



THE UNITED REPUBLIC OF TANZANIA
PRESIDENT'S OFFICE REGIONAL ADMINISTRATION AND
LOCAL GOVERNMENT



KIBONDO DISTRICT COUNCIL

In reply mention:

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November 23, 2021

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ADVERTISEMENT FOR VACANCIES

The Office of KIBONDO Executive Director in collaboration with Tanzania Health Promotion Support (THPS) in implementing Afya Hatua Project is currently seeking highly experienced, committed and motivated Tanzanians to fill in the following 12 Months Contract Period with Possibilities of Contract renewal vacancies;

1. POSITION TITLE: Data Officer- 2 position

REPORTS TO: Medical Officer in charge of the facility.

LOCATION: Kibondo District Hospital

Full Time work Station; CTC/PMTCT Clinic & OPD

OVERALL JOB FUNCTION: To implement high-standard computer and paper-based HIV data and record management in accordance to Facility, District, Regional, Government and PEPFAR guidance.

KEY RESPONSIBILITIES:

The incumbent will be a Member of the facility staff and will implement the following on daily basis

- (a) Primarily responsible for transcription of patient visit information to paper-based pre-ART and ART registers.
- (b) Review relevant clinic records and perform paper-based data quality checks on CTC 2 cards and registers
- (c) Ensure CTC2 data analytics, Macro3 databases are uploaded daily, weekly and monthly as stipulated in the current uploading guideline.

- (d) Conduct data cleaning for all required information from CTC2 database before national macro3 submission
- (e) Collaborate with community data teams to update all information in the national CTC2 database modules as per national guideline
- (f) Ensure proper filling client files
- (g) At computerized sites, conduct timely data entry (same day and not more than 3 days for Friday clinics) for the CTC 2 database from CTC2 cards, PITC registers and HEI cards.
- (h) Conduct data triangulation for key performance indicators between different database modules by running queries, reviewing appropriate form and correcting all differences.
- (i) Update all patients' laboratory results on CTC2 database (CD4, Viral Load etc.)
- (j) Perform data quality assurance checks for the electronic data
- (k) Update all clients visits in the CTC2 database on daily basis
- (l) Perform daily back up of CTC2 database into external hard drive
- (m) Conduct data triangulation between CTC2 database, ANC and TB units (TB-HIV and ANC positive clients)
- (n) Produce/Compile Prepare Quarterly reports for care and treatment, Mother Child cohort report and HTS reports.
- (o) Produce missed appointment /LTF reports on monthly basis and update final status of clients.
- (p) Collaborate with site personnel, personnel at other health facilities and community-based organization in tracing patients who miss visits or are lost to follow-up.
- (q) Assist facility, R/CHMT in all data-related requests and reporting.
- (r) Ensure weekly data are entered into patchy excel to facilitate weekly performance review.
- (s) Enter performance of each sub granted staff in the database on monthly basis.
- (t) Participate in all QI meeting in the facility.
- (u) Facilitate accurate and timely data collection and submission at your facility on weekly, monthly and quarterly basis with minimal or no support from THPS staff.
- (v) Communicate closely with District, Regional and Headquarters THPS staff to ensure smooth uninterrupted availability of HIV interventions in your facility.

PREFERRED REQUIREMENTS:

- At least Form six level.
- Diploma/ Advance Diploma in computer science or statistics is an added advantage
- Must have verifiable knowledge on computer (Ms Word, Excel, and MS Access)
- Records keeping skills will be secondary added advantage
- Familiarity with the health system and hospital medical records.
- Capable of independently implementing the duties described above.
- Fluent in Kiswahili and English

2. POSITION TITLE: COMMUNITY HIV TESTER/COUNSELLOR 1 position

Direct Supervisor: Medical Officer in Charge

Location: Kibondo District Hospital

➤ KEY RESPONSIBILITIES:

- a) Ensure quality HIV Testing Services (HTS) are provided as per the National guidelines
- b) Community HIV Tester/Counselor will conduct a risk assessment of the disease to clients referred to him/her for testing.
- c) Ensure privacy and I provides unbiased information on HIV testing to his clients & explains the testing process in a simple way.
- d) Ensure 5Cs are observed during pre and post-testing counseling to all clients.
- e) Link clients testing positive with care and treatment services through linkage case management and appropriate linkage to prevention services those tested negative
- f) Will liaise with CTC team to facilitate early ART initiation to clients identified and where possible initiate clients on ART after ruling out potential OIs through proper clinical staging and investigation whenever possible
- g) Will ensure all new HIV-positive clients identified at the community are enrolled in the linkage case management (LCM) except those who do not consent, and ensure they are followed up closely for 45-90 (LCM) and 180 (eLCM)
- h) Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and available services and how to access them

Kibondo, P.O.Box. 43, Kibondo- Kigoma, Telephone: +25528-2820084 , Fax +25528-2820084,
E-mail: ded@kibondodc.go.tz Website: www.kibondodc.go.tz

[All letters should be addressed to District Executive Director]

- i) Will offer index testing services to all clients newly initiated on ART ensuring all clients have their index contacts tested within 45-60 days.
- j) Ensure safe and ethical index testing services are observed and implemented
- k) Support closely newly identified clients remain in care for at least 45-90 days.
- l) Will provide health education to his/her clients on HIV, AIDS and STD's and their implications on new HIV infections to themselves, their sexual contacts and counterparts as well.
- m) Ensure all HIV self-testing clients are tested with conventional method
- n) Will ensure all negative tested KVPs at risk and discordant couples are linked to preventive services
- o) Will ensure HIV testing activities are well documented in the recommended registers and keep all the clients' records confidential, safe and available
- p) HIV Counselor will maintain a list of certifications of Rapid HIV Test kits supplied for community testing activities
- q) Conduct IQA/EQA as per national guidance
- r) Community HIV Tester/Counselor will submit a weekly statistical report as required by the program on time.
- s) Community HIV Tester/Counselor will also perform other duties as assigned by the supervisor

PREFERRED REQUIREMENTS:

- Certificate/Diploma/ Advance Diploma in Nursing, Laboratory or Clinical Medicine from recognised institution
- Ability to perform proper counselling and maintain confidentiality
- At least 2years experience working in community setting
- Certification in HIV testing services will be an added advantage
- Willingness in working with KVPs
- Should have knowledge on computer (Ms Word, Excel, and MS Access)
- Capable of independently implementing the duties described above.
- Fluent in Kiswahili and English

3. POSITION TITLE: Clinical tracker-3 posts

Reports to: CTC in charge Technical support:

THPS Adherence Psychosocial Support and Retention department

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Location: Mabamba HC, Kitahana Dispensary and Nduta Refugee Camp

➤ KEY RESPONSIBILITIES:

- (a) Identify patients who missed their clinic visit schedule timely and conduct telephone tracking
- (b) Ensure effective use of National and program appointment and tracking systems (appointment and tracking registers, PE 3 forms, 3 boxes approach, wateja Marafiki, remainder SMS and follow up calls)
- (c) Prepare and share with CBHS providers/peers educators/ community implementing partner tracker list of clients who were not found through the phone and those who don't have telephone for physical tracing.
- (d) Confirm all tracking outcomes including transfer out, death and cause of death by using phone calls and Macro 3 data base.
- (e) Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counselor and Data clerks.
- (f) Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
- (g) Ensure unknown clients are tracked timely and 70% returned to care monthly
- (h) Work with peer educators, counselor and data clerk to confirm all transfer out in respective facility
- (i) Provide health education on importance of clinic adherence to the client and family
- (j) Supporting the patient adherence to medication and clinic visit schedules
- (k) Work closely with ART nurses and Peer Educator's to ensure all Map cues are updated timely to all clients
- (l) Record and report tracking services daily, weekly, monthly and quarterly
- (m) Prepare summary report weekly, monthly and quarterly and submit to CTC in charge and district APSC officer.
- (n) Participate in data management and net loss analysis in respective facility and district.
- (o) Participate in QI activities that aimed to increase retention at facility level
- (p) Bring up any ideas or comments that may contribute to better system of patient follow up.
- (q) Perform any other duties as assigned by a line supervisor

Qualifications:

- One-year course nursing
- Diploma in social studies
- Knowledge on basic HIV/AIDS
- Experience on provision of HIV/AIDs services at facility/community will be an added advantage

4. POSITION TITLE: **Pharmacist- 1 position**

Department: ART Care and Treatment Program – KIBONDO DH

Reports to: Medical Officer Incharge

Work station: Kibondo District Hospital .

➤ **Duties and Responsibilities**

The job description below is for the pharmacy technician, who is usually expected to perform the tasks, duties, and responsibilities with regards to ART program

- Use Pharmacy Module and other logistics tools to dispense ARVs and other Pharmaceuticals to clients at the CTC Pharmacy as per good dispensing practices.
- Provide patients adherence counselling on medication use and advice clients on rational use of medicines
- Conducting spot checking for expired medications available in all pharmacy sections ie wards, dispensing unit and main stores and separate them from usable stock
- Help in maintaining reasonable stock levels (Max –Min stock levels)
- Use of e-Logistics Systems (Pharmacy Module and e-LMIS) to prepare logistics reports and requests(R&R) as per the MOH schedule.
- Maintain updated paper based inventory systems at CTC Pharmacy and Main store departments
- Conducting monthly Physical Inventories for all ARVs and OI Medicines and keep record in the Pharmacy Module, Store Ledger and in the files
- Receive, load and unload incoming goods from Medical Stores Department, wholesale vendors and donors

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Method of Application

Interested candidates for any of the above positions should submit an application 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). Applications should be submitted to the below address up to 29 Nov 2021 at 9:30 pm.

1. District Executive Director through S.L.P 43, KIBONDO,

Kindly note that only shortlisted applicants will be Contacted



Rutema D.M

DISTRICT EXECUTIVE DIRECTOR
KIBONDO



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