



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 seeks a qualified individual to fill the position below.

**Job Title:** Tracker Officer (3 Posts)

**Reports to :** In – charge

**Location:** Tabora

**Deadline:** 21st February 2023

### **Job Summary :**

#### **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**

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, At least one (1) year experience working in the field of expertise 1.Ability to

work both individually and as part of a team with minimal supervision. 2. Ability to communicate fluently in both English and Kiswahili. 3. Ability to maintain confidentiality in all aspects

### **Special Employment Condition**

On Contract Basis

**Job Title:** ART Nurse Officer (3 Posts)

**Reports to :** In – charge

**Location:** Tabora

**Deadline:** 21st February 2023

### **Job Summary :**

#### **Duties and Responsibilities:**

1. Counseling patients with regard to HIV diagnosis, management of medications, adherence to clinic visits, psychosocial issues, and basic health self-care.
2. Counseling and educating family members and care givers to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to 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 test.
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**

Diploma in Nursing.(Degree in nursing is added advantage) At least three (3) years' experience in HIV/AIDS care and treatment services 1. Must have a valid license of practice. 2. Excellent command of Swahili and English languages, in written and oral communication. 3. Experience in basic computer applications such as MS Word, Excel, Power point and internet. 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 work under pressure and stringent deadlines.

### **Special Employment Condition**

On Contract Basis

**Job Title:** Data Officer (8 Posts)

**Reports to :** Officer

**Location:** Tabora

**Deadline:** 21st February 2023

### **Job Summary :**

#### **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**

Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or related field. 1. A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program settings. 1. Analytical and problem-solving skills, multi-tasking and organizational skills. 2. Ability to communicate fluently in both English and Kiswahili. 3. Ability to work both individually and as part of a team with minimal supervision. 4. Ability to maintain confidentiality in all aspects.

## **Special Employment Condition**

Contract Basis

**Job Title:** Clinical Officer (2 Posts)

**Reports to :** In – charge

**Location:** Tabora

**Deadline:** 21st February 2023

## **Job Summary :**

Providing clinical care to HIV patients in the Clinic.

## **Duties and Responsibilities:**

1. Providing Clinical care to HIV patients in the clinic including;
  1. Management of Opportunistic Infections
  2. Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
  3. Initiating patients on ART
  4. Managing complications of ART
  5. 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 duties assigned by the Facility in-Charge

## **Requirements, Education, work experience and skills**

Diploma in Clinical Medicine from a recognized institution;

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

### **Special Employment Condition**

On contract basis

**APPLY HERE**