



GEITA SUB JOB VACANCIES

VACANCY ANNOUNCEMENT

Management and Development for Health (MDH) is a non-profit, non-governmental organization whose primary aim is to contribute to address public health priorities of the people of Tanzania and the world at large. These priorities include: communicable diseases such as HIV/AIDS, Tuberculosis and Malaria; Reproductive, Maternal, New-born and Child health (RMNCH); Nutrition; Non-Communicable Diseases of public health significance; as well as Health System Strengthening. MDH strongly believes in and works in partnership with various local and global institutions, Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others.

MDH in collaboration with Geita Town Council; and Geita, Chato, Bukombe, Nyanghwale and Mbogwe District Councils; together with Geita Regional Referral Hospital, invite suitable candidates to apply for the following posts.

1. Job Title: Clinical Officer (9 Posts)

Location: Geita District Council

Reports to: Facility In-charge

Duties and Responsibilities

11. Providing clinical care to HIV patients in the Clinic including:

12. xi) Management of Opportunistic Infections

- xii) Staging of HIV patients for Antiretroviral Therapy (ART) eligibility
- xiii) Initiating patients on ART
- xiv) Managing complications of ART

1. xv) Initiation and monitoring of Post-Exposure Prophylaxis

2. Providing consultation to HIV-positive patients on the wards as requested.

3. Maintaining accurate medical records and other data collection as required for Monitoring and evaluation within the Clinic.

4. Participating in Clinic Team Meetings and assisting the site manager with strategic planning for the Clinic.

5. Performing any other duty as assigned by the site manager.

Requirements: Education, Work experience and Skills:

15. Diploma in Clinical Medicine from a recognized institution;

16. At least three (3) years' experience in HIV/AIDS care and treatment services.

17. Ability to maintain confidentiality in all aspects.

18. Excellent command of Swahili and English languages, in written and oral communication.

19. Experience in basic computer applications such as MS Word, Excel, Power point and internet.

20. Ability to work both individually and as part of a team with minimal supervision.

21. Ability to work under pressure and stringent deadlines.

2. Job Title: Nurse Counsellor (15 Posts)

Location: Geita Town Council; and Geita, Chato, Bukombe, Nyanghwale and Mbogwe District Councils;

Reports to: Facility In-charge

Duties and Responsibilities:

19. Counseling patients with regard to HIV diagnosis, management of medications, adherence to clinic visits, psychosocial issues, and basic health self-care.

20. Counseling and educating family members and care givers to promote secondary prevention of HIV infection, to improve the care of patients with HIV, and to strengthen social support networks of patients.
21. Educating patients in all aspects of HIV disease, treatment management, prevention as well as basic health lifestyles.
22. Ensuring that patients receive appropriate clinical care during a clinic visit, including scheduled or unscheduled physician examination and laboratory test.
23. Adhering to nursing ethics as punctuality and cleanliness etc.
24. Accurate and complete documentation of patient information and patient encounters in the patient medical record.
25. Assisting patients to connect with other resources through the referral network.
26. Assisting the physician in the provision of clinical care for patients.
27. Performing any other duty as assigned by the nurse supervisor, site manager and OPD nurse officer in-charge.

Requirements: Education, Work experience and Skills:

17. Bachelor Degree or Diploma in Nursing.
18. At least three (3) years' experience in HIV/AIDS care and treatment services
19. Must have a valid license of practice.
20. Excellent command of Swahili and English languages, in written and oral communication.
21. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
22. Ability to maintains confidentiality in all aspects.
23. Ability to work both individually and as part of a team with minimal supervision.
24. Ability to work under pressure and stringent deadlines.

3. Job Title: HIV Tester (Index) (68 Posts)

Location: Geita town Council; Geita Regional Referral Hospital; Chato, Bukombe and Mbogwe District Councils

Reports to: Facility In-charge

Duties and Responsibilities:

13. Creating awareness and education on the existence of HIV Testing Services (HTS) i.e. educating clients on all aspects of HIV diseases and treatment management as well as basic health lifestyles.
14. Serving as liaison between clinicians/clinics, individuals screened and care centers.
15. Providing counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support and assist with referral and linkages.
16. Assessing and document all referrals, make follow-up and report on referral outcomes.
17. Monitor the quality (QA/QC) of test kits by control materials/samples from laboratory department.
18. Ensuring safe storage of HTS related items and to request/prepare all the necessary consumables for HTS services.
19. Compiling and submit HTS reports on weekly, monthly and quarterly to HTS coordinators.
20. Keeping accurate HTS and referral/linkage records (logbooks, registers, reports).
21. Work with team member to monitor quality improvement plans with regards to the established performance targets/indicators.
22. Ensuring HIV testing is performed according to the National HIV Testing algorithm.
23. Participating fully in National EQA program for HIV rapid test.
24. Performing any other duties that may be required by the clinical team.

Requirements: Education, Work experience and Skills:

14. Diploma in Medicine, Nursing or other related health field.
15. Must have a valid license of practice (Certificate for HIV testing is an added advantage).
16. At least three (3) years' experience in HIV/AIDS care and treatment services
17. Ability to maintains confidentiality in all aspects
18. Ability to work both individually and as part of a team with minimal supervision.
19. Ability to communicate fluently in both English and Kiswahili.

4. Job Title: Data Officer (45 Posts)

Location: Geita Town Council; Geita, Chato, Bukombe, Nyanghwale and Mbogwe District Councils; and Geita Regional Referral Hospital

Reports to: Facility In-charge

Duties and Responsibilities:

23. Entering 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.
24. Producing, reviewing and sharing as per agreed schedule weekly, monthly and quarterly reports for various program areas such as HTS, index testing, enhanced PITC, PMTCT and TB/HIV.
25. Routinely analyzing and producing lists of patients for follow up such as missing appointment, LTFU, Viral Load, etc.
26. Facilitating simple data analysis and interpretation at the facility level to encourage data use for planning and decision making at the facility level.
27. Communicating both verbally and in writing with supervisors regarding forms with problems.
28. Monitoring various databases at the facility and communicate both verbally and in writing with supervisors regarding database challenges.
29. Reconciling differences between different databases by running queries, reviewing appropriate form and correcting all differences.
30. Locating and review archived or filed forms if necessary.
31. Attending data staff meetings at the specified times.
32. Communicating both verbally and in writing suggestions for improvements to data entry or data flow to supervisors.
33. Performing other data tasks as assigned.

Requirements: Education, Work experience and Skills:

13. Diploma in Computer Science, Health Informatics, Statistics or Information and Communication Technology (ICT) or related field.
14. A minimum of two (2) years' experience working as a data entry officer in the HIV/AIDS program settings.
15. Analytical and problem-solving skills, multi-tasking and organizational skills.
16. Ability to communicate fluently in both English and Kiswahili.
17. Ability to work both individually and as part of a team with minimal supervision.
18. Ability to maintains confidentiality in all aspects.

5. Job Title: Laboratory Scientist (3 Posts)

Location: Geita Town Council, Geita District Council and Geita Regional Referral Hospital

Reports to: Facility In-charge

Duties and Responsibilities:

15. Reading, understanding, and implementing SOPs for molecular analysis of HIV drug resistance and viral load.
16. Performing daily QC checks on all laboratory processes and procedures for accurate and reliable test results.
17. Performing pre-analytical procedures on all specimens received including but limited to inspections, registration, separation, and storage.
18. Performing testing in molecular biology to determine level of HIV drug resistance and amount of HIV virus.
19. Performing results analysis and interpretation and indicate in case of critical/panic results
20. Preparing samples for shipping according to SOPs.
21. Documenting daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs.
22. Troubleshooting minor technical faults in machines using operation manual, document the action, and report to laboratory supervisor.
23. Analyzing PT samples/panels received for external quality control program and submit them within deadline.
24. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor.
25. Archiving all the source documents after testing in the appropriate files.
26. Preparing summary reports of the machines/analyzers at the end of every week and month.
27. Performing duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students.
28. Observing all the quality requirements to fully support the laboratory towards accreditation.

Requirements: Education, Work experience and Skills:

7. Bachelor Degree in Health Laboratory Technology or equivalent
8. Bachelor degree in molecular biology or biotechnology.
9. Certificate of registration by the Health Laboratory Council
10. Minimum of two years' experience of working in the HIV drug resistance laboratory settings.
11. A minimum of two years' experience of working in the HIV drug resistance laboratory settings.
12. Laboratory quality management training is an added advantage.
13. Ability to communicate fluently in both English and Kiswahili.
14. Ability to work both individually and as part of a team with minimal supervision.

6. Job Title: Facility Based (Clinical) Tracker (23 posts)

Location: Geita Town Council; Geita, Chato, Bukombe, Nyanghwale, Mbogwe District Councils; and Geita Regional Referral Hospital

Reports to: Facility In-charge

Duties and Responsibilities:

16. Identifying patients who missed their clinic visits schedule timely and conduct telephone tracking.
17. Preparing, share list with, and support CBHS providers/peers/community tracker to conduct home visits to track all clients who missed their scheduled visit that were not found through the phone and those who don't have telephone.
18. Updating and Facilitate data entry of all tracking outcomes into the CTC2 card and database, working with clinician/counselor and data officer.
19. Conducting weekly review of CTC2 cards and database to ensure that tracking outcomes are updated and entered on CTC2 database.
20. Ensuring unknown clients are tracked timely and 70% returned to care monthly.
21. Working with referral focal, counselor/ clinician to ensure that all transfer out clients have up to date/ reachable phone contact details and physical address on record.
22. Working with referral focal, counselor and data officer to confirm that all clients that transferred out reached their destination facility.
23. Providing health education on importance of clinic adherence to clients and family
24. Supporting the patient adherence to medication and clinic visit schedules.
25. Recording and reporting tracking services daily, weekly, monthly and quarterly.
26. Preparing summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
27. Participating in data management and net loss analysis at facility and district level
28. Participating in QI activities that aimed to increase retention at facility level.
29. Bringing up ideas/ comments that may contribute to better system of patients follow up.
30. Performing any other duties as assigned by a line supervisor.

Requirements: Education, work experience and skills

8. Diploma in social work or community development or any other health related course.
9. Bachelor degree on social and community development is an added advantage.
10. Must have certificate in basic computer applications,
11. At least one (1) year experience working in the field of expertise
12. Ability to work both individually and as part of a team with minimal supervision.

13. Ability to communicate fluently in both English and Kiswahili.
14. Ability to maintains confidentiality in all aspects

7. Pharmacist (1 Post)

Location: Geita DC

Reports to: Facility In-Charge

Duties and Responsibilities:

1. Making sure that the storage and dispensing area is clean, safe and conforms to laws governing pharmacy and pharmaceuticals.
2. Projecting consumption estimates for each drug item on Monthly basis.
3. Making order of drugs from main store of your respective district store according to anticipated Monthly requirements by filling authorized tools i.e. ordering and requisition voucher.
4. Receiving deliveries and counterchecks and sign off all drug deliveries.
5. Keeping records of all receipts and issues. Maintain bin card for each item and keep a running balance.
6. Storing, distributing and controlling the stock and ensures uninterrupted supply of drugs at all times by ensuring Max-Min stock level of 2/1 Month at all times
7. Redistributing the nearly expiring drugs to sites that can consume them before the expiring dates.
8. Controlling and separating immediately the damaged and expired drugs from the shelves/cupboard and keep all set aside for destruction.
9. Monitoring prescriptions from dully authorized prescribers for appropriateness and discrepancies.
10. Dispensing/refilling all prescriptions.
11. Providing medication adherence counseling to patients.
12. Maintaining records of all drugs issued to patients to dispensing register, paper based and or software.
13. Preparing and submitting monthly drugs consumption report which includes stock level and number of patients on ARVs per regimen to district Supply Chain officer before 5th of the next Month.
14. Providing drugs information's to patients including other member of the clinical staff
15. Maintaining confidentiality and keeps patient information and records secure
16. Performing any other duties as may be assigned by the site manager

Requirements: Education, work experience and skills:

1. Bachelor degree in Pharmacy from a recognized institution.
2. Certificate of registration from Pharmacy Board
3. A minimum of three (3) years in the field of expertise.
4. Excellent command of Swahili and English languages, in written and oral communication.
5. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
6. Ability to work under pressure and stringent deadlines.

8. Supply Chain Officer (2 Posts)

Location: Geita Town Council and Geita District Council

Reports to: Facility In-Charge

Duties and Responsibilities:

1. Providing technical support to district teams to ensure MDH supported sites meet national standards.
2. Ensuring staff at MDH supported sites are trained on health commodities Logistics systems to ensure efficient supply chain management.
3. Collaborate with district level to conduct Logistics mentorship programs.
4. Ensuring uninterrupted availability of all programmatic commodities at all MDH supported sites.
5. Preparing and submitting reports
6. Demonstrating best practices in health commodities logistics System
7. Actively perform supportive supervisions to MDH supported sites and use these supervisions to strengthen their capacity on issues related to supply chain management
8. Carry out any other job-related responsibilities as assigned by the line manager.

Qualification and work experience

1. Bachelor degree/Diploma in Pharmacy from a recognized institution
2. Registered/enrolled by Pharmacy Council
3. At least Two (2) year of working experience in a Pharmaceuticals and Supply chain leadership positions

4. Work experience in HIV/AIDS care and treatment program will be considered an added advantage
5. Ability to identify and work with C/HMTs and collaborators in the relevant field will be an added advantage
6. Experience in basic computer applications such as MS Word, Excel, Power point and internet.
7. Ability to work under pressure and stringent deadlines.

HOW TO APPLY

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) on the heading of the email.

Applications should be submitted by 20th December, 2021 to the Human Resources Manager, MDH Sub-grantees through e-mail geitasub@mdh.or.tz.

Kindly note that only shortlisted applicants will be contacted.

PLEASE NOTE:

MDH does not have any recruitment agents and do not charge any fees to the interested candidates.