



## 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, 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 (MoH) 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 Kaliua District Council, Tabora Municipal Council and Nzega Town Council, invite suitable candidates to apply for the following posts.**

**1. Job Title: Data Officers (13 Posts)**

**Location:** Kaliua District Councils and Tabora Municipal Council

**Reports to:** Facility In-charge

**Duties and Responsibilities:**

1. Entering quickly and accurately clinical, laboratory, tracking or other forms into database under the monitoring of District Data Coordinator, Data Supervisor and reporting to the Site Manager.
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 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 two (2) years' experience working as a data entry officer in the HIV/AIDS program settings.
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 maintains confidentiality in all aspects.

**2. Job Title: Laboratory Technician (1 post)**

**Location:** Kaliua (St John Paul Hospital)

**Reports to:** Facility In-charge

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 level of HIV drug resistance and amount of HIV virus.
5. Performing results analysis and interpretation and indicate in case of critical/panic results
6. Preparing samples for shipping according to SOPs.
7. Documenting daily operation, recalibration, preventive maintenance services, repair machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs.
8. Troubleshooting minor technical faults in machines using operation manual, document the action, and report to 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. Bachelor degree in molecular biology or biotechnology.
2. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
3. Laboratory quality management training is an added advantage.
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.

**3. Job Title: Clinical Tracker (1 post)**

**Location:** Nzega Town Council.

**Reports to:** Facility In-charge

**Duties and Responsibilities:**

1. Identifying patients who missed their clinic visits schedule timely and conduct telephone tracking.
2. Preparing, share list with, and support CBHS providers/peers/community tracker to conduct home visits to track all clients who missed their scheduled visit that were not found through the phone and those who don't have telephone.
3. Updating and Facilitate 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. Diploma in social work or community development or any other health related course.
2. Bachelor degree on social and community development is an added advantage.
3. Must have 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 maintains confidentiality in all aspects

**4. Job Title: Community HIV Tester (1 Post)**

**Location:** Tabora Municipal Council

**Reports to:** Facility In-charge

**Duties and Responsibilities:**

1. Providing KVP friendly services client centered approach.
2. Working with peer educators in creating awareness and education on the existence of identification services and preventive services.
3. Ensuring all HIV testing services is performed according to national HIV testing algorithm.
4. Providing ongoing counselling with psychosocial support and testing while maintaining confidentiality and patient rights.
5. Compiling and submit all report on daily, weekly, monthly or quarterly report to HTS focal and MDH supervisors.
6. Monitoring the quality of test kits by the use of suitable control materials, sample from laboratory department.
7. Ensuring safe storage of CBHTS related items and prepare all the necessary consumables for undertaking CBHTS activities on time.
8. Keeping accurate CBHTS record.
9. Working with team members to monitor Quality improvement plans with regards to the established performance targets or indicators.
10. Working with Data Officers for Data entry of new identified clients into the CTC2 database.
11. Providing health education on importance of clinic adherence to the clients and treatment supporter.
12. Participating in outreach and campaigning in reaching targeted population for testing and prep services.
13. Participating in QI activities that aimed to increase CBHTS efficiency.
14. Bringing up any ideas or comments that may contribute to better system for providing services to KVP.
15. Performing any other duties as assigned by a Supervisor.

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

1. Diploma in Medicine, Nursing or other related health field.
2. Must have a valid license of practice (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 maintains 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.



## **HOW TO APPLY**

**Interested candidates for any of the above positions should apply 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.**

**Applications should be submitted by 26<sup>th</sup> March, 2022 to the Human Resources Manager, MDH Sub-grantees through e-mail [taborasub@mdh.or.tz](mailto:taborasub@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.**