

**UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.EA.7/96/01/J/161**

**10<sup>th</sup> July, 2018**

**VACANCIES ANNOUNCEMENT**

(UCSAF), (TAA) (KCMC), (FCC), President's Office, Public Service Recruitment Secretariat invites qualified, competent, and motivated Tanzanians to fill **115** vacant posts as mentioned below;

**1.0 INTRODUCTION:**

**1.1 UNIVERSAL COMMUNICATIONS SERVICE ACCESS FUND (UCSAF).**

The Universal Communications Service Access Fund has been established under section 4 (1) of the Universal Communications Service Access Act No.11 of 2006, Cap 422, with the following objectives;-

- i. To ensure the availability of communication services in rural and urban under- served areas;
- ii. To promote the participation of the public and private sector in the provision of universal service in the rural and urban under-served areas;
- iii. To promote the socio-economic development of the rural and urban underserved areas;
- iv. To create a framework for an open and efficient access to and use of communication and service in production and availability of competitive market;
- v. To promote widespread provision of quality services at affordable rates and ensure that, rural and urban under-served areas have access to communication and information services at a reasonable and affordable prices ; and

- vi. To ensure availability of universal services by enhancing communications services access through private sector participation

## **1.2 HEAD OF MONITORING AND EVALUATION (RE-ADVERTISED)**

Appointed by : Board  
Reports to : Chief Executive Officer

## **1.3 DUTIES AND RESPONSIBILITIES**

- i. To head Monitoring and Evaluation Unit within the Fund;
- ii. To ensure quarterly reporting of performance information in accordance to the Fund's Strategic Plan and annual performance plan;
- iii. To ensure that all projects are monitored with relevant technical expertise to ensure the achievement of organizational objective and targets;
- iv. To ensure that the Fund's Monitoring and Evaluation Policy Framework is formulated, implemented and reviewed at relevant interval;
- v. To establish measurable outcomes from the organizational annual plans, strategic objectives and specific project or programme and carry-out periodic reviews at the agreed time intervals preferable quarterly, annually and or after project termination or commissioning ;
- vi. To establish an organizational data-capture and quality standard framework as the basis for data collection and ensure progressive monitoring against the agreed outcomes for the Fund's operations ;
- vii. To undertake qualitative and quantitative surveying that provides information in addition to that captured at operational units and departments as required;
- viii. To take responsibility for commissioning research and evaluation work from third parties when required, and to manage this relationship with such organisations, consultants or academic institutions to ensure that contracted assignments meets a set of pre-agreed objectives;

- ix. To perform other related duties incidental to the work described herein ; and
- x. To attend any other functions as assigned by the Chief Executive Officer.

#### **1.4 QUALIFICATION AND EXPERIENCE**

Master Management, Project Management, Finance, Economics, or its equivalent, He/She must possess first degree in ICT or Electrical Engineering,

At least eight (8) years of work experience, five of which must be in Senior Managerial position in a reputable institution of the calibre similar to the Fund. He/she must have a strong knowledge in the monitoring, evaluation and quality assurance.

#### **2.0 REMUNERATION**

Successful candidates will be offered attractive and competitive remuneration packages consistent with UCSAF remuneration policy.

#### **TANZANIA AIRPORTS AUTHORITY (TAA)**

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned Airports with a commercially oriented Management Style.

#### **2.1 ASSISTANT MARSHALLERS -7 POSTS**

Reports to: Airport Manager/Manager Operations

#### **2.2 DUTIES AND RESPONSIBILITIES**

- i. Inspecting and removing any obstacles which prevent the aircraft to maneuver on the apron;
- ii. Directing the Pilots where to park aircraft on the apron;
- iii. Ensuring that all working gears are in order;
- iv. Receiving flight information from air traffic controllers and disseminating the same to airport users like airline operators, information personnel and management;
- v. Collecting daily statistics on incoming and outgoing flight; and
- vi. Performing any other related duties assigned by supervisor.

## **2.3 QUALIFICATION AND EXPERIENCE**

Advanced Certificate of Secondary School Education with two principal passes in English, Mathematics, Geography or Physics subjects and should have computer knowledge. Knowledge of English, French or any other foreign language will be an added advantage.

## **2.4 SALARY GRADE TAA SCALE 3.**

## **2.0 ASSISTANT AIRPORT SECURITY OFFICER – 30 POSTS**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. Providing screening services to departing passengers and cargo;
- ii. Controlling movement of people, vehicles and animals in the protected areas;
- iii. Preventing and spotting any suspicions of theft and burglary at the airport;
- iv. Ensuring security of passengers, air crew/hostesses, flights and visitors at the airport;
- v. Ensuring that; all passengers adhere to security procedures before boarding or disembarking the plane/flight; and
- vi. Performing any other related duties assigned by the supervisor.

### **2.2 QUALIFICATION AND EXPERIENCE**

Form Four (IV) plus certificate in any of the following fields: Law, Business Administration, Public Administration or any Management related Certificate. Knowledge of English, French or any other international foreign language will be an added advantage. Applicant should have passed Military training through JKT and completed in year 2017 or 2018.

### **2.3 SALARY SCALE: TAA SCALE 3**

### **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 staffs 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.

### **3.0 MEDICAL SPECIALIST II – (10 POSTS)**

#### **3.1 DUTIES AND RESPONSIBILITIES:**

- i. Attending in and out-patients on clinical issues;
- ii. Assisting in teaching and supervising medical students;
- iii. Attending emergency medical duties;
- iv. Carrying out medical care to in and out-patients;
- v. Ensuring that prescribed instructions are carried out in  
Conducting major operations;
- vi. Assisting senior physicians/surgeons at operations;
- vii. Carrying out services 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 clinical sessions, patient presentations and journal clubs;
- xi. Participating in research activities; and
- xii. Performing any other duties as assigned by his/her Superior.

#### **3.2 QUALIFICATION AND EXPERIENCE:**

Doctor of Medicine and Master's Degree either in M. Med or M. Dent from any recognized University with working experience of 6 years in either Anaesthesia, Radiology, Dermatology, General Surgery, Ophthalmology, EMD, Orthopaedic & Trauma, Obstetrics & Gynaecology or Dental and must be registered with the Tanganyika Medical Council.

#### **3.3 REMUNERATION:**

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

### **4.0 MEDICAL DOCTOR II – (17 POSTS)**

#### **4.1 DUTIES AND RESPONSIBILITIES:**

- i. Perform Medical duties and all daily ward rounds with specialists on call and Prepare patients case notes;
- ii. Perform all investigations for patients;
- iii. Attend general outpatient clinics and emergency medical duties;
- iv. Prepare all patients for any surgery/procedure;
- v. Carryout post-operative follow ups;
- vi. Participate fully in clinical sessions, patient presentations and journal clubs;
- vii. Participating in Medical research; and
- viii. Performing any other duties as assigned by his/her Superior.

#### **4.2 QUALIFICATION AND EXPERIENCE:**

Doctor of Medicine (MD) Degree from any recognized institution with one (1) year of internship from any recognized University and must be registered with the Tanganyika Medical Council.

#### **4.3 REMUNERATION:**

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

### **5.0 DENTAL SURGEON II – (1 POST)**

#### **5.1 DUTIES AND RESPONSIBILITIES:**

- i. Attending and carrying in and out-patients Oral health care;
- ii. Attending Oral health emergencies;
- iii. Ensuring that prescribed instructions are carried out;
- iv. Prepare all patients for any surgery/procedure and assisting senior surgeons at Operations;
- v. Carryout post-operative follow ups and participating in major ward rounds;
- vi. Conducting minor operations on Orthodontics;
- vii. Participate fully in clinical sessions, patient presentations and journal clubs;
- viii. Conducting Oral Health education to in and out-patients;
- ix. Participating in Oral health research; and
- x. Performing any other duties as assigned by his/her Superior.

## **5.2 QUALIFICATION AND EXPERIENCE:**

Doctor of Dental Surgery (DDS) Degree from any recognized University with one (1) year of internship and must be registered with the Tanganyika Medical Council.

## **5.3 REMUNERATION:**

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

**TGHS E**

## **6.0 PHARMACIST II - (2 POSTS)**

### **6.1 DUTIES AND RESPONSIBILITIES:**

- i. Dispensing drugs as per prescriptions;
- ii. Compounding/Manufacturing medicines;
- iii. Assisting in procurement and maintaining adequate stock of drugs;
- iv. Compiling store records and prescriptions;
- v. Assisting physicians, interns, nurses and patients on medications;
- vi. Sorting out and listing drugs expiring by the method of FEFO for the attention of Senior Pharmacist; and
- vii. Performing any other duties as assigned by his/her Superior.

## **6.2 QUALIFICATION AND EXPERIENCE:**

Bachelor Degree in Pharmacy (B. Pharm.) from any recognized University with one (1) year of internship and must be registered with the Pharmacy Council of Tanzania.

## **6.3 REMUNERATION:**

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

**TGHS D**

## **7.0 HEALTH LABORATORY SCIENTIST II - (2 POSTS)**

### **7.1 DUTIES AND RESPONSIBILITIES:**

- i. Participate in research, consultancy and professional development program (PDP) activities in his/ her laboratory (department);
- ii. Teaching junior staff and students during practical's;
- iii. Ordering laboratory supplies (reagents & equipment);
- iv. Preparation and use of Standard Operating Procedures (SOP);
- v. Performing routine and other specialized tests;

- vi. Preparing and submit laboratory periodic reports and submit them as it will be recommended; and
- vii. Performing any other duties as assigned by his/her Superior.

## **7.2 QUALIFICATION AND EXPERIENCE:**

B.Sc. in Laboratory Science from a recognized University and must be registered in the register of Health Laboratory Practitioners Council as a Health Laboratory Scientist. Candidate with some years of working experience will have an added advantage.

## **7.3 REMUNERATION:**

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

**TGHS C**

## **8.0 HEALTH TECHNOLOGIST II (OPTOMETRY) – (1 POST)**

### **8.1 DUTIES AND RESPONSIBILITIES:**

- i. Performing visual analysis and counseling;
- ii. Writing and verifying optical prescriptions;
- iii. Regulating and adjusting all types of optical aids;
- iv. Providing primary education on the prevention of blindness to the community;
- v. Dispensing general optometry services;
- vi. Planning and implementing activities in the optical workshop;
- vii. Planning outreach services; and
- viii. Performing any other duties as assigned by his/her Superior.

### **8.2 QUALIFICATION AND EXPERIENCE:**

Diploma in Optometry technology in the related field from any recognized University/Institution and must be registered with the relevant Bodies.

### **8.3 REMUNERATION:**

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

**TGHS B**

## **9.0 HEALTH TECHNOLOGIST II (RADIOLOGY) – (3 POSTS)**

### **9.1 DUTIES AND RESPONSIBILITIES:**

- i. Diagnosing patients by using x-ray and ultra sound (i.e. abdomen & Obstetric);
- ii. Keeping and maintaining Radiology equipment;
- iii. Checking and certifying diagnostic quality of X-rays;
- iv. Storing of X-ray pictures until when they are delivered to the Doctors;



- v. Implementing on Radiology and Radiation activities;
- vi. Preparing, inspecting and supervising sterilization of equipment;
- vii. Preparing report of images and material usage; and
- viii. Performing any other duties as assigned by his/her Superior.

## **9.2 QUALIFICATION AND EXPERIENCE:**

Diploma in Radiology technology in the related field from any recognized University/Institution and must be registered with the relevant Bodies (MRIPC).

## **9.3 REMUNERATION:**

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

**TGHS B**

## **10.0 ASSISTANT TECHNOLOGIST – WHEELCHAIR (1 POST)**

### **10.1 DUTIES AND RESPONSIBILITIES:**

- i. Producing and connecting wheelchair appliances as instructed by supervisor;
- ii. Identifying and ordering raw materials for wheelchair production;
- iii. Renovating wheelchair;
- iv. Keeping and maintaining wheelchair statistics;
- v. Following up wheelchair users and keeping records on types of wheel chairs suitable to their environment; and
- vi. Performing any other duties as assigned by his/her Superior.

### **10.2 QUALIFICATION AND EXPERIENCE:**

Form Four (IV) with two (2) years Certificate in Wheelchair Technology from any recognized University/Institution.

### **10.3 REMUNERATION:**

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

**TGHS A**

## **11.0 ASSISTANT TECHNOLOGIST – DENTAL (1 POSTS)**

### **11.1 DUTIES AND RESPONSIBILITIES:**

- i. Receiving patients and recording;
- ii. Preparing examination room;

- iii. Maintaining Dental equipment; and
- iv. Performing any other duties as assigned by his/her Superior.

### **11.2 QUALIFICATION AND EXPERIENCE:**

Form Four (IV) with two (2) years Certificate in the related Technology from any recognized University/Institution.

### **11.3 REMUNERATION:**

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

## **12.0 OCCUPATIONAL THERAPIST II - (3 POSTS)**

### **.12.1 DUTIES AND RESPONSIBILITIES:**

- i. Treating patients through Occupational therapy techniques under the supervision of Senior Occupational therapist Officer;
- ii. Conducting health education programme to in patients and out patients;
- iii. keeping and maintaining patients records;
- iv. Ensuring proper up-keep of equipment in the department;
- v. Conducting training and awareness of primary and secondary prevention of Functional impairment of disabilities to paramedical staff and community (Patient relatives or centers, which services orphans); and
- vi. Performing any other duties as assigned by his/her Superior.

### **12.2 QUALIFICATION AND EXPERIENCE:**

Diploma in Occupational Therapy from any other recognized University/Institution

### **12.3 REMUNERATION:**

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

## **13.0 PHYSIOTHERAPIST II - (2 POSTS)**

### **13.1 DUTIES AND RESPONSIBILITIES:**

- i. Treating patients through Physiotherapy techniques under the supervision of Senior Physiotherapist Officer;
- ii. Conducting health education programme to in patients and out patients;

- iii. Keeping and maintaining patients records;
- iv. Ensuring proper up-keep of equipment in the department;
- v. Conducting training and awareness on prevention of disabilities to paramedical staff and community. (Patient relatives or centers, which services orphans); and
- vi. Performing any other duties as assigned by his/her Superior.

### **13.2 QUALIFICATION AND EXPERIENCE:**

A holder of Diploma in Physiotherapy from any other recognized University/Institution

### **13.3 REMUNERATION:**

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

**TGHS B**

### **14.0 ASSISTANT NURSING OFFICER II – (15 POSTS)**

#### **14.1 DUTIES AND RESPONSIBILITIES:**

- i. Delivering high quality nursing care to patients;
- ii. Organizing and assisting clients and relatives towards patients' well-being;
- iii. Creating and maintaining harmonious working environment to all personnel;
- iv. Liaising with staff in other disciplines who are contributing towards promoting well-being of the patients;
- v. Involving patients and relatives in care and rehabilitation;
- vi. Keeping and maintaining up-to date inventory and report any loss or damage promptly;
- vii. Keeping records of all staff and leave schedule for all nursing staff in her unit;
- viii. Planning and conducting ward rounds and carry out all instructions thereafter;
- ix. Ordering and keeping proper records of DDA and other drugs to check on validity and expiry date for each drug;
- x. Assisting staff in practicing new trends of nursing care and participating in Research;
- xi. Demonstrating an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients;
- xii. Keeping abreast with new knowledge and skills through self-development and Participation in various scientific activities; and

xiii. Performing any other duties as assigned by his/her Superior.

#### **14.2 QUALIFICATION AND EXPERIENCE:**

Diploma in Nursing from any recognized University/Institution and registered with the Nurses and Midwifery Council of Tanzania plus a valid license to practice.

#### **14.3 REMUNERATION:**

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

#### **15.0 NURSE II – (15 POSTS)**

##### **15.1 DUTIES AND RESPONSIBILITIES:**

- i. Delivering quality health care to patients;
- ii. Creating and maintaining harmonious working environment to all personnel;
- iii. Liaising with staff in other disciplines who are contribution towards promoting well-being of patients;
- iv. Involving patients and relatives in care and rehabilitation;
- v. Keeping and maintain inventory and reporting any loss or damage promptly;
- vi. Assisting in ward rounds and carrying out all instructions thereafter;
- vii. Demonstrating an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients;
- viii. Keeping abreast with new knowledge and skills through self-development and participation in various scientific activities; and
- ix. Performing any other duties as assigned by his/her Superior.

##### **15.2 QUALIFICATION AND EXPERIENCE:**

A holder of Two (2) years Certificate in Nursing from any recognized University/Institution and must be enrolled with the Nurses and Midwifery Council of Tanzania with a valid license to practice.

##### **15.3 REMUNERATION:**

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

#### **16.0 HEALTH SECRETARY II - (1 POST)**

##### **16.1 DUTIES AND RESPONSIBILITIES:**

- i. Preparing and compiling clinical and administrative reports;
- ii. Assisting in preparation of institution's budget;
- iii. Preparing staff seniority list;
- iv. Administering patients' welfare;
- v. Supervising resources and equipment;
- vi. Coordinating patient's referrals;
- vii. Assisting in preparation of institution's strategic plan; and
- viii. Performing any other duties as assigned by his/her Superior.

## **16.2 QUALIFICATION AND EXPERIENCE:**

Bachelor Degree in Health Services Management or Advanced Diploma in Health Administration qualifications from any recognized University/Institution.

## **16.3 REMUNERATION:**

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

## **17.0 ENVIRONMENTAL HEALTH OFFICER II - (1 POST)**

### **17.1 DUTIES AND RESPONSIBILITIES:**

- i. Treatment and prevention of any disease out-breaks and perform Vaccinations to travelers;
- ii. Combat and prevent all kinds of insects and wild animals from spreading Diseases;
- iii. Teach workers (technicians) in installation and management of water spare parts and general sanitation in the society;
- iv. Supervision in inspection of water and food taking samples for examinations and control hospital wastage;
- v. Supervision of farm fields and work stations to ensure hygiene and safety;
- vi. To collaborate with other sectors in identifying residential areas and suitable areas for small scale industries;
- vii. To supervise burials of un-identified corpses as well as those resulting from communicable diseases;
- viii. Collection, selection and usage of data regarding environmental and health issues and policies;
- ix. Preparation and submission of patients reports on weekly, monthly, quarterly and

- yearly to the respective authorities;
- x. Sorting and implementing of environmental health data from Wards and give feedback as well as aid;
  - xi. Educating society on ways and tactics of prevention of disease outbreaks in their daily life;
  - xii. To advice and supervise on better ways for the distribution of clean and safe Water as well as waste disposal;
  - xiii. To supervise the implementation of laws and by-laws concerning environmental Health;
  - xiv. Supervision and verification of proper inspection of food, water, chemicals, Industries at work places and in the society as a whole;
  - xv. Performing any other duties as assigned by his/her Superior.

#### **17.1 QUALIFICATION AND EXPERIENCE:**

Bachelor Degree in Health (Environmental and Insects) qualifications from any recognized University/Institution and must be registered with the relevant Bodies

#### **17.2 REMUNERATION:**

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

#### **TGHS C**

#### **FAIR COMPETITION COMMISSION (FCC)**

Fair competition Commission is an independent Government body established under Fair Competition Act, 2003 (No. 8 of 2003) to promote and protect effective competition in trade and commerce and protect consumer from unfair and misleading market conduct. The ultimate goal of the act is to increase efficiency in the production, distribution and supply of goods and services. The Fair Competition Commission (FCC) now invites applications from suitably qualified candidates to fill the post;

#### **1.0 ASSISTANT COUNTERFEIT SURVEILLANCE OFFICER II (2 POSTS)**

##### **1.1 DUTIES AND RESPONSIBILITIES**

- i. Tracing of counterfeits at any entry points, inland container Depots (ICDs), shops and godowns;
- ii. Collecting, collating, analyzing data from the field and compiling monthly, quarterly and annual reports;

- iii. Conducting raids in godowns, retails shops and private premises suspected to harbor counterfeits;
- iv. Inspecting premises or vehicles and any person suspected to harbor or manufacture counterfeits;
- v. Seizing, detaining, removing and storing any suspected counterfeit goods in designated places;
- vi. Taking sample for laboratory testing;
- vii. Performing any other duties as assigned by the head of department from time to time.

### **1.2 QUALIFICATION AND EXPERIENCE:**

- i. Diploma in law, Arts, Science or related field from any recognized institution.
- ii. Possession of computer knowledge is an added advantage.

### **1.3 REMUNERATION:**

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

### **FCCGSS 4**

### **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
- xiii. *Secretary,  
Presidents Office, Public Service Recruitment Secretariat,  
27 Bibi Titi Mohammed Road,  
P.O. Box 63100, Maktaba Complex,  
11102 Dar Es Salaam.*
- xiv. Deadline for application is **24<sup>th</sup> July, 2018** and;
- xv. Only short listed candidates will be informed on a date for interview;
- xvi. 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.**