



P.O BOX 663

MOROGORO

07th DECEMBER, 2018

VACANCY ANNOUNCEMENT

Mvomero District Council office is working with USAID Boresha Afya Southern zone to increase access to high quality, comprehensive and integrated health services, in communities that serves especially women and youth.

USAID Boresha Afya is set to create a dynamic, integrated platform for delivery of health services that emphasizes intensified coordination and collaboration between the government, health facilities and communities, towards achieving HIV epidemic control while integrating FP, TB, MNCH, Malaria care and Nutrition through innovative integration approaches at all levels and opportunities.

District Executive Director through USAID Boresha Afya Southern zone seeks to recruit qualified individual to fill the following positions:

1. Position: Data clerk for care and treatment services (3 positions)

Location: Mvomero Health Centre, Mlali Health Centre and Chazi Hospital

Reporting: Facility in charge at the facility

Duties and Responsibilities

1. Assist the triage nurse(s) to generate list of patients attending next CTC session.
2. Check that CTC2 cards are filled correctly and work with CTC clinical to correct any inconsistencies.
3. Enter all patient information into the CTC2 database as soon as forms are received (ie on the day that the patient visits the clinic).
4. Back-up CTC2 database on an external device after every data entry session.
5. Run data cleaning queries regularly, verify the inconsistencies by checking patient cards (CTC2) and verifying with clinicians.

6. Perform data checks, and correct mistakes identified before generating reports.
7. Generate summary patient reports from CTC2 database as requested by CTC clinical staff.
8. Ensure that all patient files arranged in a convenient system so that they can be retrieved quickly.
9. Work with other CTC staff to ensure that files and other documents are kept in a secure place to guarantee patient confidentiality.
10. Prepare reports to submit to CTC in Charge according to reporting calendar.
11. Report all problems relating to running of the database and computer to the CTC in charge.
12. Ensure cleanliness and tidiness of computer and working area.

Qualifications

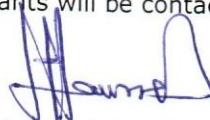
- Holder of a minimum of diploma in computer science, Information Technology, statistics, health sciences and/or other related courses. (Competence in MS excel is added advantage).
- Ability to take responsibility in meeting deadlines and making progress without direct supervision
- An ability to communicate fluently in both English and Kiswahili
- At least 1-year experience in working with databases
- Experience in working with USAID Funded projects is an added advantage.

Application process:

Interested candidates should submit an application letter indicating the position applied for, a detailed copy of their CV and contact information (email addresses and telephone numbers) of three work related referees by 14th of December, 2018 to the District Executive Director of Mvomero District Council.

Interviews for the shortlisted candidates will be done on 20th of December, 2018 in Mvomero DC Head quarter and there will not be refund for any related costs.

Kindly note that only shortlisted applicants will be contacted.



Florent L. Kyombo,

**DISTRICT EXECUTIVE DIRECTOR
MVOMERO DISTRICT COUNCIL**

MKURUGA
HALMAHARU
MVOMERO