



**TREATMENT & RESEARCH AIDS CENTER**  
Centre de Traitement et de Recherche sur le SIDA

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**JOB ANNOUNCEMENT**

The Treatment and Research AIDS Center (TRAC) invites applications from suitably qualified and motivated candidates to serve as data collectors and team leaders for the purpose of collecting data for patient registration into the TRACnet System

**Unit:** ICT & Applied Statistics

**Post:** Data Collectors and Team Leaders (Short-time)

**Supervisor:** Head of ICT & Applied Statistics Unit

**Duration:** 60 working days

**Summary**

The data collectors and Team leaders will be responsible for the timely collection for using registries of patients who are on Anti- Retroviral Therapy in health facilities in Rwanda. This data collection will be carried out in 107 Anti-Retroviral Therapy Facilities across the country. The persons to be recruited must be able to work under minimum supervision and must be willing to be posted anywhere across the country. A short training will be conducted for the selected candidates prior to commencing the TRACnet Patient's registration activity.

**Tasks and responsibilities:**

Recruited persons will be required to;

- Conduct a needs assessment and organize the patient's data registers accordingly
- Daily enter patients information into the already development data collection template on paper format.
- Ensure that all information required is collected accurately and filled into the Patient data collection template
- Make certain that all Patient data collected are accurate and cleaned as thoroughly as possible
- Ensure security and confidentiality of Patient's information collected from patient registries for the given Health Facility
- Fill-up the daily check-list of activity accomplishment and submit it to the Supervisor at his/her site visit

**Qualifications and other requirements:**

Interested candidates must;

- Be of Rwanda Nationality
- Have a Medical Degree, A1 diploma in Nursing or A2 diploma in Nursing with at least 2 years experience in HIV and AIDS field
- Familiarity with Rwandan health systems and protocols is strongly preferred (e.g. how patients are received, enrolled, evaluated, and followed up, how ID numbers are issued, etc.), as well as patient diagnosis, regimens, patient data entry, pharmacy data entry and lab data entry. )
- Have Knowledge of the HIV and AIDS related issues is an advantage
- Be able to collect at least 50 HIV patient's data forms per day (each form has about 25 variables)
- Have excellent communication and organizational skills
- Be Fluent in Kinyarwanda and English or French

**Applications:**

Application files containing typed Curriculum Vitae, application letter, certification of Rendered service, certified copies of the diplomas and a photocopy of an identity card, should be sent to the attention of the All Managing Director of TRAC at TRAC office opposite SERENA Hotel.

Final date of receiving applications will be Wednesday **January 23<sup>rd</sup> 2008 at 3:30pm**

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