

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/16

25th August, 2017

VACANCIES ANNOUNCEMENT

On behalf of the Muhimbili University of Health and Allied Sciences (**MUHAS**), National Construction Council (**NCC**), National Museum of Tanzania (**NMT**), Kilimanjaro Christian Medical Centre (**KCMC**) and Water Institute (**WI**). President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill (**284**) vacant posts as mentioned below;

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (**MUHAS**)

The Muhimbili University of Health and Allied Sciences (**MUHAS**) started as the Dar es Salaam Medical School in 1963. The school then transformed into the Faculty of Medicine of the University of Dar es salaam that in 1991 was upgraded and became a college—the Muhimbili University College of Health Sciences (**MUCHS**). In 1996, the Faculty of Medicine that was upgraded to a constituent College of the University of Dar es Salaam, with the aim of nurturing it to a full-fledged university later on was merged with the Muhimbili hospital to create the Muhimbili Medical Centre (MMC).

Over the years MUCHS made significant achievements in terms of increased student enrollment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the universities Act No. 7 of 2005. Subsequently, in 2007 Article 1 of the Charter of Incorporation established MUHAS in line with the Universities Act No 7 of 2005.

The objectives of the University are the advancement of knowledge, diffusion and extension of technology and learning, the provision of higher education and research and, so far as is consistent with those objectives, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University. MUHAS has two campuses; Muhimbili Campus and Mloganzila Campus.

1.1 MEDICAL SPECIALIST II 10 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out ward rounds including teaching ward rounds;
- (ii) Attend emergency medical duties and responsibilities;
- (iii) Perform clinical duties and responsibilities in both private and public outpatient clinics;
- (iv) Participate fully in morning clinical sessions, patients' presentation and journal clubs;
- (v) Do researches in their respective medical fields;
- (vi) Teach and supervise medical doctors, students and other health professionals in clinical works in his/her area of specialization;
- (vii) Participate in Medical Boards;
- (viii) Participate in outreach programs;
- (ix) Participate in preparation of budget of the institution;
- (x) Initiate, Create and plan strategies to improve his /her professional services;
- (xi) Prepare Continuing Education Programs for Medical Personnel;
- (xii) Provide Medical legal advice when required;
- (xiii) Carry out administrative duties and responsibilities in his respective working area; and
- (xiv) Perform any other Duties and Responsibilities related to his/her work as assigned by his/her superior.

1.1.2 QUALIFICATION AND EXPERIENCE

Master of Medicine or Dentistry in one of the following field of specialization Anesthesiology, Anatomical Pathology, Emergency Medicine, General Surgery, Hematology and Blood Transfusion, Internal Medicine, Pediatric and Child health, Restorative Dentistry, Oral and Maxillofacial Surgery, Pediatric Dentistry or equivalent respective qualification plus working experience of at least one (1) year and must be fully registered by the Medical Council of Tanganyika. Possession of a PhD will be an added advantage.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with institution salary scale **PMGSS 11.1**

1.2 MEDICAL OFFICER II 20 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out investigations of admitted patients;
- (ii) Ensure that prescribed instructions are carried out;
- (iii) Carry out service and participating in major ward rounds;
- (iv) Supervise medical students and interns in clinical duties and responsibilities;
- (v) Attend in and out patients;
- (vi) Attend emergency medical duties and responsibilities;
- (vii) Participate in morning clinical sessions, patient presentation and journal clubs;
- (viii) Participate in research activities;
- (ix) Participate in outreach programs; and
- (x) Perform any other duties and responsibilities as assigned by his/her superior.

1.2.2 QUALIFICATION AND EXPERIENCE

Doctor of Medicine, Dental Surgery, MBCHB, or equivalent qualification from a recognized university/Institution, plus successful completion of a one year Internship and must be registered by the Medical Council of Tanganyika as a Medical or Dental Officer.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 8.1**

1.3 NURSING OFFICER II 30 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- (i) Assess patient's condition, plan, implement, document and evaluate individualized care using appropriate nursing model and according to the hospital nursing policy;
- (ii) Provide care according to pathos-physiological process of diseases and scientific rationales;
- (iii) Order drugs from pharmacy and ward equipment from stores;
- (iv) Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- (v) Maintain a professional friendly atmosphere and create a dignified environment;

- (vi) Maintain Therapeutic relationships with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the hospital;
 - (vii) Ensure safe care and custody of patients' property in accordance with the hospital policy;
 - (viii) Report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly;
 - (ix) Maintain Health and Safety at work by ensuring that infection prevention and control principles are followed;
 - (x) Carry out research on nursing services and implementing the results to improve nursing services;
 - (xi) Adhere to the prescribed inpatients and outpatients' treatment manual and procedures;
 - (xii) Critically analyzes nursing/midwifery care to determine appropriate interventions for clients/patients;
 - (xiii) Follow hospital policy in respect of custody and administration of all drugs, with special observation to DDA drugs;
 - (xiv) Supervise the provision of care and documentation by all health workers working under his/her supervision;
 - (xv) Supervise and train subordinates on patients' care and management of equipment and supplies;
 - (xvi) Plan and allocate human and other resources as appropriate;
 - (xvii) Develop and maintains an updated Human Resource needs profile
 - (xviii) Translate and implement health policies in nursing activities;
 - (xix) Conduct clinical teaching to nurse/midwifery students rotating in your unit; and
- 1.3.2** Perform any other duties and responsibilities within scope of practice as assigned by his/her superiors from time to time.

1.3.3 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Nursing or Midwifery from a recognized University or Institution plus successful completion of internship and must be registered by the Tanzania Nursing and Midwifery Council.

1.3.4 REMUNERATION

Attractive remuneration package in accordance with institute salary scale **PMGSS 6.1**

1.4 ASSISTANT NURSING OFFICER II 60 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- (i) Implement comprehensive assessment, develop nursing diagnosis, plan care, implement and evaluate an integrated nursing care;
- (ii) Administers prescribed treatments and observe any side effects;
- (iii) Maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital;
- (iv) Give health education to patients and their relatives;
- (v) Practice and works in partnership with clients, families, and multidisciplinary teams;
- (vi) Accountable for their professional judgment, actions, outcome of care and practice competently in accordance with licensure, knowledge and experience;
- (vii) Collaborate with other team players in implementing approved standards of care (STI, HIV/AIDS, IMCI, PMTCT and others);
- (viii) Quantifies and orders equipment and supplies;
- (ix) Follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs); and
- (x) Perform any other duties and responsibilities within scope of practice as assigned by his/her superior.

1.4.2 QUALIFICATION AND EXPERIENCE

Diploma in Nursing from a recognized University/Institution and must be registered by the Tanzania Nursing and Midwifery Council.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.5 PHARMACIST II 6 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- (i) Prepare annual drugs and medical devices requirements and its budget;
- (ii) Order, stores and dispenses drugs and medical devices;
- (iii) Keep records of drugs and medical devices;
- (iv) Prepare list of drugs and medical devices for the institution use;
- (v) Make regular reconciliation of drugs dispensed against issues;
- (vi) Make regular reconciliation of drugs sold against revenue collected;
- (vii) Sort out and listing drugs expiring within three months for the attention of supervisor;

and

(viii) Perform any other duties and responsibilities as assigned by his/her superior.

1.5.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Pharmacy or its equivalent from a recognized University/ institution plus completion of one year internship and be registered by the Pharmacy Board of Tanzania.

1.5.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 6.1**

1.6 PHARMACEUTICAL TECHNICIAN II 2 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- (i) Determine, prepares and orders drugs and Medical device requirements;
- (ii) Stores and dispenses drugs and medical devices as per prescription to patients and staff;
- (iii) Compound/Dispense drugs;
- (iv) Educate public/patients on proper use of drugs;
- (v) Inspect drugs and Medical devices;
- (vi) Provide information on reaction resulting from the use of drugs;
- (vii) Prepare report on the use of drugs and medical devices in the Institution;
- (viii) Keep various records of drugs and medical devices;
- (ix) Assist in procurement and maintaining adequate stock of drugs;
- (x) Assist physicians, interns, Nursing and patients on medications;
- (xi) Sort out and listing drugs expiring within three months for the attention of superior; and
- (xii) Perform any other duties and responsibilities as assigned by his/her superior.

1.6.2 QUALIFICATION AND EXPERIENCE

Diploma in Pharmacy from any recognized University/Institution and must be registered by the Pharmacy Board of Tanzania.

1.6.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.7 MEDICAL RECORDS OFFICER II - 4 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- (i) Collect, tabulates, analyzes and interprets disease and patient's statistics to make them available to relevant stakeholders for planning diagnostic and decision making

purposes;

- (ii) Register patients, filing and retrieving patients' records;
- (iii) Plan and designing alternative methods for collection, storage and retrieval of health records by using modern technology;
- (iv) Facilitate availability of health records and statistical data for purposes of carrying out research;
- (v) Sensitize workers on suitable means for storage of health records and information;
- (vi) Carry out clinical coding and classification of disease and their diagnosis; and
- (vii) Perform any other duties and responsibilities as assigned by his/her superior.

1.7.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Health Records or equivalent qualification from a recognised University/Institution and must have advanced computer skills.

1.7.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 5.1**

1.8 HEALTH ATTENDANT II 25 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out general cleaning of wards and its surroundings;
- (ii) Give bed bath to bed ridden patients;
- (iii) Provide and removing bedpans and urinal bottles;
- (iv) Feed patients;
- (v) Collect patients' linen for laundry services;
- (vi) Send patients for X-rays;
- (vii) Send specimen to laboratories and collecting results; and
- (viii) Perform any other duties and responsibilities related to his/her work as assigned by his/her superior.

1.8.2 QUALIFICATION AND EXPERIENCE

Ordinary Certificate of Secondary Education plus one (1) year Certificate in health related course.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PMOSS 1.1**

1.9 HEALTH LABORATORY SCIENTIFIC OFFICER II 5 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- (i) Assist in planning and designing students' practical/projects;
- (ii) Assist in consultancy, research and development;
- (iii) Assist in maintenance of laboratory equipment and facilities;
- (iv) Assist technicians and Artisans in performing their daily activities;
- (v) Perform consultancy in the area of specialization;
- (vi) Receive, process and dispatch histological and cytological samples;
- (vii) Store histological and cytological products;
- (viii) Perform histological and cytological procedures;
- (ix) Provide assistance during cytology clinic; and
- (x) Perform any other related duties as may be assigned by one's reporting officer.

1.9.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Medical Laboratory Sciences majoring in one of the following fields Histotechnology (preferably specialized in Histo technology and has skills in Histological technique as an added advantage), Microbiology and Immunology, Parasitology and Medical Entomology, Clinical Chemistry and Haematology, and Blood Transfusion or relevant qualification from a recognized University/Institution and Must be registered by the Health Laboratory Practitioners Council.

1.9.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PUSS 3.1**

1.10 HEALTH LABORATORY TECHNOLOGIST II 5 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES

- (i) Assist in receiving, extracting and recording samples for laboratory examinations;
- (ii) Assist in preparing laboratory equipment and chemicals for laboratory tests and examinations;
- (iii) Assist in inspecting and storing laboratory reagents, equipments and chemicals used in laboratory tests and examinations;
- (iv) Assist in keeping and maintaining laboratory records;
- (v) Assist in maintaining list of laboratory equipment in the unit;
- (vi) Carry out laboratory test and examination of samples and recording the results under the supervision of a senior laboratory Technologist; and

(vii) Perform any other Duties and Responsibilities as assigned by his/her superior.

1.10.2 QUALIFICATION AND EXPERIENCE

Diploma in Medical Laboratory Sciences from any recognized University/ Institution and must be registered by the Health Laboratory Practitioners Council.

1.10.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.11 RADIOGRAPHER II 3 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- (i) Take patients' x-rays;
- (ii) Up-keep and maintains x-ray equipments and supervising sterilized radiology instruments in the unit;
- (iii) Ensure quality diagnosis of x-rays taken;
- (iv) Keep and maintaining patients x-ray waiting for seniors to interpret and give results;
- (v) Supervise and training junior staff in the unit;
- (vi) Provide technical advice on radiation in the unit;
- (vii) Prepare contrast media and chemicals for x-rays;
- (viii) Process x-ray films;
- (ix) Keep and maintaining patient's records; and
- (x) Perform any other Duties and Responsibilities as assigned by his/her superior.

1.11.2 QUALIFICATION AND EXPERIENCE

Diploma in Diagnostic, Radiography or its equivalent from a recognized University/Institution and Must be registered by the Medical Radiology and Imaging Professionals Council as a Radiographer.

1.11.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.12 AUDIOLOGIST II 2 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- (i) Carryout audiometric therapy on patients with audio pathology;
- (ii) Maintain an accurate record of the audiometric services provided to patients;

- (iii) Compile case reports of each patient for monitoring treatment progress;
- (iv) Take care of equipments in the Unit/department and report any malfunctions.;
- (v) Interview relatives and gather information that can assist in the treatment of patients;
- (vi) Offer technical guidance and support to subordinates; and
- (vii) Perform any other duties and responsibilities assigned by superior from time to time.

1.12.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Audiology or its equivalent from a recognized University/Institution. Computer skills will be an added advantage.

1.12.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 5.1**

1.13 AUDIOMETRIST II - 2 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- (i) Conduct audiometric analysis;
- (ii) Assist in prescribing audio prescriptions;
- (iii) Maintain audio aids;
- (iv) Keep and maintain patients statistics; and
- (v) Perform any other duties and responsibilities assigned by superior from time to time.

1.13.2 QUALIFICATION AND EXPERIENCE

Diploma in Audiometry or its equivalent from a recognized institution. Computer skills will be an added advantage.

1.13.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.14 BIOMEDICAL TECHNICIAN II- 5 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out preventive maintenance schedules for all laboratory and Hospital equipment;
- (ii) Ensure safe custody of workshop tools;
- (iii) Ensure timely availability of spares for repairs and maintenance;
- (iv) Report any damage / breakdown of workshop tools;

- (v) Prepare database according to appropriate guidelines; and
- (vi) Perform any other related duties and responsibilities as may be assigned by one's reporting officer.

1.14.2 QUALIFICATION AND EXPERIENCE

Diploma in Biomedical Technology or its equivalent from a recognized University/Institution.

1.14.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.15 CLINICAL OPTOMETRISTS II- 2 POSTS

1.15.1 DUTIES AND RESPONSIBILITIES

- (i) Conduct visual analysis;
- (ii) Prescribe optical prescriptions;
- (iii) Maintain optical aids;
- (iv) Keep and maintain patient's statistics; and
- (v) Perform any other duties and responsibilities as may be directed by supervisor.

1.15.2 QUALIFICATION AND EXPERIENCE

Diploma in Clinical Optometry or its equivalent from a recognized University/Institution. Possession of Computer skills will be an added advantage.

1.15.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.16 MEDICAL PHYSICIST II-1 POST

1.16.1 DUTIES AND RESPONSIBILITIES

- (i) Keep and maintaining Radiology and Imaging equipment's;
- (ii) Ensure quality Radiology and Imaging services;
- (iii) Calibrate radiology equipment;
- (iv) Work hand in hand with biomedical engineer;
- (v) Supervise and trains junior staff in the unit; and
- (vi) Perform any other duties and responsibilities as assigned by his/her superior.

1.16.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Physics or Radiation Physics OR Master Degree In Medical Physics or its equivalent from any recognized University/Institution and must be registered by the Medical Radiology and Imaging Professionals Council.

1.16.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 11.1**

1.17 OCCUPATIONAL THERAPIST II -1 POST

1.17.1 DUTIES AND RESPONSIBILITIES

- (i) Identify patient's problems and assess the type of occupational therapy required;
- (ii) Carry outpatient treatment according to the identified problem;
- (iii) Participate in health promotion program as required;
- (iv) Liaise with families, community groups and institutions and provide support as required; and
- (v) Perform any other duties and responsibilities assigned by superior from time to time.

1.17.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Occupational Therapy recognized by the World Federation of Occupational Therapy Officers (WFOT) or equivalent qualification. Computer skills will be an added advantage.

1.17.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.18 ORTHOPTIST II 2 POSTS

1.18.1 DUTIES AND RESPONSIBILITIES

- (i) Make casts and taking measurement as instructed;
- (ii) Fabricate various related appliances;
- (iii) Fit of patients under the supervision and modification of defective appliance with the guidance of superior staff;
- (iv) Advice patients on how to use, maintain artificial limbs and body support devices and cleanliness knowledge of those appliances;
- (v) Repair prostheses or Orthosis;
- (vi) Prepare and ensures availability of materials required for making various appliances;
- (vii) Assist in research work undertaken by Orthopaedic Unit on artificial limbs and fabrication where necessary; and
- (viii) Perform any other Duties and Responsibilities as assigned by his/her superior.

1.18.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Orthotics/Prosthetics or its equivalent from a recognized University /Institution and must be registered by the respective regulatory Board/Council.

1.18.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 5.1**

1.19 ORTHOPEDIC TECHNOLOGIST II -1 POST

1.19.1 DUTIES AND RESPONSIBILITIES

- (i) Advise patients and doctors on related technological issues;
- (ii) Keep and maintaining patients' records;
- (iii) Make casts and taking measurement as instructed;
- (iv) Fabricate various related appliances;
- (v) Fits patient under the supervision and modification of defective appliance with the guidance of superior staff;
- (vi) Examine patient before undertaking treatment;
- (vii) Advise patients on how to use and maintain artificial limbs and body support devices; and
- (viii) Perform any other duties and responsibilities as assigned by his/her superior.

1.19.2 QUALIFICATION AND EXPERIENCE

Diploma in Orthopaedic Technology from any recognized University/Institution and must be registered by the respective Regulatory Board/Council.

1.19.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 4.1**

1.20 PHYSIOTHERAPY OFFICER II-1 POST

1.20.1 DUTIES AND RESPONSIBILITIES

- (i) Contribute ideas to primary and secondary prevention of functional disabilities;
- (ii) Identify predisposing factors to disabilities at homes, schools and working environment;
- (iii) Execute treatment plans for patients;
- (iv) Participate in PHC programme;
- (v) Treat patients through physiotherapy techniques;

- (vi) Conduct health education program to inpatients and outpatients;
- (vii) Keep and maintain is patient's records;
- (viii) Conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community; and
- (ix) Perform any other duties and responsibilities as assigned by his/her superior.

1.20.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Physiotherapy from any recognized University/Institutions and must be registered in their respective Professional Boards.

1.20.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 5.1**

1.21 NUTRITIONIST II 3 POSTS

1.21.1 DUTIES AND RESPONSIBILITIES

- (i) Provide specialized diet and nutritional counseling, medical nutrition therapy, call instruction and follow-up for medically and nutritionally compromised clients;
- (ii) Prioritize the education need of the family, evaluate client's educational level cultural background, values and health beliefs, and develop diet nutrition and care objectives to meet these needs;
- (iii) Determine client's level of nutrition risk (prioritization for services) by assigning and documenting appropriate nutrition risk factors;
- (iv) Assist in identifying those clients at significant medical/nutritional risk, identifying nutritional objectives and schedule the high risk follow up clinic for in depth nutritional counseling;
- (v) Provide nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for patients, pregnancy, breastfeeding, infants and document client progress towards goals;
- (vi) Assign appropriate food packages to meet the nutritional needs of patients, including specialized formula for patients with specialized or medical needs;
- (vii) Review professional articles and current research reports and advice management accordingly; and
- (viii) Perform any other Duties and Responsibilities as assigned by his/her superior

1.21.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science Degree in either Food and Nutrition, Dietetics, Food Service Systems Management or its equivalent from a recognized institution. Possession of computer skills is an added advantage.

1.21.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMGSS 5.1**

1.22 ACCOUNTANT II -2 POSTS

DUTIES AND RESPONSIBILITIES

- (i) Perform a variety of accounting tasks which includes receiving and paying out cash and cheques;
- (ii) Maintain accurate accounts records;
- (iii) Prepare trial balance;
- (iv) Check correctness of claims ensuring that they are supported by appropriate documents;
- (v) Act as custodian of accountable documents; and
- (vi) Perform any other related duties as may be assigned by one's reporting officer

1.22.1 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Accountancy or Accounting and Finance. Possession of CPA (T) is mandatory.

1.22.2 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.23 ADMINISTRATIVE OFFICER II -4 POSTS

1.23.1 DUTIES AND RESPONSIBILITIES

- (i) Organizes, supervises and manages the Administrative assignment of the School or any other unit of the University;
- (ii) Coordinate the preparation of annual budget proposals for the School or or any other unit of the University;
- (iii) Taking and up-keeping minutes of the School and Management Committee meetings thereto;
- (iv) Organize and supervises the activities / duties of supporting staff in the School or any other unit of the University;
- (v) Participate in performance appraisals of the Staff in the School or any other unit of the University;

- (vi) Establishes standards of quality of work of staff in the School or any other unit of the University;
- (vii) Follow up the implementation of the teaching and the examination timetable for students;
- (viii) Receive and compiled reports for processing;
- (ix) Participate in the organization of graduation ceremony and orientation of freshers;
- (x) Analyze periodic and annual trends of entrants e.g. nationality, training program, gender, age, etc. and
- (xi) Collect analyze and make plans for human

1.23.2 QUALIFICATION AND EXPERIENCE

University Degree in either Human Resources Management, Public Administration, Business Administration or Sociology.

1.23.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.24 ARTISAN II 2 POSTS (1 ELECTRICAL AND 1 MECHANICAL)

1.24.1 DUTIES AND RESPONSIBILITIES

- (i) Perform specified craft jobs under supervision;
- (ii) Perform routine technical cleaning of the work environment;
- (iii) Take care of tools and equipment;
- (iv) Assist in operational repairs of machinery and buildings;
- (v) Assist in fitting and turning; and
- (vi) Perform any other related duties as may be assigned by one's reporting officer.

1.24.2 QUALIFICATION AND EXPERIENCE

Ordinary Certificate of Secondary Education plus Trade Test Grade III, II and I in Electrical or Mechanical. ICT skills with one year industrial experience will be an added advantage.

1.24.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 3.1**

1.25 DRIVER II 5 POSTS

1.25.1 DUTIES AND RESPONSIBILITIES

- (i) Drive pool University vehicles safely;
- (ii) Maintain logbooks;

- (iii) Ensure safety of passenger (s) during driving;
- (iv) Ensure safe-keeping of the vehicle and its tools;
- (v) Maintain disciplined behaviour, smartness and proper conduct in rendering services;
- (vi) Maintain cleanliness of the vehicle and tools;
- (vii) Report promptly any defects or problems detected in the vehicle;
- (viii) Undertake minor repairs when necessary;
- (ix) Perform messengerial duties such as dispatching documents/letters and collecting mail;
- (x) Check validity of insurance, TLB, Plying fees etc and reports the same to the Transport Officer for necessary action; and
- (xi) Perform any other related duties as may be assigned by one's reporting officer.

1.25.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in Kiswahili and English plus a valid Driving License at appropriate class, Motor Vehicle Mechanics and Driving Certificate Grade II from a recognized Institution such as NIT or VETA. Possession of Trade Test Grade II will be an added advantage.

1.25.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale POSS 2.1

1.26 ENVIRONMENTAL ENGINEER GRADE II 1 POST

1.26.1 DUTIES AND RESPONSIBILITIES

- (i) Supervise disposal and management of waste products;
- (ii) Carry out independently, specified routine technical tasks, which require technical knowledge and skills;
- (iii) Responsible for assessing and ensuring compliance with environmental regulations; and using mathematical techniques and computer modelling to assess or forecast past, present and future environmental problems;
- (iv) Deal with reclamation of land degraded, damaged and altered by urban sprawl; industrial activities and construction projects;
- (v) Control and mitigate pollutants or effluents that have an adverse impact on the environment;
- (vi) Responsible for carrying out site assessments, conducting technical audits and evaluating the environmental impact the institution's activities;
- (vii) Make recommendations on essential clean-up, reclamation and waste management activities that need to be undertaken to eliminate and prevent

similar from recruiting in the future;

- (viii) Responsible for designing, developing, testing and implementing technical solutions which will help the Institution to reduce negative impact on the environment;
- (ix) Attend projects site meetings; and
- (x) Perform any other duties as may be assigned by one's reporting officer.

1.26.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Environmental Engineering or equivalent and must have been registered as Graduate Engineer by relevant Board i.e Engineers Registration Board (ERB).

1.26.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale PGSS 7.1

1.27 HUMAN RESOURCES OFFICER II- 2 POSTS

1.27.1 DUTIES AND RESPONSIBILITIES

- (i) Collect, keep and update Human Resource data and information;
- (ii) Interpret and implement staff scheme of service;
- (iii) Conduct Training Needs Assessment;
- (iv) Organize staff training;
- (v) Collect, analyze and plan proper statistics records for human resources plans;
- (vi) Prepare and handle seniority list;
- (vii) Draft internal circulars, letters and internal memorandum for official use;
- (viii) Coordinate various meetings and prepare periodic performance reports;
- (ix) Collect, analyse, tabulate and maintain workforce records and statistics;
- (x) Prepare and manage Staff Performance Appraisal Forms;
- (xi) Assist in dealing with general disciplinary matters for junior staff;
- (xii) Perform any other duties as may be assigned by immediate supervisor;

1.27.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Public Administration, Sociology or Human Resource Management.

1.27.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale PGSS 6.1

1.28 INTERNAL AUDITOR II 2 POSTS

1.28.1 DUTIES AND RESPONSIBILITIES

- (i) Review internal controls and submit recommendations to superiors;
- (ii) Implement annual audit plan;
- (iii) Ensure that internal control systems are adequate to avert frauds, misappropriation and embezzlements;
- (iv) Prepare audit reports based on the audit findings;
- (v) Review the effectiveness of managerial controls and implementation of systems; policies and practices of the institution and provide constructive suggestions;
- (vi) Prepare and implement internal audit plan in accordance with generally accepted audit standards and international audit standards;
- (vii) Provide technical guidance and assistance to subordinates;
- (viii) Lead and direct in special investigations and audits;
- (ix) Monitor audit function in order to ensure that schedules are executed efficiently;
- (x) Prepare progress reports of routine and special audits carried out; and
- (xi) Perform any other duties as may be assigned by one's reporting officer.

1.28.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Accountancy or Accounting and Finance from recognized University/Institution. Possession of CPA (T) is mandatory.

1.28.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.29 LAUNDRY ASSISTANT II 2 POSTS

DUTIES AND RESPONSIBILITIES

- (i) Perform laundry duties (Washing, drying, ironing and packing);
- (ii) Order all required equipment's and maintains them appropriately;
- (iii) Report to supervisor any breakage of equipment/ utensils;
- (iv) Ensure that equipment, utensils and place of work are clean; and
- (v) Perform any other duties as will be assigned by Head of Unit;

1.29.1 QUALIFICATION AND EXPERIENCE

Two years of basic certificate in Laundry Services from recognized Institution.

1.29.2 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PMOSS 1.1**

1.30 LEGAL OFFICER II 1 POST

1.30.1 DUTIES AND RESPONSIBILITIES

- (i) Prepare documents and correspondences of assigned cases;
- (ii) Deal with all legal routine correspondences addressed to the University and Draft appropriate legal documents and forms;
- (iii) Follow up on documents and proceedings in courts on time;
- (iv) Offer Legal Opinions to the institutions legal counsel in all legal matters; and
- (v) Perform other duties as may be assigned by one's reporting officer.

1.30.2 QUALIFICATION AND EXPERIENCE

Bachelor of Law plus one (1) year internship and completing training in Law School.

1.30.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 7.1**

1.31 PROCUREMENT AND SUPPLIES OFFICER II 1 POST

1.31.1 DUTIES AND RESPONSIBILITIES

- (i) Carry out reconciliation of physical stocks against records;
- (ii) Ensure maintenance and amendment of stock level figure;
- (iii) Ensure efficient stock control levels are maintained (Inventory Analysis and Control);
- (iv) Responsible for clearing and forwarding activities;
- (v) Evaluate vendor performing and advice accordingly;
- (vi) Maintain an up to date filing system on pricing and vendors to ensure immediate and accurate access to information;
- (vii) Take responsibility of physical stocks;
- (viii) Conduct physical checks and accounts of received goods;
- (ix) Arrange for physical placement i.e. location and banning;
- (x) Arrange packing and deliveries; and
- (xi) Perform any other related duties as may be assigned by one's reporting officer.

1.31.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree/Advanced Diploma/Professional Level III in Materials Management or Procurement and Logistics Management.

1.31.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.32 LIBRARY ASSISTANT GRADE II 1 POST

1.32.1 DUTIES AND RESPONSIBILITIES

- (i) Perform library and clerical duties e.g. handling of simple enquiries from readers; bibliographical searching, collection of Library statistics, etc;
- (ii) Handle simple enquiries from readers;
- (iii) Assist readers in bibliographical searching;
- (iv) Assist in collection of Library statistics;
- (v) Assist in proper shelving of books and periodicals;
- (vi) Assist in manual operations in various sections of the library;
- (vii) Lend out and receipt of books;
- (viii) Assist in coping catalogues with CIP data; and
- (ix) Perform any other related duties as may be assigned by one's reporting officer.

1.32.2 QUALIFICATION AND EXPERIENCE

Ordinary or Advanced Certificate of Secondary Education plus Diploma in Library and Information Studies with ICT skills.

1.32.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 4.1**

1.33 PERSONAL SECRETARY II 2 POSTS

1.33.1 DUTIES AND RESPONSIBILITIES

- (i) Handle confidential matters;
- (ii) Co-ordinate office needs and requirements;
- (iii) Receive and distributes letters to respective officials;
- (iv) Receive and directs visitors;
- (v) Keep minutes/records of meetings;
- (vi) When necessary attend meetings and write minutes;

- (vii) Receive telephone calls and takes messages;
- (viii) Handle travel arrangement on duty for senior officers and other members of the unit/department;
- (ix) Ensure expedient and accurate execution of duties;
- (x) Ensure that letters and copies of letters are properly filed;
- (xi) Type confidential letters minutes, circulars, certificates, charts and stencils;
- (xii) Co-ordinate and supervises junior staff;
- (xiii) Ensure cleanliness of the office (s);
- (xiv) Take proper care of work facilities and equipment;
- (xv) Ensure that the respective office is opened on time; and
- (xvi) Perform any other related duties as may be assigned by one's reporting officer.

1.33.2 QUALIFICATION AND EXPERIENCE

At least Form IV certificate with credit passes in Kiswahili and English, plus 80 w.p.m. shorthand and 50 w.p.m. typing speed, tabulation and manuscript stage III, secretarial and office procedure stage II. Must have sufficient knowledge in computers in at least word processing spreadsheet, database, e-mails and internet. (Must have computer certificate). Possession of Diploma in Secretarial studies is mandatory.

1.33.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 4.1**

1.34 RECORDS MANAGEMENT ASSISTANT II 2 POSTS

1.34.1 DUTIES AND RESPONSIBILITIES

- (i) Receive correspondence and files sent by dispatch book.
- (ii) Receive and distribute official publications according to standing Instructions.
- (iii) Sort outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature.
- (iv) Record all outgoing registered correspondence and telegrams.
- (v) Maintain a register of files sent out to or received from Schools or departments.
- (vi) Assemble flimsy copies and files them for circulation to listed Officers.
- (vii) Re-address mail and answer questions on dispatch, postage and postal procedures and regulations.
- (viii) Perform any other duties as may be assigned by one's reporting Officer.

1.34.2 QUALIFICATION AND EXPERIENCE

Ordinary Diploma in Records Management from recognized learning Institution, Form IV with at least two credit passes in English and Kiswahili OR form VI with two principal passes in Arts subjects.

1.34.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 4.1**

1.35 PLANNING OFFICER GRADE II- 1 POST

1.35.1 DUTIES AND RESPONSIBILITIES

- (i) Develop methodologies for data collection on various aspects of the College operational programmes;
- (ii) Design and review data collection instruments;
- (iii) Prepares estimates for capital development;
- (iv) Liaises with Director of finance's office in preparing the recurrent budget;
- (v) Prepares basic statistical and management reports;
- (vi) Stores and retrieves inventory;
- (vii) Interprets information analyse and evaluates data for plan formulation;
- (viii) Assesse the system clientele needs;
- (ix) Analyze programme loads and implementation techniques;
- (x) Find out operational efficiency of the programme using costs and other indicators;and
- (xi) Perform any other duties as assigned by ones reporting officer.

1.35.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in any of the following: - Economics, Planning/Planning Management or any other relevant field.

1.35.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.36 INFORMATION COMMUNICATION TECHNOLOGY OFFICER (NETWORK ENGINEER) II 1 POST

1.36.1 DUTIES AND RESPONSIBILITIES

- (i) Provide technical support related to operation of Core Network platforms for Voice and Data;
- (ii) Configure and maintain switches, routers, network security, firewalls, VPN and VOIP;

- (iii) Monitor performance, capacity, and availability of the network on an ongoing basis and recommend improvements in technologies and practices;
- (iv) Collaborate with other staff in the ongoing definition of network design, services and procedures so as to ensure business continuity;
- (v) Design and install networks and related accessories and equipment;
- (vi) Maintain and repair of Network active and passive equipment;
- (vii) Analyze network problems, plan and manage preventative maintenance procedures;
- (viii) Troubleshoot and maintain network service devices, Wireless Devices, telecommunication equipment, LAN/WAN, and network security hardware and software;
- (ix) Undertake day to day management of LAN, VLANs, wireless systems, telephone systems (PABX), leased lines;
- (x) Document and communicate network related problems, solutions and the implementation process;
- (xi) Assign network resources and user accounts; Set up and organize IPs appropriately;
- (xii) Train users on new software;
- (xiii) Perform maintenance activities, systems backups and restore and;
- (xiv) Perform any other duty as may be assigned by his/her superior.

1.36.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Computer Science/Information Technology/ Computer Engineering or related discipline from recognized institution.

1.36.3 TECHNICAL QUALIFICATIONS:-

- (i) Working knowledge in the Telecom Operators or Internet Service Provider Core Network environment;
- (ii) Proficient in Service Provider technologies like IP/MPLS and related services (L2VPN, L3 MPLSVPN, TE, QoS, etc);
- (iii) Proficiency in designing/deploying in LAN/WAN topologies using routing protocols like OSPF/ISIS, EIGRP, BGP, IPv6, MPLS, Multicast, HA/Redundancy etc;
- (iv) Good understanding of last mile (both Fiber Optics and Microwave) technologies;
- (v) Knowledge of IOS/IOS XE/IOS XR and Proficient on Network equipment such as routers, switches, bridges, etc;
- (vi) Practical skills in configuring and managing VLANs on routers and layer 2 switches and

remotely management using IP-based management protocols, such as Telnet and Simple Network Management Protocol (SNMP), management IP Address and Default Gateway;

- (vii) Practical skills in configuring and managing wireless networks, configuring DNS, DHCP, FTP, Gateways and NS Lookups;
- (viii) Knowledge in Network Firewalls and Unified Threat Management Systems configurations and management;
- (ix) Fluent in Backup/Recovery procedures, Storage technologies and understanding port numbers approach to application detection;
- (x) Practical skills in using command lines; ping, tracert, ipconfig, Nslookup, Netstat and familiar with tools as Putty, Subnet and IP Calculator, Speedtest;
- (xi) Must have practical knowledge of TCP/UDP related protocols, network security design, Linux operation systems and scripting with shell, python, VB, Bash or Perl;
- (xii) Working knowledge of Antivirus/IPS/web proxy technologies;
- (xiii) Multi-vendor products network knowledge is an added advantage;
- (xiv) Practical skills in managing Server Infrastructure roles as IPv4 and IPv6 Addressing, Domain Name System Server Role, Configuring DNS Zones, DHCP Server Role;
- (xv) Practical skills in configuring and managing VoIP System architecture and Technology;
- (xvi) Possession of recognized ICT professional certification such as Service Provider Networks (CCNA, CCNSP, HCNA, HCNP, MCSA, MCSE), CISA, CISM, CISSP, CEH, will be an added advantage; and
- (xvii) Practical knowledge and skills relevant to the position will be added advantage

1.36.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.37 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (APPLICATION PROGRAMMER) 1 POST

1.37.1 DUTIES AND RESPONSIBILITIES

- (i) Full lifecycle software application development;
- (ii) Designing, coding and debugging software applications in various software languages;

- (iii) Software analysis, code analysis, requirements analysis, software review; identification of code metrics, system risk analysis, software reliability analysis;
- (iv) Software modelling and simulation;
- (v) Front end graphical user interface design/programming,
- (vi) Software testing and quality assurance,
- (vii) Performance tuning, improvement, balancing, usability, automation;
- (viii) Support, maintain and document software functionality;
- (ix) Integrate software with existing systems;
- (x) Evaluate and identify new technologies for implementation;
- (xi) Maintain standards compliance;
- (xii) Working closely with analysts, designers and staff;
- (xiii) Producing detailed technical specifications and writing the programming codes;
- (xiv) Production Support system maintenance;
- (xv) Independent handling of work products and managing his/her deliverables; and
- (xvi) Execute other assignments as you may be assigned from time to time by your superiors

1.37.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

TECHNICAL QUALIFICATIONS:-

- (i) Working knowledge of various software languages [Java (mandatory), C/C++, .NET, Python] will be added advantage
- (ii) Practical skills on Object Oriented Design and Analysis (OOA and OOD)
- (iii) Possession of a relevant recognized ICT professional certification will be an added advantage.
- (iv) Possession of practical skills on graphics design will be an added advantage.
- (v) Practical knowledge and skills relevant to the position will be added advantage

1.37.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale PGSS 6.1

1.38 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (DATA BASE ADMINISTRATOR)-1 POST

1.38.1 DUTIES AND RESPONSIBILITIES

- (i) Responsible for systems and database administration, server virtualization and server infrastructure;
- (ii) Manages security access to assigned systems, databases, integrity controls, related records, and documents;
- (iii) Installation, upgrade, and maintenance of software applications and databases;
- (iv) Maintenance, administration, monitoring, problem management, and production for databases;
- (v) Daily maintenance, testing, backup, and recovery of systems and databases;
- (vi) Apply patches and upgrade of systems and databases;
- (vii) Install and build database structures;
- (viii) Query and performance tuning of databases;
- (ix) Provision, install, configure, operate, upgrade and maintain assigned server systems hardware, software and infrastructure;
- (x) Provide appropriate infrastructure technology solution to support business operations;
- (xi) Maintains the strict confidentiality of all records and documents stored in the assigned systems and infrastructure;
- (xii) Confers with employees and the project team to provide technical advice and to resolve problems;
- (xiii) Contributes to the disaster recovery and business continuity planning process regarding the assigned systems and infrastructure;
- (xiv) Assist in management of hardware devices, licensing and all programs as assigned;
- (xv) Ensure high-availability of systems and services;and
- (xvi) Execute other assignments as may be assigned from time to time by superiors.

1.38.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Information Technology, Computer Science, Computer Engineering or equivalent degree from a recognized institution.

1.38.3 TECHNICAL QUALIFICATIONS:-

- (i) Working knowledge of MS Windows, Linux and Unix Server platforms;

- (ii) Working knowledge of databases (e.g. MS SQL, PostgreSQL, MySQL, Oracle, etc.)
- (iii) Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- (iv) System Backup types and administration (full, incremental, etc.);
- (v) Practical skills in configuring access to file services as Access Control, managing; NTFS file and folder permissions, managing permissions for shared resources, determining effective permissions, configuring and managing distributed file system as Distributed File System (DFS) Overview, configuring DFS Namespaces, configuring DFS replication, deploy file sharing services, deploy an FTP server and a web server;
- (vi) Working knowledge in Clustering, Security/encryption, Fail over management and automatic switch over;
- (vii) Practical skills on Database schema creation and management;
- (viii) Practical skills on Performance management and tuning;
- (ix) Knowledge of Storage management techniques;
- (x) ERP and business knowledge will be an added advantage;
- (xi) Possession of a relevant recognized ICT professional certification such as Oracle, MS SQL will be an added advantage;
- (xii) Practical knowledge and skills relevant to the position will be added advantage

1.38.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.39 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (COMPUTER HARDWARE ENGINEER)-2 POSTS

1.39.1 DUTIES AND RESPONSIBILITIES

- (i) Diagnose and repair desktops, laptops and peripheral devices;
- (ii) Perform installation, diagnosis and repair of all computers;
- (iii) Troubleshoot computer hardware and software;
- (iv) Take apart and re-assemble computer systems as required;
- (v) Perform preventive maintenance by installing prudent software and hardware;
- (vi) Determine users' technical needs and provide them with appropriate solutions;
- (vii) Install hardware, software and device drivers on standalone computers;
- (viii) Install and configure computer networks including LAN and WAN;

- (ix) Manage network configurations to ensure that all computers on a network can communicate effectively;
- (x) Test computers peripherals, hardware and software to ensure that they are working appropriately;
- (xi) Upgrade software, patches and operating systems on a continuous basis;
- (xii) Install and configure monitors, keyboards and printers;
- (xiii) Troubleshoot hardware and software problems;
- (xiv) Ensure that all computers are secured effectively by installing and updating antivirus software;
- (xv) Analyze network problems and manage preventative maintenance procedures;
- (xvi) Explain the role of network applications and equipment to the end users;
- (xvii) Maintain documentation of technical maintenance procedures carried out;

1.39.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Electronics, Computer Engineering, electrical engineering, Information Technology, Computer Science, or equivalent degree from a recognized institution.

1.39.3 TECHNICAL QUALIFICATIONS:-

- (i) Hands-on hardware troubleshooting experience.
- (ii) Experience with board level hardware development.
- (iii) Experience in troubleshooting electronics to the component level
- (iv) Familiarity with general lab equipment
- (v) Familiarity with Fiber Optic network installation and maintenance is a plus

1.39.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

1.40 TELEPHONE OPERATOR II -3 POSTS

1.40.1 DUTIES AND RESPONSIBILITIES

- (i) Operates switch-boards with at least 50 extensions;
- (ii) Answer calling signals from subscribers within and distant exchanges;
- (iii) Connect incoming and outgoing calls within the University outside within Tanzania and internationally and raise appropriate charges where required;
- (iv) Make bookings for international exchange and prepare necessary records and report to his/her Supervisor;

- (v) Perform any other duties as may be determined from time to time by one's reporting officer.

1.40.2 QUALIFICATION AND EXPERIENCE

Holder of one year certificate in telephone operation or from desk/reception administration or equivalent qualification plus certificate of Secondary Education with credit passes in English, Kiswahili and Geography or form six who has principal pass in English from recognized Institution .

1.40.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1)**

1.41 TRANSPORT OFFICER II -2 POSTS

1.41.1 DUTIES AND RESPONSIBILITIES

- (i) Assist drivers to make periodic follow-up on motor vehicles service manuals;
- (ii) Assist in arranging oral and practical interviews of drivers;
- (iii) Assist in checking log books and making sure fuel consumption corresponds with mileage;
- (iv) Assist in follow-up on registration of new institutional vehicles;
- (v) Assist in follow-up on insurance of vehicles;
- (vi) Make follow-up on repairs and maintenance of vehicles.

1.41.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Transport Management with a valid driving license at appropriate class.

1.41.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1)**

1.42 SOCIAL WELFARE OFFICER II - 2 POSTS

1.42.1 DUTIES AND RESPONSIBILITIES

- (i) Screen all in-patients to identify those with psychosocial and problems and report to senior staff;
- (ii) Prepare periodical reports pertaining to patients with social and economic problems trend by patients;
- (iii) Collect data and statistics for exempted patients and other cases that require

- Institutional support;
- (iv) Sort and prepare list of patient requests for exemption and other cases that require Institutional support;
- (v) Counsel patients under the supervision of senior staff;and
- (vi) Perform any other Duties and Responsibilities as assigned by his/her superior.

1.42.2 QUALIFICATION AND EXPERIENCE

Bachelor degree in social work/sociology or Advanced Diploma in Social Work from a recognized institution.

1.42.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1)**

2.0 THE NATIONAL MUSEUM OF TANZANIA (NMT)

The National Museum of Tanzania (NMT) is a body corporate established by the Act of Parliament No. 7 of 1980. It is an educational, scientific and cultural Institution charged with the duties of collecting, conserving, displaying and researching on all materials relating to Tanzanian's cultural and natural heritage. NMT is inviting applicants from dynamic, dedicated, self-motivated, energetic and proactive Tanzanian's to fill the following vacant positions.

2.1 CONSERVATOR II - 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) Preserve museum objects and perform preventive measures against agents of deterioration;
- (ii) Repair, restore and reassemble artefacts, design and fabricate missing or broken parts and restore them to their original appearances;
- (iii) Conduct standard chemical and physical tests to ascertain object's composition;
- (iv) Supervise students and staffs in handling, mounting, caring and storing museum objects;
- (v) Perform tests and examinations to establish object conservation requirements and procedures;
- (vi) Negotiate with colleagues to justify a proposed treatment method;
- (vii) Prepare reports and routine procedures on the operations of conservation, documenting the condition of artefacts, treatment options and methods of preservation and repair used;

- (viii) Plan and lead conservation routine operations against deteriorations of museum objects and/ artefacts;
- (ix) Work with curators in general preservation of museum objects;
- (x) Monitor and record display and storage conditions in order to keep objects in a stable conditions;
- (xi) Help to set up exhibitions.

2.1.2 QUALIFICATION AND EXPERIENCE

Bachelor of Arts /Bachelor of Science in Archeology, Cultural Heritage Management, Chemistry, Biology or related disciplines with a minimum of Upper Second Class.

2.1.3 AGE LIMIT: Not more than 35 years.

2.1.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 6.1**

2.2 DISPLAY ASSISTANT II - 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- (i) Work with curators to plan for exhibitions;
- (ii) Create and monitor production and installation schedules for exhibitions;
- (iii) Assist with installation, including the packing, loading, hanging and framing of exhibits;
- (iv) Assist professionals in their relevant fields of specialization;
- (v) Carry out general supervisor work including on the job training of junior staff;
- (vi) Carry out other related duties as may be directed by senior staffs;
- (vii) Work with other staff on the promotion and interpretation of exhibitions.

2.2.2 QUALIFICATION AND EXPERIENCE

Diploma in Cultural Heritage Management or any Technical Education with a minimum of Upper Second Class.

2.2.3 AGE LIMIT: Not more than 35 years.

2.2.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **PGSS 3.1**

2.3 HALL ATTENDANT II - 2 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

- (i) Guide and attend Museum visitors in galleries and museum environment;

- (ii) Ensures security to museum visitor's in galleries;
- (iii) Ensures cleanliness of exhibits and galleries;
- (iv) Ensure security of collection and exhibits;
- (v) Monitor galleries while providing additional information to guests;
- (vi) Watch that no food and drink is brought into the galleries and that each guest has the proper ticket;
- (vii) Assist museum curators and other staff;
- (viii) Examine exhibit and curatorial facilities for repair or replacement;
- (ix) Performs other duties as assigned by supervisors.

2.3.2 QUALIFICATION AND EXPERIENCE

A form four leaver with passes in Kiswahili and English. A holder of certificate or diploma in Cultural Heritage Management has an added advantage.

2.3.3 AGE LIMIT: Not more than 35 years.

2.3.4 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale **POSS 6**

3.0 THE NATIONAL CONSTRUCTION COUNCIL (NCC)

The National Construction Council is a government institution established by Act of Parliament No. 20 of 1979 (National Construction Council Act CAP. 162 R.E. 2008) and became fully operational in 1981. Its mission is to promote development of the Construction Industry in Tanzania.

3.1 LIBRARY ASSISTANT II 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- (i) Assist in operating NCC Library
- (ii) Carry out readers registration
- (iii) Provide general reading services such as issue systems, Access to documents, reader's instruction and photocopying
- (iv) Classify and label books, journals etc;
- (v) Perform any other duties relevant to the functions of NCC as assigned by ones reporting officer.

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of CSEE or ACSEE with at least two principal passes and Diploma in Library (NTA 6) from a recognized Institution or equivalent. Must be computer literate.

3.1.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

3.2 DRIVER II -1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- (i) Drive NCC vehicles skillfully;
- (ii) Maintain and keeps up-to date log-books;
- (iii) Adhere to Vehicle Maintenance Schedules;
- (iv) Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport Officer;
- (v) Undertake minor repairs when necessary;
- (vi) Ensure that valid documents are obtained prior to commencing any journey;
- (vii) Ensure safety and cleanliness of the vehicle at all times;
- (viii) Perform messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, log book;
- (ix) Take care of the vehicle assigned to him/her by carrying out standard checks;
- (x) Check validity of insurance, TLB, Plying fees etc. and reports the same to the Transport Officer for necessary action;
- (xi) Perform any other duties as may assigned by his superiors

3.2.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate of Secondary School Education with passes in Kiswahili and English plus Trade Test certificate in motor vehicle maintenance/mechanic at NVT A 1 and a valid Driving License (a copy to be attached) in the relevant class with at least three years continuous driving experience. Must have a certificate of competence in driving from a recognized Driving School.

3.2.3 REMUNERATION

Attractive remuneration package in accordance with Institute's salary scale

1.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre is located in the foothills of the snow-capped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it.

KCMC is a referral hospital for over 11 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the centre every day. Over 1000 staff are employed at the centre.

As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

2.0 MEDICAL CONSULTANT - 2 POSTS

2.1 DUTIES AND RESPONSIBILITIES:

- i. Teach and supervise Residents and medical students;
- ii. Supervise and ensure that prescribed instructions are carried out;
- iii. Conduct major operations;
- iv. Carry out services and participating in major ward rounds;
- v. Supervise Residents and medical students and interns in clinical duties;
- vi. Supervise and participating in research activities;
- vii. Perform any other duties as assigned by his/her Superior.

2.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Doctor of Medicine and Master's Degree (M.Med.Surgery or Radiology or Anaesthesia) or its equivalent from any recognized University with 12 years of working experience. Must be registered with the Tanganyika Medical Council

2.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS J**

3.0 MEDICAL SPECIALIST II - 1 POST

3.1 DUTIES AND RESPONSIBILITIES:

- i. Attend in and out-patients on clinical issues;
- ii. Assist in teaching and supervising medical students;
- iii. Attend emergency medical duties;
- iv. Carry out medical care to in and out-patients;
- v. Ensure that prescribed instructions are carried out;
- vi. Conduct major operations;
- vii. Assist senior physicians/surgeons at operations;
- viii. Carry out services and participating in major ward rounds;
- ix. Supervise medical students and interns in clinical duties;
- x. Ensure that patients are properly prepared for surgery;

- xi. Participate fully in clinical sessions, patient presentations and journal clubs;
- xii. Participate in research activities;
- xiii. Perform any other duties as assigned by his/her Superior.

3.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Doctor of Medicine and Master's Degree (M. Med or M. Dent) or its equivalent from any recognized University with working experience of 6 years in Radiology or Dental. Must be registered with the Tanganyika Medical Council

3.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS G**

4.0 HEALTH LABORATORY SCIENTIFIC OFFICER II - 2 POSTS

4.1 DUTIES AND RESPONSIBILITIES:

- i. Participate in research, consultancy and professional development program (PDP) activities in his/ her laboratory (department);
- ii. Teaching junior staff and students during practical;
- iii. Ordering laboratory supplies (reagents & equipment);
- iv. Preparation and use of Standard Operating Procedures (SOP);
- v. Performing routine and other specialized tests;
- vi. Preparing and submit laboratory periodic reports and submit them as it will be recommended;
- vii. Performing any other duties as assigned by his/her Superior.

4.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Degree or B.Sc. in Laboratory Science from a recognized University and must be registered in the register of Health Laboratory Practitioners Council as a Health Laboratory Scientist. Candidate with some years of working experience will have an added advantage.

4.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS C**

5.0 HEALTH SCIENTIST II (ORTHOPAEDIC)- 1 POST

5.1 DUTIES AND RESPONSIBILITIES:

- i. Educate and advise patients on how to use and maintain artificial limbs and body support devices;
- ii. Fabricate various related appliances;
- iii. Design and fitting orthoses and prostheses;
- iv. Assess patient's needs before they have artificial limb or appliance fitted;

- v. Take measurements and using computer modeling, 3D printing to produce a design of prostheses and orthoses;
- vi. Explain a finished design to a technician who will produce the final product;
- vii. Carry out follow-up checks with patients to see how they are coping with their devices;
- viii. Making sure the appliances or limb is functioning properly and is comfortable to the patient;
- ix. Carry out adjustments;
- x. Participate in research, consultancy and professional development program (PDP) activities in his/ her laboratory (department);
- xi. Instruct undergraduate and postgraduate students during practical;
- xii. Responsible for plans and implementation and maintenance programs for all facilities in the department;
- xiii. Participate in development and organization of training programs for junior staff in the department;
- xiv. Responsible for the on job training of technicians; and
- xv. Perform any other duties as assigned by his/her Superior.

5.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Bachelor of Science in Prosthetics and Orthotics from a recognized University

5.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS C**

6.0 HEALTH TECHNOLOGIST II (PHARMACY) – 1 POST

6.1 DUTIES AND RESPONSIBILITIES:

- i. Scrutinize, prepare and order drugs and biomedical equipment;
- ii. Dispense drugs and biomedical equipment to patients and staf;
- iii. Mix drugs;
- iv. Store drugs and biomedical equipment;
- v. Educate patients on proper usage of drugs;
- vi. Check drugs and biomedical chemicals and cosmetics;
- vii. Prepare report of drugs and biomedical equipment usage;
- viii. Inspect drug storage;
- ix. Perform any other duties as assigned by his/her Superior.

6.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Diploma in Pharmaceutical technology in the related field or its equivalent from any recognized College. Must be registered with the relevant Bodies

6.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS B**

7.0 OCCUPATIONAL THERAPIST II - 1 POST

7.1 DUTIES AND RESPONSIBILITIES:

- i. Treat patients through Occupational therapy techniques under the supervision of Senior Occupational therapist Officer;
- ii. Conduct health education program me to in patients and out patients Keeping and maintaining patients records;
- iii. Ensure proper up-keep of equipment in the department;
- iv. Conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community. (Patient relatives or centers, which services orphans);
- v. Perform any other duties as assigned by his/her Superior.

7.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Diploma in Occupational Therapy from KCMC or any other recognized College.

7.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS B**

8.0 NURSING OFFICER II – 6 POSTS

8.1 DUTIES AND RESPONSIBILITIES:

- i. Provide health education to patients and relatives;
- ii. Communicating effectively internally and externally;
- iii. Ensure that prescribed instructions are carried out;
- iv. Sett and communicating standards of nursing care to the ward/department which are in line with hospital policies;
- v. Teaching nurse students and other health cadres;
- vi. Visit patients in their homes and providing advice in primary health care;
- vii. Apply the integrated hospital management information system in all activities;
- viii. Ensure that the prescribed in-patients and out-patients treatment manuals and procedures are adhered to;
- ix. Carry out supervision of other staff;
- x. Verify patient's costing and pricing information sheet provided by the Finance department;
- xi. Maintain hospital inventory;
- xii. Monitor usage of consumables, ensuring no wastage or pilferage;
- xiii. Document on daily, weekly and monthly patients' progress reports;
- xiv. Maintain a harmonious working environment among all Staff and Students;

- xv. Maintain high standards of discipline and code of nursing ethics and be a role model;
- xvi. Perform any other duties as assigned by his/her Superior.

8.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Degree or B.Sc. in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid license to practice.

8.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS C**

9.0 ASSISTANT NURSING OFFICER II – 5 POSTS

9.1 DUTIES AND RESPONSIBILITIES:

- i. Delivering high quality nursing care to patients;
- ii. Organizing and assisting clients and relatives towards patients' well-being;
- iii. Creating and maintaining harmonious working environment to all personnel
- iv. Liaising with staff in other disciplines who are contributing towards promoting well-being of the patients
- v. Involving patients and relatives in care and rehabilitation
- vi. Keeping and maintaining up-to date inventory and report any loss or damage promptly
- vii. Keeping records of all staff and leave schedule for all nursing staff in her unit
- viii. Planning and conducting ward rounds and carry out all instructions thereafter
- ix. Ordering and keeping proper records of DDA and other drugs to check on validity and expiry date for each drug
- x. Assisting staff in practicing new trends of nursing care and participating in research
- xi. Demonstrating an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients
- xii. Keeping abreast with new knowledge and skills through self-development and participation in various scientific activities
- xiii. Performing any other duties as assigned by his/her Superior.

9.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Diploma in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid license to practice.

9.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS B**

10.0 NURSE II – 1 POST

10.1 DUTIES AND RESPONSIBILITIES:

- i. Delivering quality health care to patients ;

- ii. Creating and maintaining harmonious working environment to all personnel;
- iii. Liaising with staff in other disciplines who are contribution towards promoting well-being of patients;
- iv. Involving patients and relatives in care and rehabilitation;
- v. Keeping and maintain inventory and reporting any loss or damage promptly;
- vi. Assisting in ward rounds and carrying out all instructions thereafter
- vii. Demonstrating an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients
- viii. Keeping abreast with new knowledge and skills through self-development and participation in various scientific activities
- ix. Performing any other duties as assigned by his/her Superior.

10.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Two (2) years Certificate in Nursing from any recognized College.

Must be enrolled with the Nurses and Midwifery Council of Tanzania with a valid license to practice

10.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS A**

11.0 MEDICAL ATTENDANTS - 15 POSTS

11.1 DUTIES AND RESPONSIBILITIES:

- i. Answerable to the in-charge of respective area/ward
- ii. Providing basic health education to inpatients and relatives in the ward
- iii. Inspecting the hospital clinical areas
- iv. Participating in receiving and giving report
- v. Participate in bed making and giving report
- vi. Responsible for all types of cleanliness in the respective working area/ward
- vii. Responsible for collecting patients food and assist in serving patients meals
- viii. Responsible for sending specimens to laboratory, sending and collecting patients from X- ray and the related
- ix. Convey messages from place to place as may be requested
- x. Assist in various procedures in the ward as may requested
- xi. Assist patients during toilet rounds and make sure all bedpans sputum mugs and urinals are scrupulously clean
- xii. Respond to patients calls, assist them and ask for assistance in activities beyond her capabilities
- xiii. Be observant and report anything abnormal about patients or equipment or any change in the particular setting
- xiv. Collecting and sending linen to laundry
- xv. Performing any other duties as assigned by his/her Superior.

11.1.1 QUALIFICATION AND EXPERIENCE:

Holder of an Ordinary Secondary School Certificate and must have at least three (3) years working experience in the related field. Must have a Pre-Nursing Certificate from recognized College

11.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale

TGHOS A

12.0 ACCOUNTS ASSISTANT II - 2 POSTS

12.1 DUTIES AND RESPONSIBILITIES:

- i. Receiving cash deposits from clients and banking as per supervisor's Instruction
- ii. Effecting cash payments to clients
- iii. Making records of all transactions and reconcile them with cash balance
- iv. Receiving and keeping proper custody of all bills, invoices and other claims pending for payments maintaining cheque registers.
- v. Preparing petty cash payment vouchers and accounts documents and maintaining accounts records
- vi. Issuing receipts and keeping in safe custody all accounts and supporting documents pending audit scrutiny
- vii. Keeping records and making follow-ups of all debts from credit clients
- viii. Sending all letter and other documents relating to accounts issues to the bank
- ix. Performing any other duties as assigned by his/her Superior

12.1.1 QUALIFICATION AND EXPERIENCE:

Holder of an ordinary/advanced secondary education with ordinary diploma in accounting or ATEC II or its equivalent from any recognized College. Also must be a computer literate.

12.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGS B**

13.0 PERSONAL SECRETARY III - 1 POST

13.1 DUTIES AND RESPONSIBILITIES:

- i. Type confidential and open letters
- ii. Take care of all office facilities under custody
- iii. Answer correspondences involving routine matters
- iv. Check office registers to ensure that they are well maintained
- v. Receive and directing visitors
- vi. Keep minutes/records of meetings
- vii. Take dictations by shorthand
- viii. Receive, sorting and file mails
- ix. Initiate and maintaining own file system
- x. Prepare agendas and making arrangements for various meetings

- xi. Receive files, distributing to officers and collect them back to the registry after their use
- xii. Trace files, circulars and any other things requested by his/her superior for Office use
- xiii. Perform any other duties as assigned by his/her Superior

13.1.1 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGS.B**

13.1.2 QUALIFICATION AND EXPERIENCE:

Holder of Ordinary/Advanced Secondary education certificate, Must have attended Secretarial course and passed stage III exams from any recognized College. Also must have 80wpm in both Shorthand with literacy in computer programs such as Windows, Microsoft Office, Internet, E-Mail, Publisher etc

14.0 RECORDS MANAGEMENT ASSISTANT II – 1 POST

14.1 DUTIES AND RESPONSIBILITIES:

- i. Receive, records and distributes incoming and internally created mails (letter memoranda, faxes)
- ii. Record and arrange for the efficient and timely dispatch of all correspondences
- iii. Open index and control files; and
- iv. Performing any other duties as assigned by his/her Superior

14.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Ordinary/Advanced Secondary education certificate, Must have Diploma (skills) in Records Management from a recognized College. He/she should have not less than one (1) year working experience in the Registry. Must be a computer literate

14.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGS.B**

15.0 ASSISTANT TECHNICIAN (CARPENTRY) – 1 POST

15.1 DUTIES AND RESPONSIBILITIES:

- i. Perform routine specified tasks that demand higher technical skills under supervision
- ii. Keeps the work place tidy
- iii. Collect and takes care of working tools
- iv. Carry out minor repairs and maintenance
- v. Report maintenance problems to senior staff
- vi. Perform any other duties as assigned by his/her Superior.

15.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Form IV Secondary Education with Trade Test II in carpentry with one year working experience.

15.1.2 REMUNERATION

Attractive remuneration package in accordance with the Government's salary scale **TGS B**

15.0 DRIVER II - 1 POST

15.1 DUTIES AND RESPONSIBILITIES:

- i. Drive Centre's motor vehicles towards approved destinations and in accordance with traffic regulations
- ii. Reports promptly any defect or problems detected in the vehicle
- iii. Performs messenger duties such as dispatching documents/letters, Undertake minor mechanical repairs,
- iv. Take vehicles due for routine maintenance/repair to the appointed service agents
- v. Maintain motor vehicle log books
- vi. Make pre-inspection to the assigned vehicle at all times
- vii. Ensure that valid documents and permits are acquired prior commencement of any journey
- viii. Report promptly accidents or incidents involving the vehicles to the relevant authority
- ix. Ensure that the vehicle assigned to him/her is maintained, serviced regularly and kept clean
- x. Maintain a logbook and record all movements as instructed and
- xi. Performing any other duties as assigned by his/her Superior.

15.1.1 QUALIFICATION AND EXPERIENCE:

Holder of Secondary Education Certificate with passed in Kiswahili and English. Must have a valid class C driving license and Trade Test Grade III from a recognized Institution and at least driving experience of 2 years with accident free record

Certificate of Advanced Drivers' Course Grade II from NIT or VETA will be an added advantage.

15.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGOS A**

16.0 KITCHEN/MESS ATTENDANT II – 1 POST

16.1 DUTIES AND RESPONSIBILITIES:

- i. Clean utensils
- ii. Clean kitchen and surroundings
- iii. Prepare cooking items

- iv. Assist cooks and waiters
- v. Perform any other duties as assigned by his/her Superior.

16.1.1 QUALIFICATION AND EXPERIENCE:

Holder of an Ordinary Secondary School Certificate with passes in both English and Kiswahili with an experience of one year in the related field.

16.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGOS A**

17.0 ASSISTANT LAUNDERER – 1 POST

17.1 DUTIES AND RESPONSIBILITIES:

- i. Collect clothes from various sections in the hospital
- ii. Sort and washing clothes as per guidelines
- iii. Dry and iron clothes
- iv. Arrange clothes in appropriate order
- v. Issue clothes to the appropriate sections.
- vi. Perform any other duties as assigned by his/her Superior

17.1.1 QUALIFICATION AND EXPERIENCE:

Holder of an Ordinary Secondary School Certificate with passes in both English and Kiswahili.

17.1.2 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGOS A**

18.0 WATER INSTITUTE (WI)

Water Institute (WI), Order under the Executive Agencies (The Water Development and Management Institute) (Amendment) 2016, (Government Notice No. 216 of 2016.) is an Executive Agency under the Ministry of Water and Irrigation established to take over the functions performed by the Rwegarulila Water Resource Institute by Government Notice No. 138 of 22nd August, 2008 according to the Executive Agency Act (Cap 245) to replace the Rwegalulila Water Resource Institute. The Agency (Institute) operates under the Ministry and Irrigation. Water Institute is registered by the National Council for Technical Education (NACTE) to train Technicians and Engineers.

19.0 ACCOUNTANT II – 1 POST

19.1 DUTIES AND RESPONSIBILITIES

- i. Ensuring that all invoices are properly recorded and filed after payments;
- ii. Properly posting of all primary data in the respective journals;
- iii. Administering cash payments;
- iv. Maintaining Petty cash journals;

- v. Preparing various accounting schedules as directed by supervisor;
- vi. Preparing project accounting journals;
- vii. Preparing Staff advances, loans and Imprests subsidiary ledger listings and
- viii. Perform any other duties as may be assigned by the supervisor;

19.1.1 QUALIFICATION AND EXPERIENCE

Holder of either Bachelor Degree in Accountancy, Advanced Diploma in Accountancy, Module **C** and **D** of NBAA.

19.1.2 REMUNERATION

Attractive package as per Water Institute Salary Scale **WDMS 4**

20.0 ASSISTANT ACCOUNTANT-1 POST

20.1 DUTIES AND RESPONSIBILITIES

- i. Prepare various accounting schedules as directed by supervisor;
- ii. Prepare projects account journals;
- iii. Prepare of Staff advances, loans and imprest subsidiary ledger listings; and
- iv. Perform any other duties as may be assigned by the supervisor.

20.1.1 QUALIFICATION AND EXPERIENCE

Holder of either Ordinary Diploma in Accountancy, Module **B** of NBAA

20.1.2 REMUNERATION

Attractive package as per Water Institute's Salary Scale **WDMS 3**

21.0 RECORDS MANAGEMENT ASSISTANT II – 1 POST

21.1 DUTIES AND RESPONSIBILITIES

- i. Receive all incoming mails and enters them in the relevant registers;
- ii. Receive and distribute official publication according to standing instruction;
- iii. Distributing files to scheduled officers; and
- iv. Perform any other duties as may be assigned by the supervisor.

21.1.1 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary School Education who have passed the Higher Records Assistant Examination or Ordinary Diploma in Records Management.

21.1.2 REMUNARATION

Attractive package as per Water Institutes Salary Scale **WDMS 2**

22.0 LABORATORY TECHNICIAN II – 2 POSTS

22.1 HYDRAULICS LABORATORY – 1 POST

22.1.1 DUTIES AND RESPONSIBILITIES

- i. Undertaking specified tasks connected with laboratory practical, students' projects, consultancy, and services under supervision
- ii. Assists in the repair and maintenance of laboratory or workshops facilities
- iii. Assists senior staff in relevant fields of operations
- iv. Performs any other duties assigned to him by his seniors.

22.1.2 QUALIFICATION AND EXPERIENCE

Ordinary Diploma in Civil, Irrigation, Water Supply and Sanitation, Highway Engineering or equivalent qualification from a recognized Institution

22.1.3 REMUNERATION

Attractive package as per Water Institute Scale **WDMS 3**

22.2 SOIL LABORATORY – 1 POST

22.2.1 DUTIES AND RESPONSIBILITIES

- i. Undertaking specified tasks connected with laboratory practical, student's projects, consultancy, and services under supervision
- ii. Assists in the repair and maintenance of laboratory or workshops facilities
- iii. Assists senior staff in relevant fields of operations
- iv. Performs any other duties assigned to him by his seniors

22.2.2 QUALIFICATION AND EXPERIENCE

Ordinary Diploma in Civil, Irrigation, Water Supply and Sanitation, Highway Engineering or equivalent qualification from a recognized Institution

22.2.3 REMUNERATION

Attractive package as per Water Institute Scale **WDMS 3**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is 9 September, 2017 and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT