

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/40

19<sup>th</sup> September, 2017

### VACANCIES ANNOUNCEMENT

On behalf of the Tanzania Investment Centre (**TIC**), Benjamin Mkapa Hospital, Geological Survey of Tanzania (**GST**), National Housing and Building Research Agency (**NHBRA**), Jakaya Kikwete Cardiac Institute (**JKCI**) and Tanzania Coffee Board (**TCB**), President's Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **106** vacant posts as mentioned below;

#### 1.0 TANZANIA INVESTMENT CENTRE (TIC)

Tanzania Investment Centre (TIC) is a One Stop Agency of the Government of Tanzania established under the Tanzania Investment Act, No. 26 of 1997 to promote, co-ordinate and facilitate investments into Tanzania. The general policies and guidelines to run the Centre are provided by the Board of Directors, while the authority to create and implement broad operational policies and guidelines to conduct the business of the Centre on day-to-day basis is vested to the Executive Director.

#### 1.1 INVESTMENT PROMOTION/FACILITATION OFFICER - 4 POSTS

##### 1.1.1 DUTIES AND RESPONSIBILITIES

- (i) Prepare outward and inward business mission;
- (ii) Promote Tanzania's potential investment projects and investment opportunities in various international and local exhibitions;
- (iii) Participate in international and local investment forums and workshops aimed at promoting.
- (iv) Support preparation of project profiles for local projects seeking various forms of collaboration with foreign companies;

- (v) Conduct district investment and entrepreneurship seminars in order to impart entrepreneurship skills encourage Tanzanians to register their investment projects with TIC, so that they enjoy investment incentives;
- (vi) Prepare district and regional investment forums in cooperation with regional leadership in order to highlight investment opportunities available in the districts and regions;
- (vii) Compile information and prepare various promotional materials such as brochures , booklets etc to be used in different investment promotion activities in Tanzania and abroad;
- (viii) Collect information from Government MDA'S and disseminate to potential investors;
- (ix) Create a data base of local companies/projects seeking various forms of collaboration from abroad (such as market access, technology transfer, buy back arrangement etc);
- (x) Prepare Departmental reports and Board papers;
- (xi) Provide information on investment climate and opportunities in Tanzania to local and foreign investors;
- (xii) Respond to inquiries from investors by email, phone and providing such information to those who visit physically;
- (xiii) Prepare and make presentations on Tanzania investment climate and opportunities in various forums;
- (xiv) Manage visiting business delegations and facilitate their appointments with various Government Ministries and Institutions; and
- (xv) Target investors in specific sectors to be assigned by the director of investment promotion.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree either in Economics, Statistics, Marketing, Business Administration or equivalent qualification from recognized University or Institution plus a minimum of three years working experience in relevant field. A postgraduate qualification will be an added advantage.

### **1.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institute's salary scale **TIC GS 8**

## **2.0 BENJAMIN MKAPA HOSPITAL**

Benjamin Mkapa hospital is established as a Corporate Body to provide quality specialized health services, which are not offered in the country, thus reducing Government burden resulting from referring patients abroad. The Hospital is aimed to be a centre of excellence for medical services in terms of diagnosis and treatment specifically for urology, nuclear medicine, and Telemedicine and Endoscopic services. Furthermore, the Institute will provide training and carry out research in various areas of public health concern.

Upon completion, the Hospital will have 300 beds capacity and serve both in and out patients from within and outside the country. The Hospital, when fully operational, will provide a broad spectrum of services including emergency medicine, Intensive Care Unit (ICU), imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT Scan), Mammography, X-ray, Ultrasound, Gamma Camera, angiography, Positron Emission Tomography (PET/CT), Single Photon Emission Computerized Tomography (SPECT/CT), Cathlab, Gamma Knife, Laboratory services (Biochemistry, Virology, Microbiology) Non Invasive Surgical Services and radiotherapy services.

### **2.1 ASSISTANT NURSING OFFICER II - 14 POSTS**

#### **2.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Taking general nursing care of patients;
- (ii) Collect essential medical data;
- (iii) Educate patients on their health problems;
- (iv) Administer drugs and other treatments as prescribed by medical doctors;
- (v) Give health education to patients and their relatives;
- (vi) Conduct ward rounds; and
- (vii) Counselling patients.

#### **2.1.2 QUALIFICATION AND EXPERIENCE**

- i. Diploma in Nursing from a recognized University or Institution, plus registration by the Tanzania Nurses and Midwifery Council.
- ii. Computer knowledge will be an added advantage.

#### **2.1.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS B.**

## **2.2 CARDIAC TECHNOLOGISTS - 1 POST**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Preparing and ensuring the procedure operating room, specialized medical machines and supplies are functioning properly;
- (ii) Explain clinical procedures to patients and obtain cooperation and reduce anxiety;
- (iii) Adjust equipment and controls according to physicians' order or established protocol;
- (iv) Assists doctors during clinical testing and surgeries; and
- (v) Prepare reports of clinical diagnostic procedures for interpretation by physicians.

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Diploma either in Nursing or Clinical Medicine with additional training in Specialized Technology either in Cardiothoracic, Vascular Surgery or Cardiology, Registered by Nurse's Council of Tanzania or listed by the Medical Council of Tanganyika.

### **2.2.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS C.**

## **2.3 LABORATORY SCIENTIST - 1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Carrying out laboratory tests and examinations (Hematology, Parasitological, Microbiology, Immunology, Blood Group Serology, Entomology, Clinical Chemistry and Histopathology) and Laboratory Research;
- (ii) Examining and transferring laboratory samples for further examinations; and
- (iii) Keeping and maintaining laboratory equipment and records.

### **2.3.2 QUALIFICATION AND EXPERIENCE.**

- i. Bachelor or Advanced Diploma in Laboratory from any recognized university or Institution plus registration by the Health Laboratory Practitioners Council.
- ii. Computer knowledge will be an added advantage.

### **2.3.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS C.**

## **2.4 LABORATORY TECHNOLOGISTS - 5 POSTS**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

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

### **2.4.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Laboratory from any recognized university or Institution and registered by the Health Laboratory Practitioners Council. Computer knowledge will be an added advantage.

### **2.4.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS B.**

## **2.5 MEDICAL RECORDER - 3 POSTS**

### **2.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Receive and documenting patients at hospital reception;
- (ii) Registering and booking appointment for patients to clinics and consultants;
- (iii) Storing and retrieving medical records documents;
- (iv) Updating bed bureau;
- (v) Edit of patient case records;
- (vi) Maintain record safety and confidentiality;
- (vii) Create, Updating and maintaining patient master;
- (viii) Direct patients to relevant clinics;
- (ix) Schedule of patients to the consultants and specialty clinics; and
- (x) Assign codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

## **2.5.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Medical Records or Records Management from a recognized university or Institution. Computer knowledge will be an added advantage.

## **2.5.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGS C.**

## **2.6 MEDICAL ATTENDANT - 8 POSTS**

### **2.6.1 DUTIES AND RESPONSIBILITIES**

- (i) Carrying out general cleaning of wards and its surroundings;
- (ii) Giving bed bath to bed ridden patients;
- (iii) Providing and removing bedpans and urinal bottles;
- (iv) Feeding patients;
- (v) Collecting patients' linen for laundry services;
- (vi) Sending patients for X-rays; and
- (vii) Send specimen to laboratories and collecting results.

### **2.6.2 QUALIFICATION AND EXPERIENCE.**

Form Four (IV) with at least 1 year certificate in nursing course.

### **2.6.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHOS A.**

## **2.7 NURSE II - 2 POSTS**

### **2.7.1 DUTIES AND RESPONSIBILITIES**

- (i) Take general nursing care of patients;
- (ii) Administer drugs and other treatments as prescribed by medical doctors;
- (iii) Collecting data and preparing reports of his/her working performance;
- (iv) Counselling patients;
- (v) Educate patients on their health problems; and
- (vi) Taking care of DDA.

### **2.7.2 QUALIFICATION AND EXPERIENCE.**

Form Four (IV) with a certificate in enrolled nursing course from any recognized university or Institution. He/She must be enrolled by the Tanzania Nurses and Midwifery Council. Computer knowledge will be an added advantage.

### **2.7.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS A.**

### **2.8 NURSING OFFICER II - 4 POSTS**

#### **2.8.1 DUTIES AND RESPONSIBILITIES**

- (i) Take general nursing care of patients;
- (ii) Counselling patients;
- (iii) Educate patients on their health problems;
- (iv) Ordering drugs from pharmacy and ward equipment from stores; and
- (v) Giving health education to patients and relatives.

#### **2.8.2 QUALIFICATION AND EXPERIENCE.**

Bachelor of Science in Nursing from a recognized university or Institution, and registered by the Tanzania Nurses and Midwifery Council. Computer knowledge will be an added advantage.

#### **2.8.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS C.**

### **2.9 PHARMACEUTICAL TECHNICIAN - 4 POSTS**

#### **2.9.1 DUTIES AND RESPONSIBILITIES**

- (i) Determining, preparing and ordering drugs and treatment instruments requirements;
- (ii) Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff;
- (iii) Compounding/Manufacturing medicines;
- (iv) Educate public/patients on proper use of medicines;
- (v) Prepare report on the use of drugs and treatment instruments in the Institute;
- (vi) Keep various records of drugs and treatment instruments;
- (vii) Assists in procurement and maintaining adequate stock of drugs; and
- (viii) Sorting out and listing drugs expiring within three months for the attention of Superior.

#### **2.9.2 QUALIFICATION AND EXPERIENCE.**

(i) Diploma in Pharmacy from any recognized university or Institution and registered by the National Pharmacy Board of Tanzania.

(ii) Must be computer literate.

### **2.9.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS C.**

## **2.10 PATHOLOGIST - 1 POST**

### **2.10.1 DUTIES AND RESPONSIBILITIES**

(i) Confirm tissue diagnosis processing (taking biopsy);

(ii) Handling Forensic and Medical Legal cases; and

(iii) Doing Postmortem to confirm causes of deaths.

### **2.10.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree in Medicine plus Master of Medicine in Pathology. He/She must be Registered by Medical Council of Tanganyika.

### **2.10.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS G.**

## **2.11 RADIOGRAPHER - 1 POST**

### **2.11.1 DUTIES AND RESPONSIBILITIES**

(i) Taking patients' x-rays;

(ii) Up-keeping and maintaining x-ray equipment and supervising sterilized radiology instruments in the unit;

(iii) Keeping and maintaining patients x-ray waiting for seniors to interpret and give results;

(iv) Provide technical advice on radiation in the unit;

(v) Prepare contrast media and chemicals for x-rays; and

(vi) Keep and maintain patient's records.

### **2.11.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Radiology from any recognized university or Institution. Must be enrolled in the register of Medical Radiology and imaging Professionals as a Radiographer.

### **2.11.3 REMUNERATION**



Attractive remuneration package in accordance with Government salary scale **TGHS B.**

## **2.12 RADIOLOGIST – 1 POST**

### **2.12.1 DUTIES AND RESPONSIBILITIES**

- (i) Performing Radiological procedures; and
- (ii) Interpreting Magnetic Imaging Resonance, Computed Tomography, Ultra-Sound and Radiographs.

### **2.12.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree in Medicine plus Master of Medicine in Radiology, He/She must be Registered by Medical Council of Tanganyika and Medical Radiology and Imaging Professional Council.

### **2.12.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **TGHS G.**

## **3.0 THE GEOLOGICAL SURVEY OF TANZANIA (GST)**

The Geological Survey of Tanzania (GST) was established as a Government Executive Agency in October 2005 under The Executive Agency Act No. 30, [CAP 245] of 1997, establishment order, 2005, Government notice no: 418 published on 9/12/2005.

GST is managed by a Chief Executive (CE), appointed by the Minister for Energy and Minerals, for a term not exceeding five (5) years. The CE is answerable to the Permanent Secretary of the Ministry of Energy and Minerals and performs all the executive functions of GST. The Permanent Secretary is responsible for policy and the strategic management of GST and oversees the interest of the ministry and the government in general. There is a Ministerial Advisory Board (MAB) which advises the Minister on matters pertaining to efficient and effective performance and developments of GST.

## **3.1 TECHNICIAN II (MINERAL LABORATORY) - 2 POST**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Supervising Assistant Technicians (Mineral Laboratory);
- (ii) Preparing reagents and apparatus for analytical, petrography and mineral processing works;

- (iii) Receiving samples from clients;
- (iv) Conducting micrometric and gravimetric analysis;
- (v) Keeping in good custody the laboratory equipment;
- (vi) Receiving and stores laboratory chemicals/reagents;
- (vii) Assisting in preparing technical reports on works done;
- (viii) Measuring chemical, physical and optical properties of rocks and minerals;
- (ix) Preparing samples for chemical, petrographic, mineralogical and mineral processing studies;
- (x) Assisting in conducting batch mineral processing tests; and
- (xi) Performing any other official duties assigned by his immediate Supervisor.

### **3.1.2 QUALIFICATION AND EXPERIENCE.**

Full Technician Certificate (FTC) or Ordinary Diploma in Mineral Laboratory from a recognized institution.

### **3.1.3 REMUNERATION**

Attractive remuneration package in accordance with Government salary scale **GSTS 3**.

## **4.0 ARDHI UNIVERSITY (ARU)**

The Ardhi University (ARU) was established after transforming the former University College of Lands and Architectural Studies (UCLAS) which was then a constituent college of the University of Dar es Salaam from 1st July 1996. The history of Ardhi University, however, dates back to 1956 when the then Surveying Training School offering land surveying technician certificate courses was established at the present location of Mgulani Salvation Army Camp in Dar es Salaam. Then, that school was moved to the present location at which it is today (the Observation Hill) in 1958. In 1972, the school became called Ardhi Institute. The Institute offered two-year diploma programmes in the fields of Land Surveying and Land Management and Valuation. In the same year a three-year Diploma program in Urban and Rural Planning was introduced.

### **4.1 SURVEY TECHNICIAN II - 1 POST**

#### **4.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Carries out specified tasks under supervision.
- (ii) Assist senior staff in relevant fields of operations.

- (iii) Performs any other related duties as may be assigned by one's reporting officer.

#### **4.1.2 QUALIFICATION AND EXPERIENCE.**

Form IV/VI Certificate with either Diploma/City and Guilds II, Higher National Certificate either in Land Surveying or Geomatics plus ICT skills; OR holder of form IV/VI Certificate with Certificate either in Land Surveying, Geomatics or Instrumentation plus working experience of at least three years in a similar position and must possess ICT skills.

#### **4.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale

### **4.2 PRINTING ASSISTANT II - 1 POST**

#### **4.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Carries out minor machine repairs;
- (ii) Assists in planning colour works;
- (iii) Checks operation results to ensure adherence to standards of quality work;
- (iv) Assists in specified jobs in the printing;
- (v) Assists in providing day to day job progress within the section assigned;
- (vi) Clears waste and cleans work areas and machines;
- (vii) Performs any other related duties as may be assigned by one's reporting officer;

#### **4.2.2 QUALIFICATION AND EXPERIENCE.**

Form IV/VI Certificate with Trade Test Grade II in Printing Technology plus ICT skills; OR Holder of Form IV/VI Certificate with Certificate in Printing Technology/Trade Test Grade III in Printing Technology and working experience of at least three years in a similar position plus ICT skills.

#### **4.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale

### **4.3 RECORDS MANAGEMENT ASSISTANT II - 1 POST**

#### **4.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Receive correspondence and files sent by dispatch book.
- (ii) Receives and distributes official publications according to standing instructions.
- (iii) Sorts outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature.
- (iv) Records outgoing registered correspondence and telegrams.

- (v) Maintains a register of files sent out to or received from different offices.
- (vi) Dispatches mail going straight to various offices, mail clearing centre and Post Office in time according to instructions.
- (vii) Assembles flimsy copies and files them for circulation to respective Officers.
- (viii) Re-addresses mail and answers questions on dispatch, postage and postal procedures and regulations.
- (ix) Reviews bring-up files.
- (x) Performs any other related duties as may be assigned by one's reporting officer.

#### **4.3.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Records Management

#### **4.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale

### **5.0 THE NATIONAL HOUSING AND BUILDING RESEARCH AGENCY (NHBRA)**

The National Housing and Building Research Agency (NHBRA) is a semi-autonomous Government Agency, established under the Executive Agencies Act No. 30 of 1997. NHBRA operates under the Ministry of Lands, Housing and Human Settlements Development with the main objectives of conducting research on affordable housing and building materials.

#### **5.1 QUANTITY SURVEYOR GRADE II - 1 POST**

##### **5.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Undertake research on building economics as related to human settlements;
- (ii) Prepare cost estimates and budgets for planned rehabilitation or new constructions;
- (iii) Prepare bills of quantities for rehabilitation, renovations or new constructions;
- (iv) Inspect and provide valuations of work done on rehabilitation/renovation or new construction;
- (v) Prepare and interpret tender documents, specifications, general conditions and other parts of forms of contract; and
- (vi) Perform any other duties related to the field as assigned by supervisor.

##### **5.1.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree either in Building Economics from a recognized university/institution. He must be computer literate.

### **5.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.0 THE JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)**

The Jakaya Kikwete Cardiac Institute (JKCI) is a government owned National Specialized and University Teaching Hospital that serves patients from all regions of the United Republic of Tanzania and beyond for cardiovascular medical intervention. The Institute has 103 bed capacity attending approximately 100 inpatients and 700 outpatients per week. It enjoys the services of 34 doctors, some highly specialized in cardiovascular medicine and 72 trained nurses, the institute is organized into five directorates namely; Cardiology services, Surgical Services, Nursing Services, Clinical Support Services and Corporate Services. The directorates are further divided into 16 departments.

In addition to cardiovascular treatment, the JKCI establishment instrument (2015) empowers it to train at tertiary level cardiovascular care and treatment, and perform research that conforms to consultant and teaching hospitals and Institutes worldwide.

### **6.1 NURSING OFFICER II - 13 POSTS**

#### **6.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Provide high quality nursing care using appropriate nursing processes;
- (ii) Assess patient's condition, plan, implement, and document and evaluate individualized care using appropriate nursing model and according to the institute nursing policy;
- (iii) Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- (iv) Maintain a professional friendly atmosphere and create a dignified environment;
- (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 institute;
- (vi) Ensure the safe care and custody of patients property in accordance with the institute policy;
- (vii) Maintain health and safety at work by ensuring that infection prevention and control principles are followed and ;
- (viii) Perform any other duties as assigned by superiors from time to time.

#### **6.1.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree in Nursing from a reputable university/institution plus successful completion of Internship and registered with Tanzania Nurses and Midwives Council.

### **6.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.2 ASSISTANT NURSING OFFICER II - 10 POSTS**

### **6.2.1 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) Maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the institute;
- (iv) Ensure the safe care and custody of patient's property in accordance with the institute policy;
- (v) Ensure that health and safety of the clients are maintained at work by abiding to the infection prevention and control principles;
- (vi) Maintain a professional friendly atmosphere and create a dignified environment;
- (vii) Do any other duties as may be assigned by supervisor.

### **6.2.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Nursing from a reputable university/institution and licensed as a Staff Nurse by the Tanzania Nurses and Midwives Council.

### **6.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.3 HEALTH ATTEDANT II - 9 POSTS**

### **6.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Assist patients with disabilities when taking bath or toilets;
- (ii) Assist in feeding patients who are not able to feed themselves;
- (iii) Collect and send patients' test samples to the laboratory;
- (iv) Clean wards, compounds, halls and equipment's;
- (v) Clean and disinfect the mortuary daily;
- (vi) Issue bed sheets, blankets, mattresses in the halls of residence;

(vii) Perform any other duties as may be assigned by supervisor.

### **6.3.2 QUALIFICATION AND EXPERIENCE.**

Form IV/VI Certificate and one year Certificate in Health from a reputable institution.

### **6.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.4 PEFRUSIONIST II - 1 POST**

### **6.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Assemble, maintain and operate extracorporeal circulation equipment, intra-aortic balloon pumps, cell saver and other heart assist devices to support or temporarily replace patients' cardiopulmonary functions during open-heart surgery;
- (ii) Administer blood products, drugs and other substances through heart- lung machines and other devices as directed by cardiac surgeons and anesthetists to maintain adequate flow of oxygenated blood to all organs of the body;
- (iii) Monitor vital signs to support and maintain patients' physiological functions and metabolic needs during cardiopulmonary surgery;
- (iv) Accurately complete perfusion record, worksheet and related paperwork are accurately completed and an appropriate action is formulated based on the individual patient condition (including, but not limited to: knowledge of patient's history, pre-op status, lab and cardiac cath. Reports, etc.)
- (v) Participate in routine maintenance, calibration and inspection of all perfusion related equipment;
- (vi) Cover emergency procedures during the night, weekends and public holidays;
- (vii) Perform any other duties assigned by superior from time to time.

### **6.4.2 QUALIFICATION AND EXPERIENCE.**

Bachelor of Science either in Nursing or Clinical Medicine with added training in Perfusion Science or its equivalent from a reputable institution.

### **6.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.5 COMPUTER TECHNICIAN II - 1 POST**

### **6.5.1 DUTIES AND RESPONSIBILITIES**

- (i) Carryout day to day installation, configuration, update and maintenance of the Windows pcs and peripheral equipment (such as printers, scanners, etc.). These responsibilities include the cleaning of computers and alignment of printers, ensuring the legality of software and continuation of services;
- (ii) Provide technical support to staff and other users in the use of IT services and equipment;
- (iii) Support all IT Hardware, Software, and Production based Systems (Health information system and other software packages) within a very fast-paced and demanding environment;
- (iv) Assist in the backup of institute data and systems;
- (v) Operate and maintain in good condition all equipment and systems installed in the security control room;
- (vi) Trace by CCTV equipment and systems any abnormal movements of all workers and visitors in the institute premises;
- (vii) Alert workers and visitors in the institute premises in case of fire;
- (viii) Deactivate access control systems in case of fire, so that workers and visitors can get out smoothly through doors of affected areas;
- (ix) Perform any other duties as may be assigned by supervisor.

### **6.5.2 QUALIFICATION AND EXPERIENCE.**

Diploma/FTC in Computer Engineering from a reputable university/institution

### **6.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.6 PHYSIOTHERAPIST II - 1 POST**

### **6.6.1 DUTIES AND RESPONSIBILITIES**

- (i) Provide physiotherapy services to patient;
- (ii) Keep and maintain patient's records and statistics;
- (iii) Take care of equipment in the unit/department and report any malfunctions;
- (iv) Perform any other duties assigned by superior from time to time.

### **6.6.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Physiotherapy or its equivalent from a reputable university/institution.



### **6.6.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.7 PHYSIOTHERAPIST OFFICER II - 1 POST**

### **6.7.1 DUTIES AND RESPONSIBILITIES**

- (v) Provide physiotherapy services to patients
- (vi) Identify predisposing factors to disabilities at homes, schools and working environment.
- (vii) Execute treatment plans for patients.
- (viii) Participate in phc programmes
- (ix) Perform any other duties assigned by superior from time to time.

### **6.7.2 QUALIFICATION AND EXPERIENCE.**

Bachelor of Science either in Physiotherapy or its equivalent from a reputable institution.

### **6.7.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.8 RADIOGRAPHIC TECHNICIAN II - 1 POST**

### **6.8.1 DUTIES AND RESPONSIBILITIES**

- (i) Make sure that the radiation protection in the department is maintained.
- (ii) Assist radiographer in charge on the preparation and administration of contrast agents.
- (iii) Prepare patients for procedure.
- (iv) Assist radiographer in setting control for correct exposures
- (v) Perform any other duties as may be directed by supervisor.

### **6.8.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Radiography who is registered by the National Radiation Commission.

### **6.8.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.9 LABORATORY TECHNOLOGIST II - 3 POST**

### **6.9.1 DUTIES AND RESPONSIBILITIES**

- (i) Prepare reagents for routine examination of patients;
- (ii) Carry out diagnostic procedures as advised by doctors;
- (iii) Ensure that all laboratory equipment are in working order and report any malfunction to the concerned authorities;
- (iv) Ensure that the laboratory is kept clean and the glassware is available and clean;
- (v) Ensure that all samples for investigations are kept in safe custody;
- (vi) Maintain a record of the findings of all investigations carried out;
- (vii) Perform any other duties as may be directed by his/her supervisor;
- (viii) Adjust equipment and controls according to physicians' orders or established protocol;
- (ix) Assist doctors during clinical testing procedures and surgeries;
- (x) Perform any other duties assigned by your specialist or super-specialist supervisor

### **6.9.1 QUALIFICATION AND EXPERIENCE.**

Diploma in Health/Medical Laboratory Technology from a reputable university/institution

### **6.9.2 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.10 PHARMACIST II - 2 POST**

### **6.10.1 DUTIES AND RESPONSIBILITIES**

- (i) Supervise dispense of medicine as per doctor's prescriptions.
- (ii) Make 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 etc.
- (vi) Supervise, appraise staff and identify development and training needs.
- (vii) Perform any other duties as assigned by supervisor from

## **6.10.2 QUALIFICATION AND EXPERIENCE.**

Bachelor in Pharmacy who has successfully completed one internship and registered by the Pharmacy Council.

## **6.10.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.11 MEDICAL OFFICER II - 3 POST**

### **6.11.1 DUTIES AND RESPONSIBILITIES**

- (i) Perform Medical duties
- (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) Carry out post -operative follow ups.
- (vii) Carry out any other duties as assigned from time to time.

### **6.11.2 QUALIFICATION AND EXPERIENCE.**

Doctor of Medicine Degree from a reputable university/institution plus successful completion of Internship and registered with the Medical Council of Tanganyika

### **6.11.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **6.12 HEALTH RECORDS II - 2 POSTS**

### **6.12.1 DUTIES AND RESPONSIBILITIES**

- (i) Prepare records and statistical data for planning, decision making and research purposes.
- (ii) Supervise and sensitize other departments on suitable means for storage and retrieval of data and records on diseases and patients.
- (iii) Organize and manage a system for reception of in-patients and out- patients.
- (iv) Train health records students while undertaking their practical work, where applicable.
- (v) Carry out any other duties as assigned from time to time.

## **6.12.2 QUALIFICATION AND EXPERIENCE.**

Diploma in Health Records from a reputable institution.

## **6.12.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **7.0 THE TANZANIA COFFEE BOARD (TCB)**

The Tanzania Coffee Board is a statutory Organization established under the Tanzania Coffee Board Act No. 23 of 2001 and its Regulations of 2003. Read together with Crop Boards Miscellaneous Amendments of 2009

### **7.1 LIQUORER OFFICER GRADE II - 1 POST**

#### **7.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Carries out coffee roasting outturns and pre-auction cupping preparations;
- (ii) Safe keep and update liquoring files of catalogues;
- (iii) Writing bulking instructions and dispatches them to factories;
- (iv) Conducts pre-auction inspections and draws auction samples from curing factories;
- (v) Participate in liquoring and classification of coffee from factories;
- (vi) Carries out coffee roasting outturns and pre-auction cupping preparations;
- (vii) Participate in safe keeps and update liquoring files of catalogues;
- (viii) Writes bulking and classification reports;
- (ix) Performs any other duties as may be assigned by Supervisor

#### **7.1.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree either in Agro Business, Food Science, Nutrition or Business Administration from a recognized University/Institution. MUST have Certificate of Coffee Quality and Trade (CQT)

#### **REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

### **7.2 COFFEE DEVELOPMENT OFFICER GRADE II - 1 POST**

#### **7.2.1 DUTIES AND RESPONSIBILITIES**

- (i) Assists in making sure that the policy of liberalization in the coffee industry works effectively at the field level with an aim of increasing production and

competition at the village level;

- (ii) Assist by ensures that rules and regulations related to the procurement of coffee in various coffee growing areas are properly and constantly adhered to by buyers and other stakeholders;
- (iii) Assist by ensuring that quality standards are properly followed and that coffee bought is graded;
- (iv) Assist in planning and estimating coffee production in conjunction with agriculture staff in growing areas.;
- (v) Assist in collect properly and maintains data of the growing areas on procurement coffee transportation from buying centers and tallies them with factory data on coffee received to monitor and eliminate pilferages;
- (vi) Provides guideline to coffee inspectors and properly organizes inspection activities;
- (vii) Performs other duties as may be assigned by Supervisor

### **7.2.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree either in Economics, Agricultural Economics, Business Administration, Commerce, or Statistics from a recognized University/Institution.

### **7.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **7.3 PORT INSPECTOR GRADE II - 1 POST**

### **7.3.1 DUTIES AND RESPONSIBILITIES**

- (i) Clear goods from port of entry and maintain delivery register.
- (ii) Verify goods with customs officials at the port.
- (iii) Deliver goods to final destination.
- (iv) Load containers and loose cargo on road worth trucks.
- (v) Perform any other duties as may be assigned by supervisor

### **7.3.2 QUALIFICATION AND EXPERIENCE.**

Form Four Certificate with Certificate in Clearing and Forwarding from a recognized Institution.

### **7.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

## **7.4 WAREHOUSE OFFICER GRADE II - 1 POST**

### **7.4.1 DUTIES AND RESPONSIBILITIES**

- (i) Monitor physical storage and conditions of coffee products;
- (ii) Raise picking instructions (warehouse orders) based on corresponding bulking instructions raised;
- (iii) Participate in routine and non-routine physical check/perpetual inventory for stores under custody in line with a planned counting schedule provided by export manager as may be required from time to time;
- (iv) Reconcile coffee physical stock against record balance and report to the export manager;
- (v) Provide timely information to the export manager on any discrepancy;
- (vi) Ensure adherence to handover procedures in case of emergency or annual leave;
- (vii) Performs any other duties as may be assigned by supervisor

### **7.4.2 QUALIFICATION AND EXPERIENCE.**

Bachelor Degree either in Logistic and Procurement or its equivalent from recognized institution.

### **7.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution`s salary scale

### **GENERAL CONDITIONS**

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. 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.
- iv. Attaching copies of the following certificates is strictly not accepted

- Form IV and form VI results slips;
  - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
  - vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
  - vii. Applicants should indicate three reputable referees with their reliable contacts;
  - viii. 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);
  - ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
  - x. Applicants with special needs/case (disability) are supposed/advised to indicate;
  - xi. 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.*
  - xii. Deadline for application is 4<sup>th</sup> October, 2017 and;
  - xiii. Only short listed candidates will be informed on a date for interview;
  - xiv. 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**