

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

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10th January, 2024

VACANCY ANNOUNCEMENT

On behalf of the Bugando Medical Centre (BMC), National Institute for Medical Research (NIMR), Benjamin Mkapa Hospital (BMH) Jakaya Kikwete Cardiac Institute (JKCI) and Kilimanjaro Christian Medical Centre (KCMC), Mbeya University of Science and Technology (MUST), The Tanzania Bureau of Standards (TBS), Agricultural Seed Agency (ASA), National Examinations Council of Tanzania (NECTA), and Ardhi University, Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill forty-four (44) vacant posts mentioned below;

1.0. BUGANDO MEDICAL CENTRE (BMC)

Bugando Medical Centre is a consultant and teaching hospital for the Lake and Western zones of the United Republic of Tanzania. It is situated along the shores of Lake Victoria in Mwanza City. It has 900 beds and over 1000 employees. It is a referral centre for tertiary specialist care for eight regions, namely: - Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people.

1.1 DENTAL SPECIALIST II – 3 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare training programs for Oral Health education to in patients and out patients;
- ii. To attend emergency medical duties on Oral health;

- iii. To carry out investigations of admitted patients;
- iv. To conduct operations on Orthodontics;
- v. To conduct specialized operation;
- vi. To carry out service and participating in major ward rounds;
- vii. To supervise medical students and interns in clinical duties;
- viii. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- ix. To conduct Oral health research activities;
- x. To conduct outreach programs; and
- xi. To perform any other related duties as may be assigned by his Supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master in Dentistry (M.Dent) from a recognized university and registered with the Medical Council of Tanganyika as Dental Surgeon. Must be a holder of Degree in Doctor of Dental Surgery (DDS).

1.1.3 SALARY SCALE: PMGSS 11

1.2 ORTHOTIST/PROSTHETIST II – 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To educate patients on how to use and maintain artificial limbs and body support devices;
- ii. To fabricate various related appliances;
- iii. To fit of patients under the supervision and modification of defective appliance;
- iv. To supervise and train students on field session;
- v. To advise patients on how to use and maintain artificial limbs and body support devices;
- vi. To perform any other related duties as assigned by the Supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Orthotics/Prosthetics or its equivalent from a recognized Institution.
Must be registered by the respective regulatory Board/Council.

1.2.3 SALARY SCALE: PMGSS 5

1.3 CLINICAL OPTOMETRIST II – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To repair and adjust all spectacles for patients with optical problems;
- iv. To educate patients on primary eye care; and
- v. To perform any other related duties as may be assigned by his Supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Clinical Optometry or its equivalent from a recognized institution.

1.3.3 SALARY SCALE: PMGSS 5

1.4 RADIOGRAPHY TECHNICIAN II – 3 POSTS

1.4.1 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;
- iv. To assist Radiographer in setting control for correct exposures; and
- v. To perform any other related duties as may be assigned by his Supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: Radiography, Diagnostic Radiography, Medical Imaging or in any related field and registered by the Medical Radiology and Imaging Professional Council.

1.4.3 SALARY SCALE: PMGSS 4

1.5 MEDICAL SPECIALIST II (INTERNAL MEDICINE) – 3 POSTS - (RE-ADVERTISEMENT)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in internal medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

1.5.3 SALARY SCALE: PMGSS 11

1.6 MEDICAL SPECIALIST II (UROLOGIST) – 1 POST- (RE-ADVERTISEMENT)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;

- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Urology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

1.6.3 SALARY SCALE: PMGSS 11

1.7 MEDICAL SPECIALIST II (PLASTIC AND RECONSTRUCTION SURGEON) – 1 POST (RE-ADVERTISEMENT)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;

- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Plastic and Reconstruction Surgery who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

1.7.3 SALARY SCALE: PMGSS 11

8.1 MEDICAL SPECIALIST II (NEUROSURGEON) – 1 POST - (RE-ADVERTISEMENT)

8.1.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

8.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Neurology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

8.1.3 SALARY SCALE: PMGSS 11

9.1 MEDICAL SPECIALIST II (CARDIOTHERACIC) – 1 POST - (RE-ADVERTISEMENT)

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

9.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Cardiothoracic who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

9.1.3 SALARY SCALE: PMGSS 11

10.0 MEDICAL SPECIALIST II (GENERAL SURGEON) – 2 POSTS - (RE-ADVERTISEMENT)

10.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;

- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

10.1.1 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in General Surgeon who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

10.1.2 SALARY SCALE: PMGSS 11

2.0. NATIONAL INSTITUTE FOR MEDICAL RESEARCH (NIMR)

The National Institute for Medical Research (NIMR) is a parastatal organization under the Ministry of Health. NIMR was established by the Parliament Act No. 23 of 1979 and became operational in 1980; holding the following mandates:

- i. To carry out and promote the carrying out of health research designed to alleviate disease among the people of Tanzania;
- ii. To carry out, and promote the carrying out of, medical research into various aspects of local traditional medical practices for the purpose of facilitating the development and application of herbal medicine;
- iii. To promote, or provide facilities for, the training of local personnel for carrying out scientific research into medical problems in co-operation with the Government or any other person or body of persons,

- iv. To monitor, control and co-ordinate medical research carried out within Tanzania, or elsewhere, on behalf of or for the benefit of the Government of Tanzania, and to evaluate the findings of that research, etc.

2.1 RESEARCH OFFICER GRADE II – MOLECULAR BIOLOGY– 1 POST (RE-ADVERTISEMENT)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Molecular Biology from recognized institutions with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

2.1.3 REMUNERATION: Salary Scale according to Institution's Salary Structure

2.2 RESEARCH OFFICER GRADE II – MEDICAL RESEARCHER – 1 POST (RE-ADVERTISEMENT)

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

2.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Medicine and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

2.2.3 REMUNERATION

Salary Scale according to Institution's Salary Structure.

2.3 RESEARCH OFFICER GRADE II – EPIDEMIOLOGY – 1 POST (RE-ADVERTISEMENT)

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

2.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Epidemiology and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

2.3.3 REMUNERATION

Salary Scale according to Institution's Salary Structure.

2.4 RESEARCH OFFICER GRADE II – PUBLIC HEALTH – 1 POST (RE-ADVERTISEMENT)

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data; iv. To assist in analyzing data and writing reports;
- iv. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- v. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vi. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- vii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- viii. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- ix. To perform other relevant duties as may be assigned by the supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Public Health and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B for unclassified Degrees.

2.4.3 REMUNERATION Salary Scale according to Institution's Salary Structure.

3.0 BENJAMIN MKAPA HOSPITAL (BMH)

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazetted 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 aiming at reducing government burden resulting from referring patients abroad. 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, Cath-lab, Laboratory services, surgical Services and radiotherapy services. For a proper continuation in provision of quality specialized health service, the hospital is looking for suitable applicant to fill the following vacant post: -

3.1 DENTAL LABORATORY TECHNOLOGIST – 1 POST (RE-ADVERTISEMENT)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To handle plastic prosthodontic appliances and normal laboratory procedures;
- ii. To ensure that all dental machines and laboratory equipment are in working order and report any malfunction to the concerned authorities;

- iii. To maintain a record of all patients with dental problems;
- iv. To prepare artificial teeth and mouth parts as required;
- v. To take the size of patient's teeth as instructed and work on them accordingly; and
- vi. To perform any other duty assigned by the Supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Dental Laboratory Technology from recognized Institution.

3.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

4.0 THE JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)

The Jakaya Kikwete Cardiac Institute (JKCI) is a specialized hospital empowered to provide evidence based cardiovascular care, training and conduct impactful research. JKCI being a government owned Institute, serves patients across all regions of the United Republic of Tanzania who are referred from regional referral and designated hospitals for super specialized cardiovascular care. The Institute is equipped with ultra-modern technology and equipment, state of the art theatres, Intensive Care Unit and patient rooms. The Institute has highly qualified staff dedicated to patient care. In the quest for its mandated functions, JKCI works with stakeholders to meet not only national and ministerial health targets but also those of World Health Organization (WHO).

4.1 MEDICAL SPECIALIST II (PEDIATRICS) – 1 POST (RE-ADVERTISEMENT)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;

- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Paediatrics who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.1.3 REMUNERATION: PMGSS 11

4.2 MEDICAL SPECIALIST II (CARDIOLOGY) – 1 POST (RE-ADVERTISEMENT)

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.2.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Cardiology who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.2.3 REMUNERATION: PMGSS 11

4.3 MEDICAL SPECIALIST II (SURGERY) – 1 POST (RE-ADVERTISEMENT)

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.3.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Surgery who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.3.3 REMUNERATION: PMGSS 11

4.4 MEDICAL SPECIALIST II (CRITICAL CARE) – 1 POST (RE-ADVERTISEMENT)

4.4.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;

- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.4.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Critical Care who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.4.3 REMUNERATION: PMGSS 11

4.5 MEDICAL SPECIALIST II (EMERGENCY MEDICINE) – 1 POST (RE-ADVERTISEMENT)

4.5.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;

- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.5.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Emergency Medicine who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.5.3 REMUNERATION: PMGSS 11

4.6 MEDICAL SPECIALIST II (CARDIOTHORACIC) – 1 POST (RE-ADVERTISEMENT)

4.6.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

4.6.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in Cardiothoracic who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

4.6.3 REMUNERATION: PMGSS 11

5.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre is located in the foothills of the snowcapped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it. KCMC is a referral hospital for over 11 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1000 staff are employed at the Centre. As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

5.1 PHYSIOTHERAPIST II - (3 POSITION)

5.1.1 DUTIES AND RESPONSIBILITIES

- i. Treating patients through physiotherapy techniques under the supervision of a Senior Physiotherapist Officer.
- ii. Conducting health education programmes to in-patients and out-patients.
- iii. Keeping and maintaining patients' records.
- iv. Ensuring proper up-keep of equipment in the department.
- v. Conducting training on prevention of disabilities to clients.
- vi. Conducting outreach services.
- vii. Performing any other duties as assigned by his/her Superior.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Physiotherapy from any recognized institution.

5.1.3 REMUNERATION: TGHS.B

6.0 MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

Mbeya University of Science and Technology (Must) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with

the aim of becoming the leading Centre of excellence for knowledge, skills and applied education in science and technology.

6.1 CLINICAL OPTOMETRIST – (1 POST)

6.1.1 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
- v. To perform any other duties and responsibilities as may be directed by supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Clinical Optometry or its equivalent from a recognized University/Institution. Possession of Computer skills will be an added advantage.

6.1.3 REMUNERATION: PUSS- 3

7.0 THE TANZANIA BUREAU OF STANDARDS (TBS)

The Tanzania Bureau of Standards (TBS) was established by the Standards Act No. 3 of 1975 under the name National Standards Institute (NSI). It was changed to the present name of TBS by Act No. 1 of 1977. The Standards Act No. 3 of 1975 was later repealed and replaced by Act No. 2 of 2009. Tanzania Bureau of Standards (TBS) as a high-technology organization has been entrusted with the specialized tasks of standardization, quality assurance and metrological services in the country. By the nature of its work TBS has to maintain close contacts with other national standards bodies in the world and international standardizing agencies like the International Organization for Standardization (ISO), Codex Alimentarius Commission (CAC), and African Regional Organization for Standardization (ARSO).

7.1 PRINTER II (1 POST)

7.1.1 DUTIES AND RESPONSIBILITIES

- i. To trim papers;
- ii. To fold and perforation of paper;
- iii. To mix and stitch documents;

- iv. To bind of document;
- v. To service binding, stitch and trim machines;
- vi. To print and duplicates stationery;
- vii. To photocopy documents; and
- viii. To perform any other related duties as may be assigned by superior.

7.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV Certificate, and Vocation Award Certificate majoring in one of the following field: Offset Machine Printing, Binding and Printing Finishing, Printing Technology, or equivalent qualification from recognized institution.

7.1.3 REMUNERATION: TBSS- 2

8.0 ARDHI UNIVERSITY

Ardhi University is the only University in Tanzania and Africa which offers integrated training in the entire spectrum of landbased disciplines namely Real Estate, Land Administration, Land Surveying Urban and Regional Planning, Architecture, Building Economics, Environmental Science and Housing under one roof complemented by Engineering, Finance, Accounting, Economics and Community Development Programmes. Ardhi University has its humble beginning as a Survey Training School between 1956 – 1971 training Survey Technicians at Certificate Level. The Surveying Training School was renamed Ardhi Institute in 1972 and started offering 2 years Diploma Programmes in Land Surveying and Estate Management and Valuation. Ardhi University has vacant position in the Operational cadre.

8.1 INSTRUCTOR II (ASSISTANT TO ACADEMICIAN)- (1 POST)

8.1.1 DUTIES AND RESPONSIBILITIES.

- i. To assist in Instructing undergraduate students under close supervision;
- ii. To assist in preparing material for practical exercise
- iii. To assist in carrying out consultancy and service jobs and,
- iv. To perform any other related duties as may be assigned by Supervisor.

8.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following; Chemical and Process Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Metallurgy and Mineral, Processing Engineering, Mining Engineering, Industrial Engineering, Textile

Design and Technology, Petroleum Engineering, Architecture, Quantity Surveying, Geomatic or equivalent qualification from any recognised Institution. The candidate must be registered by Engineering Registration Board (ERB) as Graduate Engineer.

8.1.3 SALARY SCALE: PUSS- 4

3.2 ASSISTANT ENVIRONMENTAL HEALTH OFFICER II (1 POST)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in inspecting environmental sanitation around campus
- ii. To assist in inspecting sanitary of building and cafeteria
- iii. To assist to inspect food taken by students according to standard set by Government and
- iv. To performance any other related duties as may be assigned by Supervisor

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Public Health, Health Sciences, Environmental Health Sciences or Equivalent qualification from recognised Institution.

3.2.3 REMUNERATION: PMGSS 4

9.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a fully fledged, autonomous and accredited public University, established by an Act of Parliament Number 17 of 1992. The Act became operational on 1st March 1993 by the publication of Government Notice No. 55 in the Official Gazette. The first Chancellor was officially installed in a full ceremony on 19th January 1994 and the first batch of students was admitted in January 1994. In January 2007, following enactment of the Universities Act No. 7 of 2005, OUT started using the OUT Charter and Rules (2007) for its operations. OUT Headquarters are temporarily located off-Kawawa Road in Kinondoni Municipality, Dar es Salaam. The permanent headquarters are under constructions at Bungo in Kibaha District, off-Soga Road, about 4.0 Km from the main Morogoro highway in Coast Region.

9.1 PLANNING OFFICER II – (1 POST)

9.1.1 DUTIES AND RESPONSIBILITIES

- i. To design and review data collection instruments;

- ii. To analyse and evaluates information gathered;
- iii. To develop methodologies for data collection on various aspects of institute operational programmes;
- iv. To assess the systems clientele needs;
- v. To analyse programme loads and implementation techniques;
- vi. To find out operational efficiency of the programme using costs and other indicators
- vii. To perform any other related duties as may be assigned by the supervisor.

9.1.2 QUALIFICATION AND EXPERIENCE

Holder of a University Degree in any of the following fields; Economics, Planning, Agricultural economics and business, Statistics, Project planning and management, economic planning or equivalent qualifications from a recognized institution.

9.1.3 REMUNERATION: PGSS- 6

10.0 THE AGRICULTURAL SEED AGENCY (ASA)

Agricultural Seed Agency (ASA) was established under the Executive Agencies Act No 30 of 1997. The Agency was launched in June 2006 as a semi – autonomous body under the Ministry of Agriculture. The Agency took over the responsibilities that were performed by the Seed Unit of the Ministry of Agriculture Food Security and Cooperatives. The aims of establishing ASA is to ensure high quality of agricultural seeds are available to farmers at affordable price. ASA is working through a Network of sixteen (16) Agricultural Seed Farms located in Different Regions of the Country. These include Arusha Seed Farm, Tengeru Vegetable Seed Farm, Mwele Seed Farm, Mkinga, Tanga, Msungura and Mazizi Seed Farms, Chalinze, Coast, Kilimi Seed Farm, Nzega, Msimba and Kilangali Seed Farms, Kilosa, Dabaga Seed Farm, Kilolo, Iringa, Mbozi Seed Farm, Songwe, Namtumbo Seed Farm, Ruvuma, Luhafwe Seed Farm, Tanganyika, Katavi, Mpimbwe, Katavi, Bugaga Seed Farm, Kasulu, Kigoma and Njombe ASA Sales Centre.

10.1 PLANT OPERATOR II – 7 POSTS

10.1.1 Duties and Responsibilities

- i. To drive and operate heavy duty farm and other machineries;

- ii. To carry out minor machinery tools repairs and maintenance;
- iii. To maintaining records of machine hours;
- iv. To maintain records of machine movement;
- v. To report on machine defects to Plant Supervisor;
- vi. To maintain machine service schedules; and
- vii. To perform other related duties as assigned by supervisor.

10.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Secondary School Education Certificate/Advanced Secondary School Education Certificate having a valid Driving License Class F or G plus driving experience of at least 300 hours without causing accidents. Must be Capable of operating farm machineries and equipment (tractors and combine harvesters) associated implement in Disc plough, Rome plough, Harrows, Planters, Rotavator and Seed drills. Possession of Trade Test II/Level II/National Vocational Certificate in Motor Vehicle Maintenance/Mechanics/Aeromechanics is an added advantage.

10.1.3 REMUNERATION SALARY SCALE: ASASS 2

11.0 THE NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of examinations administration and certification as provided for in the Act.

11.1 EXAMINATION OFFICER II (MUSIC) 1POST

11.1.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;

- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

11.1.2 QUALIFICATIONS AND EXPERIENCE:

Holder of B. Ed. (arts/science) BA (education), Bsc (Education) or equivalent qualifications **Majoring in music** from a recognized Institution; must have good computer knowledge and must be fluent in English and Kiswahili.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except 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: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- 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 and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xv. Deadline for application is **18th January, 2024;**
- xvi. Only shortlisted candidates will be informed on the date of 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