

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.EA.7/96/01/K/265

14th August, 2020

VACANCY ANNOUNCEMENT

On behalf of Muhimbili National Hospital (MNH) and Tanzania Tropical Seeds Research Institute (TPRI), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill **(65)** vacant posts mentioned below;

1. MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialised and super specialist hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

1.0 NURSING OFFICER II - 5 POST

1.1 DUTIES AND RESPONSIBILITIES

- i. To provide high quality nursing care using appropriate nursing process;
- ii. To assess patient's condition, plan, implement, document and evaluate;
- iii. Individualized care using appropriate nursing model and according to the Hospital nursing policy;
- iv. To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- v. To maintain a professional friendly atmosphere and create a dignified

Environment;

- vi. To follow hospital policy in respect of custody and administration of all drugs, with special observation to DDA drugs;
- vii. To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the Hospital;
- viii. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- ix. To report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly;
- x. To maintain health and safety at work by ensuring that infection prevention and control principles are followed; and
- xi. To perform any other related duty as assigned by the Supervisor.

1.2 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. degree in Nursing from a recognised Institution who has been registered by the Nursing and Midwives Council and with valid practising licence. All applicants must be Citizens of Tanzania of not more than 36 years of age.

1.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

2.0 ASSISTANT NURSING OFFICER II - 14 POSTS

2.1 DUTIES AND RESPONSIBILITIES

- i. To assess patients' conditions and identify their needs;
- ii. To ensure treatments are carried out as prescribed and observe any side effects;
- iii. To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- iv. To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital;
- v. To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- vi. To ensure that Health and Safety of the clients are maintained at work by

- abiding to the Infection prevention and control principles;
- vii. To maintain a professional friendly atmosphere and create a dignified environment;
 - viii. To perform any other related duty as assigned by the Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Nursing from a recognised Institution who has been registered by the

Nursing and Midwives Council with a valid practising licence. All applicants must be Citizens of Tanzania of not more than 36 years of age.

2.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

3.0 HEALTH LABORATORY SCIENTIFIC OFFICER II - 1 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified technical tasks and monitor activities of subordinates;
- ii. To ensure that reagents are prepared in good time;
- iii. To carry out laboratory procedures as required;
- iv. To prepare teaching materials and aids and participate in training;
- v. To ensure that equipment in the laboratory is in working order by requesting regular servicing;
- vi. To execute safety programme in the laboratory;
- vii. To participate in communicable diseases surveillance and control;
- viii. To ensure proper records of laboratory investigations is maintained;
- ix. To supervise, appraise staff and identify their development and training needs; and
- x. To perform any other related duty as assigned by the Supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Medical Laboratory Sciences in Haematology and BT, Bachelor of Medical Laboratory Sciences in Histotechnology or Bachelor of Science in Molecular Biology and Biotechnology who has completed Internship and Registered by the Health Laboratory Practitioners Council. All applicants must be Citizens of Tanzania of not more than 36 years of age.

3.3 REMUNIRATION

Attractive package in accordance with Hospital salary structure.

4.0 BIOMEDICAL ENGINEER- 1 POST

4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out preventive maintenance schedules for all laboratory and Hospital Equipment;
- ii. To carry out inspection and calibration of theatre equipment;
- iii. To ensure safe custody of workshop tools;
- iv. To ensure timely availability of spares for repairs and maintenance; and
- v. To perform any other related and relevant duty as assigned by the Supervisor.

4.2 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. Degree in Biomedical Engineering field from a reputable institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer. All applicants must be Citizens of Tanzania of not more than 36 years of age.

4.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

5.0 HEALTH LABORATORY TECHNOLOGIST II -1 POST

5.1 DUTIES AND RESPONSIBILITIES

- i. To prepare re-agents for routine examination of patients;
- ii. To carry out diagnostic procedures as advised by Doctors;
- iii. To ensure that all laboratory equipment is in working order and report any malfunction to the concerned authorities;
- iv. To ensure that the laboratory is kept clean and the glassware is available and clean;
- v. To ensure that all samples for investigations are kept in safe custody;
- vi. To maintain a record of the findings of all investigations carried out; and
- vii. To perform any other related duty as assigned by the Supervisor.

5.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Health Laboratory Technology or in any related field from a reputable institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

5.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

6.0 PHYSIOTHERAPIST II - 1 POST

6.1 DUTIES AND RESPONSIBILITIES

- i. To treat patients under supervision of senior staff;
- ii. To keep and maintain patients records and statistics;
- iii. To take care of equipment in the Unit/department and report any malfunctions; and
- iv. To perform any other related duty as assigned by the Supervisor.

6.2 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Physiotherapy from a recognized institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

6.3 REMUNIRATION

Attractive package in accordance with Hospital salary structure.

7.0 RADIOGRAPHER II - 1 POST

7.1 DUTIES AND RESPONSIBILITIES

- i. To make sure that the radiation protection in the department is maintained;
- ii. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- iii. To prepare patients for further procedure; and
- iv. To perform any other related duty as assigned by the Supervisor.

7.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council. All applicants must be

Citizens of Tanzania of not more than 36 years of age.

7.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

8.0 HEALTH RECORDS TECHNICIAN II – 1 POST

8.1 DUTIES AND RESPONSIBILITIES

- i. To collect, tabulate, analyse and interpret disease and patient statistics and to circulate them to relevant end users of the hospital;
- ii. To receive and register patients, and direct them on where to go for attention;
- iii. To facilitate availability of records and statistical data for carrying out research;
- iv. To design and maintain a system for numbering, filing, storage and retrieval of patient's files and other documents;
- v. To collect and prepare daily and monthly statistical returns;
- vi. To maintain procedures for tracing misfiled and lost case-notes and other documents;
- vii. To supervise quarterly and yearly squeezing of files into shelves; and
- viii. To perform any other related duty as assigned by the Supervisor.

8.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Health Records (NTA Level 6) from a reputable institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

8.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

9.0 CLINICAL OPTOMETRIST II - 1 POST

9.1 DUTIES AND RESPONSIBILITIES

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids;
- iv. To keep and maintain patient's statistics; and
- v. To perform any other related duty as assigned by the Supervisor.

9.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Clinical Optometry or in any related field from a reputable institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

9.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

10.0 TECHNICIAN II (IT DATA BASE MANAGEMENT) -1 POST

10.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the backup of corporate data and systems;
- ii. To keep and maintain records and statistics;
- iii. To provide technical support to staff and other users in the use of IT services and equipment;
- iv. To operate and maintain in good condition all equipment and systems installed in the security control room;
- v. To support all IT Hardware and Software based Systems;
- vi. To carryout day to day installation, configuration, update and maintenance of the Windows PCs and peripheral equipment (such as printers, scanners);
- vii. To provide technical support to staff and other users in the use of IT services and Equipment;
- viii. To assist in planning and conducting research; and
- ix. To perform any other related duty assigned by the Supervisor.

10.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Information and Communication Technology plus one-year certificate in Data Base Management from any reputable institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

10.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

11.0 HEALTH ATTENDANT II - 34 POSTS

11.1 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipment's;
- ii. To clean and disinfect the mortuary daily,
- iii. To issue bed sheets, blankets, mattresses in the halls of residence;
- iv. To assist patients with disabilities when taking bath or toilets;
- v. To assist in feeding patients who are not able to feed themselves;
- vi. To collect and send clothes of the patients to the laundry and maintain safe custody of cleaning tools and equipment;
- vii. To collect and send patients' test samples to the laboratory; and
- viii. To perform any other related duty assigned by the Supervisor.

11.2 QUALIFICATION AND EXPERIENCE

One-year certificate in any health attendant course (Nursing attendant/laboratory attendant/Red Cross etc.) with passes in English and Kiswahili subjects. All applicants must be Citizens of Tanzania of not more than 36 years of age.

11.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

12.0 HEALTH RECORDER II - 1 POST

12.1 DUTIES AND RESPONSIBILITIES

Routine registration of new and return attendances of outpatients and admission of inpatients,

- i. Filing patient's case-notes;
- ii. Numbering system based on filing system;
- iii. Issuing and preparing new files/outpatient cards;
- iv. Responsible for all matters concerning reception of referred patients;
- v. Collection and sorting of Laboratory results into patient's files;
- vi. Quarter yearly sorting of files into the shelves;
- vii. Reviewing, sorting, and filing all discharge and follow-up case-notes into the shelves;
- viii. Execute Quality Assurance Programmes;

- ix. Keep and maintain records and statistics;
- x. Proper handling and care of equipment and tools; and
- xi. Perform any other related duties as may be assigned by the supervisor,

12.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate in Health Records who has successfully completed Form IV with passes in English and Mathematics and must be computer literate. All applicants must be Citizens of Tanzania of not more than 36 years of age.

12.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

13.0 PHARMACEUTICAL ASSISTANT II – 1 POST

13.1 DUTIES AND RESPONSIBILITIES

- i. To carry out dispensing, compounding medicines under supervision of senior pharmacy staff;
- ii. Properly handling and caring of equipment's;
- iii. To maintain proper records; and
- iv. To perform any other related duty assigned by the Supervisor.

13.2 QUALIFICATION AND EXPERIENCE

Holder of two years' certificate in pharmacy from a recognized institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

13.3 REMUNERATION

Attractive package in accordance with Hospital salary structure

14.0 RADIOGRAPHIC ASSISTANT II- 1 POST

14.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified radiographic jobs under supervision;
- ii. To make sure that the radiation protection in the department is maintained;
- iii. Proper handling, care and maintenance of equipment's and apparatus; and
- iv. To perform any other related duties as assigned by the supervisor.

14. 2 QUALIFICATION AND EXPERIENCE

Holder of two years' certificate in Radiography from a recognized institution. All applicants must be Citizens of Tanzania of not more than 36 years of age.

14. 3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

15.0 DHOBI II – 3 POSTS

15.1 DUTIES AND RESPONSIBILITIES

- i. To perform laundry duties;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. Proper handling and care of laundry machines and other working tools; and
- iv. To perform any other related duty assigned by the Supervisor.

15.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate plus basic training in Laundry services with ability to use laundry machines. All applicants must be Citizens of Tanzania of not more than 36 years of age.

15.3 REMUNERATION

Attractive package in accordance with Hospital salary structure.

16.0 TANZANIA TROPICAL SEEDS RESEARCH INSTITUTE (TPRI)

Tropical Pesticides Research Institute (TPRI) dates back to 1945 when it started with the objective of investigating application of synthetic insecticides for the control of tropical pests. Since then, the Institute has served under the colonial Government, the East African Common Services Organization, the defunct East African Community and the Government of the United Republic of Tanzania. Currently TPRI's capacity include pesticide regulation, hygiene and safety, pest management, research and services including toxicology; pesticide residues in the environment; pesticides application techniques; food and feeds; sanitary and Phytosanitary control; organic certification; Biosafety; plant and insect taxonomy as well as 7 documentation of natural vegetation and insects; and conservation of plant genetic resources.

16.1 RESEARCH ASSISTANT - 1 POST

16.2 DUTIES AND RESPONSIBILITIES:

- i. To assist Senior Research Scientists in setting up experiments and data collection;
- ii. To gather relevant literature and write research reports;
- iii. To carry out laboratory analysis and field studies;
- iv. To assist in proposal development under the supervision of the Senior Research Scientist; and
- v. To perform any other related duties assigned by the Supervisor.

16.3 QUALIFICATION AND EXPERIENCE

Holders of Bachelor of Science in Botany with Module in Plant Taxonomy and Plant Morphology (Upper Second Class).

16.4 SALARY SCALE: PRSS 8/9 per month.

GENERAL CONDITIONS;

- i. All applicants must be Citizens of Tanzania with an age not above **45** years of age except for those who are in Public Service and where required otherwise;
- 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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. Overqualified candidates should not apply;

- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employer;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. **A signed application letter** should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam;*
- xv. **Deadline for application is 28 August, 2020;**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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**