

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/I/106

5th March, 2018

VACANCIES ANNOUNCEMENT

On behalf of the National Health Insurance Fund (NHIF) and Presidential Trust Fund (PTF), President's Office, Public Service Recruitment Secretariat invites qualified, dynamic, intelligent and result oriented Tanzanians with high integrity to fill 58 vacant posts mentioned below;

1.0 NATIONAL HEALTH INSURANCE FUND (NHIF)

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by Act of Parliament No.9 of 1999, to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to proving support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envision on becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

1.0.1 QUALITY ASSURANCE OFFICER III - 3 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. Conduct inspection and supportive supervisions of health facilities;
- ii. Deals with verification and checking of prescriptions;

- iii. Makes researches or market surveys with a view to establishing the actual costs for services, medicines, pharmaceutical items and other medical consumables;
- iv. Initiates accreditation processes for health facilities;
- v. Assists in addressing issues related to management of clinical cases or quality aspects;
- vi. Ensures that the National and Professional Standard Treatment Guidelines and the Fund's Policies, Regulations, Procedures and Standards are adhered to by services providers; and
- vii. Performs any other related duties as may be assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Degree in Clinical Medicine plus Certificate of Internship. An applicant must be registered with Medical Council of Tanganyika or Medical Council of Zanzibar and must have at least 1 year post internship experience.

1.0.4 COMPLIANCE AND FIELD OPERATIONS OFFICER III- 1 POST

1.0.5 DUTIES AND RESPONSIBILITIES

- i. Receives and compiles information on compliance;
- ii. Assist with employers' correspondences on various compliance issues such as outstanding statutory contributions, penalties etc;
- iii. Assist with collection statutory contributions and penalties from contributing employers;
- iv. Assist in making prompt responses to queries and complaints on compliance issues;
- v. Assists and supports Area and Zonal offices in responding to difficult queries, following up non-complying employers and in the

management and updating of contributions records and other related statistics;

- vi.** Prepares periodic reports on all compliance activities and submit the same to the immediate supervisor;
- vii.** Ensure employers' files are kept in order and in safe environment;
- viii.** Updates and maintains contribution registers;
- ix.** Assist in coordination of members and public education activities;
- x.** Assist in conducting corporate public education programmes on various issues/activities of the Fund;
- xi.** Assist in designing, overseeing production and distribution of educational materials;
- xii.** Participate in stakeholders' educational needs assessments; and
- xiii.** Performs other related duties as may be assigned by Supervisor from time to time.

1.0.6 QUALIFICATIONS AND EXPERIENCE

Fresh Graduate with a Degree in Social Science preferably in Insurance, Business Administration, Management, Social Security Administration or equivalent qualifications. Knowledge of computer applications required.

1.0.7 CLAIMS OFFICER III - 6 POSTS

1.0.8 DUTIES AND RESPONSIBILITIES

- i.** Receives and registers claims;
- ii.** Verification and analysis of claims received;
- iii.** Delivers or dispatches benefit reimbursement;
- iv.** Ensures that all files are kept in order;
- v.** Makes follow(s)-up on rejected claims;

- vi. Compiles information (inputs) for preparation of various reports regarding benefit issues; and
- vii. Performs any other related duties as may be assigned by supervisor.

1.0.9 QUALIFICATIONS AND EXPERIENCE

Degree in Social Sciences preferably in Insurance, Health Administration, Social Security Administration, Business Administration, Management or equivalent qualifications. Medical background such as Medicine, Pharmacy, and Nursing will be an added advantage.

1.0.10 ACCOUNTANT II -1 POST

1.0.11 DUTIES AND RESPONSIBILITIES (Depending on Section to be placed)

Accountant II– Expenditure

- i. Ensures that all payments are made in accordance with financial regulations and approved budget;
- ii. Maintains Zonal administrative imprest accounts and ensures timely refunds and replenishments;
- iii. Oversees the management of the petty cash account;
- iv. Oversees maintenance of the non-current assets register;
- v. Prepares financial statements;
- vi. Prepares periodic reports on the status of expenditure;
- vii. Administers and maintains non-current assets register;
- viii. Maintains subsidiary ledgers for staff loans;
- ix. Monitors imprest returns from Zonal offices and takes corrective actions whenever necessary;
- x. Maintains ledgers for imprest;

- xi. Monitor and control of salary advances;
- xii. Deals with all issues pertaining to replenishing funds at paying centres;
- xiii. Assists in the analysis and preparation of payments;
- xiv. Processes the payment of salaries, special allowances, terminal benefits, and such other staff emoluments;
- xv. Processes arrangements for statutory payments;
- xvi. Oversees the cash office and ensures that procedures regarding cash management are strictly adhered to;
- xvii. Assist in the analysis of claims and preparations of claims settlements;
- xviii. Processes settlement of claims;
- xix. Maintains claims ledgers;
- xx. Performs any other related duties as may be assigned by the immediate supervisor from time to time.

1.0.11.1 Accountant II - Revenue

- i. Overseas the receipting of contributions;
- ii. Makes follow-up with respect to the transfer of funds;
- iii. Processes the transfer of funds and maintains proper records of all such transactions;
- iv. Assists on all matters pertaining to contributions;
- v. Maintains proper books of accounts relating to contributions, Investments and other Income;
- vi. Prepares periodic reports on the status of Revenues; and
- vii. Performs any other related duties as may be assigned by the supervisor.

1.0.12 INTERNAL AUDITOR II – 2 POSTS

1.0.13 DUTIES AND RESPONSIBILITIES

- i. Participates in audit assignments of the Fund, including pre auditing of providers' claims and Board claims/payments;
- ii. Assists to inspect validity of vouchers, receipts, payments, cheque registers and their respective source documents;
- iii. Assists to check bank reconciliation statements;
- iv. Assists in auditing journals and other accounting entries;
- v. Participates in inspection of goods/stocks received and verifies stock records in the store;
- vi. Assists in performing all his day to day duties as stipulated and specified in the job description of that position;
- vii. Assists to review imprests retired, checking adherence to imprests regulations, validity of receipts (if any) and performing any other related clerical works; and
- viii. Performs any other related duties as may be assigned by his or her supervisor from time to time.

1.0.14 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Accounting, Business Administration, Commerce or other related equivalent qualifications with possession of CPA (T), ACCA, ACA or ACMA. Those with Procurement qualifications or Procurement Auditing experience are highly encourage to apply.

1.0.15 PROCUREMENT OFFICER II- 3 POSTS

1.0.16 DUTIES AND RESPONSIBILITIES

- i. Manages the Head Office stores to ensure that security is maintained and that user departments and units are supplied with store items in an efficient and effective manner;
- ii. Assists with tender documents and procedures for procurements;
- iii. Assists Zonal Offices maintain sound procurement systems and procedures for items that those offices handle on their own;
- iv. Performs such other relevant duties as may be assigned by the Supervisor.

1. 0. 17 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree holder in Materials Management or equivalent qualifications.

1.0.18 MEMBERSHIP OFFICER III - 10 POSTS

1.0.19 DUTIES AND RESPONSIBILITIES

- i. Assist with Correspondences with employees and employers on matters concerning enrollment, registration and membership;
- ii. Facilitates response to members enquires on matters related to their membership;
- iii. Assist with enrollments and registrations of members and issuance of IDs;
- iv. Assist with updating and maintenance of membership data;
- v. Assist in following-up of invalid members;

- vi. Facilitate preparations of various periodic reports on status of enrollment, registration and membership;
- vii. Performs other related duties as may be assigned by the supervisor.

1.0.20 QUALIFICATIONS AND EXPERIENCE

Fresh Graduate with a Degree in social sciences preferably in Insurance, Business Administration, Social Security Administration, Management, Statistics or equivalent qualifications. Knowledge in computer application is essential.

1.0.21 RECEPTIONIST– 1 POST

1.0.22 DUTIES AND RESPONSIBILITIES

- i. Makes and receives telephone calls for staff and transmits messages accordingly;
- ii. Screens telephone calls, takes and delivers messages promptly to the respective staff or department;
- iii. Keeps detailed and updated records of calls made through switchboard;
- iv. Ensures that private calls are not called unless under emergency situation;
- v. Screens visitors and directs them to the respective staff or department;
- vi. Ensures that all visitors at the reception are attended to promptly;
- vii. Maintains the reception in a neat and professional state at all times;

- viii. Keeps alert to any possible security risks (loiterers, mystery bags) and immediately inform the immediate supervisor on any suspicions;
- ix. Assists the Administrative Officer to ensure that telephone bills correspond to switchboard usage; and
- x. Performs any other related duties as may be assigned by the immediate supervisor

1.0.23 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma either in Secretarial Studies, Customer Care, Marketing or Administration from a recognized institution

1.0.24 DRIVER III - 9 POSTS

1.0.25 DUTIES AND RESPONSIBILITIES

- i. Drives Fund's motor vehicles;
- ii. Maintains vehicle's Log book;
- iii. Reports motor vehicles defects;
- iv. Provides technical advice regarding motor vehicle maintenance;
- v. Observes driving procedures, traffic rules and regulations;
- vi. Ensures the motor vehicle is in clean at all times; and
- vii. Performs other related duties as may be assigned by the supervisor

1.0.26 QUALIFICATIONS AND EXPERIENCE

At least a Certificate of Ordinary Secondary School Education (Form IV) with passes in English and Kiswahili. Valid Driving License (Class" C") with and at least 3 years of clean driving experience.

1.0.27 QUALITY ASSURANCE OFFICER - 18 POSTS (3 years contract)

1.0.28 DUTIES AND RESPONSIBILITIES

- i. Receiving and verifying all claim forms;
- ii. Processing, verification and checking of claims and prescriptions in ensuring adherence to stipulated standards;
- iii. Attending and addressing members enquiries and complaints;
- iv. Visiting and scrutinize all admitted patients in the facility;
- v. Collecting and approving patient over stay for admitted clients in respective facility;
- vi. Informing on any misconduct noted at respective facilities or any salient findings;
- vii. Advise the Fund on various issues related to improvement in claim processing, quality improvement and curbing fraud;
- viii. Preparing and submitting periodic work reports to the supervisor;
- ix. Performing necessary quality assurance activities at the facility; and
- x. Performing any other related duties as may be assigned by the supervisor.

1.0.29 QUALIFICATIONS AND EXPERIENCE

Degree in clinical Medicine from a recognized University or Institution, Licensed Medical Practitioner Certificate from Medical Council of Tanganyika or Medical Council of Zanzibar. Experience in working in tertiary hospital levels (Regional, Zonal and National) and other analyzed criteria in performing Quality assurance duties (claims management, health advocacy and information management). At least

two years working experience in clinical medicine and should be computer literate (MS Word and excel) and capable of utilizing approved Fund's electronic systems in claims management, approval of services and membership management

1.0.30 REMUNERATION

Attractive remuneration package in accordance with Fund's salary scale.

1.0.31 AGE LIMIT

All applicants must be below 36 years old.

1.0.32 WORK STATION

Applicants should be ready to work in any of NHIF offices in the Country

2.0 PRESIDENTIAL TRUST FUND (PTF)

The Presidential Trust Fund (PTF), for self-reliance was established in 1984. The objective of its existence is to eradicate poverty by creating employment on self-help basis and increase the incomes of the disadvantaged groups, women and youths in particular who constitute the largest active population in Tanzania. These activities are made possible through facilitation of financial services and technical support e.g. business skills and entrepreneurship training.

2.0.1 CREDIT OFFICER II - 2 POST (FIXED TERM CONTRACT)

2.0.2 DUTIES AND RESPONSIBILITIES

- i. Identifying potential client and Group formation;

- ii. Responsible for the review and approval of loans proposals of the PTF and to maintain a good balance between returns and risks exposure;
- iii. Prepare Daily, weekly and monthly report;
- iv. Process and facilitate the loan application process and keep client information and reports;
- v. Conduct client training (Pre-and post-loan training) in order to attain and maintain high quality portfolio;
- vi. Ensure high level of customer care and services;
- vii. Provide business advice to clients where necessary;
- viii. Perform any other duties as may be assigned by the branch Manager.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Degree or Advanced Diploma either in Accountancy, Economics or Business Administration from recognized university or institutions. An applicant must have knowledge and clear understanding of Policies, Laws, Regulations and Procedures governing the Microfinance Sector and experience in microfinance sectors will be an added advantage.

2.0.4 OPERATIONS OFFICER II- 1 POST (PERMANENT AND PENSIONABLE)

2.0.5 DUTIES AND RESPONSIBILITIES

- i. Responsible for the review and approval of loans proposals of the PTF and to maintain a good balance between returns and risks exposure;
- ii. Engage in the development, implementation, review and monitoring of various credit programs and providing training and coaching to continuously upgrade the competency of the team members;

- iii. Participate credit approvals to ensure high standard credit quality of the portfolio by using various credit assessment tools;
- iv. Engage in marketing and development of loan products
- v. Advise the Head of Operations in all matters relating to operations and credit; and
- vi. Performing any other duties as may be assigned by Management.

2.0.6 QUALIFICATIONS AND EXPERIENCE

Degree or advanced Diploma either in Accountancy, Economics or Business Administration from recognized university or Institutions. An applicant should have knowledge and clear understanding of Policies, Laws, Regulations and Procedures governing the Microfinance Sector and minimum two years of experience in microfinance sectors.

2.0.7 PROCUREMENT OFFICER II- 1 POST (PERMANENT AND PENSIONABLE)

2.0.8 DUTIES AND RESPONSIBILITIES

- i. Manage all procurement and disposal by tender activities
- ii. Support and implement decision of the Tender Board
- iii. Plan the procurement disposal by tender activities
- iv. Recommend procurement and disposal by tender procedures
- v. Check and prepare statements of requirements
- vi. Prepare tendering contracts and documents
- vii. Prepare monthly and other reports as may be required
- viii. Performing any other duties as may be assigned by Management

2.0.9 QUALIFICATIONS AND SPECIFICATIONS

- i. Degree or advanced Diploma in Procurement and Supply from recognized institution

- ii. Knowledge and clear understanding of Public Procurement Act, 2011 and Regulations, 2013.
- iii. Minimum two years of experience in Procurement Management

2.0.10 AGE LIMIT

All applicants must be not more than 45 years of age

GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate
- iv. Applicants who will attach copies of the following certificates will strictly not be accepted;
 - Form IV and form VI results slips
 - Testimonials and all Partial transcripts
- v. Applicants employed in the Public Service should route their application letters through their respective employers;
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;

- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- ix. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A signed application letter should be written either in Swahili or English and Addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O.Box 63100, Maktaba Complex, 11102 Dar Es Salaam.**
- xii. Deadline for application is **19th March 2018** and;
- xiii. Only short listed candidates will be informed on a date for interview.
- xiv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address can also be found at PSRS Website, Click 'Recruitment Portal')

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT.**