

VACANCIES ANNOUNCEMENT FOR VOLUNTEERS

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, 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 Dar es Salaam City Council; Temeke, Kinondoni, Kigamboni and Ubungu Municipal Councils Together with Amana, Mwananyamala and Temeke Regional Referral Hospitals invites qualified candidates to apply for the following posts as **Volunteers**:

1. **Job Title: VOLUNTEER COMMUNITY TESTER (48 Posts)**

Location: Amana, Temeke and Mwananyamala RRHs, Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungu Municipal Councils

Reports to: Facility In-charge

Job Summary

The HIV Tester supports the facility In-charge to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/He is responsible for the facility implementation and reporting of all HTS initiatives in her/his respective facility under the guidance of the facility PITC focal person and in collaboration with facility in-charge, CTC in charge and other relevant health facility staff.

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 liaison between clinicians/clinics, individuals screened and care centers.
3. Providing counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support and assist with referral and linkages.
4. Assessing and document all referrals, make follow-up and report on referral outcomes.
5. Monitor the quality (QA/QC) of test kits by control materials/samples from laboratory department.
6. Ensuring safe storage of HTS related items and to request/prepare 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. Working 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 National EQA program for HIV rapid test.
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 (Certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in HIV/AIDS care and treatment services
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.

2. Job Title: VOLUNTEER DATA OFFICER (12 Posts)

Location: Amana, Temeke and Mwananyamala RRHs, Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Job Summary

The Data Officer is a team member at the Health Facility who enters, and keeps records and information on clients/patients, retrieving them for Clinicians and ensuring confidentiality and safety.

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 by the Supervisor.

Requirements: Education, Work experience and Skills

1. At least a 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 maintain confidentiality in all aspects.

3. Job Title: VOLUNTEER FACILITY BASED HIV TESTER (55 Posts)

Location: Amana, Temeke and Mwananyamala RRHs, Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Job Summary

The HIV Tester supports the facility In-charge to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/He is responsible for the facility implementation and reporting of all HTS initiatives in her/his respective facility under the guidance of the facility PITC focal person and in collaboration with facility in-charge, CTC in charge and other relevant health facility staff.

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 liaison between clinicians/clinics, individuals screened and care centers.
3. Providing counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support and assist with referral and linkages.
4. Assessing and document all referrals, make follow-up and report on referral outcomes.
5. Monitor the quality (QA/QC) of test kits by control materials/samples from laboratory department.
6. Ensuring safe storage of HTS related items and to request/prepare 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. Working 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 National EQA program for HIV rapid test.
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 (Certificate for HIV testing is an added advantage).
3. At least three (3) years' experience in HIV/AIDS care and treatment services
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.

4. Job Title: VOLUNTEER FACILITY BASED TRACKER (215 posts)

Location: Amana, Temeke and Mwananyamala RRHs, Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Job Summary

The Facility Based Tracker works with and supports the facility HTS focal person to ensure efficient implementation and reporting of HIV testing services and ART linkage at the facility. She/he is responsible for ensuring HIV positive clients linked into care and treatment services remain in long life ART use.

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. At least a Diploma in social work or community development or any other health related course.
2. Bachelor degree on social and community development will be 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

5. Job Title: VOLUNTEER LAST DESK (64 Posts)

Location: Amana, Temeke and Mwananyamala RRHs, Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities

1. Verifying attachment documents in all clients file attending clinic in the particular day if are properly and completely documented.
2. Verifying CTC 2: (section 1 to 23) to see if they have been filled in at each visit.
3. Verifying if client is eligible for HVL test at 6 Month since the start of ART, 1 year after ART initiation, then annually. For clients with high VL verify for HVL test 3 Months after EAC. For clients with 1000/ml copies or more, verify if EAC sessions have been offered in line with set standard.
4. Checking and verifying if all necessary documentation with regard to the retention have been done.
5. Verifying the status of MMDs and return the client to the service point.
6. Verifying Index Elicitation and ensure all necessary procedures and documentation are complete.
7. Verifying if eligible client to receive DTG prescription were given.
8. Verifying if the infant under 2 Months of age were taken sample for DBS testing and documented.
9. Verifying if clients who have not received COVID-19 vaccination is advised to go back for vaccination.
10. Performing any other duties as may be assigned by the clinical team.

Requirements: Education, Work experience and Skills

1. Diploma in Clinical Medicine, Nursing or other related health field.
2. Must have a valid license of practice
3. At least three (3) years' experience in HIV/AIDS care and treatment services.
4. Ability to work both individually and as part of a team with minimal supervision.
5. Ability to communicate fluently in both English and Kiswahili.
6. Ability to maintain confidentiality in all aspects.

HOW TO APPLY

INTERESTED CANDIDATES FOR ANY OF THE ABOVE POSITIONS SHOULD SUBMIT THEIR APPLICATION LETTERS, CVS AND COPIES OF THEIR CERTIFICATES TO MDH DAR ES SALAAM OFFICE.

APPLICATION DEADLINE – 22ND SEPTEMBER, 2023.

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