

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
KWIMBA DISTRICT COUNCIL



All correspondence should be addressed to:

Ref.Na.MZA/KDC/S.10/40/46

02nd June, 2022

RE: VACANCIES

Kwimba District Executive Director on behalf of ICAP invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following vacant posts:

1. JOB TITLE: DATA CLERK OFFICER (03 POSTS)

Responsible to: CTC Coordinator

Technical Supervisor: ICAP-Strategic Information Officer

1.1 PURPOSE OF POST

To maintain and assure the effective use of the electronic CTC2 database including assuring data quality, proper use and maintenance of CTC IT equipment, updating the CTC2 database, daily entering patient files, production of reports and communication of data to relevant stakeholders.

1.2 QUALIFICATION, EXPERIENCE AND SKILLS.

Diploma in Computer Science , Health Informatics, Statistics or Information and Communication Technology (ICT) or related field.

A minimum of two (2) years' experience working as a data entry/officer in the field in the HIV/AIDS program settings.

Computer literacy with package of the microsoft office(word,excel,Access,Power point, Internet and E-mail) obtained from any recognized Institution.

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.

1.3 MAJOR DUTIES AND RESPONSIBILITIES

a) Data quality.

- i. Return patient files with poorly filled in CTC2 cards to the clinicians for correction.
- ii. Follow up poorly filled in CTC2 cards that were sent back to clinicians for corrections and update the corrections into CTC2 database.
- iii. Assist the site with implementing and maintaining an adequate filling system which will facilitate the data entry.
- iv. Ensure each patient file contains the TB screening tool and that this file is filled in by the clinicians during each patient visit.
- v. Daily run the CTC2 database built in checks for data cleaning.
- vi. Check patient files on completeness of the CTC2 card and TB screening form before the patient departs using checklist.

b) Data entry.

- i. Assure timely entry of patient files within one day after reception of the files from the clinician (minimum 100).
- ii. HTS data entry as per data generation on facilities.
- iii. Updating and maintenance of PMD.

c) Updating and maintaining CTC2 database

- i. Assure that the CTC2 database is always of the most recent version.
- ii. Assure that the weekly back up is made on either a partitioned hard drive or a separate hard drive.

d) Assuring proper use of CTC IT equipment

- i. Assure that the provided IT equipment are operating well at any time
- ii. Daily update of Virus protection
- iii. Collaborate with the CTC coordinator and finance staff to assure that funds provided for IT maintenance and internet are timely used for the right purpose

e) Sharing and effective use of reports

- i. Use the CTC2 database to produce high quality monthly NACP reports and submit to the CTC Coordinator who will then submit to DACC.
- ii. Use the CTC2 database high quality quarterly reports for ICAP and submit to ICAP field office.
- iii. Use the CTC2 database to produce monthly reports on patients who are lost to follow up and submit to the Community Liaison person who will use the data to trace patients.

f) Reporting

- i. Submission of CTC2 daily data entry report twice a month by E-mail to ICAP-SIO.
- ii. Inform ICAP-SIO as soon as any problem arises in above activities, responsibilities that can not be solved immediately by the data officer and site/district staff.

g) Other Duties

- Timely inform SIO and CTC coordinator about planned and unplanned absence.
- Work according to job description and the standard operating procedures (SOPs) that are provided
- Perform any other work related issues as assigned by SIO or CTC coordinator.

1.4 TERMS OF SERVICE

One year contract (renewable)

1.5 SALARY

Tshs.525,000.00 per month

1.6 MODE OF APPLICATION

Interested Candidates should apply enclosing:

- Detailed CV which includes names and addresses of three referees
- Photocopy of relevant academic certificates.
- Photocopy of birth certificate.
- Preferred mode of communication, e.g telephone, e-mail.

NOTE

- Applicants must be citizens of Tanzania with an age above 18 years and not above 45 years.
- Presentation of forged forged certificates and other information will result in disqualification and legal action.
- Only shortlisted candidates will be contacted for an interview.
- A signed application letter should be either in English or Kiswahili.
- Last date of application **16th June, 2022.**
- **All applications should be addressed to:**

**DISTRICT EXECUTIVE DIRECTOR,
P.O.BOX 88,
NGUDU-KWIMBA**

Advertisement also available in our website, visit www.kwimbadc.go.tz

H. J. Msanga,
**DISTRICT EXECUTIVE DIRECTOR,
KWIMBA DISTRICT COUNCIL.**

Uk. 3

Mtaa wa Kakora, S.L.P 88, Ngudu, SIMU:+255 (028) 2983121,Nukushi: +255 (028) 2983119
Barua Pepe: ded@kwimba dc.go.tz ,dhro@kwimbadc.go.tz , Tovuti: www.kwimbadc.go.tz

**DISTRICT EXECUTIVE DIRECTOR
KWIMBA DISTRICT COUNCIL**

03 JUN 2022