



VACANCY ANNOUNCEMENT

Management and Development for Health (MDH) is a local non-governmental organization, determined to contribute towards a robust health system, able to support delivery of quality health services through evidence based interventions and ultimately have a healthier and prosperous society. MDH works in partnership with various organizations to support health care delivery services in Tanzania mainly provision of HIV care and treatment services, maternal and child health, nutritional interventions, prevention and control of NCD's and community interventions

In Dar es Salaam, MDH supports the Government of Tanzania through the Municipal councils of Ilala, Temeke, Kinondoni, Ubungo and Kigamboni in implementation of the program on HIV/AIDS Care and Treatment and monitoring of people living with HIV/AIDS (PLWHA). In order to strengthen care and treatment of PLWHA in Dar es Salaam, MDH on behalf of the above mentioned Municipal Councils seeks to employ Data Entry Officers and Clinical Trackers as follows

JOB TITLE: DATA OFFICER (23)

REPORTING TO: Facility In-charge

Duties and Responsibilities

Data Entry Officers will be under the direct supervision of a data Supervisor and reporting to the site manager.

Tasks for a Data Entry Officer will include but not be limited to the following activities.

- 1) Enter 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) Produce, review and share 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 analyze and produce lists of patients for follow up such as missing appointment, LTFU, Viral Load, etc.
- 4) Facilitate simple data analysis and interpretation at the facility level to encourage data use for planning and decision making at the facility level
- 5) Communicate both verbally and in writing with supervisors regarding forms with problems
- 6) Monitor various databases at the facility and communicate both verbally and in writing with supervisors regarding database challenges.
- 7) Reconcile differences between different databases by running queries, reviewing appropriate form and correcting all differences
- 8) Locate and review archived or filed forms if necessary
- 9) Attend data staff meetings at the specified times
- 10) Communicate both verbally and in writing suggestions for improvements to data entry or data flow to supervisors
- 11) Complete other data tasks as assigned

REQUIREMENTS:

- A Minimum of form four education, certificate or diploma level training on computer study.
- At least one (1) year experience of data entry
- Good communication skills
- Able to work independently and in team
- Committed to work and adheres to work regulations
- Maintains confidentiality in all aspects
- Analytical and problem-solving skills, multi-tasking and organizational skills.

Job Title: CLINICAL TRACKER (17)

Report to: Facility In-charge

Duties and Responsibilities

1. Identify patients who missed their clinic visit schedule timely and conduct telephone tracking
2. Prepare and share with CBHS providers/ peers/ community tracker list of clients who were not found through the phone and those who don't have telephone
3. Updates all tracking outcome into the tracking register
4. Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counselor and Data officer
5. Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
6. Ensure unknown clients are tracked timely and 70% returned to care monthly
7. Work with referral focal, counselor and data officer to confirm all transfer out in respective facility
8. Provide health education on importance of clinic adherence to the client and family
9. Supporting the patient adherence to medication and clinic visit schedules
10. Record and report tracking services daily, weekly, monthly and quarterly
11. Prepare summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
12. Participate in data management and net loss analysis in respective facility and district.
13. Participate in QI activities that aimed to increase retention at facility level
14. Bring up any ideas or comments that may contribute to better system of patient follow up.
15. Perform any other duties as assigned by a line supervisor

Requirements:

- HIV/AIDS Tracker requires a Basic Training of HIV/AIDS Management, Knowledge and Skills of Home Based Care, Counseling and Tracking Skills.
- A Minimum of form four education,
- At least one (1) year experience of working on the field
- At least Certificate in basic computer will be an added advantage

- Good in both oral and written English and Kiswahili
- Able to work independently and in team
- Committed to work and adheres to work regulations
- Maintains confidentiality in all aspects
- Analytical and problem-solving skills, multi-tasking and organizational skills.

HOW TO APPLY:

Interested candidates should submit their application letters, CVs, Certified photocopies of certificates and names and contact information (email addresses and telephone numbers) of two referees.

Applications should be submitted by **23rd November, 2018** to the HR Manager, MDH through e-mail **hr@mdh-tz.org** or drop by hand at our MDH Mikocheni Office near New Regency Park Hotel.

Please note; **only shortlisted candidates will be contacted.**