

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/104

25<sup>th</sup> February, 2018

### VACANCIES ANNOUNCEMENT

President's Office, Public Service Recruitment Secretariat on behalf of The Local Government Training Institute (LGTI), Tanzania Fisheries Research Institute (TAFIRI), The Muhimbili University of Health and Allied Sciences (MUHAS), National College of Tourism (NCT) Tanzania Forestry Research Institute (**TAFORI**), Benjamin Mkapa Hospital, The Geological Survey of Tanzania (GST), Kilimanjaro Christian Medical Centre (KCMC) and Ardhi University invites qualified Tanzanians to fill **20** vacant posts as mentioned below;

#### 1.0 THE LOCAL GOVERNMENT TRAINING INSTITUTE (LGTI)

##### 1.1 INTRODUCTION

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

##### 1.2 ESTATE MANAGER - 1 POST (RE-ADVERTISED)

###### 1.2.1 DUTIES AND RESPONSIBILITIES

- i. Prepare plans and budgets for the estate management activities;
- ii. Responsible for advising all estate works pertaining to the maintenance of buildings, infrastructure, internal and external built areas, as well as keeping open and sports grounds;
- iii. Take care of all lands of the Institute, maintaining the boundaries, following up all renters and developers within the Institute's compounds;

- iv. Supervises the Section staff and ensures the proper use of all tools and equipment of the Institute;
- v. Initiate and prepare all required drawings for refurbishment, and maintenance of facilities, infrastructure, and buildings;
- vi. Ensure the environments and facilities of the Institute including machinery, vehicles, utilities, buildings and landscape are well kept;
- vii. Ensure all properties of the Institute are registered and relevant property documents are properly kept;
- viii. Prepare and submit to relevant authorities periodic reports of the section;  
and
- ix. Performs other duties assigned by the LGTI management.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

Master's Degree either in Civil Engineering, Architecture, Building Economics, or Quantity Surveying plus the working experience of eight (8) years of which three (3) years should be in Managerial Position.

### **1.2.3 REMUNERATION PGSS 13.1**

## **2.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)**

### **2.1.1 INTRODUCTION**

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 Centers and one Substation: Mwanza Centre and Soto 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.

### **2.1.2 RESEARCH TECHNICIAN II -1 POST (RE-ADVERTISED) DUTY STATIONS AND SPECIALIZATION: DAR ES SALAAM**

#### **2.1.3 DUTIES AND RESPONSIBILITIES:**

- i. Assist Research Scientists in their day-to-day research activities including scientific investigations, field observations, data collection and laboratory analysis;
- ii. Keep proper records of research data; and
- iii. Perform any other duties as may be assigned.

### **2.1.4 QUALIFICATIONS AND EXPERIENCE**

Form IV/VI Certificate with Diploma in Fisheries or related field from recognized learning institution like Kunduchi Fisheries Institute; Mbegani Fisheries Development Centre or their equivalent.

## **2.1.5 SALARY SCALE: PGSS 6/7**

# **3.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)**

## **3.1 INTRODUCTION**

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.

### **3.1.1 MEDICAL SPECIALIST II 6 POSTS (RE-ADVERTISED)**

#### **3.1.2 DUTIES AND RESPONSIBILITIES**

- i. Carry out ward rounds including teaching ward rounds;
- ii. Attend emergency medical duties and responsibilities;
- iii. Perform clinical duties and responsibilities in both private and public outpatient clinics;
- iv. Participate fully in morning clinical sessions, patients' presentation and journal clubs;
- v. Do researches in their respective medical fields;
- vi. Teach and supervise medical doctors, students and other health professionals in clinical works  
in his/her area of specialization;
- vii. Participate in Medical Boards;
- viii. Participate in outreach programs;

- ix. Participate in preparation of budget of the institution;
- x. Initiate, Creates and plans strategies to improve his /her professional services;
- xi. Prepare Continuing Education Programs for Medical Personnel;
- xii. Provide Medical legal advice when required;
- xiii. Carry out administrative duties and responsibilities in his respective working area; and
- xiv. Perform any other Duties and Responsibilities related to his/her work as assigned by his/her superior.

### **3.1.3 QUALIFICATION AND EXPERIENCE**

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

### **3.1.4 REMUNIRATION**

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

### **3.1.5 AUDIOLOGIST II 2 POSTS (RE-ADVERTISED)**

#### **3.1.6 DUTIES AND RESPONSIBILITIES**

- i. Carryout audiometric therapy on patients with audio pathology;
- ii. Maintain an accurate record of the audiometric services provided to patients;
- iii. Compile case reports of each patient for monitoring treatment progress;
- iv. Take care of equipments in the Unit/department and report any malfunctions;
- v. Interview relatives and gather information that can assist in the treatment of patients;
- vi. Offer technical guidance and support to subordinates; and
- vii. Perform any other duties and responsibilities assigned by superior from time to time.

### **3.1.7 QUALIFICATION AND EXPERIENCE**

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

### **3.1.8 REMUNIRATION**

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

### **3.1.9 AUDIOMETRIST II - 1 POSTS (RE-ADVERTISED)**

#### **3.1.10 DUTIES AND RESPONSIBILITIES**

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

#### **3.1.11 QUALIFICATION AND EXPERIENCE**

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

#### **3.1.12 REMUNERATION**

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

## **4.0 NATIONAL COLLEGE OF TOURISM (NCT)**

### **4.1 INTRODUCTION**

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24th, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

### **4.1.1 TUTOR GRADE II - HOUSE KEEPING AND LAUNDRY – 2 POSTS (READVERTISED)**

#### **4.1.2 REPORTS TO: Head of Department**

#### **4.1.3 DUTY STATION: Arusha and Bustani Campuses**

#### **4.1.4 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

#### **4.1.5 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Hotel Management with specialization in House Keeping and Laundry or equivalent qualifications from a reputable institution. Applicants with relevant qualifications who also possess Diploma in Education and three years working experience in teaching will

have added advantage.

**4.1.6 POSITION: Tutor Grade II (Front Office Operations – 1 post) (RE-ADVERTISED)**

**4.1.7 REPORTS TO: Head of Department**

**4.1.8 DUTY STATION: Arusha Campus**

**4.1.9 DUTIES AND RESPONSIBILITIES**

- i. Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. Administers examinations for NTA level 6 students;
- iii. Conducts and supports research and consultancy works;
- iv. Prepares learning resources;
- v. Supervises field training;
- vi. Supervises and assists junior staff; and
- vii. Performs any other duties as assigned by supervisor.

**4.1.10 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Hotel Management with specialization in Front Office Operations or equivalent qualifications from a reputable institution. Applicants with relevant qualifications who also possess Diploma in Education and three years working experience in teaching will have added advantage.

**5.0 TANZANIA FORESTRY RESEARCH INSTITUTE (TAFORI)**

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

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

**5.1 RESEARCH OFFICER GRADE II- 3 POSTS (RE-ADVERTISED)**

**5.1.1 DUTIES AND RESPONSIBILITIES**

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

**5.1.2 QUALIFICATION AND EXPERIENCE**

Masters Degree in Forestry and a Bachelor Degree in Forestry with a minimum of an Upper Second Class Honours degree at undergraduate level. Applicant must possess knowledge in Computer programs applicable in research data processing and analysis.

### **5.1.3 REMUNERATION**

#### **PRSS 2**

## **6.0 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.

## **6.1 RADIOLOGIST – 1 POST**

### **6.1.1 DUTIES AND RESPONSIBILITIES**

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

### **6.1.2 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.

### **6.1.3 REMUNERATION**

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

## **7.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)**

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

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

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

### **7.1 MEDICAL SPECIALIST II - 1 POST (RE-ADVERTISED)**

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

- i. Attend in and out-patients on clinical issues;
- ii. Assist in teaching and supervising medical students;
- iii. Attend emergency medical duties;
- iv. Carry out medical care to in and out-patients;
- v. Ensure that prescribed instructions are carried out;
- vi. Conduct major operations;
- vii. Assist senior physicians/surgeons at operations;
- viii. Carry out services and participating in major ward rounds;
- ix. Supervise medical students and interns in clinical duties;
- x. Ensure that patients are properly prepared for surgery;
- xi. Participate fully in clinical sessions, patient presentations and journal clubs;
- xii. Participate in research activities; and
- xiii. Perform any other duties as assigned by his/her Superior.

#### **7.1.2 QUALIFICATION AND EXPERIENCE:**

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

#### **7.1.3 REMUNERATION:**

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

## **8.0 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.

## **8.1 PRINTING ASSISTANT II - 1 POST (RE-ADVERTISED)**

### **8.1.1 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;

### **8.1.2 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.

### **8.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's salary scale

## **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania.
- 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 slip;
- Testimonials and all Partial transcripts.
- vi. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A signed application letters should be written either in Swahili or English and  
Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
- xiii. Deadline for application is 08 MARCH, 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')*

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**