

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/17

22nd January, 2021

On behalf of Muhimbili University of Health and Allied Sciences (MUHAS), University of Dar es Salaam (UDSM), Mwalimu Nyerere Memorial Academy (MNMA), National Health Insurance Fund (NHIF) and Musoma Water Supply and Sanitation Authority (MUWASA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **15** vacant posts as mentioned below.

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

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 The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act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

1.1 TUTORIAL ASSISTANT – 1 POST (RE-ADVERTISED)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practicals where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;
- v. To participate in curricular development;
- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. To perform any other related duties as may be assigned by the supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

First Degree of Medical Doctor (MD) or its equivalent, with a minimum GPA of 3.8 from a recognized reputable University.

1.1.3 AREA OF SPECIALIZATION

Successful candidates shall work in the Departments within the following specializations;
School of Medicine Departments of - Clinical Pharmacology

1.1.4 REMUNERATION

Salary Scale PUTS 1.1-1.3

1.2 ASSISTANT LECTURER – 1 POST (RE-ADVERTISED)

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. To assist in conducting lectures, prepare case studies, and assist in tutorials / seminars to undergraduate students and other continuing education courses;
- ii. To work in co-operation with senior faculty members on specific projects such as research and consultancy;

- iii. To understudy senior faculty to supervise special projects and in conducting, publishing and disseminating research results;
- iv. To participate in training, research and consultancy;
- v. To mark and grade examination and tests;
- vi. To supervise and continuously assess students during seminars, practical, field work and tutorials;
- vii. To participate in writing of teaching manuals;
- viii. To participate in curriculum development;
- ix. To invigilate students during examinations;
- x. To attend workshops, conferences and symposia;
- xi. To attend professional and faculty development trainings;
- xii. To promote excellence in all service programs of the department; and
- xiii. To perform any other related duties as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Appropriate Master's Degree with a GPA of at least 4.0 and an average of B+ grade/ or equivalent in the area of specialization. GPA of 3.8 in the first degree from a recognized reputable University.

1.1.3 AREAS OF SPECIALIZATION.

School of Public Health and Social Sciences - Department of Epidemiology and Biostatistics

1.1.4 REMUNIRATION

Salary Scale **PUTS 2.1**

2.0 UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam (UDSM) started in 1961 as a College of the University of London. In 1963 it became a Constituent College of the University of East Africa. It was formerly established in August 1970, as a National University, through the University of Dar es Salaam Act number 12 of 1970. It was established with three main

objectives, namely:

- To transmit knowledge as a basis of action, from one generation to another;
- To act as a centre for advancing frontiers of knowledge through scientific research; and
- To meet the high level human resource needs of the Tanzanian society.

In 1961, the University started with the Faculty of Law. It expanded over the years with the establishment of the numerous Faculties and Institutes. It established a number of Colleges, some of which were later evolved into independent fully-fledged universities.

2.1 WORKSHOP INSTRUCTOR II (Architectural Engineering) - (1POST) - RE-ADVERTISED

2.1.1 DUTIES AND RESPONSIBILITIES

- To assist in instructing undergraduate students under close supervision;
- To assist in preparing materials for practical exercises;
- To assist in carrying out consultancy and service jobs; and
- To perform any other related duties as may be assigned by the supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science or Advanced Diploma in Architectural Engineering majoring in Interior Design in the field of Timber Technology from recognized institution. The candidate must be registered as a Graduate Engineer by Engineers Registration Board (ERB).

2.1.3 REMUNERATION

Salary Scale: PUSS 4

2.1.4 TERMS OF SERVICE

Permanent and Pensionable.

2.2 LABORATORY ASSISTANT II (Structural and Construction Engineering Concrete – (1 POST) - RE-ADVERTISED

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To perform general cleaning of laboratory glassware;
- ii. To take care of instruments and equipment in the laboratory;
- iii. To perform specified laboratory jobs under close supervision; and
- iv. To perform any other related duties as may be assigned by the supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Concrete from VETA or other Institutions recognized by VETA.

2.2.3 REMUNERATION

Salary Scale: PUSS 1

2.2.4 TERMS OF SERVICE

Permanent and Pensionable.

2.3 LABORATORY ASSISTANT II (Water Resources Engineering -1 POST) RE-ADVERTISED

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To perform general cleaning of laboratory glassware;
- ii. To take care of instruments and equipment in the laboratory;
- iii. To perform specified laboratory jobs under close supervision; and
- iv. To perform any other related duties as may be assigned by the supervisor

2.3.2 QUALIFICATION AND EXPERIENCE

Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Water Supply and Sanitation, Water Laboratory Technology from VETA or other Institutions recognized by VETA.

2.3.3 REMUNERATION

Salary Scale: PUSS 1

2.3.4 TERMS OF SERVICE

Permanent and Pensionable.

2.4 ASSISTANT MEDICAL OFFICER II (1 POST) - RE-ADVERTISED

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To practice general curative and preventive oral and dental health services;
- ii. To conduct health education on dental and proper oral hygiene practices;
- iii. To assess and diagnose dental health needs;
- iv. To perform too extractions and filling;
- v. To assists in performing emergency and planned dental procedures;
- vi. To assist in attending to obstetrics and gynecological cases;
- vii. To assist in attending to general outpatient clinics;
- viii. To keep and ensure proper records of patients; and
- ix. To perform any other related duties as may be assigned by the supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE

Advanced Diploma in Clinical Medicine from recognized and reputable institution and registered with Tanganyika Medical Board (under Cap 409).

2.4.3 REMUNERATION

Salary Scale: PMGSS 5

2.4.4 TERMS OF SERVICE

Permanent and Pensionable.

2.5 ASSISTANT MEDICAL OFFICER II (DENTAL) - 1 POST RE-ADVERTISED

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To conduct health education on dental and proper oral hygiene practices;
- ii. To practice general curative and preventive oral and dental health services;

- iii. To assess and diagnose dental health needs;
- iv. To perform in extraction and filling;
- v. To assist in performing emergency and planned dental procedures;
- vi. To assist in attending to obstetrics and gynecological cases.
- vii. To assist in attending to general outpatient clinics
- viii. To keep and ensure proper records of patients; and
- ix. To perform any other related duties as may be assigned by the supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE

Advanced Diploma in Dentistry from a recognized and reputable institution and registered with Tanganyika Medical Board (under Cap 409).

2.5.3 REMUNERATION

Salary Scale: PMGSS 5

2.5.4 TERMS OF SERVICE

Permanent and Pensionable.

3.0 THE MWALIMU NYERERE MEMORIAL ACADEMY (MNMA)

The Mwalimu Nyerere Memorial Academy (MNMA) was established by an Act of Parliament No. 6 of 2005 and become in operational on 1st October, 2005 by publication of Government Notice No. 433 after taking over the former Kivukoni College. The Academy is providing training programmes in various Social Sciences and other branches of knowledge that are relevant to the promotion and advancement of social, economic, political and technical development.

3.1 LECTURER - HISTORY (1 POST) RE-ADVERTISED

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 for Master's degree holders and NTA Level 9 for PhD holders;
- ii. To guide and supervises students in building up their Practical and Research projects;

- iii. To prepare learning resources and design training exercises for Students;
- iv. To conduct consultancy and community services;
- v. To participate in developing and reviewing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other related duties as may be assigned by the supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

PhD degree, Master's and Bachelor degree in History with GPA of 4.0 and above at Master's level and GPA of 3.8 and above at Bachelor level from a recognized Institution.

3.1.3 REMUNERATION

Offered according to MNMA Scheme of Service

3.1.4 OTHER COMPETENCIES

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

3.2 ASSISTANT LECTURER – LIBRARY AND INFORMATION MANAGEMENT SYSTEM - (1 POST) RE-ADVERTISED

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students project;
- vi. To prepare teaching manual; and

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

3.2.2 QUALIFICATION AND EXPERIENCE

Master's and Bachelor degree in Library and Information with GPA of 4.0 and above at Masters Level and GPA of 3.8 and above at Bachelor level from a recognize Higher Learning Institutions.

3.2.3 REMUNERATION

Offered according to MNMA Scheme of Service

3.2.4 OTHER COMPETENCIES

Candidate should be a person of the highest integrity and professionalism who will work closely with MNMA team to achieve agreed objectives.

4.0 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 envision on becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

4.1 ASSISTANT QUALITY ASSURANCE OFFICER III - (1 POST)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To conduct inspection and supportive supervisions of health facilities.
- ii. To deal with verification and checking of prescriptions;
- iii. To make researches or market surveys with a view to establishing the actual costs for services, medicines, pharmaceutical items and other medical consumables;
- iv. To initiate accreditation processes for health facilities;
- v. To assist in addressing issues related to management of clinical cases or quality aspects;

- vi. To ensure 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. To perform any other related duties as may be assigned by the supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Advanced Diploma either in Clinical Medicine, Pharmacy, Nursing or equivalent qualifications coupled with a minimum period of three (3) years of relevant work experience in related field after acquiring such qualifications. Practicing License from relevant Professional Board is essential.

5.0 MUSOMA WATER SUPPLY AND SANITATION AUTHORITY (MUWASA)

Musoma Water Supply and Sanitation Authority (MUWASA) is a public Authority established and operates in accordance with the Waterworks (Cap.272) and Water Supply and Sanitation Act, 2019. The Authority's major roles are provision of Water Supply and Sanitation Services in Musoma Municipality.

5.1 ASSISTANT TECHNICIAN (AUTO MECHANIC) – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES:

- i. To inspect vehicle engine and mechanical/electrical components to diagnose issues accurately;
- ii. To inspect vehicle computer and electronic systems to repair, maintain and upgrade
- iii. To conduct routine maintenance work (replacing fluids, lubricating parts etc.) aiming to vehicle functionality and longevity;
- iv. To schedule future maintenance sessions and advise motorists on good vehicle use;
- v. To repair or replace broken or dysfunctional parts and fix issues (e.g. leaks);
- vi. To provide accurate estimates (cost, time, effort) for a repair or maintenance job;
- vii. To keep logs on work and issues;
- viii. To maintain equipment and tools in good condition; and
- ix. To perform any other related duties as may be assigned by the supervisor.

5.1.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in science subjects and trade test grade/vocational level II or III in Motor Vehicle Mechanics.

5.1.3 OTHER COMPETENCIES

Excellent knowledge of mechanical, electrical and electronic components of vehicles and working knowledge of vehicle diagnostic systems and methods.

5.1.4 REMUNERATION:

Attractive remuneration package in accordance to institution's salary scale.

5.2 ASSISTANT TECHNICIAN (ELECTRICAL) – 1 POST

5.2.1 DUTIES AND RESPONSIBILITIES:

- i. To carry out regular electrical inspection and maintenance for all electrical installations, motors and control circuits for all booster stations;
- ii. To prepare maintenance/inspection reports;
- iii. To service Motor pumps and its control panel in all pumping stations;
- iv. To carry out inspection and tests for new installed electrical equipment and make addition installation to the existing one where necessary;
- v. To regularly monitor and inspect the efficiency of pump Motors; and
- vi. To perform any other duties as may be assigned by the Repair and Maintenance Engineer.

5.2.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in science subjects and trade test grade/vocational level II or III in electrical Installation or any other related qualification.

5.2.3 REMUNERATION:

Attractive remuneration package in accordance to institution's salary scale.

5.3 ASSISTANT TECHNICIAN (CIVIL) – 1 POST

5.3.1 DUTIES AND RESPONSIBILITIES:

- i. To collect data for estimation of water demand in various areas during planning stage;
- ii. To carry out reconnaissance survey to determine appropriate routes for laying down new water pipe lines;
- iii. To provide assistance during detailed topographical survey for extension of water pipe network;
- iv. To prepare schedule of materials and materials cost estimates for extension of water pipe network;
- v. To supervise trench excavation and backfilling during extension of water pipe network;
- vi. To carry out extension of water pipe network;
- vii. To carry out replacement of old water pipe lines;
- viii. To provide assistance in construction of various civil structures; and
- ix. To carry out any other related duties as may be assigned by the supervisor.

5.3.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in science subjects and trade test grade/vocational level II or III either in Civil, Building Construction or any other related qualification.

5.3.3 REMUNERATION:

Attractive remuneration package in accordance to institution's salary scale.

5.4 ASSISTANT TECHNICIAN (PUMP OPERATOR) – 1 POST

5.4.1 DUTIES AND RESPONSIBILITIES:

- i. To observe water flow and report any deviation from normal operation;
- ii. To operate various water pumps;
- iii. To record the operating hours of the machines' deviation from normal operation;
- iv. To monitor functioning of machines and report deviation from normal operation;
- v. To clean pumps and the surrounding environments;
- vi. To record all people who visit the pumping station for record purposes;
- vii. To operate and take care of the water pump site; and
- viii. To perform any other duties as may be assigned.

5.4.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in science subjects and trade test grade/vocational level II or III in Pump Mechanics or any other related qualification.

5.4.3 REMUNERATION:

Attractive remuneration package in accordance to institution's salary scale.

5.5 ASSISTANT TECHNICIAN (GEOGRAPHICAL INFORMATION SYSTEM) – 1 POST

5.5.1 DUTIES AND RESPONSIBILITIES:

- i. To participate in creating map layout, view and generate MUWASA's current and planned pipe layout and meter mapping;;
- ii. To carry out survey and create MUWASA map by using relevant GIS software;
- iii. To assist in capturing, analysis and conversion of GIS data in different formats using GPS, Electronic Data Recorders, Digitizers and other means;
- iv. To carry out cataloguing and inventory of GIS Data;
- v. To input, update and maintain GIS databases, including backup and troubleshooting data issues and also maintaining linkages to other databases;
- vi. To assist in the design, development, implementation and maintenance of the MUWASA's GIS;
- vii. To assist in managing the integrity and security of geospatial database to ensure the requirement of client continue to be made;
- viii. To assist in training staff in the use of geospatial system and promote its application;
- ix. To compile reports using all available GIS and GPS data sources; and
- x. To carry out other related duties as may be assigned by the Supervisor.

5.5.2 QUALIFICATION AND EXPERIENCE

Form IV Certificate with passes in science subjects and trade test grade/vocational level II or III in Geographical Information System or any other related qualification. Knowledge of modern cartographic standards and principles and Proficiency in design software including AutoCAD and ArcView is essential.

5.5.3 REMUNERATION:

Attractive remuneration package in accordance to institution's salary scale.

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age specified in each post; Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;
- iii. Applicants must attach their certified copies of the following certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Birth certificate.
- iv. Attaching copies of the following certificates is strictly not accepted
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts.
- v. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vi. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- vii. Applicants should indicate three reputable referees with their reliable contacts;
- viii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- ix. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- x. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xi. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma & Asha Rose Migiro*

Buildings - Dodoma.

- xii. Deadline for application is **4th February, 2021**.
- xiii. Only short listed candidates will be informed on a date for interview; and
- xiv. Presentation of forged certificates and other information will necessitate to legal action.

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

Released by;

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT