

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

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26th June, 2018

VACANCIES ANNOUNCEMENT

On behalf of Fisheries Education and Training Agency (FETA), Tanzania Fisheries Research Institute (TAFIRI), Tanzania Airports Authority (TAA), State Mining Corporation (STAMICO), Tanzania Dairy Board (TDB), Small Industries Development Organization (SIDO) and Muhimbili National Hospital (MNH), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **87** vacant posts as mentioned below;

1.0 FISHERIES EDUCATION AND TRAINING AGENCY (FETA)

FETA is autonomous institute under the Ministry of Livestock and Fisheries of the United Republic of Tanzania responsible for provision of education and training in aquaculture, fisheries technologies and management, applied research and consultancy in promoting sustainable development of fisheries and its allied industries. FETA has a number of tertiary technical institutions accredited by the National Council for Technical Education (NACTE) to provide technical education up to NTA Level 6 in Coast, Mwanza, Mtwara, Mara and Kigoma Regions.

1.1 ASSISTANT AQUACULTURE TUTOR II – 2 POSTS

1.2 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Teach aquaculture and related programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. Prepare learning resources for practical exercises;
- iii. Assist in carrying out aquaculture consultancy and community services;
- iv. Assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. Train fish farmers on aquaculture technology;
- vi. Prepare material for practical exercises; and
- vii. Perform any other duties assigned to him by supervisors.

1.2.2 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma (NTA level 6 or equivalent) in Aquaculture Technology or any other relevant studies from recognised institution and must be eligible for registration as a Technical Teacher.

1.2.3 REMUNERATION

Salary Scale: **PTSS 7/8**

1.3 ASSISTANT FISH TECHNOLOGY TUTOR II – 2 POSTS

1.3.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESERCH AND CONSULTANCY)

1.3.2 DUTIES AND RESPONSIBILITIES

- i. Teach post-harvest fish technology and aqua food business management programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. Prepares learning resources for practical exercises;
- iii. Assist in carrying out consultancy and community services;
- iv. Perform any other duties assigned to him by his seniors;
- v. Assist in conducting practical exercises for students in the department under close supervision up to level 5;
- vi. Prepare material for practical exercises;
- vii. Train fishers on post harvest fish technologies; and
- viii. Perform any other duties assigned by supervisors.

1.3.3 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma (NTA level 6 or equivalent) in Fish technology, Food Science or any other relevant studies from recognised institution and must be eligible for registration as a Technical Teacher.

1.3.4 REMUNERATION

Salary Scale: **PTSS 7/8**

1.4 ASSISTANT MARINE/MECHANICAL ENGINEERING TUTOR II – 2 POSTS

1.4.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESERCH AND CONSULTANCY)

1.4.2 DUTIES AND RESPONSIBILITIES

- i. Teach marine/mechanical engineering programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. Prepare learning resources for practical exercises;
- iii. Assist in carrying out consultancy and community services;
- iv. Assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. Prepares material for practical exercises; and
- vi. Perform any other duties assigned to him by his seniors.

1.4.3 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma (NTA level 6 or equivalent) in Marine/Mechanical Engineering or any other relevant studies from recognised institution and must be eligible for registration as a Technical Teacher.

1.4.4 REMUNERATION

Salary Scale: **PTSS 7/8**

1.5 ASSISTANT REFRIGERATION ENGINEERING TUTOR II – 1 POST

1.5.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.5.2 DUTIES AND RESPONSIBILITIES

- i. Teach refrigeration engineering programs up to NTA level 4 and may assist teaching in higher NTA levels;
- ii. Prepare learning resources for practical exercises;
- iii. Assist in carrying out consultancy and community services;
- iv. Assist in conducting practical exercises for students in the department under close supervision up to level 5;
- v. Prepare material for practical exercises; and
- vi. Perform any other duties assigned to him by his seniors.

1.5.3 QUALIFICATION AND EXPERIENCE

- Ordinary Diploma (NTA level 6 or equivalent) in Refrigeration Engineering, Chemical and Processing Engineering or any other relevant studies from recognised institution and must be eligible for registration as a Technical Teacher.

1.5.4 REMUNERATION

Salary Scale: **PTSS 7/8**

1.6 AQUACULTURE TUTOR II – 5 POSTS

1.6.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.6.2 DUTIES AND RESPONSIBILITIES

- i. Teach aquaculture programs up to NTA level 6 and may assist teaching in higher levels;
- ii. Conduct examination up to NTA level 7;
- iii. Conduct tutorial sessions for students;
- iv. Set assignments and supervises presentations and tutorial classes;
- v. Prepare aquaculture learning resources; and
- vi. Perform any other duty as assigned by the Head of Department or senior staff.

1.6.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree (NTA level 8) in Aquaculture Technology, Aqua Food Business Management or any other relevant studies from recognised institution with teachers training certificate and must be eligible for registration as a Technical Teacher. Undergraduate GPA must not be below 3.5.

1.6.4 REMUNERATION

Salary Scale: **PTSS 10/11**

1.7 FISHERIES TUTOR II – 2 POSTS

1.7.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.7.2 DUTIES AND RESPONSIBILITIES

- Teach fisheries science, fisheries management, marine biology, aquatic sciences and environment programs up to NTA level 6 and may assist teaching in higher levels
- Conduct examination up to NTA level 7;
- Conduct tutorial sessions for students;
- Set assignments and supervises presentations and tutorial classes;
- Prepare aquaculture learning resources; and
- Perform any other duty as assigned by the Head of Department or senior staff.

1.7.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree (NTA level 8) in Marine Biology, Fisheries Science, Fisheries Technology, Fisheries Management, Aquatic Sciences or any other relevant studies from recognized institution with teachers training certificate and must be eligible for registration as a Technical Teacher. Undergraduate GPA must not be below 3.5.

1.7.4 REMUNERATION

Salary Scale: **PTSS 10/11**

1.8 MARINE/MECHANICAL ENGINEERING TUTOR II – 1 POST

1.8.1 REPORTS TO: DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.8.2 DUTIES AND RESPONSIBILITIES

- Teach marine/mechanical engineering programs up to NTA level 6 and may assist teaching in higher levels;
- Conduct examination up to NTA level 7;
- Conduct tutorial sessions for students;
- Set assignments and supervise presentations and tutorial classes;
- Prepare leadership roles;
- Prepare learning resources; and
- Perform any other duties as assigned by supervisors.

1.8.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree (NTA level 8) in Marine/Mechanical Engineering or any other relevant studies from recognised institution with teachers training certificate and must be eligible for registration as a Technical Teacher. Undergraduate GPA must not be below 3.5.

1.8.4 REMUNERATION

Salary Scale: **PTSS 10/11**

1.9 REFRIGERATION ENGINEERING TUTOR II – 1 POST

1.9.1 DEPUTY PRINCIPAL (ACADEMIC, RESEARCH AND CONSULTANCY)

1.9.2 DUTIES AND RESPONSIBILITIES

- i. Teach refrigeration engineering programs up to NTA level 6 and may assist teaching in higher levels;
- ii. Conduct examination up to NTA level 7;
- iii. Prepare leadership roles;
- iv. Prepare learning resources; and
- v. Perform any other duties as assigned by supervisors.

1.9.3 QUALIFICATION AND EXPERIENCE

- Bachelor Degree (NTA level 8) in Refrigeration Engineering, Chemical and Processing Engineering or any other relevant studies from recognized institution with teachers training certificate and must be eligible for registration as a Technical Teacher. Undergraduate GPA must not be below 3.5.

1.9.4 REMUNERATION

Salary Scale: **PTSS 10/11.**

2.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No. 6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries research in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centre's and one Substation: Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

2.1 RESEARCH ASSISTANT (Fisheries and/or Aquaculture Scientists)- 1 POST

2.1.1 Duty station: Mwanza, Kyela, Sota

2.1.2 DUTIES AND RESPONSIBILITIES

- i. This is purely a trainee post and the incumbent shall have to work under close supervision of Senior Researchers.
- ii. The incumbent must gain two (2) years of research experience before registering for a post graduate degree.

2.1.3 QUALIFICATION AND EXPERIENCE

- Bachelor's Degree with an upper second or above in fisheries and/or aquaculture from any recognized University or equivalent institution

2.1.4 REMUNERATION

Salary Scale: **PRSS 1.1**

2.1.5 TERMS OF ENGAGEMENT

Permanent and pensionable

2.1.6 RESEARCH ASSISTANT (Social Scientists)- 2 POSTS

2.1.7 Duty station: Dar es Salaam and Kigoma

2.1.8 DUTIES AND RESPONSIBILITIES

- iii. This is purely a trainee post and the incumbent shall have to work under close supervision of Senior Researchers.
- iv. The incumbent must gain two (2) years of research experience before registering for a post graduate degree.

2.1.9 QUALIFICATION AND EXPERIENCE

- Bachelor's Degree with an upper second or above in Sociology from any recognized University or equivalent institution

2.1.10 REMUNERATION

Salary Scale: **PRSS 1.1**

2.1.11 TERMS OF ENGAGEMENT

Permanent and pensionable

2.1.12 MARINE ENGINEER (1 POST)

2.1.13 Duty station (Mwanza)

2.1.14 DUTIES AND RESPONSIBILITIES

- i. Assists Senior Engineers in the repair and maintenance of vessels both offshore and inshore.
- ii. Assist Senior Engineers on voyage planning and in the maintenance and repair of marine engines.
- iii. Supervise junior engineering crew on the day to day works on board.

2.1.15 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Mechanical Engineering Degree or Advanced Diploma in Engineering with at least three years' experience with Harbor Tug Motor or its equivalent.

2.1.16 REMUNERATION

Salary Scale: **PGSS 6.1**

2.1.17 TERMS OF ENGAGEMENT

Permanent and pensionable

3.0 TANZANIA AIRPORTS AUTHORITY (TAA)

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned airports with a commercially oriented Management Style. As part of implementing its Organizational Structure

3.1.1 ELECTICAL TECHNICIAN – 3 POSTS

3.1.2 DUTIES AND RESPONSIBILITIES

- Undertake daily inspection of all airport facilities so as to determine need for service or maintenance,
- Carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs.
- Carry out maintenance of airport equipment and buildings in accordance with preventive maintenance schedules/programs.
- Liaise with supervisor for modifications, improvements, installations and commissioning work,
- Assist the engineers and technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- Maintain awareness and compliance with technical, safety health environment (SHE), standards, regulations and procedures,
- Liaise with other airport users interested in making alterations or additions to existing structures,
- Collect data for planning, maintain and update records whenever necessary,
- maintain a high standard of proficiency in own skill areas and,
- Perform any other duty as may be assigned by supervisor.

3.1.3 QUALIFICATION AND EXPERIENCE

- Full Technician Certificate (FTC) or an Ordinary Diploma in Electrical from a recognized Institution.
- Must be Computer literate.
- Not more than 35 years of age.

3.1.4 REMUNERATION

Salary scale: **TAA SCALE 4.**

3.1.5 ELECTRO MECHANICAL/MECHANICAL TECHNICIANS – 4 POSTS

3.1.6 DUTIES AND RESPONSIBILITIES

- i. undertake daily inspection of all airports facilities so as to determine need for service or maintenance,
- ii. Carry out preventative maintenance and fault diagnosis on plant and equipment so as to minimize breakdowns and maintenance costs and improve availability,
- iii. Carry out maintenance work at the Airport equipment and building in an orderly, smooth and regular inspection in accordance with preventive maintenance schedules/programs and liaise with supervisor for modifications, improvements, installations and commissioning work;
- iv. Test various types of electro-mechanical/ mechanical equipment and related devices for conformity to standards and performance,
- v. Assist Engineers and Technicians and work as per their instructions and apply engineering solutions in order to solve technical problems and ensure compatibility, safety of system and reporting technical problems to engineers,
- vi. Assemble and test experimental motor-control devices, switch panels, generator, solenoids, and other electrical equipment and components according to engineering data and knowledge of electrical principles,
- vii. Assists in the purchase of materials and production equipment's including sourcing for quotations on costs of new projects,
- viii. Continuously undertake risk identification/originator and report to immediate supervisor and/ or advise management on whether continued operation of equipment could be hazardous,
- ix. Maintain an awareness of and comply with technical and SHE standards, regulations and procedures and ensure that "Safe Systems of Work" are complied with at all times,
- x. liaise with other airport users interested in making alterations or additions to existing structures,
- xi. Maintain a high standard of proficiency in own skill areas,
- xii. Collect data for planning, maintain and update records whenever necessary,
- xiii. Maintain and update the list of fast moving and long term spares/material for installations /infrastructures and liaise with the in charge for their procurement,
- xiv. Supervise and train team members and,
- xv. Perform any other duties as may be assigned supervisor.

3.1.7 QUALIFICATION AND EXPERIENCE

- i. Full Technician Certificate (FTC) or an Ordinary Diploma in Mechanical from a recognized Institution.
- ii. Must be Computer literate.
- iii. Not more than 35 years of age.

3.1.8 REMUNERATION

Salary scale: **TAA SCALE 4.**

4.0 STATE MINING CORPORATION (STAMICO)

The State Mining Corporation (STAMICO) is a state-owned enterprise established in 1972 under the Public Corporation Act, 1969 with a mandate of developing mining industry on behalf of Government of Tanzania.

STAMICO was revived in 2014 to oversee Government interests in large scale mines, invest in the mining sector through mineral prospecting, development and operate mines, mineral trading, value addition, providing services in management of mines, drilling, consultancy support to small scale mining and other related business.

4.1 DRIVER II-1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. Makes pre – vehicle inspection to the assigned vehicle prior travelling;
- ii. Drives agency vehicles as assigned by the Transport Officer;
- iii. Reports vehicle mechanical defects discovered to the Transport Officer;
- iv. Keeps record of vehicle movements, distance covered within its logbook;
- v. Keeps record of fuel and tire filled within its logbook;
- vi. Reports vehicle physical damage to the Transport Officer;
- vii. Performs routine service to his vehicle;
- viii. Develops individual objectives/targets and performance standards as part of the individual performance agreement in consultation with the immediate superior and
- ix. Performs any other duties as might be assigned by the immediate Supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

- Ordinary Secondary School Certificate with passes in English, and who hold a clean Class 'C' driving license from a recognized Institute. The candidate must also have undergone training and attained 'Level 1' in Mechanics.

4.1.3 REMUNERATION

Salary Scale: **SMC. 1**

5.0 TANZANIA DAIRY BOARD (TDB)

Tanzania Dairy Board (TDB) was established by the Dairy Industry Act No. 8 of 2004 and mandated to regulate, coordinate and promote the development of the dairy industry in Tanzania. In this regard, the Board also has the mandate to establish an effective organization structure and financing modalities for effective and efficient operations in its delivery of quality services to dairy industry stakeholders.

5.1 DAIRY PRODUCTION OFFICER II – 1 POST

5.1.1 Duty station- Dodoma

5.1.2 DUTIES AND RESPONSIBILITIES

- i. Facilitate registration of dairy stakeholders
- ii. Assist linkage of dairy stakeholders with service providers
- iii. Facilitate dairy stakeholders on compliance of dairy regulations
- iv. Assist in dairy projects development and management
- v. Assist in creating a link among dairy stakeholders in the industry
- vi. Coordinate dairy farmers and milk collection operators in formation of groups or associations
- vii. Assist in creating good business environment for dairy farmers and traders
- viii. Coordinate training for dairy farmers and milk collection operators
- ix. Advice dairy farmers and milk collection operators on development programmes or new dairy technologies
- x. Conduct surveys and needs assessment on dairy production
- xi. Prepare status reports on issues related to dairy production
- xii. Perform any other duties relevant to the above that they may be assigned by supervisors

5.1.3 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in dairy technology, Animal Science, Veterinary Medicines, or its equivalent in related fields from recognized institution

5.1.4 DAIRY PROCESSING OFFICER II – 1 POST

5.2 Duty station- Dodoma

5.2.1 DUTIES AND RESPONSIBILITIES

- i. Analyse and manage dairy value chain in the country
- ii. Search, evaluate, package and disseminate dairy processing technologies
- iii. Assist in creating good business environment for dairy processors
- iv. Conduct survey on dairy products availability and demand
- v. Assist in capacity building of dairy processors to comply with dairy regulations
- vi. Advice dairy processors on issues of quality and products development
- vii. Advise dairy processors on technological advancement
- viii. Prepare status reports on issues related to dairy processing
- ix. Perform any other duties relevant to the above that they may be assigned by supervisors

5.2.2 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Dairy technology, Animal Science, Food Sciences, Food Technology or its equivalent in related field from recognized institution.

5.2.3 DAIRY INSPECTION OFFICER II – 1 POST.

5.3 Duty station- Dodoma

5.3.1 DUTIES AND RESPONSIBILITIES

- i. Ensure compliance of the Dairy Industry Act by dairy stakeholders
- ii. Perform regular inspections according to the dairy regulations
- iii. Assist in the application process for Dairy Industry Act Compliance of dairy stakeholders
- iv. Recommend issuance/suspension of registrations of dairy stakeholders

- v. Work in collaboration with the Dairy Inspectors at the lower levels
- vi. Prepare status reports on compliances of dairy stakeholders
- vii. Prepare and submit inspections reports according to the dairy regulation
- viii. Carry out surveillance to ensure safety and quality of dairy products in the markets
- ix. Perform any other duties relevant to the above that may be assigned by supervisors

5.3.2 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Animal Science or its equivalent in Food Sciences, Food Technology, Environmental Health Sciences, Veterinary Medicines, or related field from recognized institution

6.0 SMALL INDUSTRIES DEVELOPMENT ORGANIZATION (SIDO)

The Small Industries Development Organization is a Parastatal Organization established by an act of Parliament No. 28 in 1973 to plan, Co-ordinate, Promote and Offer a variety of services to Small and Medium Enterprises (SMEs).

6.1.1 ENGINEER II (Civil Engineering (Buildings).) – 1 POST

6.1.2 REPORTS TO:TDC - Manager.

6.1.3 DUTIES AND RESPONSIBILITIES

- i. Conduct survey on SMEs needs related to product development and technology.
- ii. Participate in development of specific industrial promotion programs taking into account needs and area development potential.
- iii. Support engineers in collecting industrial and technological information, sourcing out technologies and carrying out research, design and development of prototypes.
- iv. Assist in commercialization of products and technologies developed by local R&D institutions: -
 - v. Guide Entrepreneurs in technical and product development related aspects.
 - vi. Assist in setting standards for SMEs manufactured products to ensure good quality and workmanship.
 - vii. Enforce industrial safety regulations and standards
 - viii. Assist in designing and development of industrial centre in regions.
 - ix. Perform any other duties as may be assigned by his Superiors.

6.1.4 QUALIFICATION AND EXPERIENCE

- i. Bachelor's Degree or Advanced Diploma in Civil Engineering from recognized institution
- ii. Awareness of issues concerning small enterprises sector.
- iii. Excellent communication and interpersonal skills.
- iv. Computer knowledge in Micro-Soft application packages (Excel, Word, Power Point, Publisher, etc.) is necessary.
- v. Experience in issues related to promotion of small enterprises will be an added advantage.

6.1.5 REMUNERATION

According to SIDO Salary Scale SDGSS 1/1.

6.1.6 ASSISTANT ACCOUNTANT GRADE II -1 POST

6.1.7 REPORTS TO:Regional Manager.

6.1.8 DUTIES AND RESPONSIBILITIES

- i. The officer is responsible for monitoring and coordinating the Accounting/Auditing activities of the Organisation within the Region.
- ii. Collects data and prepares budget proposals and reports.
- iii. Maintains assets, loan and investment register.
- iv. Prepare and interprets trial balances, balances sheets, bank reconciliation and other financial statements and reports required by law and Management.
- v. Prepares payroll.
- vi. Administers tax matters and other financial obligations.
- vii. Balances and controls general and specific accounts.
- viii. Checks to verify authenticity of source of payment vouchers for authorized signatories, stamps, date and amount, before payment is affected.
- ix. Perform any other activities as may be assigned by Superior.

6.1.9 QUALIFICATION AND EXPERIENCE

- i. Bachelor's Degree or Advanced Diploma in Commerce-Accounting, Accountancy, BA (Finance/Accounting).
- ii. Awareness of issues concerning the micro, small and medium enterprises sector.
- iii. Excellent communication and interpersonal skills.
- iv. A business-like attitude.
- v. Computer knowledge in Micro-Soft application packages (Excel, Word, Power Point, Publisher, etc.) is necessary.

6.1.10 REMUNERATION

According to SIDO Salary Scale SDGSS 1/1.

6.1.11 ASSISTANT INTERNAL AUDITOR II - 1 POST

6.1.12 REPORTS TO:Chief Internal Auditor

6.1.13 DUTIES AND RESPONSIBILITIES

- i. Conduct Audits in accordance within acceptable audits standard and stipulated schedules.
- ii. Ensure preparation of the audit report of finding during each audit, investigation or examination and forward it to the Chief Internal auditor in approved format.
- iii. Witness stock taking exercises.
- iv. Perform any other duties assigned by Chief Internal Auditor.

6.1.14 QUALIFICATION AND EXPERIENCE

- i. Bachelor's Degree or Advanced in Commerce-Accounting or Accountancy.
- ii. Awareness of issues concerning the micro, small and medium enterprises sector.
- iii. Excellent communication and interpersonal skills.
- iv. A business-like attitude.
- v. Computer knowledge in Micro-Soft application packages (Excel, Word, Power Point, Publisher, etc.) is necessary.

6.1.15 REMUNERATION

According to SIDO Salary Scale SDGSS 1/1.

7.0 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 in patients and between 1200-1500 outpatients and it have a total of 1,503 beds.

7.1 MEDICAL SPECIALIST II- 1 POST

7.1.1 DUTIES AND RESPONSIBILITIES

- i. Perform medical specialized service;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipments and working tools
- vii. Perform anyother duties as may be assigned.

7.1.2 QUALIFICATION AND EXPERIENCE

- Medical graduate who has obtained Master of Medicine or its equivalent from a recognized institution.

7.1.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 11**

7.1.4 MEDICAL OFFICER II - 03 POSTS

7.1.5 DUTIES AND RESPONSIBILITIES

- i. Perform Medical duties in Obstetrics and Gynaecology, Surgery, Anaesthesia Medicine, Paediatrics, Preventive Medicine and Emergencies;
- ii. Perform daily ward rounds with specialists on call and prepare patients case notes;
- iii. Perform all investigations for patients;
- iv. Attend general outpatient clinics;
- v. Prepare all patients for any surgery/procedure;

- vi. Carryout post-operative follow ups;
- vii. Perform any other duties as may be assigned by the supervisor;

7.1.6 QUALIFICATION AND EXPERIENCE

- Doctor of Medicine Degree from any recognized University or institution that successful completed one year Internship programme, registered with the Medical Council of Tanganyika and must be computer literate.

7.1.7 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale – **PMGSS 8**

7.1.8 PHARMACEUTICAL TECHNICIAN II - 3 POSTS

- i. **DUTIES AND RESPONSIBILITIES**
- ii. Determine,ordering drugs and treatment Instrument requirements;
- iii. Store and dispense drugs and treatment instruments as per prescription to patients and staff;
- iv. Providing information on reactions resulting from the use of medicine;
- v. Prepare report on the use of drugs and treatment instruments in the Institute;
- vi. Assist physicians, interns, nurses and patients on medication;
- vii. Sort out and listing drugs expiring within three months for the attention of superior;
- viii. Perform any other duties as may be assigned by the supervisor.

7.1.9 QUALIFICATION AND EXPERIENCE

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

7.1.10 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 3**

7.1.11 HEALTH LABORATORY ASSISTANT II- 4 POSTS

7.1.12 DUTIES AND RESPONSIBILITIES

- i. Perform specified laboratory jobs under supervision
- ii. Perform general cleaning of laboratory glass ware
- iii. Proper handling and care of equipments in the laboratory
- iv. Carry out data processing
- v. Maintain proper records
- vi. Engage in continuous professional development
- vii. Teach others

viii. Performs any other duties as may be assigned by the supervisor.

7.1.13 QUALIFICATION AND EXPERIENCE

Holder of two years Healthy Laboratory Certificate from a recognized Institution

7.1.14 RENUMERATION

Attractive remuneration package in accordance with institute's salary scale- **PMGSS 1**

7.1.15 HEALTH LABORATORY TECHNOLOGIST II- 2 POSTS

7.1.16 DUTIES AND RESPONSIBILITIES

- i. Prepare pre-agents for laboratory use
- ii. Carry out laboratory procedures
- iii. Laboratory data processing and record keeping
- iv. Proper handling, care and maintenance of laboratory equipments and apparatus
- v. Carry out data processing
- vi. Maintain proper records
- vii. Assisting in planning and conduct research
- viii. Engage in continuous professional development
- ix. Teach others
- x. Perform any other duties as assigned.

7.1.17 QUALIFICATIONS AND EXPERIENCE

- Holder of a three years Diploma in Health Laboratory Sciences or its equivalent from a recognized institution.

7.1.18 RENUMERATION

Attractive remuneration package in accordance with institute's salary scale- **PMGSS 3**

7.1.19 SPEECH THERAPIST II- 1 POST

7.1.20 DUTIES AND RESPONSIBILITIES

- i. Manage patients under supervision
- ii. Execute quality assurance programmes
- iii. Keep and maintain patients records and statistics
- iv. Assist in planning and conducting research
- v. Assist in staff training
- vi. Participate in health education programmes
- vii. Carry out data processing

- viii. Proper handling and care of equipments, apparatus, and working tools
- ix. Engage in continuous professional development
- x. Perform any other duties as assigned

7.1.21 QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Speech Therapy or its equivalent from a recognized institution

7.1.22 RENUMERATION

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

7.1.23 OCCUPATIONAL THERAPIST II – 1 POST

7.1.24 DUTIES AND RESPONSIBILITIES

- i. Keep and maintain patient's records and statistics;
- ii. Take care of equipments in the unit/ department and report any Malfunctions;
- iii. Carryout occupational therapist duties under supervision;
- iv. Maintain records and provide written and verbal reports as required;
- v. Maintain an accurate record of the services provided to patients;
- vi. Perform any other duties assigned by superior from time to time.

7.1.25 QUALIFICATION AND EXPERIENCE

- Diploma in Occupational Therapy from a recognized University or Institution. Computer literacy is an added advantage.

7.1.26 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 3**

7.1.27 NURSING OFFICER II – 10 POSTS

7.1.28 DUTIES AND RESPONSIBILITIES

- i. Provide care to patients following nursing process;
- ii. Provide high quality nursing care using appropriate nursing process;
- iii. Assess patient's condition, plan, implement, document and evaluate individualized nursing care using appropriate nursing model in accordance with the hospital nursing policy;
- iv. Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- v. Maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the hospital;
- vi. Ensure the safe care and custody of patient's property in accordance with the

- hospital policy;
- vii. Maintain health and safety at work by ensuring that infection prevention and control principles are followed;
 - viii. Perform any other duties as may be assigned by the supervisor.

7.1.29 QUALIFICATION AND EXPERIENCE

- Bachelor of Science in Nursing from a recognized university or institution plus successful completion of Internship, registered with Tanzania Nurses and Midwives Council with a valid license to practice and must be computer literate.

7.1.30 RENUMERATION

- Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 5**

7.1.31 HEALTH ATTENDANT II - 8 POSTS

7.1.32 DUTIES AND RESPONSIBILITIES

- i. Clean offices, wards, compounds or as assigned;
- ii. Move documents from one office to another as assigned;
- iii. Open offices and make tea for officers;
- iv. Responsible for proper use and safekeeping of tools and equipment;
- v. Reports problems that require attention on his/her supervisors;
- vi. Decorate, maintains gardens, waters plants and flowers;
- vii. Perform any other duties as may be assigned by the supervisor.

7.1.33 QUALIFICATION AND EXPERIENCE

- Form IV/VI certificate with passes in English and Kiswahili subjects with One year certificate in either Nursing attendant/ Red Cross or any health attendant course.

7.1.34 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMOSS 1**

7.1.35 HEALTH RECORDS TECHNICIAN II- 1 POST

7.1.36 DUTIES AND RESPONSIBILITIES

- i. Organize In and Outpatients Clinics;
- ii. Ensure clear Management of the Health administrative statistics;
- iii. Code and classify diseases and diagnosis report;
- iv. Implement proper system of daily collection and reporting of ward returns;
- v. Keep and maintain patients numbering

- system;
- vi. Maintain clear Patients Records Management;
 - vii. Manage and organize data processing;
 - viii. Handling all customer/patients complains relating to functions;
 - ix. Execute Quality Improvements programmes;
 - x. Assists in implementing periodical reporting system;
 - xi. Ensure clear confidentiality and security of the patient's information;
 - xii. Implement means of weeding of Inactive records for new records;
 - xiii. Proper management and care of Institutional Equipment and tools;
 - xiv. Plan, supervise and co-ordinate health records works,
 - xv. Perform any other duties as may be assigned by the supervisor.

7.1.37 QUALIFICATION AND EXPERIENCE

- Holder of two years Diploma (NTA Level 6) in Health Records and Information Management from the Registered Health Records and Information Institutions and must be Computer literate.

7.1.38 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 3**

7.1.39 HEALTH RECORDER II- 1 POST

7.1.40 DUTIES AND RESPONSIBILITIES

- i. Routine registration of new and return attendances of outpatients and admission of inpatients;
- ii. Filing patient's case-notes;
- iii. Numbering system based on filing system;
- iv. Issuing and preparing new files/ outpatient cards;
- v. Will be responsible for all matters concerning reception of referred patients;
- vi. Collection and sorting of Laboratory results into patients files;
- vii. Quarter yearly sorting of files in to the shelves;

- viii. Reviewing, sorting, and filing all discharge and follow-up case-notes into the shelves;
- ix. Execute Quality Assurance Programmes;
- x. Keep and maintain records and statistics;
- xi. Proper handling and care of equipment and tools;
- xii. Engage in continuous professional development;
- xiii. Perform any other duties as may be assigned by the supervisor;

7.1.41 QUALIFICATION AND EXPERIENCE

- Certificate in Health Records (NTA5) with Form IV passes in English and Mathematics subjects and must be computer literate.

7.1.42 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMOSS 1**

7.1.43 ASSISTANT NURSING OFFICER II- 17 POSTS

7.1.44 DUTIES AND RESPONSIBILITIES

- i. Assess patients' conditions and identify their needs;
- ii. Ensure treatments are carried out as prescribed and observe any side effects;
- iii. Follow hospital policy in respect of custody and administration of all drugs (with specific observation to Dangerous Drugs Act (DDA));
- iv. Maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life and the good standing of the hospital;
- v. Ensure the safe care and custody of patient's property in accordance with the hospital policy;
- vi. Ensure that health and safety of the clients are maintained at work by abiding to the infection prevention and control principles;
- vii. Maintain a professional friendly atmosphere and create a dignified environment;
- viii. Perform any other duties as may be assigned by the supervisor;

7.1.45 QUALIFICATION AND EXPERIENCE

- Diploma in Nursing from a recognized University or Institution must be registered by a Tanzania Nurses and Midwives Council with a valid license to practice and computer literate. Work experience in Cardiac/Surgery/ICU/CCU or Theatre will be an added advantage.

7.1.46 RENUMERATION

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

7.1.47 PHARMACIST II -1 POST

7.1.48 DUTIES AND RESPONSIBILITIES

- i. Supervise dispensing of medicine as per doctor's prescriptions;
- ii. Supervise making of extemporaneous preparations (compounding);
- iii. Organize preparation of sterile and non-sterile pharmaceuticals;
- iv. Provide drug information to both patients and health care personnel;
- v. Provide ward pharmacy services i-e. In-patients prescription monitoring, therapeutic drug monitoring;
- vi. Supervise, appraise staff and identify development and training needs;
- vii. Perform any other duties as may be assigned by the supervisor.

7.1.49 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Pharmacy with completion of a one year internship programme and registered by the Pharmacy Council. Computer literacy is essential. Possession of a Masters in Clinical Chemistry will be an added advantage.

7.1.50 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 5**

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are in public service;
- 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 BibiTiti Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar EsSalaam.*
 - xiii. Deadline for application is 9th Julai, 2018 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')

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