

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. No. EA.7/96/01/153

11th July, 2017

VACANCIES ANNOUNCEMENT

On behalf of Muhimbili University of Health and Allied Sciences (MUHAS), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **105** vacant posts at Mloganzilla Campus as mentioned below.

1.0 BACKGROUND

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 The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the universities Act No. 7 of 2005.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.

1.0.1 NURSING OFFICER II – 76 POSTS

1.0.1.1 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Nursing, Midwifery or equivalent from a recognized University or Institution plus successful completion of internship, and Registration with Tanzania Nursing and Midwifery Council.

1.0.1.2 DUTIES AND RESPONSIBILITIES

- (i) Provides holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- (ii) Performs comprehensive physical examination within various settings, diagnosing common health conditions and recommending necessary interventions;
- (iii) Assesses, formulates, plans and implements evidence-based nursing care for clients/patients according to the hospital nursing/midwifery policy;
- (iv) Creates and maintains a professional, friendly and safe nursing care environment for clients/patients and other hospital staff and ensure that infection prevention and control principles are followed;
- (v) Carries out patient audits and research on services and participates in quality improvement and quality assurance procedures to improve clients/patients care;
- (vi) Collaborates and maintains effective working relationships among interdisciplinary teams to support clients/patients and their families;
- (vii) Maintains therapeutic relationships with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the hospital;
- (viii) Ensures that all drugs, other medicines, equipment and consumables are ordered, stocked and are available for the patients as prescribed;
- (ix) Ensures safety and custody of patients' property in accordance with the hospital policy and procedures.
- (x) Reports any accident/incident, loss or theft to Senior Nursing Officers and completes necessary procedures promptly;

- (xi) Adheres to the prescribed inpatients and outpatients' treatment protocols and reports adverse reactions promptly;
- (xii) Follows hospital policy with respect to custody and administration of all drugs, with special observation to DDAs;
- (xiii) Supervises and trains subordinates and students on patients' care and management of equipment and supplies;
- (xiv) Conducts clinical teaching to students rotating in his/her unit, and;
- (xv) Performs any other duties and responsibilities within scope of practice as assigned by his/her superiors from time to time.

1.0.2 MEDICAL RECORDS OFFICER II: 2 - POSTS

1.0.2.1 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Health Records Management or equivalent qualifications from a recognized University or institution with Advanced computer skills.

1.0.2.2 DUTIES AND RESPONSIBILITIES

- (i) Registers, files and retrieves patients' records;
- (ii) Plans and designs alternative methods for collection, storage and retrieval of health records by using modern technology;
- (iii) Facilitates availability of health records and statistical data for purposes of carrying out studies and operational research;
- (iv) Sensitizes staff on suitable means for storage of health records and information;
- (v) Performs clinical coding and classification of disease and their diagnosis;
- (vi) Collects, tabulates, analyzes and interprets patient' s statistics to make them available to relevant stakeholders for planning diagnostic and decision making purposes, and;
- (vii) Performs any other Duties and Responsibilities as assigned by his/her superior.

1.0.3. MEDICAL RECORD ASSISTANT II: 6 - POSTS

1.0.3.1 QUALIFICATION AND EXPERIENCE

Ordinary Diploma in Medical Records Management or its equivalent from a recognized University or Institution with adequate computer skills.

1.0.3.2 DUTIES AND RESPONSIBILITIES

- (i) Receives and registers patients and direct them where to go;
- (ii) Issues files and identification cards to patients;
- (iii) Receives files from patients and collect files from the wards;
- (iv) Updates information on admissions, discharges and deaths;
- (v) Creates and maintains an orderly index and trace missing files or data;

- (vi) Facilitate availability of records and statistical data for carrying out research;
- (vii) Assists in designing and maintaining a system for numbering, filing, storage and retrieval of patients' documents and information;
- (viii) Assists in periodic arrangement of files into shelves and computers;
- (ix) Collects and prepares daily and monthly clients/patients statistical returns;
- (x) Maintain procedures for tracing misfiled and lost case-notes and other documents manually and in the hospital information system, and;
- (xi) Performs any other Duties and Responsibilities as assigned by his/her superior.

1.0.4 HEALTH ATTENDANT II (MORTUARY): 4 - POSTS

1.0.4.1 QUALIFICATION AND EXPERIENCE

Ordinary or A-level Secondary School Education plus One (1) year certificate in Nursing or Health related discipline with Computer skills.

1.0.4.1 DUTIES AND RESPONSIBILITIES

- (i) Collects bodies from wards and assist in preparation for collection by relatives;
- (ii) Receives bodies of deceased patients;
- (iii) Maintains and carries out general cleaning of the mortuary, its surroundings and order supplies and equipment for the mortuary;
- (iv) Assists in the postmortem examination process;
- (v) Assists medical examiners in preparing bodies and organ specimens for examination;
- (vi) Preserves bodies in fridge trays, confirm identification and release bodies to relatives as appropriate;
- (vii) Takes linen and other materials for laundry services, and;
- (viii) Performs any other Duties and Responsibilities related to his/her work as assigned by his/her superior.

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

1.0.5.1 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.

1.0.5.2 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.

1.0.6 NURSING OFFICER II/HEALTH LABORATORY TECHNOLOGIST II (BLOOD DONORS RECRUITMENT OFFICER) –1 POST

1.0.6.1 QUALIFICATION AND EXPERIENCE

Bachelor degree in either Nursing, Medical Laboratory, Sciences or its equivalent from a recognized University or Institution and must be fully registered by the Tanzania Nursing and Midwifery Council or Health Laboratory Practitioners Council of Tanzania.

1.0.6.2 DUTIES AND RESPONSIBILITIES

- (i) Responsible for the organization and execution of both static and outreach blood donation drives;
- (ii) Communicates with potential blood donors through various organizations, schools and target groups;
- (iii) Develops and maintains a registry of voluntary non-remunerated blood donors;
- (iv) Develops and recommends donor recruitment, recognition, and retention programs;
- (v) Provides relevant health education to potential blood donors and the community;

- (vi) Develops and distributes IEC material for motivation of different groups to Participate in voluntary non-remunerated blood donation;
- (vii) Ensures the health and safety of blood donors in keeping with hospital and blood center policy;
- (viii) Maintains a professional friendly atmosphere and create a dignified environment and;
- (ix) Performs any other duties and responsibilities within scope of practice assigned by his/her superiors from time to time.

1.0.7 ASSISTANT NURSING OFFICER II (BLOOD DONOR REGISTRAR) – 2 POSTS

1.0.7.1 QUALIFICATION AND EXPERIENCE

Diploma in Nursing, or its equivalent from a recognized University or Institution with fully registration by the Tanzania Nursing and Midwifery Council.

1.0.7.2 DUTIES AND RESPONSIBILITIES

- (i) Receives and registers all potential donors;
- (ii) Participates in both static and outreach blood donation drives;
- (iii) Interviews blood donors and records identifying information on registration form;
- (iv) Performs initial physical examination to ascertain donor eligibility;
- (v) Prepares weekly, monthly and quarterly reports for registered blood donors;
- (vi) Maintains records for blood donors;
- (vii) Ensures and maintains confidentiality and dignity of donors;
- (viii) Maintains a comfortable, professional and friendly atmosphere and creates a dignified environment for clients/donors and staff, and;
- (ix) Performs any other duties and responsibilities within scope of practice as assigned by his/her supervisors.

1.0.8 ASSISTANT NURSING OFFICER II (BLOOD DONOR SCREENING/COUNSELOR) – 2 POSTS

1.0.8.1 QUALIFICATION AND EXPERIENCE

Diploma in Nursing or its equivalent from a recognized University or Institution with full registration with the Tanzania Nursing and Midwifery Council. Training in Counseling will be an added advantage.

1.0.8.2 DUTIES AND RESPONSIBILITIES

- (i) Ascertains that the donor is healthy and eligible to give blood and will not be harmed by blood donation;
- (ii) Avoids collecting blood from individuals who may be unsuitable due to the risk of TTIs or other health factors that may harm patients/blood recipients;

- (iii) Explains to the blood donor the entire blood donation process and allay their anxiety and apprehension;
- (iv) Provides accurate responses to donor questions;
- (v) Accurately administers and fills out the donor screening form;
- (vi) Identifies and provides accurate information with regards to permanent and temporary donor deferrals;
- (vii) Provides information and ensures appropriate and correct management in the case of both temporary and permanent deferrals;
- (viii) Participates in static and outreach blood donation drives;
- (ix) Participates in the development of IEC materials for motivation of different groups for voluntary non-remunerated and repeat blood donation;
- (x) Practices and works in partnership with clients, families, and multidisciplinary teams involved in blood donation, and;
- (xi) Performs any other duties and responsibilities within scope of practice assigned by his/her supervisors.

1.0.9. NURSING OFFICER II / HEALTH LABORATORY TECHNOLOGIST II (PHLEBOTOMIST) – 6 POSTS

1.0.9.1 MINIMUM QUALIFICATIONS

Bachelor degree in either Nursing, Medical Laboratory Sciences or equivalent qualification in relevant field from a recognized University or Institution with full registration by Tanzania Nursing and Midwifery Council or Health Laboratory Practitioners' Council of Tanzania.

1.0.9.2 DUTIES AND RESPONSIBILITY

- (i) Performs phlebotomy for the collection of whole blood for the purpose of transfusion;
- (ii) Collects blood in keeping with standard operating procedures;
- (iii) Ensures accurate labeling of all relevant blood bags and sample collection of tubes, as well as accurate filling of registers;
- (iv) Ensures health and safety of the donor throughout the blood collection process;
- (v) Ensures proper collection, storage and transportation of collected blood during donation;
- (vi) Identifies adverse donor reaction, and provide immediate care and Management
- (vii) Provides post-donation care and instructions, including first aid of adverse

reactions.

- (viii) Maintains a clean, safe and organized work environment;
- (ix) Collection, storage and transportation of relevant blood samples for TTI testing;
- (x) Performs basic separation of whole blood into blood components;
- (xi) Prepares and submits regular reports as required, and;
- (xii) Performs any other duties and responsibilities within scope of practice as assigned by his/her superior.

1.0.10 HEALTH LABORATORY SCIENTIST II – 2 POSTS

1.0.10.1 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Medical Laboratory Sciences, Health Laboratory Sciences or equivalent qualification in relevant field from a recognized University or Institution with registration with competent professional Board/Council.

1.0.10.2 DUTIES AND RESPONSIBILITY

- (i) Ensures quality of blood collected through blood donation drives;
- (ii) Ensure safety of blood and blood products;
- (iii) Performs laboratory testing transfusion transmissible infections;
- (iv) Performs laboratory tests required for determination and issue of compatible blood for transfusion;
- (v) Performs laboratory tests required for investigation of an adverse transfusion reaction;
- (vi) Prepares and appropriately store blood and blood products required for transfusion;
- (vii) Performs all laboratory testing in keeping with standard operating procedures;
- (viii) Maintains quality of blood and blood products;
- (ix) Maintains the quality of laboratory testing procedures;
- (x) Participate in IQA and EQA as required;
- (xi) Maintains accurate records of all laboratory tests conducted;
- (xii) Correctly fills and maintains the blood bank register;
- (xiii) Effectively and efficiently manages the blood and blood product inventory;
- (xiv) Effectively and efficiently utilizes and plans preventive maintenance of laboratory equipment;
- (xv) Prepares and submits periodical laboratory reports as required, and;
- (xvi) Performs any other duties and responsibilities within scope of practice as assigned by his/her superior.

1.0.11 HEALTH ATTENDANT II – 2 POSTS

1.0.11.1 QUALIFICATION AND EXPERIENCE

Ordinary or Advance A-Level Secondary School Education with a Certificate in Health related course.

1.0.11.2 DUTIES AND RESPONSIBILITIES

- (i) Maintains cleanliness of the blood center environment;
- (ii) Assists in the preparation and setting up of the blood donation center;
- (iii) Manages and disposes waste materials including bio- hazardous waste;
- (iv) Provides support to the static and out-reach blood collection teams as required;
- (v) Performs any other duties and responsibilities within scope of practice as assigned by his/her supervisor.

1.0.12. DRIVER II (BLOOD TRANSFUSION SERVICES) – 1 POST

1.0.12.1 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in Kiswahili and English, A genuine valid Driving License at appropriate class, Trade Test Grade II in Motor Vehicle Mechanics and Driving Certificate Grade II from a recognized Institution such a NIT or VETA with working experience of at least three (3) years in a similar position.

1.0.12.2 DUTIES AND RESPONSIBILITIES

- (i) Drives Blood Center vehicles safely;
- (ii) Maintains logbooks;
- (iii) Ensures safety of passenger (s) during driving;
- (iv) Ensures safe-keeping of the vehicle and its tools;
- (v) Maintains disciplined behaviors, smartness and proper conduct in rendering services;
- (vi) Maintains cleanliness of the vehicle and tools;
- (vii) Reports promptly any defects or problems detected in the vehicle;
- (viii) Undertakes minor repairs when necessary;
- (ix) Ensures proper transportation of donated blood and samples;
- (x) Performs messengerial duties such as dispatching documents/letters and collecting mail;
- (xi) Checks validity of insurance, licence fees etc. and reports the same to the

- Transport Officer for necessary action, and;
- (xii) Performs any other duties and responsibilities within scope of practice as assigned by his/her superior.

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;**
- (a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;**
 - (b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;**
 - (c) Form IV and Form VI National Examination Certificates;**
 - (d) Computer Certificates;**
 - (e) Professional certificates from relevant authorities;**
 - (f) Birth certificate**
- (v) Form IV and form VI results slips are strictly not accepted;
- (vi) Testimonials and all Partial transcripts will not be accepted;
- (vii) Presentation of forged certificates and other information will necessitate to legal action;
- (viii) Applicants employed in the public service should route their application letters through their respective employers;
- (ix) Applicants who have/were retired from the Public Service for whatever reason should not apply;
- (x) Applicants should indicate three reputable referees with their reliable contacts;
- (xi) Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- (xii) Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- (xiii) Applicants with special needs/case (disability) are supposed/advised to indicate;

- (xiv) Upload One recent passport size picture in a space provided with a Portal,
- (xv) Application letters should be written in Swahili or English,
- (xvi) Deadline for application is 25th July, 2017 and;**
- (xvii) Only short listed candidates will be informed on a date for interview.

*All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click '**Recruitment Portal**')*

NOTE: APPLICATION LETTER MUST BE SIGNED AND ATTACHED DURING APPLICATION SUBMISSION BEARING THE FOLLOWING ADDRESS:

SECRETARY,
PRESIDENT'S OFFICE,
PUBLIC SERVICE RECRUITMENT SECRETARIAT,
MAKTABA COMPLEX,
27 BIBI TITI MOHAMED ROAD,
P. O. BOX 63100,
11102 DAR ES SALAAM

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**