

THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE



PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/111

20th December 2024

VACANCY ANNOUNCEMENT

On behalf of the Benjamin Mkapa Hospital (BMH), Jakaya Kikwete Cardiac Institute (JKCI), Tanzania Food and Nutrition Centre (TFNC), Bugando Medical Centre (BMC), Tanzania Fisheries Research Institute (TAFIRI) , The Public Service Recruitment Secretariat (PSRS), invites dynamic and suitable qualified Tanzanians to fill twenty-four (24) vacant post mentioned below.

1.0 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 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 posts:

1.1 AUDIOMETRIST II – 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

- i.To conduct audiometric analysis.
- ii.To assist in prescribing audio prescriptions.
- iii.To maintain audio aids.
- iv.To keep and maintaining patients' statistics.
- v.To perform other duties assigned by the supervisor

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Audiometry or in any related field from a recognized institution

1.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.2 DENTAL LABORATORY TECHNOLOGIST II – 1 POST

1.2.1 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.
- vi.To perform other duties assigned by the supervisor

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Dental Laboratory Technology or in any related field from recognized institution.

1.2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.3 DENTAL SURGEON II – 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients.
- ii. To attend emergency dental 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 Dental Specialist during operations.
- vii. To carry out patient 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.
- xiii. To perform other duties assigned by the supervisor

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Dental Surgery Degree from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika.

1.3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.4 MEDICAL PHYSICIST II – 2 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing treatment plan to patients;
- ii. To assist in calculation of dosage to be delivered by radiotherapy equipment;
- iii. To assist in carrying out patient chart checks and dose verification;

- iv. To support to develop and oversee implementation of quality assurance procedures and programs for therapy and related equipment;
- v. To assist to conduct mould room activities including fabrication of shielding blocks and fixations; and
- vi. To perform other duties as assigned by Supervisor from time to time

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Physics and Mathematics or equivalent qualifications from a recognized institution.

1.4.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.5 MEDICAL SPECIALIST II (INTERNAL MEDICINE)– 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized dental services for in-patients and out patients.
- ii. To supervise ward rounds and advice on appropriate medication.
- iii. To participate in the training of dental students.
- iv. To plan, supervise and evaluate dental and oral health services offered in his/her field.
- v. To prepare periodic reports regarding dental services.
- vi. To carry out research in dental and oral health services and publish results for consumption by other experts.
- vii. To supervise junior dental staff and give them technical advice.
- viii. To plan and supervise outreach programmes in their areas.
- ix. To prepare plans and budget estimates for dental and oral health services
- x. To prepare curriculum for continuous professional development (CPD) for dental staff.
- xi. To participate in Medical Board.
- xii. To perform other duties 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 as well.

1.5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.6 ORTHOPEDIC TECHNOLOGIST II – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain patients' records.
- ii. To make casts and taking measurement as instructed.
- iii. To fabricate various related appliances.
- iv. To perform fitting of patients under the supervision and modification of defective appliance with the guidance of superior staff.
- v. To examine patients before undertaking treatment.
- vi. To advise patients on how to use and maintain artificial limbs and body support devices.
- vii. To ensure adherence to standard operating procedure and BMH business process.
- viii. To perform other duties assigned by the supervisor

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Orthotics/Prosthetics from a recognized Institution. Must be registered by the respective Regulatory Board/Council.

1.6.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.7 RADIOTHERAPIST II - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To administer prescribed doses of radiation to specific body parts, using radiation therapy equipment according to established practices and standards

- ii. To position patients for treatment with accuracy according to prescription
- iii. To enter data into computer and set controls to operate and adjust equipment and regulate dosage.
- iv. To follow the principles of radiation protection for patient, self, and others
- v. To maintain proper records, reports and files as required, including such information as radiation dosages, equipment settings and patients' reactions
- vi. To perform other duties as assigned by Supervisor from time to time.

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Radiotherapy, Radiation Therapy Technology or equivalent qualification from a recognized Institution. Must be registered with the Medical Radiology and imaging Professionals.

1.7.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.0 JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)

Jakaya Kikwete Cardiac Institute (JKCI) is a government owned National Specialized and University Teaching Hospital offering cardiovascular care, training and research services. Jakaya Kikwete Cardiac Institute was established September 5TH by the Jakaya Kikwete Cardiac Establishment instrument, 2015

2.1 CARDIOVASCULAR TECHNOLOGIST II- 2 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To prepare and ensure the procedure operating room; specialized medical machines and supplies are functioning properly.
- ii. To complete electro-cardio-grams (EGGs) by attaching electrodes to the patient's chest, arms and legs; manipulating switches on electrocardiograph machine to obtain a reading.
- iii. To enhance cardiology and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

- iv. To maintain quality results evaluating diagnostic studies for quality and diagnoses; and
- v. To perform any other related duties assigned from time to time by the supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree Medical Science, Medical Technologist, Diagnostic Ultrasound, Diagnostic Procedures Cardiac Electrophysiology cardiovascular technology, Invasive or non-invasive vascular, Echocardiography or equivalent qualification from recognized Institution

2.1.3 REMUNARATION

Attractive remuneration package in accordance with the Institute's salary scale PMGSS 5/1

3.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

Tanzania Food and Nutrition Centre, is the technical arm of the Government through the Ministry of Health, spearheading national response to nutrition and ensure a coordinated, effective and efficient approach to tackling malnutrition. It provides strategic leadership to all sectors; strengthen multi-sector coordination and collaboration; advocate for resources for nutrition; promote harmonization and alignment of sector financing; provide guidance, training and technical support to implementing agencies; and monitor and evaluate progress.

3.1 RESEARCH OFFICER II (Food Chemistry) - 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out fieldwork;
- ii. To assist in supervising field students;
- iii. To assist in proposing, planning, and managing food and nutrition research projects and preparing reports;
- iv. To assist in writing food and nutrition research with other staff;
- v. To assist in drafting guidelines, data collection tools and protocols;
- vi. To make a presentation of the research findings at local seminars and workshops;

- vii. To assist in the preparation of draft research manuscripts, books, technical reports, training materials, guidelines and protocol for publications;
- viii. To conduct a literature search and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines, and protocol for publications; and
- ix. To perform any other related duties assigned by one's supervisor.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree with a minimum of upper second class and Bachelor Degree in one of the following fields: Food Chemistry or Chemistry from a recognized Institution.

3.1.3 REMUNARATION

Attractive remuneration package in accordance with the Institute's salary scale
PRSS 2

3.2 RESEARCH ASSISTANT (Food Chemistry) -1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out fieldwork;
- ii. To assist in supervising field students;
- iii. To assist in proposing, planning, and managing food and nutrition research projects and preparing reports;
- iv. To assist in writing food and nutrition research with other staff;
- v. To assist in drafting guidelines, data collection tools and protocols;
- vi. To make a presentation of the research findings at local seminars and workshops;
- vii. To assist in the preparation of draft research manuscripts, books, technical reports, training materials, guidelines and protocol for publications;
- viii. To conduct a literature search and prepare research materials for writing research manuscripts, books, technical reports, training materials, guidelines, and protocol for publications; and
- ix. To perform any other related duties assigned by one's supervisor.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree with a minimum of upper second class in one of the following field: Food Chemistry or Chemistry from a recognized Institution.

3.2.3 REMUNARATION

Attractive remuneration package in accordance with the Institute's salary scale
PRSS 1

4.0 BUGANDO MEDICAL CENTRE

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 six regions, namely: - Mwanza, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 13 million people.

4.1 ASSISTANT NURSING OFFICER II (3 POSTS)

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To provide nursing care of patients
- ii. To administer medicine and treating patients as prescribed
- iii. To adhere to the rules and regulations of DDA
- iv. To give health education to patients and their relatives
- v. To supervise junior nurse cadres
- vi. To conduct ward rounds
- vii. To perform any other related duties as may be assigned by his supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields; Nursing, Midwifery or equivalent qualifications from a reputable institution. Must be licensed by the Tanzania Nurses and Midwives Council.

4.1.3 REMUNARATION

Attractive remuneration package in accordance with the Institute's salary scale
PMGSS 4

5.0 TANZANIA FISHERIES RESEARCH INSTITUTE (TAFIRI)

The Tanzania Fisheries Research Institute (TAFIRI) was established by the Act of Parliament No.6 of 1980 to promote, conduct, supervise, and co-ordinate fisheries in Tanzania. The Institute is governed by the Board of Directors. This Institute is comprised of four Centers and one substation: the Mwanza Centre and Sota Substation on Lake Victoria, Kigoma Centre on Lake Tanganyika, Kyela Centre on Lake Nyasa (Malawi) and Dar es Salaam Centre on the Indian Ocean. The Institute Headquarters is located at Kunduchi in Dar es Salaam.

5.1 DECKHAND AUXILLARY II – 8 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform manual skilled duties like painting of the vessel, mending and repairing of fishing gears and deck equipment under the supervision and training of Senior Crew Members;
- ii. To perform general cleanliness duties;
- iii. To assist handling and operation of deck machinery;
- iv. To ferry research equipment, to and from research vessel;
- v. To participate in the lubrication duties of the vessel and carry out minor repair under guidance of senior crew members; and
- vi. To perform any other duties as may be assigned by immediate supervisor.

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Secondary Education Certificate plus Certificate (NTA level 4) in one of the following fields: Navigation and fishing Science, Fishing and Fisheries Technology, Master-fisherman, Nautical Science or equivalent qualifications from a recognized Institution.

5.1.3 SALARY SCALE: PGSS 3

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: -
 - 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. A signed application letter should be written either in Swahili or English and Addressed to Secretary, President's Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **02nd** January, 2025;
- xv. Only shortlisted candidates will be informed on a date for interview and;
- xvi. 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**