



JOB VACANCY

The Global HOPE-MUHAS Pediatric Haematology and Oncology Program (Global HOPE-MUHAS PHO) is a program that aims at building capacity in Paediatric Haematology and Oncology in Tanzania through training, provision of evidence-based medical care and research. As part of the implementation of its activities, the Global HOPE-MUHAS PHO program is seeking to hire personnel to work with the program. The program is therefore looking for enthusiastic and energetic individuals to apply for the following vacant position:

Job Title: Data Clerk - 1 post

Reporting to: Monitoring and Evaluation Officer GLOBAL HOPE-MUHAS PHO Program

Work Station: Dar es salaam, Muhimbili University of Health and Allied Sciences (MUHAS) and its affiliated hospitals.

Required Qualifications.

- Diploma in Nursing or Clinical Medicine
- At least 1-2 years of working experience in health/medical data collection, entry and management.
- An interest and prior exposure in Pediatric Hematology & Oncology is an added advantage

DUTIES AND RESPONSIBILITIES.

- Creates a case report form folder for each patient that is enrolled on research studies and ensures that the folder contains all essential documents, templates, and forms as per IRB-approved protocol.
- Enters and updates patient information into the database system(s) periodically according to the determined schedule

- Processes and logs other non-clinical data as needed for program monitoring and evaluation purposes and ensure up to date data tracking.
- Ensures that data entry is efficient, accurate, complete, accomplished within a timely manner, and consistent with data management standard operating procedures (SOPs).
- Ensures that database(s) records are consistent with patient medical records and verifies that data has been entered correctly by comparing data to the source document(s).
- Conduct other records management duties as required and assigned.
- Generates a monthly report that includes, but is not limited to: all patients' clinic attendances, unscheduled visits, scheduled visits, and registration for new patients.
- Generates routine reports to other program departments as needed following reporting standard operating procedures (SOPs).
- Participate in educational and all other departmental activities as needed.
- Participate in the conduct of research as per standard operating procedures (SOPs) and IRB-approved protocols.
- Participate in all program and departmental meetings as needed.
- Undertake any other duties as requested by the Director of the program.

How to Apply:

If you have the above qualifications, please submit your Academic Certificates, application letter describing why you are the right candidate for this position, curriculum vitae detailing your experience and current place of employment to the following address;-

Lulu.Chirande@bcm.edu

CC: Alice.Mutagonda@bcm.edu

Deadline for submission of the Applications

Two weeks from the date it Appeared/Posted on the website

GENERAL CONDITIONS FOR ALL POSTS

- (i) Applicants shall make sure they take into consideration all information given in this advertisement and attach an up to date Curriculum Vitae (CV) including a reliable contact Postal address, email address and telephone numbers.
- (ii) The title of the position applied for shall be written in the subject of the application

letter and marked on the envelope.

- (iii) Applicants must attach their relevant certified copies of Academic certificates and transcripts as follows: - (a) Degree/Diploma Certificate (b) Form IV and Form VI (c) Computer Certificates where applicable. (d) Professional Certificates from respective councils where applicable. (e) One recent passport size picture and copy of birth certificate. (f) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (iv) Applicants shall indicate three reputable referees with their reliable contacts.
- (v) National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}, should verify certificates from foreign Countries.
- (vi) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.