



INTERNAL VACANCY ANNOUNCEMENT

VOLUNTEERS

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 Dar es Salaam City Council; Temeke, Kinondoni, Kigamboni and Ubungo Municipal Councils Together with Amana, Mwananyamala and Temeke Regional Referral Hospitals invites suitable candidates to apply for the following posts.

1. Job Title: Volunteer HIV Tester (58 Posts)

Location: Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities:

1. 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.
2. Serving as liaison between clinicians/clinics, individuals screened and care centers.
3. Providing counseling and testing while maintaining confidentiality and patient rights, provide psychosocial support and assist with referral and linkages.
4. Assessing and documenting all referrals, making follow-up and report on referral outcomes.
5. Monitoring the quality (QA/QC) of test kits by control materials/samples from laboratory department.
6. Ensuring safe storage of HTS related items and to request/prepare all the necessary consumables for HTS services.
7. Compiling and submitting HTS reports on weekly, monthly and quarterly to HTS coordinators.
8. Keeping accurate HTS and referral/linkage records (logbooks, registers, reports).
9. Working with team member to monitor quality improvement plans with regards to the established performance targets/indicators.
10. Ensuring HIV testing is performed according to the National HIV Testing algorithm.
11. Participating fully in National EQA program for HIV rapid test.
12. Performing any other duties as may be required by the clinical team.



Requirements: Education, Work experience and Skills

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

2. Job Title: Stationed Community Tracker - Volunteer (16 Posts)

Location: Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities:

1. Identifying patients who missed their clinic visits schedule timely and conduct telephone tracking.
2. Preparing, sharing list with, and supporting peers/community tracker to conduct home visits to track of all clients who missed their scheduled visit that were not found through the phone and those who don't have telephone.
3. Updating and facilitating data entry of all tracking outcomes into the CTC2 card and database, working with clinician/counsellor and data officer.
4. Conducting weekly review of CTC2 cards and database to ensure that tracking outcomes are updated and entered on CTC2 database.
5. Ensuring unknown clients are tracked timely and 70% returned to care monthly.
6. Working with facility-based trackers / counsellor/ clinician to ensure that all transfer out clients have up to date/ reachable phone contact details and physical address on record.
7. Working with facility-based trackers, counsellor and data officer to confirm that all clients that transferred out reached their destination facility.
8. Providing health education on importance of clinic adherence to clients and family.
9. Supporting the patient adherence to medication and clinic visit schedules.
10. Recording and report tracking services daily, weekly, monthly and quarterly.
11. Preparing summary report weekly, monthly and quarterly and submit to site manager and District retention officer.
12. Participating in data management and net loss analysis at facility and district level.
13. Participating in QI activities that aimed to increase retention at facility level.
14. Performing any other duties as may be assigned by the clinical team.

Requirements: Education, Work experience and Skills

1. A Minimum of standard seven education, knows how to read and write.
2. Should be a Community volunteer /peer educator /CBHs provider.
3. At least one (1) year of working with HIV program.
4. Good communication skills.
5. Committed to work and adheres to work regulations.
6. Ability to maintains confidentiality in all aspects.



3. Job Title: Facility Tracker - Volunteer (44 Posts)

Location: Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities:

1. Identifying patients who missed their clinic visits schedule timely and conduct telephone tracking.
2. Preparing and sharing with CBHS providers/peers/community tracker list of clients who were not found through the phone and those who don't have telephone.
3. Updating all tracking outcome into the CTC 2 card database with clinician/counsellor and data officer.
4. Facilitating entry of tracking outcome into the CTC2 card and database with clinician/counsellor and data officer.
5. Conducting weekly review and ensure all tracking outcome are updated and entered on CTC2 database.
6. Ensuring unknown clients are tracked timely and 70% returned to care monthly.
7. Working with referral focal, counselor and data officer to confirm all transfer out in respective facility.
8. Providing health education on importance of clinic adherence to the client and family.
9. Supporting the patient adherence to medication and clinic visit schedules.
10. Recording and report tracking services daily, weekly, monthly and quarterly.
11. Preparing summary report weekly, monthly and quarterly and submit to site manager and district retention and community officer.
12. Participating in data management and net loss analysis in respective facility and district.
13. Participating in QI activities that aimed to increase retention at facility level.
14. Bringing up any ideas or comments that may contribute to better system of patients follow up.
15. Performing any other duties as assigned by the supervisor.

Requirements: Education, Work experience and Skills

1. A Minimum of Certificate of Secondary Education, with certificate or diploma in social work or community development or any other health related course.
2. Must have certificate in basic computer applications.
3. At least one (1) year of formal training in health or social science.
4. At least one (1) year of working with HIV program.
5. Good communication skills.
6. Committed to work and ability to adhere to work regulations.
7. Ability to maintains confidentiality and integrity in all aspects.
8. Analytical and problem-solving skills, multi-tasking and organizational skills.



4. Job Title: Last Desk - Volunteer (90 Posts)

Location: Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities:

1. Verifying attachment documents in all clients file attending clinic in the particular day if are properly and completely documented.
2. Verifying CTC 2: (section 1 to 23) to see if they have been filled in at each visit.
3. Verifying if client is eligible for HVL test at 6 Month since the start of ART, 1 year after ART initiation, then annually. For clients with high VL verify for HVL test 3 Months after EAC. For clients with 1000/ml copies or more, verify if EAC sessions have been offered in line with set standard.
4. Checking and verifying if all necessary documentation with regard to the retention have been done.
5. Verifying the status of MMDs and return the client to the service point.
6. Verifying Index Elicitation and ensure all necessary procedures and documentation are complete.
7. Verifying if eligible client to receive DTG prescription were given.
8. Verifying if the infant under 2 Months of age were taken sample for DBS testing and documented.
9. Verifying if clients who have not received COVID-19 vaccination is advised to go back for vaccination.
10. Performing any other duties as may be assigned by the clinical team.

Requirements: Education, Work experience and Skills

1. Diploma in Clinical Medicine, Nursing or other related health field.
2. Must have a valid license of practice
3. At least three (3) years' experience in HIV/AIDS care and treatment services.
4. Ability to work both individually and as part of a team with minimal supervision.
5. Ability to communicate fluently in both English and Kiswahili.
6. Ability to maintain confidentiality in all aspects.

5. Job Title: Community and Facility COVID 19 - Volunteer (335 Posts)

Location: Dar es Salaam City Council, Kigamboni, Kinondoni, Temeke and Ubungo Municipal Councils

Reports to: Facility In-charge

Duties and Responsibilities:

1. Determining clinical suitability for vaccination, including identifying any contraindications.
2. Obtaining and documenting informed consent from patients.
3. Administering the COVID-19 vaccine in accordance with training protocols.
4. Documenting that vaccine has been administered in the Government register and in the CHANJO COVID electronic immunization system.



5. Providing after-care including follow-up appointment and adverse event advice to patients
6. Preparing vaccine doses for administration by reconstituting and drawing up doses from multi-dose vials.
7. Meeting the clinical governance framework set out by the relevant health service.
8. Familiarizing with all clinic electronic forms, vaccine administration protocols, vaccines, and follow-up information to be given to clients.
9. Providing administrative and supportive roles to the vaccination team.
10. Recording on job action sheet, any problems, expected or unanticipated, and how these were resolved.
11. Providing supervision role to emergency authorized workforce.
12. Attending team meetings as directed by supervisor.
13. Giving Clinical Lead feedback about what is working well and what is not working.
14. Performing any other duties as may be assigned by the Supervisor.

Requirements: Education, Work experience and Skills

1. Diploma in Medicine, Nursing or other related health field.
2. Must have a valid license of practice.
3. Ability to work both individually and as part of a team with minimal supervision.
4. Ability to maintain confidentiality in all aspects.
5. Interpersonal skills (including consent and communication).
6. Experience in preparation and/or handling (including multi-dose vial handling).
7. Experience in vaccine administration (where applicable) this includes a minimum of five supervised vaccination procedures.

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 28th May, 2022 to the Human Resources Manager, MDH Sub-grantees through e-mail darsub@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.