

# JOB DESCRIPTION

<b>Job Title: TB CONTRACT TRACING OFFICER</b>			
<b>Department:</b>	Community Empowerment Programme	<b>Reports to:</b>	Project Coordinator
<b>Location:</b> Lango region			
<p><b>JOB PURPOSE</b></p> <p>The TB Contact Tracing Officer will work with the Facility- Based Health Workers and Community Health Workers attached to the TB (Tuberculosis) Diagnostic &amp; Treatment Units (DTU) to carry out contact tracing visits to confirmed TB cases and ensure that TB Preventive Therapy (TPT) is provided to those that are eligible as spelt out in the Operations Guidelines for TB Contact Investigation (2019). The goal of the Contact Tracing Officer position is to increase detection and treatment/cure rates as well as reduce transmission rates of TB.</p>			
<p><b>MAIN AREAS OF RESPONSIBILITY</b></p> <p><b>TB Contact tracing</b></p> <ul style="list-style-type: none"> <li>Conduct contact tracing visits to all confirmed TB cases ensuring 100% follow up of contacts;</li> <li>Interview clients with TB, eliciting their close contacts, connecting the contacts to the health facilities for TB screening and diagnosis;</li> <li>Provide counselling, information and education about the TB disease and transmission as well as referral to the health facility to clients and communities specified in the grant agreement;</li> <li>Provide timely follow up with the Health workers to be able to carry out TB screening and diagnosis to all probable patients with TB at health facilities;</li> <li>Follow up and ensure that ALL persons eligible for TB Preventive Therapy (TPT) receive it as per guidelines;</li> <li>Follow up and ensure that ALL those diagnosed with TB during contact tracing are started on TB treatment;</li> <li>Work closely with DTU to ensure complete, correct and accurate documentation and reporting as guided by the DTU;</li> <li>Submit periodic tracking reports of results relevant to core HIV/TB program targets and report to the respective program areas offices;</li> <li>Provide technical support in performance improvement and implementation of the HIV/TB Program activities in the respective areas of operations;</li> <li>Carry out quarterly performance audits and feedback in designated districts, taking care to involve the participation of district authorities, area Teams, PLHIV, Key and affected populations, people with TB and other stakeholders</li> <li>Collate program monitoring and evaluation reports on quarterly, and annual basis for the TB contact tracing and TPT provision;</li> <li>Build stronger collaborations between the DHOs, District TB &amp; Leprosy Supervisors (DTLS), TB focal person at Health facilities, District Laboratory Supervisor, Biostatistician and Facility-Community Linkage Facilitators;</li> </ul>			

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- Work with project officers in the districts to ensure that activities related to TB contact tracing and TPT provision are implemented as expected;
- Gather monthly contact tracing and IPT provision reports from Project officers and compile them into one report;
- Participate in the Monthly/quarterly District TB, TB/HIV review meetings to provide performance progress updates;
- Support Differentiated Service Delivery models and community support programs plans in collaboration with CHWs and CBOs;

## 2. Project Management

- Prepare project reports as required by the donor in accordance with approved templates.
- Where applicable, participate in project activity implementation in line with approved plans and budgets.
- In conjunction with the Project Accountant, review monthly financial tracking reports to ensure their accuracy.
- Liaise with M&E Office to ensure compliance with all project M&E requirements.
- Provide guidance to the Data clerk as they enter project data into the institutional information and management system (database).
- Monitor expenditures on project budgets (for areas of responsibility) to ensure compliance to donor and institutional requirements.
- In conjunction with the procurement team, prepare and implement the respective project procurement plan.
- Maintain electronic and paper filing systems up to date for areas of responsibility.
- Identify and escalate project related matters to CEHURD management.
- Participate in project close out activities in collaboration with relevant stakeholders.
- Participate in institutional planning, review and feedback activities.
- In collaboration with relevant CEHURD departments and teams, participate in strategic spaces and platforms to uplift social justice and health rights issues from grass root to national level for attention.
- Undertake other duties within CEHURD as may be requested.

## Qualifications:

- Should have a Diploma in Clinical Medicine, Public Health, Nursing or Laboratory training, Health Assistants training or Medical related training.

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## **Job related experience and knowledge:**

- At least a minimum of 3(three) years practical experience in a health institution, health related NGO and exposure working with communities of PLHIV, KVPs and the TB community;
- Knowledge of Global Fund, its funding cycles and operations (including Country Coordinating Mechanisms, programme implementation;
- Clear understanding of the national TB Program policies and practices on TB and HIV&AIDS;
- Extensive knowledge in community work – particularly working with networks of people living with HIV;
- Good oral and written communication skills.
- Knowledge of district decentralized structures and operations;
- A keen sense of understanding of advocacy to get government support for the project and its sustainability in the future
- Multi lingual, specifically languages in Acholi or Lango regions.
- Proficient in MS word, spreadsheets and databases.
- Valid motorcycle riding permit.

## **HOW TO APPLY**

Interested individuals must submit their applications clearly marked "***Application for the position of.....***" and addressed to the Head Human Resources & Administration via email [support@cehurd.org](mailto:support@cehurd.org) by Friday **9th January 2026**. Only shortlisted applicants will be contacted. Women are encouraged to apply. By applying for this position, the job applicant acknowledges and commits to supporting a work environment that promotes dignity, safety, and the protection of all individuals, especially vulnerable populations.