

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/J/155**

**30<sup>th</sup> June, 2018**

**VACANCIES ANNOUNCEMENT**

On behalf of Muhimbili Orthopaedic Institute (MOI), Vocational Education and Training Authority (VETA) and Education Centre (KEC), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **155** vacant posts as mentioned below;

**1.0 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)**

The Muhimbili Orthopaedic Institute (MOI) is an autonomous institute established through an Act of Parliament No.7 of 1996 with main objective of providing primary secondary and tertiary care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in human resources development for the nation and also carries out research in these fields with the view of developing cheaper ways of treatment for patients and reducing invalidity to members of the community.

**1.1 PHYSIOTHERAPY OFFICER II - 4 POSTS**

**1.1.1 DUTIES AND RESPONSIBILITIES**

- i. Contributing ideas to primary and secondary prevention of functional disabilities.
- ii. Identifying predisposing factors to disabilities at homes, schools and working environment.
- iii. Executing treatment plans for patients.
- iv. Participating in PHC programmes.
- v. Treating patients through physiotherapy techniques.
- vi. Conducting health education program to inpatients and outpatients.
- vii. Keeping and maintaining patient's records.
- viii. Conducting training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community.
- ix. Ensure that there is an adherence to standard operating procedure and MOI business process.
- x. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.1.2 QUALIFICATION AND EXPERIENCE**

- Bachelor of Science in physiotherapy or its equivalent from any recognized Institutions.
- Must have Computer skills

### **1.1.3 REMUNERATION**

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

## **1.2 MEDICAL DOCTOR II - 10 POSTS**

### **1.2.1 DUTIES AND RESPONSIBILITIES**

- i. Attending in and out patients.
- ii. Attending emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations.
- vi. Assisting Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.
- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Ensure adherence to standard operating procedure and MOI business process.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.2.2 QUALIFICATION AND EXPERIENCE**

- Doctor of Medicine (MD) degree or MBCHB or its equivalent. Must have completed one year Internship and be registered by the Medical council of Tanganyika.
- Must have Computer skills

### **1.2.3 REMUNERATION**

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

## **1.3 ASSISTANT NURSING OFFICER II - 5 POSTS**

### **1.3.1 DUTIES AND RESPONSIBILITIES**

- i. Taking general nursing care of patients
- ii. Collecting essential medical data.
- iii. Educating patients on their health problems.
- iv. Adhering to the rules and regulations of DDA.
- v. Administering drugs and other treatments as prescribed by medical doctors.
- vi. Giving health education to patients and their relatives
- vii. Conducting ward rounds
- viii. Counseling patients.

- ix. Making follow-ups of working equipment in his/her working area.
- x. Ensure adherence to standard operating procedure and MOI business process.
- xi. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.3.2 QUALIFICATION AND EXPERIENCE**

- i. Diploma in Nursing or relevant field and be registered by the Tanzania Nurses and Midwifery Council.
- ii. Must have Computer skills

### **1.3.3 REMUNERATION**

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

## **1.4 ORTHOPAEDIC TECHNOLOGIST II - 1 POST**

### **1.4.1 DUTIES AND RESPONSIBILITIES**

- i. Advising patients and doctors on related technological issues.
- ii. Keeping and maintaining patients' records.
- iii. Making casts and taking measurement as instructed.
- iv. Fabricating various related appliances.
- v. Fitting of patients under the supervision and modification of defective appliance with the guidance of superior staff.
- vi. Examining patient before undertaking treatment.
- vii. Advising patients on how to use and maintain artificial limbs and body support devices.
- viii. Ensure adherence to standard operating procedure and MOI business process.
- ix. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.4.2 QUALIFICATION AND EXPERIENCE**

- i. Diploma in Orthotics/Prosthetic or relevant field from any recognized Institution. S/he must be registered by the respective Regulatory Board/Council.
- ii. Must have Computer skills

### **1.4.3 REMUNERATION**

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

## **1.5 HEALTH ATTENDANT II - 10 POSTS**

### **1.5.1 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.
- vii. Sending specimen to laboratories and collecting results.

- viii. Ensure adherence to standard operating procedure and MOI business process.
- ix. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.5.2 QUALIFICATION AND EXPERIENCE**

- Ordinary Secondary School Certificate with 1 year certificate in nursing course or its equivalent.

### **1.5.3 REMUNERATION**

- Attractive remuneration package in accordance with the Institute's salary scale – **PMOSS 2**

## **1.6 MEDICAL RECORD TECHNICIAN II - 10 POSTS**

### **1.6.1 DUTIES AND RESPONSIBILITIES**

- i. Receiving 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. Preparing clinics
- v. Updating bed bureau
- vi. Editing of patient case records
- vii. Gathering data from different sources
- viii. Capturing data from service points
- ix. Maintain record safety and confidentiality
- x. Storing and retrieving medical records.
- xi. Balancing daily bed returns
- xii. Creating and maintaining master index
- xiii. Updating patient master index
- xiv. Directing patients to relevant clinics
- xv. Scheduling of patients to the consultants and specialty clinics
- xvi. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine
- xvii. Preparing Health records and reports.
- xviii. Ensure adherence to standard operating procedure and MOI business process.
- xix. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.6.2 QUALIFICATION AND EXPERIENCE**

- Ordinary Diploma in Health Records or relevant qualification from a recognized Institution and must have computer skills.

### **1.6.3 REMUNERATION**

- Attractive remuneration package in accordance with the Institute's salary scale – **PMGSS 2**

## **1.7 PHARMACEUTICAL TECHNICIAN II -1 POST**

### **1.7.1 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. Educating public/patients on proper use of medicines.
- v. Inspecting drugs and treatment instruments.
- vi. Providing information on reaction resulting from the use of medicine.
- vii. Preparing report on the use of drugs and treatment instruments in the Institute.
- viii. Keeping various records of drugs and treatment instruments.
- ix. Assisting in procurement and maintaining adequate stock of drugs
- x. Assisting physicians, interns, nurses and patients on medications
- xi. Sorting out and listing drugs expiring within three months for the attention of Superior.
- xii. Ensure adherence to standard operating procedure and MOI business process.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.7.2 QUALIFICATION AND EXPERIENCE**

- Diploma in Pharmacy or relevant field from any recognized Institution. S/he must be registered by the National Pharmacy Council of Tanzania.
- Must have Computer skills

### **1.7.3 REMUNERATION**

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

## **1.8 PHYSIOTHERAPIST II - 4 POSTS**

### **1.8.1 DUTIES AND RESPONSIBILITIES**

- i. Assessing and treating patient through physiotherapy techniques.
- ii. Keeping and maintaining patient's records.
- iii. Ensuring proper up-keep of equipment in the Unit.
- iv. Ensure adherence to standard operating procedure and MOI business process.
- v. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.8.2 QUALIFICATION AND EXPERIENCE**

- Diploma in Physiotherapy or relevant field from any recognized Institutions.
- Must have Computer skills

### **1.8.3 REMUNERATION**

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

## **1.9 NURSING OFFICER II - 25 POSTS**

### **1.9.1 DUTIES AND RESPONSIBILITIES**

- i. Taking general nursing care of patients.
- ii. Collecting essential medical data.
- iii. Counseling patients.
- iv. Educating patients on their health problems.
- v. Ordering drugs from pharmacy and ward equipment from stores
- vi. Adhering to the rules and regulations of DDA.
- vii. Giving health education to patients and relatives
- viii. Apply the installed integrated hospital management information systems in all activities and reporting.
- ix. Communicating internally and externally by using the ICT.
- x. Adhering to the prescribed inpatients and outpatients' treatment manual and procedures.
- xi. Participating in carrying out prescribed instructions.
- xii. Ensure adherence to standard operating procedure and MOI business process.
- xiii. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

### **1.9.2 QUALIFICATION AND EXPERIENCE**

- i. Bachelor of Science in Nursing or relevant field and be registered by the Tanzania Nurses and Midwifery Council.
- ii. Must have Computer skills

### **1.9.3 REMUNERATION**

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

## **1.10 ASSISTANT NURSING OFFICER (NURSE ANAESTHETIST) II - 5 POSTS**

### **1.10.1 DUTIES AND RESPONSIBILITIES**

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

- x. Assist the anaesthesiologist in the emergencies
- xi. Participate in education and research
- xii. Responds timely to patient's resuscitation call, at the accident and emergency department.
- xiii. Ensure adherence to standard operating procedure and MOI business process.
- xiv. Performing any other duties related to his/her work as assigned by his/her superior and any other related authority of the Institute.

#### **1.10.2 QUALIFICATION AND EXPERIENCE**

- Diploma in Nursing and Certificate of Anaesthesia from a recognized Institution. Must be registered by the Tanzania Nurses and Midwifery Council and must have Computer skills

#### **1.10.3 REMUNERATION**

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

### **2.0 VOCATIONAL EDUCATION AND TRAINING AUTHORITY (VETA)**

The Vocational Education and Training Authority was established by VETA Act Cap.82.R.E.2006 and charged with the functions of regulating, promoting, providing and financing Vocational and Education Training in Tanzania.

The vision of VETA is to develop an excellent Vocational Education and Training (VET) system that is capable of supporting national social economic development in the global context.

The Mission of VETA is to ensure provision of quality VET that meets labour market needs, through effective regulation, coordination, financing and promotion, in collaboration with stakeholders.

### **2.1 VOCATIONAL TEACHER - AGRO MECHANICS – 1 POST (RE-ADVERTISED)**

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

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;

- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.1.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Agro Mechanics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.1.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale

## **2.2 VOCATIONAL TEACHER - SECRETARIAL COURSES – 8 POSTS (RE-ADVERTISED)**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;



- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.2.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Secretarial Studies) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.2.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.3 VOCATIONAL TEACHER - WELDING AND FABRICATION – 1 POSTS (RE-ADVERTISED)**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;

- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.3.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Welding and Fabrication) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.3.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.4 VOCATIONAL TEACHER - FITTER MECHANICS – 1 POST (RE-ADVERTISED)**

### **2.4.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

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

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Fitter Mechanics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

#### **2.4.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **2.5 VOCATIONAL TEACHER - PAINTING AND SIGN WRITING – 2 POSTS (RE-ADVERTISED)**

#### **2.5.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **2.5.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Painting and Sign Writing) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.5.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.6 VOCATIONAL TEACHER - HANDLOOM AND WEAVING – 1 POST(RE-ADVERTISED)**

### **2.6.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.6.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Handloom and Weaving) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.6.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.7 VOCATIONAL TEACHER - PLANT OPERATOR – 1 POST(RE-ADVERTISED)**

### **2.7.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.7.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Plant Operator) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.7.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.8 VOCATIONAL TEACHER - PLUMBING AND PIPE FITTING - 2 POSTS(RE-ADVERTISED)**

### **2.8.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational

- unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
  - iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
  - v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
  - vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
  - vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
  - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
  - ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
  - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
  - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.8.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Plumbing and Pipe Fitting) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.8.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.9 VOCATIONAL TEACHER - CARPENTRY AND JOINERY – 1 POST(RE-ADVERTISED)**

### **2.9.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;

- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.9.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Carpentry and Joinery) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.9.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.10 VOCATIONAL TEACHER - MASONRY AND BRICKLAYING – 5 POSTS(RE-ADVERTISED)**

### **2.10.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log

- books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.10.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Masonry and Bricklaying) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.10.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.11 DRIVING INSTRUCTOR – 1 POST(RE-ADVERTISED)**

### **Job Purpose:**

To effectively and efficiently impart knowledge, skill and attitude in levels I - II of competence through proper interpretation of curricula and planning of training delivery in a view to attain VET objectives.

### **2.11.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget have worked at least for 1 years as Vocational Training Auxiliary and demonstrated ability to train others;
- ii. Use of machines by compiling data from his work station for onward submission to the superior;
- iii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iv. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- v. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;



- vi. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vii. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- viii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- ix. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- x. Guide safe use of training tools and equipment's by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- xi. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xii. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.11.2 QUALIFICATION AND EXPERIENCE**

Must have completed form IV with at least 3 credits or its equivalent; must possess Vocational Certificate or Trade Test Grade I & Vocational Teaching Certificate or FTC in relevant field; must have at least 2 years working experience in the relevant field.

### **2.11.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.12 COOK – 7 POSTS (RE-ADVERTISED)**

### **2.12.1 DUTIES AND RESPONSIBILITIES**

- i. Initiates carrying out of routine cleaning of the kitchen, equipment and utensils by alerting the kitchen attendants in a view to keep hygienic environment;
- ii. Checks the quality and quantity of the food staff availed to him/her by carrying out inspection on its status against menu and number of students in order to safeguard the safety and health of the students;
- iii. Prepares food stuff in a hygienic way before cooking by washing the raw stuff where necessary in order to ensure safety and health precautions;
- iv. Prepares food for students by cooking as per menu, and timetable and distribute to students leaders for consumption; and
- v. Carries out any other instruction related to his/her job as may be assigned to him by the Kitchen supervisor from time to time aimed at improving the overall performance of the section.

### **2.12.2 QUALIFICATION AND EXPERIENCE**

Form Four ("O" level) Certificate PLUS Certificate in Catering/Hotel Management from a recognised Institution with At least 1 (one) year in Catering field.

### **2.12.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.13 VOCATIONAL TEACHER - ELECTRICAL INSTALLATION – 2 POSTS(RE-ADVERTISED)**

### **2.13.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.13.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Electrical Installation) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.13.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.14 VOCATIONAL TEACHER – ELECTRONICS – 1 POST(RE-ADVERTISED)**

### **2.14.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.14.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Electronics) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.14.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.15 VOCATIONAL TEACHER - TOOL AND DIE MAKING – 1 POST (RE-ADVERTISED)**

### **2.15.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;

- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (1) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.15.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Tool and Die Making) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.15.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.16 VOCATIONAL TEACHER - TEXTILE AND FASHION DESIGN – 1 POST(RE-ADVERTISED)**

### **2.16.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;

- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

#### **2.16.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Textile and Fashion Design) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

#### **2.16.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

### **2.17 VOCATIONAL TEACHER - DESIGN SEWING AND CLOTH TECHNOLOGY - 4 POSTS(RE-ADVERTISED)**

#### **2.17.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using

- assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
  - vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
  - viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
  - ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
  - x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
  - xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.17.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Design Sewing and Cloth Technology) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.17.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.18 VOCATIONAL TEACHER - AUTO BODY REPAIR - 2 POSTS(RE-ADVERTISED)**

### **2.18.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;

- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;
- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.18.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Auto Body Repair) and Vocational Training certificate or equivalent from recognized institutions with at least 2 years working experience in the relevant field.

### **2.18.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **2.19 VOCATIONAL TEACHER – MOTOR VEHICLE MECHANICS – 4 POSTS(RE-ADVERTISED)**

### **2.19.1 DUTIES AND RESPONSIBILITIES**

- i. Participate in the preparation of annual plan and budget by compiling data from his work station for onward submission to the superior;
- ii. Prepare instructional plan and scheme of training by interpreting the occupational unit standard and guidelines in view to achieve optimum results and set objectives;
- iii. Prepare appropriate tools and equipment required for presentation/Demonstration by identifying them as mentioned in a range statement in order to enable conducive training process;
- iv. Effectively and efficiently deliver instructions to trainees of level one (I) up to level two (2) only through lectures, demonstrations, discussions and performing intended knowledge skill and attitude in order to produce trainees with the required competencies;
- v. Perform formative and summative assessment to preparing and using assessment tools such as oral, written, product assessment and record in Log books in order to evaluate their level of competences;
- vi. Participate in curriculum development by initiating improvement recommendations, attending workshops, seminars in order to validate the value of training as per the economic growth demand;
- vii. Prepare daily, weekly, monthly, terminal and annual implementation and progress reports by compiling trainee's assessment forms in view to evaluate training status;
- viii. Monitor discipline of trainees by following rules and regulations stipulated in their joining instruction in order to maintain peace and order at the Training Centre;

- ix. Guide safe use of training tools and equipments by performing daily preventive and corrective maintenance such as cleaning, lubricating, fault checking and do minor repairing to maintain their life span;
- x. Provide counselling to trainees through physical discussion and advising in order to give direction and guidance for the better life of our trainees; and
- xi. Prepare monthly, quarterly/annual financial progress report by consolidating progress station records for onward submission to the superior.

### **2.19.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) Certificate with at least 3 credits, plus FTC/Diploma in the relevant field (Motor Vehicle Mechanics) and Vocational Training certificate or equivalent from recognised institutions with at least 2 years working experience in the relevant field.

### **2.19.3 REMUNERATION**

Attractive remuneration package in accordance with Institution's Salary Scale.

## **3.0 KIBAHA EDUCATION CENTRE (KEC)**

Kibaha Education Centre is a Multi-purpose Educational Institution that is located in Coast Region (Tumbi area) about 40 kilometres (24miles) West of Dar es Salaam along Morogoro Road. This Centre started in 1963, sponsored by five countries –The then Tanganyika Government on one hand and the Government of four Nordic Countries on the other hand i.e. Denmark, Finland, Norway and Sweden. The Centre was known as the 'Nordic Tanganyika Project' until 1970 when the four Nordic Countries handed it over to Tanzania Government. The Nordic Tanganyika project then became Kibaha Education Centre (KEC) as per Government Notice No.02 of made under the Public caption Act, Cap 257 PE. 2002. The overall objective of the Centre as originally conceived was, through its institutions, to launch a three frontal attack on the problems of Poverty, Ignorance and diseases collectively named as main development enemies.

### **Vision Statement**

Kibaha Education Centre is envisioned to become a centre of excellence in eradicating poverty, ignorance and diseases.

### **Mission Statement**

Kibaha Education Centre is committed to provide quality socio-economic services through efficient and effective use of resources, capacity building and good – governance in integrated approach in order to improve the living standard of people.

Kibaha Education Centre through permit issued by Permanent Secretary, President's Office, Public Service Management and Good Governance Ref. No. FA 10/87/01/"D"/16 dated 25 May, 2018 is hereby advertising to the public various vacancies to be filled by suitably qualified Tanzania citizens as follows:-

## **3.1 HEALTH ASSISTANT II – 1 POST**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. Inspect environmental Health
- ii. Inspect facilities used for public services e.g. cafeterias, Bars, Kitchen, Dining Halls, Schools, workshops, Offices, Sanitary services etc.



- iii. Destroy remains in the environment.
- iv. Prevent communicable diseases
- v. Dispense preventive medicine
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.1.2 QUALIFICATION AND EXPERIENCE**

Form four/form six plus two year Diploma in Health from a recognized institution.

### **3.1.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.2 MEDICAL RECORDS TECHNICIAN II – 1 POST**

### **3.2.1 DUTIES AND RESPONSIBILITIES**

- i. Collecting, tabulating, analyzing and interpreting disease and patient statistics and circulating them to relevant end users of the Institute.
- ii. Receiving and register patients and direct them on where to go for attention.
- iii. Giving appointments to patients.
- iv. Issuing files and identification cards to patients.
- v. Receiving files for patients and collecting files from the ward.
- vi. Updating information on admissions, discharges and deaths.
- vii. Creating and maintaining index in alphabetical order and tracing missing files.
- viii. Facilitating availability of records and statistical data for carrying out research.
- ix. Assisting in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents.
- x. Assisting in periodic squeezing of files into shelves.
- xi. Collecting and preparing daily and monthly statistical returns.
- xii. Maintaining procedures for tracing misfiled and lost case-notes and other documents.
- xiii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.2.2 QUALIFICATION AND EXPERIENCE**

Ordinary Secondary School Certificate and Diploma in Medical Records or its equivalent from a recognized institution. Must have computer skills.

### **3.2.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.3 ASSISTANT NURSING OFFICER II – 1 POST**

### **3.3.1 DUTIES AND RESPONSIBILITIES**

- i. Take general nursing care of patients
- ii. Collect essential medical data.
- iii. Educate patients on their health problems.
- iv. Adhere to the rules and regulations of DDA.
- v. Administer drugs and other treatments as prescribed by medical doctors.
- vi. Give health education to patients and their relatives
- vii. Conduct ward rounds
- viii. Counsel patients.

- ix. Make follow-ups of working equipment in his/her working area.
- x. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.3.2 QUALIFICATION AND EXPERIENCE**

Diploma in Nursing from a recognized Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

### **3.3.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.4 HEALTH SOCIAL WORKER II – 1 POST**

### **3.4.1 DUTIES AND RESPONSIBILITIES**

- i. Screening all in-patients to identify those with social medical problems and report their cases to senior staff.
- ii. Preparing various periodical reports pertaining patients with social and economic problems that can help the management in decision making.
- iii. Carrying out major ward rounds to identify and assessing the progress of patients.
- iv. Collecting data and statistics for exempted patients and other cases that require Institute's support.
- v. Sorting and preparing list of patient's requests for exemption and other cases that require Institute's support.
- vi. Counseling patients under the supervision of senior staff.
- vii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.4.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree or Advanced Diploma in Social Work/ Sociology from a recognized institution.

### **3.4.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.5 HEALTH OFFICER II – 1 POST**

### **3.5.1 DUTIES AND RESPONSIBILITIES**

- i. Develop, coordinate and supervise the implementation and maintenance of a comprehensive
- ii. KEC-wide occupational health and safety program designed to prevent injury, occupational illness and damage to property.
- iii. Draft and recommend KEC-wide safety and health directives; and maintain KEC safety related manuals, including preparation and distribution of appropriate updates.
- iv. Determine applicability of administrative and regulatory requirements and other health and safety laws and implement applicable regulations and standards. Maintain current knowledge of legislation, regulations and practices in safety and health and advise KEC management regarding the impact on District operations.
- v. Establish and implement safety training objectives. Plans and schedules in the area of health and safety. Conduct or provide for safety/health related training. Maintain records and a data base of employee training, medical examinations, licenses, and certifications.

- vi. Conduct and supervise facility and site inspections, job hazards analyses and other evaluations to identify hazards and potential risks. Make recommendations to managers as required and implement appropriate corrective actions. Conduct audits of corrective actions to ensure compliance with regulations and corrective action.
- vii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.5.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Environmental Health from any recognized Institution.

### **3.5.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.6 ASSISTANT CLINICAL OPHTHALMOLOGISTII – 1 POST**

### **3.6.1 DUTIES AND RESPONSIBILITIES**

- i. Treat common diseases and pediatrics
- ii. Deal with obstetrics and gynecology problems
- iii. Attend in and out patients.
- iv. Attend emergency medical duties.
- v. Carrying out investigations of admitted patients.
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisors.

### **3.6.2 QUALIFICATION AND EXPERIENCE**

Advanced Diploma in Clinical Medicine.

### **3.6.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.7 PHYSIOTHERAPY OFFICER II – 1 POST**

### **3.7.1 DUTIES AND RESPONSIBILITIES**

- i. Contribute ideas to primary and secondary prevention of functional disabilities.
- ii. Identify predisposing factors to disabilities at homes, schools and working environment.
- iii. Execute treatment plans for patients.
- iv. Participate in PHC programs.
- v. Treat patients through physiotherapy techniques.
- vi. Conduct health education program to inpatients and outpatients.
- vii. Keep and maintain patient's records.
- viii. Conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community.
- ix. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.7.2 QUALIFICATION AND EXPERIENCE**

Bachelor Science Degree in Physiotherapy or its equivalent from a recognized Institution.

### **3.7.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.8 LABORATORY SCIENTIST II – 1 POST**

#### **3.8.1 DUTIES AND RESPONSIBILITIES**

- i. Perform specified technical tasks and manage the laboratory at acceptable performance levels including:
- ii. Preparation of reagents.
- iii. Carrying out diagnostic procedures in the area of specialty.
- iv. Prepares teaching materials and supervise junior staff.
- v. Ensures adequate supply of consumables and working tools to the laboratory.
- vi. Ensures proper maintenance of equipment is carried out and that the working environment is kept at acceptable hygienic condition all the time.
- vii. Maintains and supervises quality control programs in the laboratory.
- viii. Executes safety programme in the laboratory.
- ix. Participates in communicable diseases surveillance and control.
- x. Participates in relevant research projects.
- xi. Assists senior staff in various fields of operation.
- xii. Organizes and supervises student in practical.
- xiii. Participates in preparation of annual budget for the section.
- xiv. Performing any other duties related to his/her work as assigned by his/her supervisor.

#### **3.8.2 QUALIFICATION AND EXPERIENCE**

Bachelor of Science Or Advanced Diploma in Health Laboratory Sciences or equivalent qualifications.

#### **3.8.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.9 DENTAL THERAPIST II – 1 POST**

#### **3.9.1 DUTIES AND RESPONSIBILITIES**

- i. Dental work except crown and bridge, orthodontist and maxillofacial density.
- ii. Primary health care
- iii. Outreach Programmes
- iv. teach in the health institutions.
- v. Removal of teeth
- vi. Dental checks and measurements
- vii. Procurements and care of Dental working tools and Dental workshop.
- viii. Dental prosthesis, partial dentures.
- ix. Performing any other duties related to his/her work as assigned by his/her Supervisor.

#### **3.9.2 QUALIFICATION AND EXPERIENCE**

National Form IV examination certificate who have attended and passed a 3 years Diploma course in Dental from any Government recognized Institution.

#### **3.9.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.10 MEDICAL ATTENDANT II - 2 POSTS**

#### **3.10.1 DUTIES AND RESPONSIBILITIES**

- i. Carrying out general cleaning of wards and its surroundings.
- ii. Give bed bath to bed ridden patients.
- iii. Provide and removing bedpans and urinal bottles.
- iv. Feed patients.
- v. Collect patients' linen for laundry services.
- vi. Send patients for e-rays.
- vii. Send specimen to laboratories and collecting results.
- viii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

#### **3.10.2 QUALIFICATION AND EXPERIENCE**

Ordinary Secondary School Education with at least 1 year certificate in nursing course.

#### **3.10.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.11 OPHTHALMIC OPTICIAN II - 1 POST**

#### **3.11.1 DUTIES AND RESPONSIBILITIES**

- i. Communicate with patients to get detailed case histories;
- ii. Examine the eyes of patients of all ages to detect signs of injury, disease, abnormality or vision defects;
- iii. Check for signs and symptoms of general health conditions (e.g. diabetes);
- iv. Use specialist equipment for diagnosis and testing;
- v. Issue prescriptions for spectacles or contact lenses;
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisor.

#### **3.11.2 QUALIFICATION AND EXPERIENCE**

Form Four National Examination certificate who have attended and passed a 3 year Ophthalmic Optician Course from a recognized institution.

#### **3.11.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.12 ASSISTANT MEDICAL OFFICER II - 1 POST**

#### **3.12.1 DUTIES AND RESPONSIBILITIES**

- i. Treat common diseases and pediatrics
- ii. Deal with obstetrics and gynecology problems
- iii. Attend in and out patients.
- iv. Attend emergency medical duties.
- v. Carrying out investigations of admitted patients.
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisors.

#### **3.12.2 QUALIFICATION AND EXPERIENCE**

Advanced Diploma in Assistant Clinical Medicine.

#### **3.12.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.13 LABORATORY TECHNOLOGIST ASSISTANT II - 1 POST**

#### **3.13.1 DUTIES AND RESPONSIBILITIES**

- i. Preparation of reagents
- ii. Laboratory examination and analysis in Parasitological, hematology and bacteriology.
- iii. Extraction of blood for donors and transfusion to patients.
- iv. Performing any other duties related to his/her work as assigned by his/her Supervisor.

#### **3.13.2 QUALIFICATION AND EXPERIENCE**

National form four examination certificate and has attended and passed a 3 years in Llaboratory Technologist Course in a government recognized institution.

#### **3.13.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.14 PHARMACIST II - 1 POST**

#### **3.14.1 DUTIES AND RESPONSIBILITIES**

- i. Preparing annual drugs and treatment instruments requirements and its budget.
- ii. Ordering, storing and dispensing drugs and treatment instruments in the Institute.
- iii. Keeping various records of drugs and treatment instruments.
- iv. Preparing list of drugs and treatment instruments for Institute's use.
- v. Making regular reconciliation of drugs dispensed against issues
- vi. Making regular reconciliation of drugs sold against revenue collected.
- vii. Sorting out and listing drugs expiring within three months for the attention of supervisor.
- viii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

#### **3.14.2 QUALIFICATION AND EXPERIENCE**

Degree in Pharmacy (B. Pharm.) or its equivalent from a recognized institution. Must have completed one year Internship and be registered by the National Pharmacy Council of Tanzania.

#### **3.14.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

### **3.15 PHYSIOTHERAPIST II - 1 POST**

#### **3.15.1 DUTIES AND RESPONSIBILITIES**

- i. Assess and treat patient through physiotherapy techniques..
- ii. Keep and maintain patient's records.
- iii. Ensure proper up-keep of equipment in the Unit.
- iv. Treat patients through physiotherapy techniques under the supervision of Senior Physiotherapist.
- v. Conduct health education programme to in patients and out patients.
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.15.2 QUALIFICATION AND EXPERIENCE**

Diploma in Physiotherapy from any recognized Institutions.

### **3.15.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.16 DENTAL SURGEON II – 1 POST**

### **3.16.1 DUTIES AND RESPONSIBILITIES**

- i. Conduct Oral Health education to in patients and out patients.
- ii. Attending emergency medical duties on Oral health.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations on Orthodontics.
- vi. Assisting senior physicians/surgeon at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.
- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Assist in conducting outreach programs.
- xiii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.16.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Dental Surgery (DDS) or its equivalent from a recognized Institution. Must be registered by the Tanganyika Medical Council as a Dental Surgeon with one year of internship.

### **3.16.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.17 MEDICAL SPECIALIST II (PHYSICIAN) - 1 POST**

### **3.17.1 DUTIES AND RESPONSIBILITIES**

- i. Attend emergency medical duties.
- ii. Carrying out ward rounds
- iii. Perform surgical duties.
- iv. Perform clinical duties in both private and public outpatient clinics.
- v. Carrying out researches in their respective medical fields.
- vi. Participate fully in morning clinical sessions, patients' presentation and journal clubs.
- vii. Teach and supervise medical doctors and students in clinical works and surgical procedures.
- viii. Participate in Medical Board.
- ix. Participate in outreach programs.
- x. Participate in preparation of budget of Medical Directorate.
- xi. Initiate, Create and plan strategies to improve his/her professional services.
- xii. Prepare Continuing Education Programs for Medical Personnel.
- xiii. Provide Medical legal advice.
- xiv. Carrying out administrative duties in his respective working area.

- xv. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.17.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Medicine (M.Med/PhD) in any Physician field. Must be full registered by the Medical Council of Tanganyika.

### **3.17.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.18 MEDICAL SPECIALIST II (OPHTHALMOLOGIST) - 1 POST**

### **3.18.1 DUTIES AND RESPONSIBILITIES**

- i. Attend emergency medical duties.
- ii. Carrying out ward rounds
- iii. Perform surgical duties.
- iv. Perform clinical duties in both private and public outpatient clinics.
- v. Carrying out researches in their respective medical fields.
- vi. Participate fully in morning clinical sessions, patients' presentation and journal clubs.
- vii. Teach and supervise medical doctors and students in clinical works and surgical procedures.
- viii. Participate in Medical Board.
- ix. Participate in outreach programs.
- x. Participate in preparation of budget of Medical Directorate.
- xi. Initiate, Create and plan strategies to improve his/her professional services.
- xii. Prepare Continuing Education Programs for Medical Personnel.
- xiii. Provide Medical legal advice.
- xiv. Carrying out administrative duties in his respective working area.
- xv. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.18.2 QUALIFICATION AND EXPERIENCE**

Master's Degree in Medicine (M.Med/PhD) in any Orthopedic Surgeon field. Must be full registered by the Medical Council of Tanganyika.

### **3.18.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.19 PHARMACEUTICAL ASSISTANT II - 1 POST**

### **3.19.1 DUTIES AND RESPONSIBILITIES**

- i. Dispense drugs as prescribed by a doctor
- ii. Order and preserve drugs/chemicals
- iii. Primary Health care Programmes
- iv. Keep various records of drugs and treatment instruments.
- v. Assist in procurement and maintaining adequate stock of drugs
- vi. Assist physicians, interns, nurses and patients on medications
- vii. Sort out and list drugs expiring within three months for the attention of Superior.
- viii. Performing any other duties related to his/her work as assigned by his/her Supervisor.



### **3.19.2 QUALIFICATION AND EXPERIENCE**

National Form IV examination certificate who have attended and passed a 2-year course in Pharmaceutical Assistant from a government recognized institution.

### **3.19.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.20 ORTHOTIST/PROTHETIST II - 1 POST**

### **3.20.1 DUTIES AND RESPONSIBILITIES**

- i. Make casts and taking measurement as instructed
- ii. Fabricate various related appliances.
- iii. Fit of patients under the supervision and modification of defective appliance with the guidance of superior staff.
- iv. Advice patients on how to use, maintain artificial limbs and body support devices and cleanliness knowledge of those appliances.
- v. Repair prostheses or Orthotics.
- vi. Prepare and ensure availability of materials required for making various appliances.
- vii. Assist in research work undertaken by Orthopedic Unit on artificial limbs and fabrication where necessary.
- viii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.20.2 QUALIFICATION AND EXPERIENCE**

Bachelor Degree in Orthotics/Prosthetics or its equivalent from a recognized Institution. Must be registered by the respective regulatory Board/Council.

### **3.20.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.21 PHARMACEUTICAL TECHNICIAN II - 1 POST**

### **3.21.1 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. Educating public/patients on proper use of medicines.
- v. Inspecting drugs and treatment instruments.
- vi. Providing information on reaction resulting from the use of medicine.
- vii. Preparing report on the use of drugs and treatment instruments in the Institute.
- viii. Keeping various records of drugs and treatment instruments.
- ix. Assisting in procurement and maintaining adequate stock of drugs
- x. Assisting physicians, interns, nurses and patients on medications
- xi. Sorting out and listing drugs expiring within three months for the attention of Superior.
- xii. Pharmaceutical compounding, dispensing and assisting the Pharmacists through drug store procedures.
- xiii. Maintain records and data for drugs produced
- xiv. Performing any other duties related to his/her work as assigned by his/her

Supervisor.

### **3.21.2 QUALIFICATION AND EXPERIENCE**

Diploma in Pharmacy from any recognized Institution. Must be registered by the National Pharmacy Board of Tanzania.

### **3.21.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.22 OCCUPATIONAL THERAPIST II - 1 POST**

### **3.22.1 DUTIES AND RESPONSIBILITIES**

- i. Plan and implement specific programmes for individuals needing Occupational Therapy.
- ii. Evaluate treatment and follow-up patients.
- iii. Prevent disability, promote independence and improve the quality of life of clients and their families.
- iv. Liaise with families, community groups and Institutions on disabled and provide available support as required.
- v. Take care of the occupational therapy facilities.
- vi. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.22.2 QUALIFICATION AND EXPERIENCE**

Diploma in Occupational Therapy from a recognized Institution, also recognized by the world Federation of Occupational Therapists.

### **3.22.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.23 MEDICAL DOCTOR II - 2 POST**

### **3.23.1 DUTIES AND RESPONSIBILITIES**

- i. Attend in and out patients.
- ii. Attend emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensure that prescribed instructions are carried out.
- v. Conduct minor operations.
- vi. Assist Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervise medical students and interns in clinical duties.
- ix. Ensure that patients are properly prepared for surgery.
- x. Participate fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participate in research activities.
- xii. Participate in outreach programs.
- xiii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.23.2 QUALIFICATION AND EXPERIENCE**

Doctor of Medicine (MD) degree or its equivalent from a recognized Institution. Must have completed one year Internship and be registered by the Medical Council of Tanganyika as a Medical Doctor.

### **3.23.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.24 ASSISTANT DENTAL OFFICER II - 1 POST**

### **3.24.1 DUTIES AND RESPONSIBILITIES**

- i. Dental work except crown and bridge, orthodontist and maxillofacial density.
- ii. Primary health care
- iii. Outreach Programmes
- iv. Teach in the health institutions.
- v. Removal of teeth
- vi. Dental checks and measurements
- vii. Procurements and care of Dental working tools and Dental workshop.
- viii. Dental prosthesis, partial dentures.
- ix. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.24.2 QUALIFICATION AND EXPERIENCE**

National Form IV examination certificate who have attended and passed a 3 years Diploma course in a Government recognized Institution.

### **3.24.3 REMUNERATION**

Attractive remuneration package in accordance with Government Salary Scale.

## **3.25 ENROLLED NURSE II - 5 POSTS**

### **3.25.1 DUTIES AND RESPONSIBILITIES**

- i. Take general nursing care of patients
- ii. Administer drugs and other treatments as prescribed by medical doctors
- iii. Collect data and prepare reports of his/her working performance.
- iv. Counsel patients.
- v. Educate patients on their health problems.
- vi. Take care of DDA
- vii. Performing any other duties related to his/her work as assigned by his/her Supervisor.

### **3.25.2 QUALIFICATION AND EXPERIENCE**

Ordinary Secondary School Education with a certificate in Enrolled Nursing course from a recognized Institution. Must be enrolled by the Tanzania Nurses and Midwifery Council.

## **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 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.*
  - xiii. Deadline for application is 13<sup>rd</sup> July, 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**