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**ACHIEVE**  
ADOLESCENTS AND CHILDREN  
HIV INCIDENCE REDUCTION  
EMPOWERMENT & VIRUS ELIMINATION



## **JOB ADVERTISEMENT**

### **Background Information:**

Tumaini Community Services Organization (TCSO) is an NGO which was founded by The Anglican Church of Tanzania – Diocese of Southern Highlands (ACT-DSH) as part of compliance due to the reviewed NGO policy and NGO Act No. 24 of 2002. It was registered on 15<sup>th</sup> August, 2019 with registration number 00NGO/R/0478. TCSO has its headquarters at Uzunguni area in Mbeya CC near Regional Commissioner's Office and Stanbic bank. It also has program offices in Mbeya DC, Mbeya CC, Mbarali DC and Kyela DC.

Tumaini Community Services Organization (TCSO) is a Non-Profit Organization enhancing wellbeing through spiritual and ministry services covering health, economic, environment, agriculture, education, water, and sanitation. TCSO envision a community that enjoys quality life and is free from diseases and poverty and committed to provide services to the people in need and advocate for justice in social structure.

### **Project Overview:**

TCSO is awarded a grant to implement the ACHIEVE Project in seven councils of Mbeya DC, Chunya DC, Busokelo DC, Mbeya CC, Mbarali DC kyela DC, and Rungwe DC in the Mbeya region. ACHIEVE uses a comprehensive, family-centered case management approach led by community-based case workers to provide a broad package of services to households with orphans and other vulnerable children in close coordination with the Government of Tanzania's health and social services and other service providers. With support from CNHF, Pact through her sub grantee, TCSO will also build on the ACHIEVE platform to provide additional, critical early childhood care and development services to improve the well-being and future prosperity of infants and young children.

Therefore we are looking for an enthusiastic, creative, energetic individual to fill the positions of data clerks

<b>Job Title:</b>	Data clerks (44positions)
<b>Reporting To:</b>	M&E Officer
<b>Office Location:</b>	Mbeya CC, Kyela DC, Rungwe DC, Busokelo DC, Mbeya DC, Chunya DC and Mbarali DC.
<b>Contract Duration:</b>	Renewable

### **Specific Task Job Description**

The Data Clerk will work at the council level to ensure the timely entry of beneficiaries' reports for the ACHIEVE Project and Early Childhood Development (ECD), within one day

after reception of the forms from the M&E officer while undertaking data verification to ensure accuracy and consistency of the data entered, reported, and submitted.

1. Ensure that all files are arranged in a convenient system so that they can be retrieved quickly.
2. Provide on-the-job training on data management to volunteers.
3. Routinely collect data from the volunteers by using ACHIEVE Project appropriate monitoring and evaluation tools.
4. Ensure data entry through com care.
5. Ensure that files and other beneficiaries' documents are looked
6. Ensure that the data room/registry is always clean and free of dust and other harmful material
7. Coordinate with the M&E and Case management team to ensure data quality and availability
8. Data entry for all beneficiaries into the OVC computerized database and com care on a daily basis
9. Perform any other duties as determined by the employer, his representative, or ACHIEVE Project staff

### **Experience, Qualifications and Knowledge**

- Certificate in Health records and information management, Records and Archive management, Records Management, Information technology and data management, Health Informatics, Statistics, biostatistics.
- A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program settings.
- Analytical and problem-solving skills, multi-tasking, and organizational skills.
- Ability to communicate fluently in both English and Kiswahili.
- Ability to work both individually and as part of a team with minimal supervision.
- Ability to maintain confidentiality in all aspects' Strong attention to detail and organizational skills with the ability to prioritize and multitask Job.

### **Instructions on How to Apply:**

*Interested applicants should submit their Application letter and Curriculum Vitae before 15 November 2023*

*Only shortlisted candidates will be informed of the date of the interview.*

*The applications should be addressed to the following contacts:*

*Executive Director,*

*Tumaini Community Services Organization (TCSO)*

*P.O. Box 198, Lupa way Street,*

*Uzunguni Area, Mbeya*

*E-mail: [ajira@tumainicso.org](mailto:ajira@tumainicso.org)*

*For more information visit us: <https://tumainicso.org/>*

***NB: Hand delivery will not be considered***