DISTRICT COUNCIL
EZEKIEL H. MAGEHEMA
DISTRICT EXECUTIVE DIRECTOR
KYELA**