



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



**CHALINZE DISTRICT COUNCIL**

(All correspondents should be addressed to District Executive Director)

In reply please quote:

Ref.No. HWC/M.10/31/VOL I/05

17/01/2024

**ADVERTISEMENT FOR JOB VACANCIES**

Chalinze District Council in Collaboration with Tanzania Health Promotion Support (THPS) will implement PEPFAR / CDC supported **AFYA HATUA (Sustain Treatment, Enrolment and HIV Prevention- STEP)** project in aiming to deliver client centered, comprehensive facility and community-based HIV prevention, care, and treatment services for populations of this district hence contribute to the country's epidemic control.

Chalinze District Council is currently seeking highly experienced, committed and motivated Tanzanians to fill in vacant Data Officer positions for **AFYA HATUA** project as shown below.

<b>1. Position title:</b>	<b>Data Officer. (02 Positions)</b>
<b>Reports to:</b>	<b>Medical Officer in Charge and DACC.</b>
<b>Overall Job Function:</b> To implement high-standard computer and paper-based HIV data and record management in accordance to Facility, District, Regional, Government and PEPFAR guidance.	
<b>Key Responsibilities:</b> The incumbents will be a Member of the facility's staff and will implement the following on daily basis.	
<ul style="list-style-type: none"><li>• Primarily responsible for transcription of patient visit information to paper-based pre-ART and ART registers.</li><li>• Review relevant clinic records and perform paper-based data quality checks on CTC 2 cards and registers</li><li>• Ensure proper filling client files</li><li>• At computerized sites, conduct data entry for the CTC 2 database from CTC2 cards, PITC registers and HEI cards.</li><li>• Update all patient's laboratory results on CTC2 database (CD4, Viral Load etc.)</li><li>• Perform data quality assurance checks for the electronic data</li><li>• Update all clients' visits in the CTC2 database on daily basis and update in the CTC3 macro as frequent as required by the program, i.e. on weekly basis.</li><li>• Perform daily back up of CTC2 database into external hard drive</li><li>• Conduct data triangulation between CTC2 database, ANC and TB units (TB-HIV and ANC positive clients)</li><li>• Produce/Compile Prepare Quarterly reports for care and treatment, Mother to child cohort report and HTS reports (Monthly).</li></ul>	

P.O BOX 65,Chalinze, 114 Barabara ya Morogoro, Tel: 023 32935403, Fax: 023 32935402,  
Email: [ded@chalinzedc.go.tz](mailto:ded@chalinzedc.go.tz) Website: [www.chalinzedc.go.tz](http://www.chalinzedc.go.tz)

- Produce missed appointment /LTF reports on monthly basis and update final status of clients.
- 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.
- Assist facility, R/CHMT in all data-related requests and reporting.
- Ensure weekly data are entered into patchy excel to facilitate weekly performance review.
- Enter performance of each sub granted staff in the database on monthly basis.
- Participate in all QI meetings in the facility.
- 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.
- Communicate closely with District, Regional and Headquarters THPS staffs to ensure smooth uninterrupted availability of HIV interventions in your facility.

**Requirements: Education, Work experience and Skills:**

- Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or Other degree from reputable University with reliable experience in HIV program, preferably in a similar position will be considered.
- A minimum of three (3) Months and above working experience in HIV program, preferably in a similar position will be highly considered.
- Volunteers working in Health Facilities are highly encouraged to apply.
- 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.

<b>2. Position title:</b>	Clinical tracker. (01 Positions)
<b>Reports to:</b>	CTC In Charge.
<b>Overall Job Function:</b> Oversee all activities related to adherence, retention, psychosocial support to ART and PMTCT clients in the facility including adolescents and children. This include but not limited to appointment reminders, tracking of miss appointments and updating relevant. Also develop and maintain linkage between ART facilities and community-based adherence and retention systems.	
<b>Key Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Provision of technical assistance to Peer Educators and Community Volunteers on adherence and retention issues.</li> <li>• Identify patients who missed their clinic visit schedule timely and conduct telephone tracking</li> <li>• Insure 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)</li> <li>• Prepare and share with CBHS providers/ peer educators/ community implementing partner tracker list of clients who were not found through the phone and those who</li> </ul>	

- don't have telephone for physical tracing.
- Confirm all tracking outcomes including transfer out, death and cause of death by using phone calls and Macro 3 data base.
  - Facilitate entry of tracking outcome into the CTC 2 card and Database with Clinician/ Counsellor and Data clerks.
  - Conduct weekly review and ensure all tracking outcome are updated and entered on CTC 2 database
  - Ensure unknown clients are tracked timely and 70% returned to care monthly
  - Work with peer educators, counsellor and data clerk to confirm all transfer out in respective facility
  - Provide health education on importance of clinic adherence to the client and family
  - Supporting the patient adherence to medication and clinic visit schedules
  - Work closely with ART nurses and Peer Educator's to ensure all Map cues are updated timely to all clients
  - Record and report tracking services daily, weekly, monthly and quarterly
  - Prepare summary report weekly, monthly and quarterly and submit to CTC in charge and district APSC officer.
  - Participate in data management and net loss analysis in respective facility and district.
  - Participate in QI activities that aimed to increase retention at facility level
  - Bring up any ideas or comments that may contribute to better system of patient follow up.
  - Perform any other duties as assigned by a line supervisor

**Requirements: Education, Work experience and Skills:**

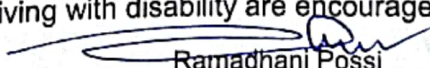
- One-year course nursing
- Trained community health worker (one-year course)
- Certificate in social studies
- Diploma in social studies
- Knowledge on basic HIV/AIDS and Experience on provision of HIV/AIDS services at facility/community will be an added advantage.

**HOW TO APPLY:**

Interested applicants should send an email; [ded@chalnzdc.go.tz](mailto:ded@chalnzdc.go.tz) copy [emulokozi@thps.or.tz](mailto:emulokozi@thps.or.tz) with the following attachments 1. Application cover letter one (page maximum) and 2. Curriculum Vitae (four pages maximum) 3. Copies of your relevant certificates, if manageable (Put them in one PDF document).

**The deadline for submission of applications should be 30<sup>th</sup> January 2024.**

Chalnze DC is an equal opportunity employer; Men & Women, People living with HIV/AIDS and People living with disability are encouraged to apply.

  
 Ramadhani Possi  
**DISTRICT EXECUTIVE DIRECTOR  
 CHALINZE**



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