



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



KALIUA DISTRICT COUNCIL

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P. O. BOX 83

Kaliua Tabora

KDC/M.2/ VOLIII/0056/17

8/11/2021

JOB VACANCIES

Kaliua District Council in collaboration with Management Development for Health (MDH) has a pleasure to invite suitable candidates to fill the following contracted vacancies.

1. Job Title: Clinical Tracker (1 post)

Full time workstation: CTC and PMTCT clinics

Reports to: CTC In-charge

Qualifications:

The Clinical Tracker should have at least a Certificate or Diploma in Sociology, Social Welfare, Nursing (with a valid licence) or Clinical Medicine (with a valid licence)

Duties and Responsibilities

2. Identify patients who missed their clinic visit schedules timely and conduct telephone tracking
3. File pulling a day before clinic visits together with lay counsellors
4. Sorting those who are eligible for HVL investigations
5. Phone calling for those who are eligible but did not come for HVL investigations
6. Prepare and share with CBHS providers/peers/ community volunteers a list of clients who were not found through phone and those who cannot be accessible by phones
7. Update all tracking outcomes into the tracking register
8. Work with Data Officers for entry of tracking outcome into the CTC₂ cards and the database
9. Conduct weekly review and ensure all tracking outcomes are updated and entered on CTC₂ database
10. Ensure unknown clients are tracked timely and 90% of them are returned to care monthly
11. Work with ART Nurses, CBHS Supervisors and Data Officers to confirm all transfer-out reports in respective facilities
12. Provide health education on importance of clinic adherence to the clients and families
13. Support the patient adherence to medication and clinic visit schedules
14. Record and report tracking services daily, weekly, monthly, and quarterly

15. Prepare summary report weekly, monthly, and quarterly and submit to Site Manager and District Retention and Community Officer
16. Participate in data management and net loss analysis in respective facilities and the district
17. Participate in quality improvement (QI) activities that aimed to increase retention at facility level 2
18. Bring up any ideas or comments that may contribute to better system of patient follow up
19. Perform any other duties as assigned by a supervisor

2. Job title: Index Tester (3 posts)

Full time workstation: CTC

Reports to: CTC In-charge

Qualifications:

Should have at least a Certificate or Diploma in Nursing (with a valid licence) or Clinical Medicine (with a valid licence).

Job summary:

Index Tester requires extensive, current knowledge of the HIV prevention measures. Index Tester must enjoy working with other people, have a compassionate nature and be a good listener. A broad knowledge of diverse cultural beliefs and attitudes is often necessary when working with diverse population.

Duties and Responsibilities:

1. Create awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyles
2. Serve as liaison between clinicians/clinics, individuals screened and care centers.
3. Provides on-going counseling and testing while maintaining confidentiality and patient rights.
4. Provide psychosocial support and assist with linkage to referral services.
5. To assess, document all referrals, make follow-up and report on referral outcomes.
6. To monitor the quality of test kits using suitable control materials/samples from laboratory department.
7. To be in line with current HTS protocols/guidelines to ensure correct testing services (periodic review of standard operating procedures with support from laboratory department).
8. To ensure safe storage of HTS related items and to request/prepare all the necessary consumables for undertaking the HTS activities on time.
9. To compile and submit HTS reports on weekly, monthly and/or quarterly to the HTS focal person on time.
10. To keep accurate HTS records (HTS registers, reports, and referral/linkage reports)

11. To work with team member to monitor quality improvement plans with regards to the established performance targets/indicators.
12. Ensure HIV testing is performed according to the National HIV Testing algorithm.
13. To carry out any other duties that may be required by supervisor.

4. Job Title: Data Officer (22 posts)

Full time workstation: CTCs and PMTCT Clinics

Report to: CTC In-charge

Qualifications and Work Experience:

At least a certificate or diploma or degree in Records Management, Information Technology, Secretarial Services, Statistics or Planning, with basic computer skills.

Duties and Responsibilities:

1. Enter quickly and accurately clinical, laboratory, pharmacy, tracking or other forms into database under the monitoring of DDO and reporting to the DACC
2. Performs mobile data entries from small sites into CTC₂ database
3. Sort and file forms as needed in numerical order
4. Conduct data quality assurance (DQA's) on monthly basis
5. Conduct data checks on daily basis after data entry
6. Prepare graphs and inform CTC/PMTCT clinic staff on progress of indicators versus target set
7. Report all CTC₂ cards with problems to CTC In-charge at end of each day for timely rectification
8. Reconcile differences between different databases by running compare program, reviewing appropriate form, and correcting all differences
9. Locate and review archived or filed forms if necessary
10. Attend data staff meetings at specified times
11. Communicate both verbally and in writing suggestions for improvements to data entry or data flow to supervisors
12. Complete other data tasks as assigned

5. Job title: Community Tester (2 posts)

Full time workstation: CTC

Reports to: CTC In-charge

Qualifications:

Should have at least a Certificate or Diploma in Nursing (with a valid licence) or Clinical Medicine (with a valid licence).

Job summary:

A Community Tester requires extensive, current knowledge of the HIV prevention measures among KVP. Community tester must enjoy working with other people, have a compassionate nature and be a good listener. A broad knowledge of diverse cultural beliefs and attitudes is often necessary when working with diverse population especially Key and Vulnerable population.

Duties and Responsibilities:

1. He/She will be responsible to create awareness and education on the existence of HTS i.e., educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyles.
2. To serve as liaison between clinicians/clinics, individuals screened and care centers.
3. To provide on-going counseling and testing while maintaining confidentiality and patient rights. Also, to provide psychosocial support and assist with linkage to referral services.
4. To assess, document all referrals, make follow-up and report on referral outcomes.
5. To monitor the quality of test kits using suitable control materials/samples from laboratory department.
6. To be in line with current HTS protocols/guidelines to ensure correct testing services (periodic review of standard operating procedures with support from laboratory department).
7. To ensure safe storage of HTS related items and to request/prepare all the necessary consumables for undertaking the HTS activities on time.
8. To compile and submit HTS reports on weekly, monthly and/or quarterly to the HTS focal person on time.
9. To keep accurate HTS records (HTS registers, reports, and referral/linkage reports)
10. To work with team member to monitor quality improvement plans with regards to the established performance targets/indicators.
11. Ensure HIV testing is performed according to the National HIV Testing algorithm.
12. To carry out any other duties that may be required by supervisor.

6. Job Position: Laboratory Technician (1 post)

Full time workstation: CTC

Report to: Laboratory Manager

Work Experience:

Diploma in Health Laboratory Technology or equivalent and registered by the Health Laboratory Technologists Council

Job Purpose:

Perform routine basic laboratory testing in areas of clinical laboratory such as Parasitological, Microbiology, Hematology, Blood Bank, Clinical Chemistry, HIV Serology and Immunophenotyping

Expectations:

Scientific laboratory technician is responsible for laboratory-based tasks, which include sampling, testing, measuring, recording, and analyzing results in biological, chemical, and physical sciences. They also provide all the required technical support to enable the laboratory to function effectively whilst adhering to correct procedures and health and safety guidelines.

Duties and Responsibilities

1. Be present in the laboratory during working hours.
2. The Lab Tech is responsible and accountable to the Lab Manager.
3. The Lab Tech will be responsible for equipment and instrument update and inventory and protection he/she should be able to perform routine maintenance on equipment and quality control for all reagents.
4. Lab Technician will coordinate the all-lab result and lab activities with Lab Manager.
5. The Lab Tech is responsible to the result of the tests, therefore he or she should ensure about the tests result before recording and distribution to other.
6. Responsible for the accuracy, interpretation and reporting of all test results according to laboratory policies.
7. The Lab Tech is responsible to confirm the quality of lab reagents and rapid test kits (expiry date and quality).
8. Refer problems and unusual results to appropriate referral laboratory and document all corrective action procedures undertaken in the Laboratory.
9. Perform clerical and support services as needed, such as alerting values to the appropriate department or clinician, disposing of contaminated specimens, control of inventory, etc.
10. Perform routine tests in assigned area of the laboratory as per SOP; interpret tests results and correlate laboratory findings with disease state; confirm abnormal results and result discrepancies and initiate follow-up to resolve discrepancies.
11. To ensure specimens collected and received are documented or managed properly before analysis
12. Evaluate specimen adequacy for test performance.
13. Performs and documents preventative and corrective maintenance, function checks.
14. Perform, evaluate, and document quality control data and assure that patient results are not reported when quality control does not pass.
15. To ensure good and safely working environment in the working Clinical Laboratory.
16. Perform instrumentation troubleshooting to correct problems; refer problems to Head of section/trouble shooting guide
17. Participate in in-service education programs.
18. Maintain confidentiality of patient's lab results.
19. Adhere to customer service standards of hospital and department
20. Perform other job-related duties as assigned by the Head of the section/ Lab. Manager

APPLICATION DEADLINE

All applications will be received not later than 21st November, 2021 at 03.30 PM. Interested applicants are encouraged to submit a cover letter, certified copies of academic certificates, a passport size photograph, and an updated CV (3 pages maximum) physically or via post mail through this address:

District Executive Director,
Kaliua District Council,
P.O. BOX 83,
KALIUA.

NB: there is no application fee.


J. D. Mwaga
DISTRICT EXECUTIVE DIRECTOR
KALIUA DISTRICT COUNCIL

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