

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/305

2nd October, 2020

VACANCIES ANNOUNCEMENT

On behalf of the Medical Stores Department (**MSD**) and Tanzania Railways Corporation (**TRC**) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **33** vacant posts as mentioned below.

1.0 MEDICAL STORES DEPARTMENT (MSD)

The Department is a semiautonomous Department under the Ministry of Health, Community Development, Gender, Elderly and Children, established by Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost effective system of procurement, storage and distribution of health commodities required for use by the public and accredited faith-based health facilities.

It has a zonal network all over the country directly serving 8000 health facilities through an Integrated Logistical System.

**1.1 CONTRACT COMPLIANCE AND ENFORCEMENT OFFICER - 1 POST - MSD
HEAD OFFICE**

1.1.1 REPORTS TO: PROCUREMENT MANAGER

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To review procurement records to ensure that all applicable laws, rules and regulations are adhered to and that proposed contracts represent the best value and interests to organization;
- ii. To review contract modifications and contract amendments to determine the impact on the contract and to ensure continued compliance with applicable regulations;
- iii. To support in formulating and drafting contracts that are acceptable to both the parties and resolving minor changes or additions to contracts;
- iv. Contract Management for local and overseas suppliers;
- v. To monitor all MSD Procurement contract performance;
- vi. To make follow-up on deliveries of medical supplies, pharmaceuticals, supportive services from local and overseas suppliers;
- vii. To make follow-up on supplier performance: keeping track on delivery schedules and quality conformance to MSD standards;
- viii. Communicating to Suppliers via calls, purchase follow-up, letters to ensure that they deliver as per agreed terms;
- ix. To develop model contracts to be used by organization as guideline for excellence in procurement methodology;
- x. To produce timely monthly and quarterly reports on supplier's performance;
- xi. To participate in tender opening process and draft minutes of the tender opening meeting;
- xii. To prepare evaluation team after consultation with the secretary of Tender Board;
- xiii. To prepare Tender Board meetings and draft the minutes of the tender Board;
- xiv. To prepare and keep custody of all records of all records of the tender board meetings;
- xv. To prepare reports for the tender status from date of opening, adjudication to implementation status; and
- xvi. To perform any other related duties as may be assigned by Supervisors.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Law with three (3) years of relevant work experience

1.1.4 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale **MSDS 4**

1.2 WAREHOUSE ASSISTANT -13 POSTS - MSD HEAD OFFICE & ZONES

1.2.1 REPORTS TO: WAREHOUSE OFFICER

1.2.2 DUTIES AND RESPONSIBILITIES:

- i. To ensure the picking and stacking of pallets on shelves;
- ii. To clear the warehouse compound to ensure drugs and medical supplies are stored in a clean environment;
- iii. To ensure proper positioning of drugs and medical supplies in the locations as identified by the system;
- iv. To supervise pickers;
- v. To make available empty locations to the receiving section for allocation of the incoming drugs and medical supplies;
- vi. To identify and segregates damaged, deteriorated and expired drugs and other supplies to enable write-off from the books;
- vii. To record and reports any discrepancies for appropriate measures to be taken;
- viii. To ensure replenishment of stocks at picking locations basing on storage procedures i.e. FEFO, FIFO;
- ix. To prepare issue notes of all supplies to customers from the respective warehouses; and
- x. To perform any other related duties as may be assigned by Supervisors.

1.2.3 QUALIFICATIONS AND EXPERIENCE:

Diploma either in Pharmacy, Procurement and Supplies, NBMM Professional level II or equivalent qualification with Computer knowledge for database creation and management and must be registered by respective professional board.

1.2.4 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale **MSDS 2**

1.3 DRIVER - 15 POSTS - MSD HEAD OFFICE & ZONES

1.3.1 REPORTS TO: TRANSPORT MANAGER / ZONAL MANAGER

1.3.2 DUTIES AND RESPONSIBILITIES:

- i. To make pre-vehicle inspection to the assigned vehicle prior to travelling;
- ii. To drive Department's vehicles;
- iii. To report vehicle mechanical defects discovered to the officer responsible for transport;
- iv. To record vehicle movement and distance covered within its logbook;
- v. To perform routine service to the vehicle under his control;
- vi. To service the vehicle assigned to him/her regularly and keeps it clean;
- vii. To check to ensures that the vehicle has a valid insurance cover; and
- xvii. To perform any other related duties as may be assigned by Supervisors.

1.3.3 QUALIFICATIONS AND EXPERIENCE:

Holders of Secondary School Certificate, with a Class 'C' or 'E' driving license and experience of at least three (3) years. The candidate must also have undergone training and attained 'Trade Test' Grade II from a recognized Institute. Basic security skills will be an added advantage

1.3.4 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale **MSDS 269**

2.0 TANZANIA RAILWAYS CORPORATION (TRC))-RE-ADVITISED

Tanzania Railways Corporation (TRC) was established under the Railway Act No. 10 of 2017 by merging the functions of Tanzania Railways Limited (TRL) and Reli Assets Holding Company Limited (RAHCO). The main objectives of TRC are to provide rail transport services and to develop, promote and manage rail infrastructure.

2.1 ASSISTANT COMMERCIAL OFFICER II- MARKETING - 2 POSTS (RE-ADVERTISED)

2.1.1 DUTIES AND RESPONSIBILITIES :-

- i. To assist in supporting the Commercial works;
- ii. To assist in marketing promotional activities;

- iii. To assist in visiting customers/external agencies;
- iv. To assist in collection and compilation of statistics on freight and passenger traffic;
- v. To scrutinize correctness of data received from Stations;
- vi. To assist in obtaining and compilation of customer complaints;
- vii. To assist in monitoring freights and passengers sales performance and ensure efficient customer services;
- viii. To assist in follow up new and retaining the existing customers; and
- ix. To perform any other related duties as may be assigned by Supervisors.

2.1.2 QUALIFICATIONS AND EXPERIENCE:

Diploma either in Marketing, Entrepreneurship, Accountancy, Business Administration majoring in Marketing, Entrepreneurship or Accountancy or equivalent qualifications from recognised Institutions. Successful candidates will be required to attend Train Guard Certificate course from TIRTEC. Computer literacy is mandatory.

2.1.3 SALARY SCALE: TRCS 3

2.2 ASSISTANT COMMERCIAL OFFICER II- TRAVELLING TICKET EXAMINATION (TTE) - 2 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES:-

- i. To assist in ensuring that all crews report to duty as required i.e. they report on time, well attired in full clean uniforms;
- ii. To make random inspection of passenger tickets to ensure that they have valid tickets, Card/Free passes or vouchers etc., commensurate with the class of travel;
- iii. To assist in monitoring early marshalling of the train and boarding of passengers;
- iv. To assist in monitoring loading/offloading of parcels and luggage at intermediate and depot stations with the objective of reducing unnecessary long train dwell time;

- v. To liaise with responsible Station Masters and respective District Control Officers for the provision of relief locomotive(s) in the event of engine failures en-route and also at originating stations; and
- vi. To perform any other related duties as may be assigned by Supervisors.

2.2.2 QUALIFICATIONS AND EXPERIENCE:

Diploma either in Marketing, Entrepreneurship, Accountancy, Business Administration majoring in Marketing, Entrepreneurship or Accountancy or equivalent qualifications from recognised Institutions. Successful candidates will be required to attend Train Guard Certificate course from TIRTEC. Computer literacy is mandatory.

2.2.3 SALARY SCALE: TRCS 3

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 **15th October, 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**