

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

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VACANCIES ANNOUNCEMENT - RE-ADVERTISED

On behalf of The Local Government Training Institute (**LGTI**), Tanzania Forestry Research Institute (**TAFORI**), Muhimbili University of Health and Allied Sciences (**MUHAS**), Muhimbili National Hospital (**MNH**) and The Institute of Accountancy Arusha (**IAA**), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill (**21**) vacant posts as mentioned below;

1.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

The Local Government Training Institute (LGTI) is a higher learning Institution under the President's Office, Regional Administration and Local Government (PORALG). The Institute was established by the Act of Parliament No. 26 of 1994, as a body corporate, to provide training, research, advisory and consultancy services in the fields of Local Government Finance, Administration and Management. As such, the Institute falls under the subject sector of Business and Management.

1.1 ASSISTANT LECTURER (Mathematics/Statistics and Economics) - -1 POSTS

1.1.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA level 8 (Bachelor Degree);
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students' project;
- vi. Prepares teaching manual; and
- vii. Performs any other duties as assigned by supervisor.

1.2 QUALIFICATION AND EXPERIENCE

Master's Degree in Mathematics/Statistics and Economics with undergraduate degree in the relevant field. Applicant must possess a GPA of not less than 3.5 in his/her undergraduate degree in the relevant field.

1.3 REMUNERATION PHTS 2.1

2.0 TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)

Tanzania Forestry Research Institute (TAFORI) is a Parastatal Organization under the Ministry of Natural Resources and Tourism, established by act No.5 of 1980 with a broad mandate of Conducting and Coordinating Research in all aspects of Forest Production and Utilization.

TAFORI with its Headquarters at Kingolwira in Morogoro Municipality has Seven Research Centres located at: - Kibaha, Lushoto, Moshi, Dodoma, Tabora, Malya and Mufindi.

2.1 RESEARCH OFFICER GRADE II - 3 POSTS

2.2 DUTIES AND RESPONSIBILITIES

- i. Assist in setting up experiments, data collection and analysis;
- ii. Search for relevant literature required and writing research reports;
- iii. Collect forestry research data;
- iv. Supervise maintenance of research trial plots;
- v. Work on specific projects more independently;
- vi. Supervise Laboratory Technicians;
- vii. Assist in data collection and analysis;
- viii. Carry out literature surveys;
- ix. Train Laboratory Technicians and Junior Research Officers;
- x. Perform any other duties related to official responsibilities assigned by the supervisor.

2.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Forestry from a recognized University and a Bachelor Degree in Forestry who attained a minimum of an Upper Second Class Honours degree at undergraduate level. Must possess knowledge in Computer programs applicable in research data processing and analysis.

2.4 REMUNARATION PRSS 2

3.0 THE EASTERN AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no. 28 of 1994 enacted by the Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user member States to produce the statistical data necessary for the assessment, planning and development of the people and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandates as given by Act no, 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions.

3.1 ASSISTANT LECTURER (Statistics) - 4 POSTS

3.2 DUTIES AND RESPONSIBILITIES

- i. Teach up to NTA level 8 (Bachelor Degree);
- ii. Prepare learning resources for tutorial exercises;
- iii. Conduct research, seminars and case studies;
- iv. Carry out consultancy and community services under supervision;
- v. Supervise student's project; and
- vi. Prepare teaching manual.

3.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Statistics Mathematics, Economics or Computer Science with a GPA OF 3.5 and above at bachelor level in area of specialization from any recognized Institution.

3.4 TERMS AND CONDITIONS OF THE SERVICE

Permanent and Pensionable.

4.0 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.

4.1 MEDICAL SPECIALIST II - 7 POSTS

4.2 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, Creates and plans 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.

4.3 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.

4.4 REMUNIRATION

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

4.5 MEDICAL OFFICER II (HEAD OF BLOOD BANK) - 1 POST

4.6 QUALIFICATION AND EXPERIENCE

Doctor of Medicine Degree or its equivalents from a recognized University or Institution with Completion of one year internship, fully registered by the Medical Council of Tanganyika as a Medical Officer. Master of Medicine in Haematology and Blood Transfusion will be an added advantage.

4.7 DUTIES AND RESPONSIBILITY

- (i) Heads the blood center;
- (ii) Accountable for the organization, management, administration and control of the blood center;
- (iii) Coordinates daily operations at the blood center;
- (iv) Ensure effective and efficient use of resources and sustainability of the blood center;
- (v) Responsible for developing blood center programs, including static and out-reach blood donation drives;
- (vi) Responsible for supervising and guiding tasks of personnel;
- (vii) Ensures that staff are adequately trained and acquire practical experience;
- (viii) Performs performance evaluation of blood center staff;
- (viii) Responsible for relevant patients' investigations and medical decisions;
Ensures that relevant standard operating procedures are maintained and up-to-date;
- (ix) Ensures execution of quality control programs for procedures, equipment, and staff;
- (x) Conducts relevant operational and other research for continuous quality

- improvement;
- (xi) Performs any other duties and responsibilities as assigned by his/her superior.

4.8 AUDIOLOGIST II - 2 POSTS

4.8.1 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.

4.8.2 QUALIFICATION AND EXPERIENCE

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

4.8.3 REMUNIRATION

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

4.9 AUDIOMETRIST II - 1 POSTS

4.9.1 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.

4.9.2 QUALIFICATION AND EXPERIENCE

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

4.9.3 REMUNERATION

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

5.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (**MNH**) was established in November, 2004 with mandate to provide effective, efficient and high quality tertiary specialist and super specialist medical services for referred patients for all areas of Tanzania, while providing conducive environment for training and research. The Hospital attends between 1200 -1600 inpatients and between 1200 -1500 outpatients and it have a total of 1,503 beds.

5.1 ASSISTANT NURSING OFFICER (NURSE ANAESTHETIST) II 1 POSTS

5.2 DUTIES AND RESPONSIBILITIES

- i. Perform pre – operative patients visits: explain procedures to patients and check whether they have any medical conditions that could create problem under anaesthesia;
- ii. Prepare operating room: check anaesthesia machine, supplies, medicine and gases;
- iii. Assist Anaesthesiologist to administer anaesthetics to patients;
- iv. Administer intravenous fluids and basic anaesthetics to patients under supervision and direction of anaesthesiologist;
- v. Observes condition of patients during surgical procedures, including skin color, dilation of pupils and vital signs: initiates remedial measures to prevent surgical shock or other adverse condition as required;
- vi. Documents anaesthesia notes on patients;
- vii. Help wake up patients after the anaesthetics;
- viii. Accompanies patient to recovery area and remains until patient's immediate condition is acceptable;
- ix. Perform post – anaesthesia patient visits to rule out any complications secondary to anaesthesia;
- x. Assist the anaesthesiologist in the emergencies;
- xi. Participate in education and research;
- xii. Responds timely to patient's resuscitation call, at the accident and emergency department;
- xiii. Perform any other duties as may be assigned by the supervisor.

5.3 QUALIFICATION AND EXPERIENCE

Diploma in Nursing and Certificate of Anaesthesia from a recognized university or Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

5.4 REMUNARATION

Attractive remuneration package in accordance with Institute's salary scale – **PMGSS 4**

6.0 THE INSTITUTE OF ACCOUNTANCY ARUSHA (IAA)

The Institute of Accountancy Arusha is a parastatal academic institution offering undergraduate and postgraduate training courses. It is established by the Institute of Accountancy Act [cap.240] R.E 2002 with its headquarters at Njiro Hill, Arusha City.

6.1 ASSISTANT LECTURER (ECONOMICS) – 1 POST

6.1.1 DUTIES AND RESPONSIBILITIES

- (i) Teach up to NTA level 8 (Bachelor's Degree).
- (ii) Prepare learning resources for tutorial exercises.
- (iii) Conduct research, seminars and case studies.
- (iv) Carry out consultancy and community services under supervision.
- (v) Supervise student's projects.
- (vi) Prepare teaching manual.
- (vii) Perform any other duties as assigned by supervisor.

6.1.2 QUALIFICATION AND EXPERIENCE

Master degree in Economics with GPA of 3.5 and Bachelor degree or Advanced Diploma in Economics with GPA of 3.8.

6.1.3 REMUNIRATION

Attractive remuneration package in accordance with Institute's salary scale

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 9th December, 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 can also be found at PSRS Website, Click
'Recruitment Portal')

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**