

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No. JA. 9/259/01/A/142

15th August, 2022

VACANCY ANNOUNCEMENT

On behalf of the Arusha International Conference Centre (AICC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (26) vacant posts mentioned below;

1.0 ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)

The Arusha International Conference Centre (AICC) is a government Institution established by Act No. 17 of 1969 by a Presidential Order through Government Notice number 115, published on 25th August, 1978. The Centre was established to manage and control the Headquarters' complex of the defunct East African Community and all other premises and lands in Arusha which belonged to the defunct East African Community. It also owns Julius Nyerere International Convention Centre as per Arusha International Conference Centre (Establishment) (Amendment) Order of 2014, dated 19th March, 2014; and to provide facilities and services on the complex for purposes of conferences, meetings, seminars etc. through competitive and fair-trade practices.

1.0.1 ASSISTANT NURSING OFFICER II - 5 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- I. To provide general nursing care to all patients;
- II. To provide medications and injections as prescribed by the doctor;

- III. To monitor patient progress and identifies any changes in status and acting on those changes to insure patient comfort and safety;
- IV. To provide frequent patient evaluations including monitoring vital signs and perform essential procedures;
- V. To assist doctors during treatment and ward rounds; and
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Nursing, Midwifery or equivalent qualifications from recognized institutions and registered with Tanzania Nurses and Midwives Council.

1.0.4 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.5 NURSE II - 1 POST

1.0.6 DUTIES AND RESPONSIBILITIES

- I. To perform general Nursing care of patients,
- II. To provide medications and injections as prescribed by the doctor;
- III. To provide frequent patient evaluations including monitoring vital signs and perform essential procedures;
- IV. To refer any changes in patient's status or abnormal condition to the doctor;
- V. To assist Nursing Officers and clinician in running clinics; and
- VI. To perform any other duties relevant to the scope of work that may be the supervisor.

1.0.7 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate in Nursing, Midwifery or equivalent qualifications from recognized institutions and must be registered with Tanzania Nurses and Midwives Council.

1.0.8 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.9 ASSISTANT SUPPLIES OFFICER II – 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- I. To assist in preparing estimates of Schedule of Requirements;
- II. To assist in maintaining details of warehouse records and equipment;
- III. To assist in maintaining appropriate stores records of purchases and issues;
- IV. To receive and issue vouchers, delivery notes and invoices;
- V. To make follow up on receiving, storing and distribution of all stock items; and
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.11 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualification from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Procurement and Supplies Technician.

1.0.12 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.13 RADIOGRAPHIC TECHNICIAN II – 1 POST

1.0.14 DUTIES AND RESPONSIBILITIES

- I. To assess patients and their clinical requirements to determine appropriate radiographic techniques;
- II. To perform range of radiographic examinations on patients to produce high-quality images; Preparing the x-ray room and Machine and accessories;
- III. To clean and checking the x-ray machine and accessories;
- IV. To prepare examination rooms for patients;
- V. To give first aid to people in need at the place of work; and
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.15 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Radiography, Medical Imaging or its equivalent qualification from recognized Institutions. Must be registered by the Medical Radiology and Imaging Professional Council.

1.0.16 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.17 ASSISTANT ACCOUNTS OFFICER II – 2 POSTS

1.0.18 DUTIES AND RESPONSIBILITIES

- I. To receive and account properly for all cash and cheques from customers;
- II. To issue bona fide receipts for cash and cheques received from customers;
- III. To make reconciliation of actual amount of cash received with receipt book totals;
- IV. To maintain adequate and accurate records of cheques received;
- V. To ensure that all order forms are completed daily;
- VI. To keep book copies of used receipts under custody;
- VII. To make sure that all unused receipts are kept under lock and key;
- VIII. To make bank reconciliation;
- IX. To keep ledger and books of accounts;
- X. To prepare payment vouchers;
- XI. To prepare periodical financial reports (daily, weekly, monthly, quarterly and yearly);
- XII. To prepare monthly payroll and disbursement of salaries;
- XIII. To prepare returns/PAYE, NSSF, etc.;
- XIV. To maintain subsidiary records including staff advances and loans;
- XV. To examine and verifying accounting documents and all supporting documents attached to vouchers; and
- XVI. To perform any duties relevant to the scope of work that may be assigned by the supervisor.

1.0.19 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance, ATEC II or equivalent qualifications from recognized Institutions or Intermediate Certificate (Module C) offered by NBAA.

1.0.20 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.21 RECORD MANAGEMENT ASSISTANT II (Health) – 3 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES

- I. To perform routine registration of new and return outpatients and inpatients;
- II. To file patients records and case-notes;
- III. To maintain an appropriate record keeping system based on existing filing system;
- IV. To maintain systems for appointments and registration of patients;
- V. To design forms for the hospital's record keeping;
- VI. To collect patients' statistics from wards, sections and departments of the hospital;
- VII. To prepare and issue new files and outpatient cards;
- VIII. To collect and sort Laboratory results into patients files; and
- IX. To perform any other duty assigned by the Supervisor attached to vouchers.

1.0.23 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate plus Certificate (NTA Level 5) in Health Records from a recognized institution.

1.0.24 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.25 LABORATORY TECHNICIAN II – 2 POSTS

1.0.26 DUTIES AND RESPONSIBILITIES

- I. To maintain cleanliness in the laboratory, equipment and glassware;
- II. To keep record of laboratory tests;
- III. To perform laboratory tests;

- IV. To prepare re-agents for routine examination of patients;
- V. To carry out diagnostic procedures;
- VI. To coordinate laboratory activities;
- VII. To plan and budgeting of laboratory activities;
- VIII. To keep laboratory records;
- IX. To assist senior staff in various fields of operation; and
- X. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.27 QUALIFICATIONS AND EXPERIENCE

Holder of a Secondary School Education Certificate/Advanced Secondary School Education Certificate PLUS Diploma in Medical Laboratory Technology, Medical Laboratory Science or equivalent qualification from a recognized Institution.

1.0.28 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.29 PHARMACEUTICAL TECHNICIAN II – 2 POSTS

1.0.30 DUTIES AND RESPONSIBILITIES

- I. To undertake Pharmaceutical Production i.e. compounding, packaging and labelling pharmaceutical products under supervision of senior staff;
- II. To provide medication and other health care products to patients;
- III. To dispense medicines to patients;
- IV. To educate patients on rational use of drugs;
- V. To maintain prescription records and inventories of medications and pharmaceutical products; and
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.31 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Pharmacy or its equivalent qualifications from a reputable institution and licensed by the Pharmacy Council.

1.0.32 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.33 LAUNDERER II – 1 POST

1.0.34 DUTIES AND RESPONSIBILITIES

- I. To sort clothes and report on any torn, worn out or burned clothes for remedial action/replacement;
- II. To clean and ensure safety of laundry equipment;
- III. To wash clothes;
- IV. To wrap clothes; and
- V. To perform any other duties relevant to the scope of work that may be assigned by supervisor.

1.0.35 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate with passes in English and Kiswahili Subjects with at least one year of basic training in Laundry services with ability to use laundry machines with working experience of at least four (4) years in related field.

1.0.36 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.37 NURSE ANESTHETIST II – 1 POST

1.0.38 DUTIES AND RESPONSIBILITIES

- I. To provide pre-operative for each specific patient assessments and administer appropriate anesthesia for a range of procedures to all ages and categories of patients, the aim is to reduce pre-operative mortality and morbidity with safe surgical care;
- II. To display independent decision making – addressing necessary basic science knowledge (pharmacology, anatomy, physiology and physics) to permit safe, reasoned anesthetic administration;
- III. To ensure the quality and safety of Anesthesia activities;

- IV.** To demonstrate safe selection criteria for implementing specific anesthesia techniques from General Anesthesia, Sedation, Regional to local anesthesia and Combination when deemed;
- V.** To organize and oversee the Operating Room at the Hospital and check anesthesia machine, supplies, medicine and gases;
- VI.** To compile patient's medical information;
- VII.** To observe condition of patient during surgical procedure, including skin color dilation of pupils and vital signs: initiate remedial measures to prevent surgical shock or other conditions as required;
- VIII.** To manage Theatre list in safe, efficient and professional manner Communication and collaborative decision making with surgeons and other Theatre staff;and
- IX.** To perform any other duties relevant to the scope of work that may be assigned by supervisor.

1.0.39 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Nursing and Midwifery, Certificate of Anaesthesia or equivalent qualifications from recognized institutions and must be registered by the Tanzania Nurses and Midwifery Council.

1.0.40 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.41 TECHNICIAN II (CIVIL) –1POST

1.0.42 DUTIES AND RESPONSIBILITIES

- I.** To assist in the maintenance and repair of Centre's facilities;
- II.** To assist in monitoring all work being performed by outside contractors;
- III.** To monitor and maintain all building systems as assigned;
- IV.** To ensure that maintenance and repair are done properly and professionally;
- V.** To repair and replace worn out or damaged property; and
- VI.** To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.43 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Civil Engineering or equivalent qualifications from a recognized institution.

1.0.44 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.41 TECHNICIAN II (PLUMBER) – 1 POST

1.0.42 DUTIES AND RESPONSIBILITIES

- I. To inspect conferences and offices to ensure are done according to the laid down procedures;
- II. To maintain all building plumbing systems as assigned;
- III. To do maintenance and repair of AICC facilities;
- IV. To repair and replace worn out or damaged property;
- V. To keep records for every maintenance and repair works undertaken;
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.43 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Plumbing or equivalent qualifications from a recognized institution.

1.0.44 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.45 ARTISAN II (Plumber) – 2 POSTS

1.0.46 DUTIES AND RESPONSIBILITIES

- I. To inspect conferences and offices to ensure are done according to the laid down procedures;
- II. To maintain all building systems as assigned;
- III. To do maintenance and repair of AICC facilities;
- IV. To repair and replace worn out or damaged property;

- V. To keep records for every maintenance and repair works undertaken; and
- VI. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.46 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate of Secondary Education plus National Vocational Award Level III in Plumbing for a plumber from a recognized institution.

1.0.47 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.48 ARTISAN II (Carpentry) – 1 POST

1.0.49 DUTIES AND RESPONSIBILITIES

- I. To perform in the maintenance and repair of Centre's facilities;
- II. To assist in monitoring all work being performed by outside contractors;
- III. To be responsible for 24-hour emergency maintenance services;
- IV. To ensure inspections of conferences and offices are done according to the laid down procedures;
- V. To monitor and maintain all building systems as assigned;
- VI. To ensure that maintenance and repair are done properly and professionally;
- VII. To repair and replace worn out or damaged property;
- VIII. To keep records for every maintenance and repair works undertaken; and
- IX. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.0.50 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate of Secondary Education plus National Vocational Award Level III in Carpentry from a recognized institution.

1.0.51 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

1.0.49 DRIVER II – 2 POSTS

1.0.50 DUTIES AND RESPONSIBILITIES

- I. To drives AICC's vehicles;
- II. To maintains and records vehicle logbooks;
- III. To be responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- IV. To maintain cleanliness of the vehicle and tools;
- V. To report promptly any defect or problems detected in the vehicle;
- VI. To dispatch or collects documents/letters;
- VII. To make some minor repairs of vehicles: and
- VIII. To perform any other duties as may be assigned by Supervisor.

1.0.51 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate having a valid Driving License Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.0.52 SALARY SCALE

Attractive remuneration package in accordance with the AICC salary.

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;
- ii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;**
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - vii. Form IV and form VI results slips;
 - viii. Testimonials and all Partial transcripts;
 - ix. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
 - x. An applicant employed in the Public Service should route his application letter through his respective employer;
 - xi. An applicant who is retired from the Public Service for whatever reason should not apply;
 - xii. An applicant should indicate three reputable referees with their reliable contacts;
 - xiii. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA).
 - xiv. 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);
 - xv. An applicant with special needs/case (disability) is supposed/advised to indicate;
 - xvi. 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.**
 - xvii. Deadline for application is **28th August, 2022**
 - xviii. Only shortlisted candidates will be informed on the date of interview and;
 - xix. 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**



Jiandae kuhesabiwa siku ya Jumanne tarehe 23 Agosti 2022