

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/145

22nd January, 2020

VACANCIES ANNOUNCEMENT

1.0 Public Service Recruitment Secretariat (**PSRS**) on behalf of Sokoine University of Agriculture (**SUA**), College of Business Education (**CBE**), Occupational Safety and Health Authority (**OSHA**), Tanzania Coffee Board (**TCB**), Kilimanjaro Christian Medical Centre (**KCMC**), Institute of Social Work (**ISW**) and Tanzania Broadcasting Corporation (**TBC**) East Africa Statistical Training Centre (**EASTC**), Muhimbili University of Health and Allied Sciences (**MUHAS**), National Health Insurance Fund (**NHIF**), Institute of Finance Management (**IFM**), Centre for Agricultural Mechanization and Rural Technology (**CAMARTEC**), DAR ES SALAAM MARITIME INSTITUTE(**DMI**) invites qualified Tanzanians to fill (**76**) vacant posts as mentioned hereunder.

2.0 SOKOINE UNIVERSITY OF AGRICULTURE (SUA)

Sokoine University of Agriculture (SUA) is a Public University based in Morogoro Tanzania. The university is located on the slopes of the Uluguru Mountains. SUA is best known for offering courses and programmes widely in a field of Agriculture, Veterinary Science, Forestry, Animal Science, Wildlife Management, Tourism Management, Environmental Science, Food Science, Natural Resources, Nutrition, Rural Development, since its establishment. Sokoine University of Agriculture was first established on the 1st July, 1984 by Parliamentary Act No. 14 of 1984 through the amendment of Parliamentary Act No 6

of the same year. Following repealing of the Act, the university is now operating through the Sokoine University of Agriculture Charter, 2007 through the broad framework of the Universities Act, 2005.

1.1 LABORATORY ASSISTANT III (VETERINARY ANATOMY AND PATHOLOGY 1 POSTS)

1.2 DEPARTMENT OF VETERINARY ANATOMY AND PATHOLOGY

1.3 DUTY STATION: MAIN CAMPUS MOROGORO

1.4 DUTIES & RESPOSIBILITIES

- i. Opening carcasses and assist in performing Post-mortem;
- ii. Collecting post-mortem samples (autopsy) and process for future use;
- iii. Assisting student in Post-Mortem according to guidelines;
- iv. Collecting various samples for teaching e.g. blood, urine and tissue;
- v. Performing embalming for teaching animals;
- vi. Performing tissue processing for histology and histopathology;
- vii. Arranging microscopes and assist students during histology practical; and
- viii. Performing any other related duties as may be assigned.

1.5 QUALIFICATION AND EXPERIENCE

Certificate in Laboratory Technology or related qualifications from a recognized Institution with a minimum of 3 years working experience in related field. Computer Literacy is an added advantage.

3.0 LABORATORY ASSISTANT III (SOIL AND GEOLOGICAL - 1 POST)

3.1 DEPARTMENT OF SOIL AND GEOLOGICAL SCIENCES

3.2 DUTY STATION: MAIN CAMPUS MOROGORO

3.3 DUTIES & RESPOSIBILITIES

- i. Assisting in conducting laboratory analyses for soil, water, plant, fertilizer, manure and microbial analyses;
- ii. Ensuring clean and safe laboratory work place;

- iii. Sample preparations (water, segment, soils, plant and other samples) and preservation for laboratory analyses;
- iv. Ensuring adherence to all Laboratory Standard Operating Procedures and rules/regulations;
- v. Assisting monitoring inventories of laboratory chemicals and other consumables;
- vi. Assisting in maintenance and monitoring schedules and ensure proper and updated laboratory document control and record keeping, including laboratory log sheets;
- vii. Ensuring proper management and use of laboratory equipment and tools and report any defects to the Laboratory Supervisor; and
- viii. Performing any other related duties as may be assigned.

3.4 Other Competencies:

- a) Effective communication skills in written and spoken English;
- b) Excellent planning, organizing skills, with ability to manage multiple responsibilities; and
- c) Self-discipline to achieve tasks on time with minimal supervision

3.5 QUALIFICATION AND EXPERIENCE

Certificate in Laboratory Technology or its Equivalent from a recognized Institution with a minimum of 3 years working experience in related field.

3.6 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

4.0 FIELD OFFICER III (1 POST)

4.1 DEPARTMENT OF VETERINARY MEDICINE AND PUBLIC HEALTH

4.2 DUTY STATION: MAIN CAMPUS MOROGORO

4.3 DUTIES & RESPOSIBILITIES

- i. Collecting and preserving of various samples for practical teaching;
- ii. Performing sample processing for practical teaching;

- iii. Preparing and coordinating practical teachings in the Department;
- iv. Assisting students in clinical examination of patients during practical training;
- v. Assisting instructors in searching for sick animals for practical teaching and examinations;
- vi. Assisting instructors in preparation of specimens for practical examinations; and
- vii. Performing any other related duties as may be assigned.

4.4 QUALIFICATION AND EXPERIENCE

Diploma in Animal Health and Production or its Equivalent from any recognized Institution with a minimum of 3 years working experience in related field.

4.5 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

5.0 NURSING OFFICER III (1 POST)

5.1 HEALTH SERVICES DEPARTMENT

5.2 DUTY STATION: MAIN CAMPUS MOROGORO

5.3 DUTIES & RESPOSIBILITIES

- i. Supervising and coordinating all nursing activities;
- ii. Providing Reproductive and Child health services;
- iii. Supervising junior staff;
- iv. Implementing Primary health Care programmes;
- v. Cleaning and sterilizing equipments as per IPC guidelines;
- vi. working together and advising other medical practitioners on patients treatment;
- vii. Collecting, analyzing health related data and providing report;
- viii. Maintaining hospital working tools; and
- ix. Performing any other related duties as may be assigned.

5.4 QUALIFICATION AND EXPERIENCE

Diploma in Nursing or its Equivalent from any recognized Institution with a minimum of 3 years working experience in related field. Applicants with Special Training in Anesthesia (Anesthetic course) will have an added advantage.

5.5 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

6.0 TRAINED NURSE MIDWIFE III (2 POSTS)

6.1 DUTY STATION: MAIN CAMPUS MOROGORO

6.2 DUTIES & RESPOSIBILITIES

- i. Supporting in providing nursing care of patients, maternal mothers and their children;
- ii. Assisting in administering drugs and treatment as prescribed by the Medical Practitioner;
- iii. Providing reproductive and child care services;
- iv. Providing vaccination and sanitation services;
- v. Monitoring of pregnancy development; and
- vi. Performing any other related duties as may be assigned.

6.3 QUALIFICATION AND EXPERIENCE

Certificate in Nursing and Midwife from any recognized Institution with a minimum of 3 years working experience in related field. Applicants with Special Training in Anesthesia (Anesthetic course) will have an added advantage.

6.4 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

7.0 NURSING ASSISTANT III (1 POST)

7.1 DUTY STATION: MAIN CAMPUS MOROGORO

7.2 DUTIES & RESPOSIBILITIES

- i. Conducting general cleanliness of hospital premises;
- ii. Cleaning of patients' and hospital clothes;
- iii. Assisting in Cleaning and sterilization of equipment's;
- iv. Collecting, storing and disposing hospital wastes;
- v. Assisting other medical practitioners in providing care to patients;
- vi. Assisting in arranging medicines and equipment's; and
- vii. Performing any other related duties as may be assigned.

7.3 QUALIFICATION AND EXPERIENCE

Certificate in Nursing Assistant or its Equivalent from any recognized Institution with a minimum of 3 years working experience in related field.

7.4 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

8.0 MEDICAL ATTENDANT III (1 POST)

8.1 DUTY STATION: MAIN CAMPUS MOROGORO

8.2 DUTIES & RESPOSIBILITIES

- i. Cleaning internal and external Hospital premises;
- ii. Cleaning of patients' and hospital clothes ;
- iii. Collecting, storing and disposing hospital wastes;
- iv. Assisting in arranging medicines and equipment's;
- v. Assisting in preparation of staff and patients food;
- vi. Cleaning of staff offices; and
- vii. Performing any other related duties as may be assigned.

8.3 QUALIFICATION AND EXPERIENCE

Possession of a Secondary School certificate .Those who have attended Laundry Course or related from any recognized Institution with a minimum of 3 years working experience in related field will have an added advantage.

8.4 REMUNERATION:

As per Treasury Registrar's Circular No. 7 of 2015 which is applicable at the moment.

9.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education (CBE) was established by Act of Parliament, No. 31 of 1965. It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Legal and Industrial Metrology, ICT, General Management and other business related disciplines.

9.1 ASSISTANT LECTURER (MARKETING) - 1 Post

9.2 DUTIES AND RESPONSIBILITIES

- i. Teaches up to NTA Level 8;
- ii. Prepares learning resources for tutorial exercises;
- iii. Conducts research, seminars and case studies;
- iv. Carries out consultancy and community services under supervision;
- v. Supervises students projects;
- vi. Prepares teaching manual; and
- vii. Perform any other duties as assigned by supervisor.

9.3 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Business Administration with Specialization in either Marketing, Marketing Management, International Business with a GPA of 4.0 or an average of B+, and should have a minimum GPA 3.8 at undergraduate level either in the field of Marketing, Commerce with Specialization in Marketing or Business Administration with Specialization in Marketing.

9.4 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015.

9.5 WARDEN II - 1 Post

9.6 DUTIES AND RESPONSIBILITIES

- i. Overall in-charge of cleanliness of the College Hostels, Classrooms and Compounds;
- ii. Coordinates students' cultural, recreational and sports activities;
- iii. Takes care of students' welfare; and
- iv. Perform any other relevant duties which may be assigned by supervisor.

9.7 QUALIFICATIONS AND EXPERIENCE:

Bachelor Degree/Advanced Diploma either in Education Psychology, Social Welfare or Community Development.

9.8 REMUNERATION

As per Treasury Registrar's salaries Circular No 8 of 2015

10.0 OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)

Occupational Safety and Health Authority (OSHA) is a Government Executive Agency established under the Executive Agencies act No. 30 of 1997. Its main function is to promote a good, sound and a health working environment by enforcing the occupational Safety and Health Act. No. 5 of 2003 through inspection of work places to detect hazards which can affect the health of workers, conducting medical examination to workers, providing education and conducting training in Occupational Safety and Health. The ultimate goal is to have health workers at a healthy work environment so as to increase productivity in order to achieve the compact objectives.

10.1 PLANT INSPECTOR II (1 POST)

10.2 DUTIES AND RESPONSIBILITIES

- i. Carry out work place inspections and keep records;
- ii. Conduct plant safety risk assessment;
- iii. Compile and prepare monthly and annual reports;
- iv. Planning and implementing specific plant and safety programmes for both workers and management;
- v. Conduct orientation and induction courses to new employees;
- vi. Providing plant safety consultancy services;
- vii. Carry out accidents investigations and recommend control measures;
- viii. Provide input for plant surveys and researches;
- ix. Provide inputs for Business plan, Strategic plan, ergonomics issues;
- x. Prepare articles on ergonomics;
- xi. Attend meetings/seminars/symposia on ergonomics;
- xii. Provide input to Public Relations Office on plant safety issues to be delivered to media, Government agencies, workers and management;
- xiii. Interpret scientific data collected during investigations and recommend appropriate control methods;

- xiv. Conduct follow up inspections to ensure corrective measures have been implemented;
- xv. Scrutinize and approve drawings and plans for plants;
- xvi. Review documents from stakeholders;
- xvii. Carry out annual plant safety compliance;
- xviii. Recognize, evaluate and control workplace mechanical hazards;
- xix. Review existing and current Occupational safety and health literature;
- xx. Collect and prepare appropriate documentation of data and information for the scope of investigation, findings, conclusions and recommendations;
- xxi. Prepare citations, propose penalties, and determine abatement schedule for identified violations;
- xxii. Participate in the court proceedings on ergonomics matters; and
- xxiii. Performing any other duties as may be assigned by the Head (Plant safety).

10.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Mechanical Engineering or related qualification from a recognized Institution.

10.4 Salary Scale: OSHA-Scale 6.1

11.0 THE TANZANIA COFFEE BOARD (TCB)

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

11.1 LIQUORER GRADE II (1 POST)

11.2 DUTIES AND RESPONSIBILITIES;

- i. Carries out coffee roasting outturns and pre-auction cupping preparations;
- ii. Safe keeps and updates liquoring files of catalogues;
- iii. Assists in writing bulking instructions and dispatches them to factories;
- iv. Conducts pre-auction inspections and draws auction samples from curing factories;
- v. Assists in liquoring and classification of coffee from factories;
- vi. Carries out coffee roasting outturns and pre-auction cupping preparations;

- vii. Safe keeps and updates liquoring files of catalogues;
- viii. Writes bulking and classification reports; and
- ix. Performs any other duties as may be assigned by Supervisor.

11.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form Four Certificate with passes in English, Biology and Chemistry with at least a Basic Certificate in Biochemistry from a recognized institution.

11.4 SALARY SCALE: CBGS 1

12.0 KILIMANJARO CHRISITIAN MEDICAL CENTRE

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 15 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the centre every day. Over 1000 staff are employed at the centre. As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

12.1 ASSISTANT NURSING OFFICER II – (7 POSITIONS)

12.2 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;
- xiii. Participation in various scientific activities; and
- xiv. Performing any other duties as assigned by his/her Superior.

12.3 QUALIFICATION AND EXPERIENCE:

Diploma in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid license to practice.

12.4 REMUNERATION:

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

12.5 NURSING OFFICER II – (1 POSITION)

12.6 DUTIES AND RESPONSIBILITIES:

- i. Providing health education to patients and relatives;
- ii. Communicating effectively internally and externally;
- iii. Ensuring that prescribed instructions are carried out;
- iv. Setting and communicating standards of nursing care to the ward/department which are in line with hospital policies;
- v. Teaching nurse students and other health cadres;
- vi. Visiting patients in their homes and providing advice in primary health care;
- vii. Applying the integrated hospital management information system in all activities;
- viii. Ensuring that the prescribed in-patients and out-patients treatment manuals and procedures are adhered to;
- ix. Carrying out supervision of other staff;

- x. Verifying patient's costing and pricing information sheet provided by the Finance Department;
- xi. Maintaining hospital inventory;
- xii. Monitoring usage of consumables, ensuring no wastage or pilferage;
- xiii. Documenting a daily, weekly and monthly patients' progress reports;
- xiv. Maintaining a harmonious working environment among all Staff and Students ;
- xv. Maintaining high standards of discipline and code of nursing ethics and be a role model; and
- xvi. Performing any other duties as assigned by his/her Superior.

12.7 QUALIFICATION AND EXPERIENCE:

Bachelor of Science in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid license to practice.

12.8 Remuneration:

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

13.0 MEDICAL SPECIALIST II – (1 POSITION)

13.1 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;
- vi. Conducting major operations;
- vii. Assisting senior physicians/surgeons at operations;
- viii. Carrying out services and participating in major ward rounds;
- ix. Supervising medical students and interns in clinical duties;
- x. Ensuring that patients are properly prepared for surgery;
- xi. Participating fully in clinical sessions, patient presentations and journal clubs;

- xii. Participating in research activities; and
- xiii. Performing any other duties as assigned by his/her Superior.

13.2 QUALIFICATION AND EXPERIENCE:

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

13.3 REMUNERATION:

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

14.0 PERSONAL SECRETARY III (1 POSITION)

14.1 DUTIES AND RESPONSIBILITIES:

- i. Typing confidential and open letter;
- ii. Taking care of all office facilities under custody;
- iii. Answering correspondences involving routine matters;
- iv. Checking office registers to ensure that they are well maintained;
- v. Receiving and directing visitors;
- vi. Keeping minutes/records of meetings;
- vii. Taking dictations by shorthand;
- viii. Receiving, sorting and file mails;
- ix. Initiating and maintaining own file system;
- x. Preparing agendas and making arrangements for various meetings;
- xi. Receiving files, distributing to officers and collect them back to the registry after their use;
- xii. Tracing files, circulars and any other things requested by his/her superior or office use;
and
- xiii. Performing any other duties as assigned by his/her Superior.

14.2 QUALIFICATION AND EXPERIENCE:

A holder of Ordinary/Advanced Secondary education certificate. Must have attended Secretarial course and passed stage III exams from any recognized College. Also must have 80wpm in both Shorthand with literacy in computer programs such as Windows, Microsoft Office, Internet, E-Mail, and Publisher.

14.3 REMUNERATION:

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

15.0 PHYSIOTHERAPIST ASSISTANT (1 POST)

15.1 DUTIES AND RESPONSIBILITIES:

- i. Receiving and preparing patients on the area of physiotherapy;
- ii. Preparing a room/space for patients treatment;
- iii. Establishing patients' records before start receiving treatment;
- iv. Offering physiotherapy treatment under the guidance of the physiotherapist such as aerobics/movement;
- v. Supervising patients who are in physiotherapy treatment;
- vi. Keeping patients' records regarding physiotherapy treatment and its respect results;
- vii. Calibrating and training patients on how to use simple medical equipments such as walking sticks for the desired outcome;
- viii. Making follow-up on wheel chairs, keeping records on patients locations and the type of moving aids they use; and
- ix. Performing any other duties as assigned by his/her Superior.

15.2 QUALIFICATION AND EXPERIENCE:

Ordinary Secondary education with a certificate in Physiotherapy from any recognized institution.

15.3 REMUNERATION:

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

16.0 HEALTH ASSISTANT (2 POSITIONS)

16.1 DUTIES AND RESPONSIBILITIES:

- i. Answerable to the in-charge of respective area/ward;
- ii. Providing basic health education to inpatients and relatives in the ward;
- iii. Inspecting the hospital clinical areas;
- iv. Participating in receiving and giving report;
- v. Participate in bed making and giving report;
- vi. Responsible for all types of cleanliness in the respective working area/ward;
- vii. Responsible for collecting patients food and assist in serving patients meals;
- viii. Responsible for sending specimens to laboratory, sending and collecting patients from X- ray etc;
- ix. Convey messages from place to place as may be requested;
- x. Assist in various procedures in the ward as may requested;
- xi. Assist patients during toilet rounds and make sure all bedpans sputum mugs and urinals are scrupulously clean;
- xii. Respond to patients calls, assist them and ask for assistance in activities beyond her capabilities;
- xiii. Be observant and report anything abnormal about patients or equipment or any change in the particular setting;
- xiv. Collecting and sending linen to laundry; and
- xv. Performing any other duties as assigned by his/her Superior.

16.2 QUALIFICATION AND EXPERIENCE:

Pre-Nursing Certificate from recognized College and must have at least three (3) years working experience in the related field.

16.3 REMUNERATION:

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

A

17.0 NURSE II – (3 POSITIONS)

17.1 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.

17.2 QUALIFICATION AND EXPERIENCE:

Two (2) years Certificate in Nursing from any recognized College. Must be enrolled with the Nurses and Midwifery Council of Tanzania with a valid license to practice.

17.3 REMUNERATION:

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

18.0 HEALTH LABORATORY SCIENTIFIC OFFICER II - (1 POSITION)

18.1 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.

18.2 QUALIFICATION AND EXPERIENCE:

Bachelor of Science 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.

18.3 REMUNERATION:

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

19.0 HUMAN RESOURCES OFFICER II - (1 POSITION)

19.1 DUTIES AND RESPONSIBILITIES:

- viii. Collecting, keeping and updating personnel data and information;
- ix. Examining and scrutinizing staff claims for submission to the administration for action;
- x. Assisting in establishment of manpower and skill needs at all levels of Departments/sections, considering all current operations and programmed Expansion;
- xi. Assisting in the implementation of changes in Human Resources policies introduced by the Management;
- xii. Processing disciplinary procedures of operational staff;
- xiii. Assisting in preparation of manpower development plan;
- xiv. Compiling monthly reports and preparation of staff meetings;
- xv. Assisting in the administration of annual performance appraisal for all staff;
- xvi. Planning and estimating training materials in collaboration with training Institutions;
- xvii. Interpreting and implementation of Schemes of Service;
- xviii. Preparing annual staff development programmes; and
- xix. Performing any other duties as assigned by his/her Superior.

19.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelors Degree or Advanced Diploma in Human Resources Management/Public Administration/Business Administration /Sociology/Manpower planning or its equivalent from any recognized institution. Must have computer skills

19.3 REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGS.D**

20.0 TECHNICIAN II (WELDING) - (1 POSITION)

20.1 DUTIES AND RESPONSIBILITIES:

- i. Carrying out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- ii. Carrying out cleaning of machines, equipment and working environment;
- iii. Assisting Technicians and Engineers in repairing of non biomedical and carrying out engineering related activities;
- iv. Observing safety precautions to personnel, tools, instruments and equipment;
- v. Attending emergency work on time;
- vi. Recording and monitoring timely the performance of machines, installations, buildings and other equipment's using CHECK LISTS and ensure economical and correct use of the Institution equipments;
- vii. Assisting in recording inventory of related working equipment/tools; and
- viii. Performing any other related duties as assigned by his/her superior.

20.2 QUALIFICATION AND EXPERIENCE

Holder of an Ordinary/advance Secondary School Certificate, with Trade Test III or II in the related field from any recognized institution.

20.3 REMUNERATION:

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

21.0 INSTITUTE OF SOCIAL WORK (ISW)

The Institute of Social Work (**ISW**) was established by an Act of Parliament No. 26 of 1973 and subsequently amended by the Written Laws (Miscellaneous Amendment) Act No.3 of 2002.

VISION” To become the best provider of high quality training, research and consultancy services built around the Institute’s core competencies, which are responsive to societal and global needs.”

MISSION, To continuously transform individuals and community’s life by conducting high quality training programmes, research and consultancies that lead to socio-economic development of the country.

22.0 TUTORIAL ASSISTANT -LABOUR STUDIES (1POST)

22.1 DUTIES AND RESPONSIBILITIES:

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision,
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other duties as assigned by supervisor.

22.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Labour Studies/Industrial Relations, Industrial Sociology or Equivalent Field (NTA Level 8 with GPA 3.5 and above).

22.3 SALARY SCALE: PHTS 1

23.0 TANZANIA BROADCASTING CORPORATION

The Tanzania Broadcasting Corporation (TBC) is a Public Service Broadcaster established by Government Order in 2007 and became operational on the 1st of July 2007 replacing the then Tanzania Broadcasting Services – Taasisi ya Utangazaji Tanzania (TUT). TUT was

established in the year 2002 pursuant to Public Corporation Act No 2 of 1992, Government Notice No 23 of 14th June 2002. Its formation was a result of a merger of Radio Tanzania Dar es Salaam (RTD) which was established in 1972 and Televisheni ya Taifa (TVT) which was established in 1999.

23.1 JOURNALIST II: (2 POSTS)

23.2 DUTIES AND RESPONSIBILITIES:

- i. To gather and write news for radio, television and online platforms;
- ii. To write scripts and continuities for radio and television programmes;
- iii. To collect, report and comment on news and current affairs for radio, television or online media;
- iv. To attend press conferences, conduct interviews and report for radio, television or online media;
- v. To write editorials, articles and other materials for broadcasting on radio or television;
- vi. To host current affairs programmes on any subject of public interest;
- vii. To carryout investigative journalism on any issue of public or national interest,
- viii. To carryout research, cross check, verify information essential for commentaries during live events;
- ix. To provide professional and technical support to other junior reporters/journalists; and
- x. To perform any other related duties as may be assigned by Editors.

23.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Journalism or Mass Communication from a recognized Institution. Knowledge and skills in convergence computer, graphics, photography, photo-editing, video shooting and editing are essential.

23.4 SALARY SCALE : PGSS 6

24.0 ACCOUNTS OFFICER II – (1 POST)

24.1 DUTIES AND RESPONSIBILITIES:

- i. To write cash books;
- ii. To prepare bank reconciliation;

- iii. To prepare payroll;
- iv. To examine invoices;
- v. To prepare payment vouchers;
- vi. To post ledger entries;
- vii. To prepare accounts up to Trial Balance;
- viii. To maintain fixed assets register and ensure that it is up to date; and
- ix. To perform any other related duties as may be assigned by supervisor.

24.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Accountancy, B. Commerce (Accounting) or its equivalent from recognized Institution. Computer skills are essential.

24.3 SALARY SCALE: PGSS 6

25.0 RECORDS MANAGEMENT ASSISTANT II – (1 POST)

25.1 DUTIES AND RESPONSIBILITIES:

- i. To receive files, deliver to the appropriate officer and collect and returns them to registry;
- ii. To open relevant files according to record keeping regulations;
- iii. To keep record of movement of files according to laid down procedures;
- iv. To trace, locate and retrieve files when needed by officers;
- v. To receive and register all official documents brought in the registry;
- vi. To arrange documents and files in ranking or cabinets in the registry;
- vii. To file documents in the appropriate files;
- viii. To record and arrange efficient and timely dispatch of all correspondences; and
- ix. To perform any other related duties as may be assigned by the supervisor.

25.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Records Management or its equivalent from a recognized Institution plus Certificate of Secondary Education (CSE) / Advanced Certificate of Secondary Education Examination (ACSEE) with pass in Kiswahili and English language. Computer skills are essential.

25.3 SALARY SCALE: PGSS 3

26.0 PROCUREMENT AND SUPPLIES OFFICER II - (2 POSTS)

26.1 DUTIES AND RESPONSIBILITIES:

- i. To provide support in placing orders for goods requested by user departments;
- ii. To inspect goods supplied to ascertain conformity to approved standards specifications and quality;
- iii. To follow up overdue orders;
- iv. To prepare monthly, quarterly, mid-year and annual stock report;
- v. To clear goods imported by the Corporation;
- vi. To perform any other related duties as may be assigned by the supervisor.

26.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in Materials Management or its equivalent from a recognised Institution and registered with Procurement and Supplies Professionals and Technicians Board (PSPTB). Computer skills are essential.

26.3 SALARY SCALE: PGSS 6

27.0 EAST AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no. 28 of 1994 enacted by the Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user member States to produce the statistical data necessary for the assessment, planning and development of the people and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandatory as given by Act no, 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of planning and Economic Affairs, enabled the

Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions.

28.0 LECTURER – (1 POST)

28.1 DUTIES AND RESPONSIBILITIES:

- i. Teach NTA level 8 for Master's degree holders and up to NTA level 9 for PhD holders;
- ii. Guide and supervise students in building up their practical and research projects;
- iii. Prepare learning resources and design training exercises for students;
- iv. Conduct consultancy and community services;
- v. Develop and review existing curricula;
- vi. Undertake individual research;
- vii. Prepare teaching manuals, simulations and case studies for training; and
- viii. Mentor junior teaching staff.

28.2 QUALIFICATIONS AND EXPERIENCE:

- Doctorate (PhD) Degree either in Statistics, Economics, Mathematics, Computer Science or Information Technology,
Or
- Registered technical teacher and holder of Master's Degree/PhD in Economics, Statistics, working in similar position in a recognized institution.
Or
- Master's Degree in Economics, Statistics, Computer Science or Information Technology who has a proven applicable working experience preferably in research/consultancy of at least (10) ten years in the industry and has published at least five consultancy/research reports/papers of the academic and professional appreciable depth in the relevant field.

28.3 REMUNERATION

Remuneration package in accordance with the Institution's salary PHTS 5

29.0 ESTATE OFFICER II – (1 POST)

29.1 DUTIES AND RESPONSIBILITIES:

- i. Assist in supervising artisans in the Estates Department;
- ii. Assist in preparing work schedules;
- iii. Assist in planning of Estate activities and services;
- iv. Assist in innovative approaches to conditioning, maintaining and upgrading
- v. the built environment;
- vi. Keep and maintain working equipment in good working order;
- vii. Assist in designing infrastructure development projects.

29.2 QUALIFICATIONS AND EXPERIENCE:

- Degree or Advanced Diploma in Environmental Engineering, Architecture, Building Economics, Civil Engineering, or Land Management and Valuation.
- Must be computer literate.

29.3 REMUNERATION

Remuneration package in accordance with the Institution's salary PGSS 6

30.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS).

Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

31.0 HEALTH LABORATORY SCIENTIFIC OFFICER II – (1 POSTS)

31.1 DUTIES AND RESPONSIBILITIES

- i. Assist in planning and designing students' practical/projects;
- ii. Assist in consultancy, research and development;
- iii. Assist in maintenance of Laboratory equipment and facilities;
- iv. Assist technicians and Artisans in performing their daily activities;
- v. Perform consultancy in the area of specialization; and
- vi. Performs any other related duties as may be assigned by supervisor.

31.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Bachelor degree/ Advanced Diploma in Medical Laboratory Sciences (ADMLS) or B.Sc. Degree/ Advanced Diploma in the relevant field from a recognized Institution. Must have acquired professional registration by competent relevant board/ council.

31.3 REMUNERATION

31.4 SALARY SCALE PUSS 3.1

32.0 PERSONAL SECRETARY II – (2 POSTS)

32.1 DUTIES AND RESPONSIBILITIES

- i. Follows-up outstanding replies;
- ii. Coordinates office requirements;
- iii. Keeps diary of events and appointments;
- iv. Ensures office orderliness and neatness;
- v. Takes care of all facilities under one's charge;
- vi. Supervises junior staff;
- vii. Keeps in custody confidential matters;
- viii. Attends to telephone calls and takes messages;
- ix. Ensures that the respective office is punctually open; and
- x. Performs any other related duties as may be assigned by supervisor.

32.2 QUALIFICATIONS AND EXPERIENCE

- Holder of a Diploma in secretarial studies, Form IV certificate with credit passes in Kiswahili and English, plus 80 w.p.m. shorthand and 50 w.p.m. typing speed, tabulation and manuscript stage III, secretarial and office procedure stage II.
- Must have sufficient knowledge in computers in at least word processing spreadsheet, database, e-mails and internet.

32.3 REMUNERATION

32.4 SALARY SCALE PGSS 4.1

33.0 ADMINISTRATIVE OFFICER II – (1 POST)

33.1 DUTIES AND RESPONSIBILITIES

- i. Drafting Internal circulars, letters and internal memorandum for official use;
- ii. Handling correspondences pertaining administrative issues;
- iii. Assists in conducting staff performance appraisal;
- iv. Assists in the provision of Administrative services ;
- v. Keeping records of various events and meetings;
- vi. Help in studying insurance needs at the University;
- vii. Helps in the initiation of new Insurance coverage where they do not exists;
- viii. Handles Insurance claims arising out of the risks of Fire, group/ Personal accident, Workmen's compensation, cash-in-transit, public liability, motor vehicles, marine, fidelity guarantee, burglary and all risks;
- ix. Examining and scrutinizing staff claims for submission to the administration for action;
- x. Coordinating various meetings periodic performance reports; and
- xi. Performing any other duties related as assigned by his/ her supervisor.

33.2 QUALIFICATIONS AND EXPERIENCE

Holder of University Degree in Human Resources Management, Public Administration, Business Administration or Sociology.

33.3 REMUNERATION

33.4 SALARY SCALE PGSS 6.1

34.0 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 providing support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envisions becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

NHIF now seeks to recruit dynamic, intelligent and result-oriented Tanzanians with high integrity, to fill the following vacancies:

34.1 QUALITY ASSURANCE OFFICER III - (15 POSTS)

34.2 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 Certification 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.

34.3 QUALIFICATIONS AND EXPERIENCE

Degree in clinical medicine. A Certificate of Internship and registration with medical council of Tanganyika or Zanzibar. At least 1 year post internship experience.

35.0 MEMBERSHIP OFFICER III – (7 POSTS)

- i. Assist with Correspondences with employees and employers on matters concerning enrolment, registration and membership;

- ii. Facilitates response to members enquires on matters related to their membership;
- iii. Assist with enrolments 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 enrolment, registration and membership; and
- vii. Performs other related duties as may be assigned by the supervisor.

35.1 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.

36.0 DRIVER III - (1 POST)

36.1 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.

36.2 QUALIFICATIONS AND EXPERIENCE

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

36.3 REMUNERATION

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

37.0 INSTITUTE OF FINANCE MANAGEMENT (IFM)

The Institute of Finance Management (IFM) is a Public Higher Learning Institution established by Act No. 3 of 1972 to provide training, research and consultancy services in the fields of banking, insurance, social protection, taxation, accountancy and related disciplines.

38.0 PERSONAL SECRETARY GRADE III – (2 POSTS)

38.1 DUTY STATION: 1POST MWANZA AND 1POST DODOMA

38.2 DUTIES AND RESPONSIBILITIES

- i. Types letters, minutes and reports;
- ii. Ensures proper use and handling of computers;
- iii. Receives and directs visitors appropriately;
- iv. Makes and reminds about official appointments; and
- v. Performs other related duties as may be assigned by the supervisor.

38.3 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education or Advanced Certificate of Secondary Education with a one year certificate in secretarial studies from recognized institutions.

38.4 SALARY SCALE: PGSS 1

39.0 DRIVER GRADE III – (1 POST)

40.0 DUTY STATION: MWANZA

40.1 DUTIES AND RESPONSIBILITIES

- i. Drives vehicles;
- ii. Responsible for safe-keeping of the vehicle and tools entrusted on him/her;

- iii. Maintains cleanliness of the vehicle and tools;
- iv. Reports promptly any defect or problems detected in the vehicle; and
- v. Performs messenger-type of duties such as dispatching documents/letters, collecting mails, photocopying of documents.

40.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education and Class 'C' valid Driving License with at least three years relevant work experience.

40.3 SALARY SCALE: PGSS 1

41.0 LIBRARY ASSISTANT III – (1 POST)

41.1 DUTY STATION: SIMIYU

Holder of Certificate of Secondary Education with a one year certificate in Library and documentation from recognized institutions or Advanced Certificate of Secondary Education with two principal passes.

41.2 DUTIES AND RESPONSIBILITIES

- i. Undertakes various basic library duties under close supervision;
- ii. Prepares books orders;
- iii. Receives new materials;
- iv. Circulation of work related duties;
- v. Handles simple enquiries from readers; and
- vi. Undertakes bibliographical searching.

41.3 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate of Secondary Education with a one year certificate in Library and documentation from recognized institutions or Advanced Certificate of Secondary Education with two principal passes.

41.4 SALARY SCALE: PGSS 1

42.0 THE CENTRE FOR AGRICULTURAL MECHANIZATION AND RURAL TECHNOLOGY (CAMARTEC)

The Centre for Agricultural Mechanization and Rural Technology (CAMARTEC) was established by Act No. 19 of the parliament of the United Republic of Tanzania in November 1981 and started functioning officially in July, 1982. The Centre has objective of undertaking applied research and development promotion, adaptation and dissemination of appropriate technologies in the field of agricultural mechanization and rural technologies with the aim of improving the standard of living and reducing poverty.

42.1 ARTISAN II (WELDING AND FABRICATION) – 1POST

42.2 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision;
- ii. To prepare work pieces for further processes;
- iii. To clean working area, machinery, equipment and tools being used;
- iv. To perform minor production works under supervision; and
- v. To do any other duties as assigned by supervisor.

42.3 QUALIFICATIONS AND EXPERIENCE

Trade Test Grade III/ Level I in Welding and Fabrication from accredited institution.

43.0 THE MANAGEMENT OF DAR ES SALAAM MARITIME INSTITUTE(DMI)

The Dar Es Salaam Maritime Institute (DMI) was formed to carry out the function of a maritime education and training institute. The Dar Es Salaam Maritime Institute (DMI) was established by Act of Parliament No. 22 of 1991, thus replacing the former Dar-es-Salaam Maritime Training Unit (DMTU), which was formerly established on 3rd July, 1978.

43.1 TUTORIAL ASSISTANT (3 POSTS)

43.2 DUTIES AND RESPONSIBILITIES

This is a training position; candidates in this position are required to understudy senior members of academic staff so as to acquire skills in training, research and consultancy. Therefore, they will perform the following functions:

- i. Teach up to NTA level 6 (Ordinary Diploma);
- ii. Assist in conducting tutorial, seminars and practical exercises for students under close supervision;

- iii. Prepare learning resources for tutorial exercises;
- iv. Assist in conducting research under close supervision;
- v. Carry out consultancy and community services under close supervision; and
- vi. Perform any other duties assigned by supervisor.

43.3 QUALIFICATIONS:

Holder of a Bachelor Degree (NTA Level 8) in Maritime Transport, Nautical Science, Marine Navigation Science, Naval Architecture, offshore Oil and Gas Engineering or equivalent qualifications from recognized Institutions with a GPA of at least 3.5.

43.4 ADDED ADVANTAGE:

Certificate of Competency recognized by the Offshore Petroleum Industry Training Organization (OPITO), or Certificate as officer in charge of Navigational or an Engineering Watch.

43.5 SALARY SCALE: PHTS 1

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 letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam;*
- xiii. Deadline for application is **5th February, 2020;**
- xiv. Only short listed candidates will be informed on a date for interview; and
- 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')

Released by;

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**