

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/38

17th February, 2021

On behalf of Muhimbili National Hospital (MNH), National College of Tourism (NCT), The Dar es Salaam University College of Education (DUCE), Petroleum Upstream Regulatory Authority (PURA) and Benjamin Mkapa Hospital, Public Service Recruitment Secretariat invites qualified Tanzanians to fill **28** vacant posts as mentioned below.

1.0 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 30km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

1.0.1 MEDICAL OFFICER II – (4 POSTS)

1.0.2 DUTIES AND RESPONSIBILITIES:

- i. To perform Medical duties in Obstetrics and Gynaecology, Surgery, Medicine, Paediatrics, Preventive Medicine and Emergencies;
- ii. To perform daily ward rounds with specialists on call and prepare patients case notes;
- iii. To perform all investigations for patients;
- iv. To attend general outpatient clinics;
- v. To prepare all patients for any surgery/procedure;
- vi. To carry out post -operative follow ups; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Doctor of Medicine Degree from a reputable institution plus successful completion of Internship and must be registered with the Medical Council of Tanganyika.

1.0.4 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.5 ASSISTANT NURSING OFFICER II – (3 POSTS)

1.0.6 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; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Diploma in Nursing from a recognised Institution, with a valid practicing licences and must be registered by the Nursing and Midwives Council.

1.0.8 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.9 SYSTEM ADMINISTRATOR (SECURITY) II – (1 POST)

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To plan, implement and upgrade security measures and controls;

- ii. To coordinate the continuous development, implementation and updating of security and privacy policies, standards, guidelines, baselines, processes and procedures in compliance with regulations and standards;
- iii. To protect digital files and information systems against unauthorized access, modification or destruction;
- iv. To conduct internal and external security audits, including penetration testing of applications and infrastructure;
- v. To manage network, intrusion detection and prevention systems;
- vi. To analyse security breaches to determine their root cause;
- vii. To recommend and install appropriate tools and countermeasures;
- viii. To define, implement and maintain security policies;
- ix. To design and implement network security plan, including information security awareness programme;
- x. To document security breaches and assess the damage they cause; and
- xi. To perform any other related duties as may be assigned by the Supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Bachelor Degree or Advanced Diploma in Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication or in any related field from a reputable institution. Certification or experience in IT security methodologies (CISSP/CISM/CISA/etc) is an added advantage.

1.0.12 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.13 PERSONAL SECRETARY II – (3 POSTS)

1.0.14 DUTIES AND RESPONSIBILITIES:

- i. To provide secretarial and administrative support to senior staff in the department/ office or as required;
- ii. To manage all travel arrangements in liaison with senior staff in the department/ office or as required;
- iii. To receive and attend to visitors in the office, provide first level customer service support, respond to general enquiries and guide visitors to the correct offices / staff required;
- iv. To answer telephones, make calls out and take clear messages and handle the telephone enquiries in the absence of the relevant officers and this may involve referring the enquirer to a more appropriate staff member;

- v. To handle all incoming and outgoing correspondence under supervision of senior staff in the department/office as required;
- vi. To ensure that the telephones and other office equipment are maintained and breakdowns immediately reported;
- vii. To develop and implement an effective filing system and ensure all documents are appropriately filed; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Form IV/VI Certificate with Certificate in Secretarial Studies (NTA Level 5) with shorthand speed of at least 80 words per minute in both English and Swahili, and typing speed of at least 60 words per minute and knowledge of Computer Applications i.e. Microsoft Office, Internet or equivalent qualifications from recognized institutions.

1.0.16 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.17 ARTISAN II (MASONRY) – (1 POST)

1.0.18 DUTIES AND RESPONSIBILITIES:

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other related duties as may be assigned by the Supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Holder of Trade Test Grade III Certificate in Masonry from a reputable institution with Form IV/VI Certificate.

1.0.20 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.21 ARTISAN II (REFRIGERATION) – (1 POST)

1.0.22 DUTIES AND RESPONSIBILITIES:

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other related duties as may be assigned by the Supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of Trade Test Grade III Certificate in Refrigeration from a reputable institution with Form IV/VI Certificate.

1.0.24 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

1.0.25 DHOBI II – (2 POSTS)

1.0.26 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 duties as may be assigned by the Supervisor.

1.0.27 QUALIFICATION AND EXPERIENCE

Form IV/VI Certificate plus basic training in Laundry services with ability to use laundry machines.

1.0.28 REMUNARATION:

Attractive package in accordance with Hospital salary structure.

2.0 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

2.0.1 POSITION: TUTOR GRADE II (FRONT OFFICE OPERATIONS - 1 POST)- RE-ADVERTISED

2.0.2 DUTY STATION: ARUSHA CAMPUS

2.0.3 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and

- vii. To perform any other related duties as may be assigned by the Supervisor.

2.0.4 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Hospitality Management, Hotel Management or equivalent qualifications from a reputable institution with a minimum GPA of 3.5 and above. Certificate in Competence Based Education and Training (CBET) and three years working experience in Front Office will be an added advantage.

2.0.5 REMUNERATION: PTSS 10.1

2.0.6 TUTOR GRADE II (FOOD AND BEVERAGE SERVICES –1 POST) RE-ADVERTISED

2.0.7 DUTY STATION: Arusha Campus

2.0.8 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepares learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

2.0.9 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Hospitality Management, Hotel Management or equivalent qualifications from a reputable institution with a minimum GPA of 3.5 and above. Certificate in Competence Based Education and Training (CBET) and three years working experience in Food and Beverage will be an added advantage.

2.0.10 REMUNERATION: PTSS 10.1

2.0.11 TUTOR GRADE II (EVENT MANAGEMENT – 2 POSTS (RE- ADVERTISED)

2.0.12 DUTY STATION: Dar –es-salaam (Bustani Campus)

2.0.13 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (Diploma Students) and assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students and below (Certificates Students);
- iii. To prepare learning resources (notes);
- iv. To prepare scheme of work, and lesson plan;
- v. To supervise field trainings;
- vi. To supervise and assists junior staff; and

- vii. To perform any other related duties as may be assigned by the Supervisor.

2.0.14 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Event Management or Hospitality and Tourism Management from a reputable institution with a minimum GPA of 3.5 and above. Certificate in Competence Based Education and Training (CBET) and three years working experience in Events, Meetings, Incentives, Conference and Exhibition (MICE) or Convention Center Management will be an added advantage.

2.0.18 REMUNERATION: PTSS 10.1

3.0 THE DAR ES SALAAM COLLEGE OF EDUCATION (DUCE)

The Dar es Salaam University College of Education (DUCE) is a public institution established in 2005 through the Government Notice No. 202 published on 22nd July 2005. The establishment of the College was a priority response by the Government of Tanzania to address the problem of acute shortage of graduate teachers and experts in the education sector that had resulted from the rapid expansion of school enrolment. The expansion was due to the successes of the Primary Education Development Programme (PEDP) in 2002 - 2006 and the Secondary Education Development Programme (SEDP I) in 2004 - 2009, among other initiatives.

The College is located on Plot 324 and 325 Block 'T' Chang'ombe in Temeke Municipality, Dar es Salaam Region, adjacent to the new National Stadium and about 5 km from the City Centre via Kilwa Road.

3.0.1 ASSISTANT LECTURER - EDUCATIONAL PSYCHOLOGY (GUIDANCE AND COUNSELLING) (1 POST)

3.0.2 DUTIES AND RESPONSIBILITIES

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (iii) To prepare and present case studies;
- (iv) To conduct and publish/ disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Education Psychology with major/minor in Guidance and Counselling and Bachelor Degree in Educational Psychology with at least a GPA of 4.0 and a Minimum GPA of 3.8 or its equivalent in the First Degree with a Minimum score of B+ in the relevant subject or its equivalent.

3.0.4 SALARY SCALE: PUTS 2.1

3.0.5 ASSISTANT LECTURER- (EDUCATIONAL PSYCHOLOGY (PSYCHOMETRIC AND EDUCATIONAL MEASUREMENT AND EVALUATION) - 1 POST

3.0.6 DUTIES AND RESPONSIBILITIES

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (iii) To prepare and present case studies;
- (iv) To conduct and publish/ disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

3.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Education Psychology with major or minor in Psychometrics and Educational Measurement and Evaluation and Bachelor Degree in Educational Psychology with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of B+ in the relevant subject or its equivalent.

3.0.7 SALARY SCALE: PUTS 2.1

3.0.8 ASSISTANT LIBRARIAN (1 POST)

3.0.9 DUTIES AND RESPONSIBILITIES

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (iii) To prepare and present case studies;
- (iv) To conduct and publish/ disseminate research results;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To participate in consultancies and community services under supervision;
- (vii) To attend workshops, conferences and symposia; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

3.0.10 QUALIFICATIONS AND EXPERIENCE

Master's Degree in Information Studies or related field with at least a GPA of 4.0 out of 5 and a Minimum GPA of 3.8 out of 5 or its equivalent in the First Degree with a Minimum score of B+ in the Relevant Subject or its equivalent.

3.0.11 SALARY SCALE: PUTS 2.1

4.0 PETROLEUM UPSTREAM REGULATORY AUTHORITY (PURA)

Petroleum Upstream Regulatory Authority (PURA) has been established under Section 11 of the Petroleum Act, 2015. The main responsibility of PURA is to prudently manage the petroleum resources in Tanzania.

4.0.1 ENGINEER II- (1 POST)

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To carry out drilling site preparation;
- ii. To undertake stock taking of drilling equipment and materials;
- iii. To collect drilling data and prepare well data sheets;
- iv. To monitor land reclamation after completion of drilling operations;
- v. To prepare and submit daily drilling reports to the Authority;
- vi. To determine reservoir areal and thickness extent;
- vii. To participate in evaluating wire-line logs, driller's log and mud loggers' data;
- viii. To review and preparing reservoir characteristic report; and
- ix. To perform any other related duties as may be assigned by the Supervisor.

4.0.3 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Mechanical Engineering or Petroleum Engineering, from recognized institution. Must be registered with Engineers Registration Board (ERB) as a graduate Engineer.

4.0.4 REMUNERATION: PURAS 5

4.0.5 GEOPHYSICIST II – (1 POST)

4.0.6 DUTIES AND RESPONSIBILITIES

- i. To perform land surveying and seismic line clearance;
- ii. To participate in geophysical surveys;
- iii. To ensure adequate logistical support, sufficient supplies of seismic acquisition material;
- iv. To prepare daily geophysical report;
- v. To report geophysical surveys including gravity and seismic acquisition;
- vi. To carry out preliminary geophysical data processing;
- vii. To record properties and crop destroyed during data acquisition; and
- viii. To perform any other related duties as may be assigned by the supervisor.

4.0.7 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Physics, Geology/Geosciences majoring in Physics, Geophysics, Petroleum Geology or its equivalent in related field from a recognized institution.

4.0.8 REMUNERATION: PURAS 5

4.0.9 LEGAL OFFICER II– (1 POST)

4.0.10 DUTIES AND RESPONSIBILITIES

- i. To draft legal opinions, letters, legal documents, pleadings and other court documents;
- ii. To organize, collect and dissemination legal matters and documents relating to the Authority;
- iii. To undertake registration of deeds of transfer and other documents relating to the Authority;
- iv. To gather information and prepare evidence on cases involving the Authority;
- v. To review and provide legal advice on tender documents;
- vi. To conduct simple litigations against or on behalf of the Authority; and
- vii. To perform any other related duties as may be assigned by the supervisor.

4.0.11 PSA NEGOTIATION

- i. To participate in preparing Model Production Sharing Agreements (MPSA);
- ii. To participate in preparation of rules, guidelines and regulations governing petroleum operations;
- iii. To participate in the review and approval of budget and work program submitted by contractors;
- iv. To establish a registry of PSAs, and any change in interests of an existing petroleum agreement; and
- v. To perform any other related duties as may be assigned by the Supervisor.

4.0.12 LICENSE MANAGEMENT

- i. To participate in the preparation of bidding documents;
- ii. To participate in the Annual Advisory Committee Meetings;
- iii. To maintain list of various compliance timelines/due dates stipulated in the PSAs/contracts; and
- iv. To perform any other duties as may be assigned by the Supervisor.

4.0.13 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Law (LL.B) from recognized institutions and must have attended and passed Internship or Law School of Tanzania.

4.0.14 REMUNARATION: PURAS 5

4.0.15 ICT OFFICER II (DATABASE ADMINISTRATOR)– (1 POST)

4.0.16 DUTIES AND RESPONSIBILITIES

- i. To ensure day-to-day running of the computer systems in the Authority;
- ii. To undertake minor changes to the systems as directed by supervisor;
- iii. To undertake regular update of software and maintenance of hardware;
- iv. To carry out data collection of existing systems and operations;
- v. To create and maintain user mail accounts;
- vi. To provide user support for desktop productivity tool such as Word processors and specific business applications; vii.
- vii. To develop, implement and test network optimization plan; and
- viii. To perform any other related duties as may be assigned by the Supervisor.

4.0.17 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Computer Science, Computer Engineering or equivalent qualifications from recognized institutions.

4.0.18 REMUNARATION: PURAS 5

4.0.19 GEOLOGIST II – (1 POST)

4.0.20 DUTIES AND RESPONSIBILITIES

- i. To collect geological samples from field excursions and well sites;
- ii. To describe and identify lithologies of rock samples from outcrops and wells;
- iii. To produce surface and subsurface maps;
- iv. To prepare thin sections for sedimentology studies and interpreting lithology from well data;
- v. To attend and describe well cuttings on site drilling operations and Prepares well summary sheets;
- vi. To participate in interpreting acquired geological well data including composite logs, wire-line logs, mud-logs and drillers logs; and
- vii. To perform any other related duties as may be assigned by the Supervisor.

4.0.21 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Geology, Geo-Science, Petroleum Geology or equivalent qualifications from recognized institution.

4.0.22 REMUNARATION: PURAS 5

5.0 BENJAMIN MKAPA HOSPITAL

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazette by the government on 16th October, 2015 after its inauguration on 13th October, 2015. The establishment of this hospital emanates from the intention of 4th term

President of United Republic of Tanzania Dr. Jakaya Mrisho Kikwete to have a hi-tech and modern diagnostic treatment center in Tanzania by 2015 with the aim of reducing government burden resulting from referring patients abroad. Since its establishment the hospital has been striving to meet this target by becoming the center of excellence for medical services in terms of diagnosis and treatment specifically for Nephrology, Urology, Nuclear medicine, Telemedicine and Endoscopic services.

The hospital has 400 bed capacity that serve both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including emergency medicine, Intensive Care Unit (ICU), imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT Scan), Mammography, X-ray, Ultrasound, angiography, Positron Emission Tomography (PET/CT), Single Photon Emission Computerized Tomography (SPECT/CT), Cath-lab, Laboratory services, surgical Services and radiotherapy services.

5.0.1 MEDICAL OFFICER II – (1 POST)

5.0.2 DUTIES AND RESPONSIBILITIES

- (i) To attend in and out patients;
- (ii) To attend emergency medical duties;
- (iii) To carry out investigations of admitted patients;
- (iv) To ensure that prescribed instructions are carried out;
- (v) To conduct minor operations;
- (vi) To assist Surgeons at operations;
- (vii) To carry out service and participating in major ward rounds.
- (viii) To supervise medical students and interns in clinical duties.
- (ix) To ensure that patients are properly prepared for surgery;
- (x) To participate fully in morning clinical sessions, patient presentation and journal clubs;
- (xi) To participate in research activities;
- (xii) To participate in outreach programs; and
- (xiii) To perform any other related duties as may be assigned by the Supervisor.

5.0.3 QUALIFICATION AND EXPERIENCE

Holder of either Doctor of Medicine Degree, Bachelor of Medicine and Bachelor of Surgery (MBChB) or equivalent qualifications from a recognized University or institutions plus successful completion of Internship and registered with the Medical Council of Tanganyika.

5.0.4 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age not above 45 years except 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, P.O. Box 2320, Utumishi Building at University of Dodoma & Dr. Asha Rose Migiro*

Buildings - Dodoma.

- xiii. Deadline for this application is **2nd February, 2021.**
- 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