VACANCIES ANNOUNCEMENT

On behalf of the Muhimbili National Hospital (MNH), Muhimbili Orthopaedic Institute (MOI) and Muhimbili University of Health and Allied Sciences (MUHAS), President’s Office, Public Service Recruitment Secretariat invites qualified Tanzanians to fill (222) vacant posts as mentioned below;

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) was established in November, 2004 with mandate to provide effective, efficient and high quality tertiary specialist and super specialist medical services for referred patients for all areas of Tanzania, while providing conducive environment for training and research. The Hospital attends between 1200 -1600 inpatients and between 1200 -1500 outpatients and it have a total of 1,503 beds.

1.1 ACCOUNTS ASSISTANT II - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES

i. Receive cash deposits from customers;
ii. Effect cash payments to customers;
iii. Make records of all transactions and reconcile them with cash balance;
iv. Receive and keep in proper custody all bills, invoices and other claims pending payment;
v. Perform any other duties as may be assigned by the supervisor;

1.1.2 QUALIFICATION AND EXPERIENCE

- Form IV/VI Certificate together with either NBAA Modules A & B, Professional Level I, or two years Diploma in Accounting or related qualifications from a recognized university/institution and
- Must be computer literate.

1.1.1 REMUNIRATION

Attractive remuneration package in accordance with Institute’s salary scale – **TGSS 3**

1.2 ADMINISTRATIVE OFFICER II - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

i. Deal with staff welfare matters;

ii. Assist in conducting staff performance appraisal;

iii. Assist in the provision of Administrative services;

iv. Deal with interpretation of various circulars on salaries, leave, retirements;

v. Processing staff disciplinary cases, matters on staff regulation and procedures, and pensions;

vi. Handling correspondences and documents related to personnel issues.

vii. Implementation of personnel, hospital, student’s policies and regulations.

viii. Perform any other duties as may be assigned by the supervisor;

1.2.2 QUALIFICATION AND EXPERIENCE

University Degree or Advanced Diploma with bias in either Public Administration, Industrial relations or Hospital Administration from a recognized University/institution and must be computer literate. Knowledge in Transport Management will be added advantage.

1.1.2 REMUNIRATION

Attractive remuneration package in accordance with Institute’s salary scale – **TGSS 8**
1.2.3 AGRICULTURAL OFFICER II - 1 POST

1.2.4 DUTIES AND RESPONSIBILITIES
   i. Carry out Agricultural Management in one of the Hospital’s farm;
   ii. Supervise laborers who work in agricultural projects;
   iii. Book-keeper of all Agricultural or agricultural projects;
   iv. Collect Agricultural samples for laboratory examination;
   v. Perform any other duties as may be assigned by the supervisor.

1.2.5 QUALIFICATION AND EXPERIENCE
   Bachelor of Science in Agriculture from a recognized University/institution.

1.1.3 REMUNIRATION
   Attractive renumeration package in accordance with Institute’s salary scale – TGSS 8

1.3 ARTISAN – (FITTER MECHANICS) - 1 POST

1.3.1 DUTIES AND RESPONSIBILITIES
   i. Performs specified craft jobs under close supervision;
   ii. Proper handling, care and ensure maintenance of tools and equipment;
   iii. Maintain proper records;
   iv. Engage in continuous professional development;
   v. Teach others;
   vi. Perform any other duties as may be assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE
   Form IV certificate with Trade Test Grade III Certificate in related field from recognized university or institution.

1.1.4 REMUNIRATION
   Attractive renumeration package in accordance with Institute’s salary scale – TGSS 2

1.4 ASSISTANT NURSING OFFICERS II - 25 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES
   i. Assess patients’ conditions and identify their needs;
   ii. Ensure treatments are carried out as prescribed and observe any side effects;
   iii. Follow hospital policy in respect of custody and administration of all drugs (with
specific observation to Dangerous Drugs Act (DDA);

iv. Maintain personal contact with patients, their relatives and visitors to enhance the patient’s quality of life, and the good standing of the hospital;

v. Ensure the safe care and custody of patient’s property in accordance with the hospital policy;

vi. Ensure that health and safety of the clients are maintained at work by abiding to the infection prevention and control principles;

vii. Maintain a professional friendly atmosphere and create a dignified environment;

viii. Perform any other duties as may be assigned by the supervisor;

1.4.2 QUALIFICATION AND EXPERIENCE

Diploma in Nursing from a recognized university or institution, must be registered by a Tanzania Nurses and Midwives Council with a valid license to practice and computer literate. Work experience in Cardiac /Surgery/ICU /CCU or Theatre will be an added advantage.

1.1.5 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 4

1.4.3 ASSISTANT ACCOUNTANT II - 3 POSTS

1.4.4 DUTIES AND RESPONSIBILITIES

i. Prepares financial statements.

ii. Check accuracy of payment vouchers.

iii. Perform any other duties assigned to him/her by his senior

1.4.5 QUALIFICATION AND EXPERIENCE

Holder of either Bachelor Degree in Accounting, Advanced Diploma in Accounting, NBAA Intermediate Stage, Modules C&D, Professional Level II or equivalent qualifications from a recognized university or institution and must be computer literate.

1.1.6 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – TGSS 4

1.5 MEDICAL OFFICER II - 13 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES
i. Perform Medical duties in Obstetrics and Gynecology, Surgery, Anesthesia Medicine, Pediatrics, Preventive Medicine and Emergencies;

ii. Perform daily ward rounds with specialists on call and prepare patients case notes;

iii. Perform all investigations for patients;

iv. Attend general outpatient clinics;

v. Prepare all patients for any surgery/procedure;

vi. Carry out post-operative follow ups;

vii. Perform any other duties as may be assigned by the supervisor;

1.5.2 QUALIFICATION AND EXPERIENCE

Doctor of Medicine Degree from any recognized University or institution that successful completed one year Internship programme, registered with the Medical Council of Tanganyika, have maximum of three years work experience in a District or Regional Hospitals and must be computer literate.

1.1.7 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 8

1.5.3 HEALTH ATTENDANT II - 25 POSTS

1.5.4 DUTIES AND RESPONSIBILITIES

i. Clean offices, wards, compounds or as assigned;

ii. Move documents from one office to another as assigned;

iii. Open offices and make tea for officers;

iv. Responsible for proper use and safe keeping of tools and equipment;

v. Reports problems that require attention on his/her supervisors;

vi. Decorate, maintains gardens, waters plants and flowers;

vii. Perform any other duties as may be assigned by the supervisor.

1.5.5 QUALIFICATION AND EXPERIENCE

Form IV/VI certificate with passes in English and Kiswahili subjects with One year certificate in either Nursing attendant/Red Cross or any health attendant course.

1.1.8 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – PMOS 5
1.6 HEALTH LABORATORY SCIENTIFIC OFFICER II - 3 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES
   i. Perform specified technical tasks and monitor activities of subordinates;
   ii. Ensure that reagents are prepared in good time;
   iii. Carry out laboratory procedures as required;
   iv. Prepare teaching materials and aids and participate in training;
   v. Ensure that equipment in the laboratory is in working order by requesting regular servicing;
   vi. Participate in communicable diseases surveillance and control;
   vii. Ensure proper records of laboratory investigations are maintained;
   viii. Perform any other duties as may be directed by supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE
   Bachelor of Science either in Health Laboratory Technology, Medical Laboratory Sciences or equivalent qualification from recognized university or institution, Registered by the Health Laboratory Practitioners Council and must be computer literate and exposure in medical records.

1.1.9 REMUNIRATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 4

1.7 HEALTH RECORDER II- 5 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES
   i. Routine registration of new and return attendances of outpatients and admission of inpatients;
   ii. Filing patient’s case-notes;
   iii. Numbering system based on filing system;
   iv. Issuing and preparing new files/outpatient cards;
   v. Will be responsible for all matters concerning reception of referred patients;
   vi. Collection and sorting of Laboratory results into patients files;
   vii. Quarter yearly sorting of files into the shelves;
   viii. Reviewing, sorting, and filing all discharge and follow-up case-notes into the shelves;
   ix. Execute Quality Assurance Programmes;
   x. Keep and maintain records and statistics;
xi. Proper handling and care of equipment and tools;

xii. Engage in continuous professional development;

xiii. Perform any other duties as may be assigned by the supervisor;

1.7.2 QUALIFICATION AND EXPERIENCE

Form IV with passes in English and Mathematics subjects, Basic Certificate in Health Records (NTA 4) and must be computer literate.

1.1.10 REMUNIRATION

Attractive remuneration package in accordance with Institute’s salary scale – PMOSS 4

1.8 HEALTH RECORDS TECHNICIAN II - 1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

i. Organize In and Out Patients Clinics;

ii. Ensure clear Management of the Health administrative statistics;

iii. Code and classify diseases and diagnosis report;

iv. Implement proper system of daily collection and reporting of ward returns;

v. Keep and maintain patients numbering system;

vi. Maintain clear Patients Records Management;

vii. Manage and organize data processing;

viii. Handling all customer/patients complains relating to functions;

ix. Execute Quality Improvements programmes;

x. Assists in implementing periodical reporting system;

xi. Ensure clear confidentiality and security of the patient’s information;

xii. Implement means of weeding of Inactive records for new records;

xiii. Proper management and care of Institutional Equipment and tools;

xiv. Plan, supervise and co-ordinate health records works.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of two years full time Technician certificate (NTA level 5), or Two years Ordinary Diploma (NTA Level 6) in Health Records and Information Management from the Registered Health Records and Information Institutions and must be Computer literate.

1.8.3 REMUNIRATION

Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 3
1.9 HEALTH SOCIAL WORKER II - 2 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES
i. Conduct interviews and give advice to patients (inpatients and outpatients);
ii. Pay home visits to patients with a view of establishing factors relevant to treatment;
iii. Screening all in-patients to identify those with social medical problems and report their cases to senior staff;
iv. Preparing various periodical reports pertaining to patients with social and economic problems that can help the management in decision making;
v. Carry out major ward rounds to identify and assess the progress of patients;
vi. Collecting data and statistics for exempted patients and other cases that require institute’s support;
vii. Counseling patients under the supervision of senior staff;
viii. Carry out rehabilitation for mental and physical handicapped and general case work including staff welfare services;
ix. Conduct health education to patients and their families;
x. Perform any other duty assigned from time to time by supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE
Bachelor Degree in Social Work from a recognized university or Institution and must be computer literate. Possession of appropriate interpersonal skills is a must;

1.9.3 REMUNIRATION
Attractive renumeration package in accordance with Institute’s salary scale – PMGSS 4

1.10 HUMAN RESOURCES OFFICER II - 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES
i. Assists in implementing reward management and remuneration policies;
ii. Assist in handling disciplinary matters;
iii. Assist in administering human resource training and development, performance management and career management programmes;
iv. Assist in recruitment, selection, placement and termination processes;
v. Assist in devising and administering succession plans;
vi. Perform any other duties as may be assigned by the supervisor;
1.10.2 QUALIFICATION AND EXPERIENCE
Bachelor Degree in Human Resources Management from a recognized university or institution and must be computer literate.

1.10.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – TGSS 8

1.11 INTERNAL AUDITOR II - 2 POSTS
1.11.1 DUTIES AND RESPONSIBILITIES
   i. Review internal controls and submit recommendations to superiors;
   ii. Execute audit programmes;
   iii. Ensure that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements;
   iv. Prepare audit reports based on the audit findings;
   v. Review the effectiveness of managerial controls and implementation of systems, policies and practices of the hospital;
   vi. Prepare internal audit programmes in accordance with generally accepted audit standards;
   vii. Organize and supervise staff carrying out audit on expenditure and revenue transactions;
   viii. Perform any other duties as may be assigned by the supervisor;

1.11.2 QUALIFICATION AND EXPERIENCE
Holder of Bachelor either of Commerce in Accounting, Business Administration with Accounting or related qualifications from recognized university or institution. Must also be a Holder of CPA (T) or its equivalent, registered with NBAA as Certified Public Accountant and must be computer literate.

1.11.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – TGSS 9

1.12 LAUNDRY II (DOBI) – 1 POST
1.12.1 DUTIES AND RESPONSIBILITIES
   i. Sort out linen and wash, dry, iron and dispatch them to respective wards;
ii. Cleaning of laundry area;
iii. Proper handling and care of laundry machines and other working tools;
iv. Engage in continuous professional development;
v. Execute quality assurance programmes;
vi. Perform any other duties as may be assigned by the supervisor.

1.12.2 QUALIFICATION AND EXPERIENCE

National Form IV certificate plus basic training in laundry with ability to use laundry machines.

1.12.3 REMUNIRATION

Attractive renumeration package in accordance with Institute’s salary scale – PMOSS 1

1.13 LIVESTOCK OFFICER II 1 POST

1.13.1 DUTIES AND RESPONSIBILITIES

i. Carry out Livestock Management in one of the Hospital’s farm;
ii. Supervise laborers who work in livestock projects;
iii. Book-keeper of all Livestock or agricultural projects;
iv. Collect livestock samples for laboratory examination;
v. Control and treat animal or crop diseases;
vi. Assists in the practical rehabilitation of patients;
vii. Perform any other duties as may be assigned by the supervisor;

1.13.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science in animal Science from a recognized university or institution.

1.13.3 REMUNIRATION

Attractive renumeration package in accordance with Institute’s salary scale – TGSS 8

1.14 NURSING OFFICER II 45 POSTS

1.14.1 DUTIES AND RESPONSIBILITIES

i. Provide care to patients following nursing process;
ii. Provide high quality nursing care using appropriate nursing process;
iii. To assess patient’s condition, plan, implement, document, and evaluate individualized nursing care using appropriate nursing model in accordance with the hospital nursing
iv. Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;

v. Maintain personal contact with patients, their relatives and visitors to enhance the patient’s quality of life, dignity and the good standing of the hospital;

vi. Ensure the safe care and custody of patient’s property in accordance with the hospital policy;

vii. Maintain health and safety at work by ensuring that infection prevention and control principles are followed;

viii. Perform any other duties as may be assigned by the supervisor.

1.14.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Nursing from a recognized university or institution plus successful completion of Internship, registered with Tanzania Nurses and Midwives Council with a valid license to practice and must be computer literate.

1.14.3 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 5

1.15 NUTRITIONIST II - 1 POST

1.15.1 DUTIES AND RESPONSIBILITIES

i. Provide specialized nutritional counseling, medical nutrition therapy, class instruction and follow-up for medically and nutritionally compromised clients;

ii. Determine client’s level of nutrition risk (prioritization for services) by assigning and documenting appropriate nutrition risk factors;

iii. Identify those clients at significant medical/nutritional risk, identify nutritional objectives and schedule the high risk follow up clinic for in depth nutritional counseling;

iv. Provide nutritional counseling and class instruction for various needs of the target population, especially nutritional needs for pregnancy, breastfeeding, infants and small children and document client progress towards goals;

v. Assign appropriate food packages to meet the nutritional needs of clients, including specialized formula for infants with specialized or medical needs;

vi. Perform any other duties as may be assigned by the supervisor.
1.15.2 QUALIFICATION AND EXPERIENCE
Bachelor of Science either in Food and Nutrition, Dietetics, or Food Service Systems Management from recognized university or institution. Computer literacy will be an added advantage and applicant should have Friendly disposition and good customer care skills.

1.15.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – TGSS 8

1.16 OCCUPATIONAL THERAPIST II 1 POST
1.16.1 DUTIES AND RESPONSIBILITIES
i. Keep and maintain patient’s records and statistics;
ii. Take care of equipments in the unit/department and report any Malfunctions;
iii. Carry out occupational therapist duties under supervision;
iv. Maintain records and provide written and verbal reports as required;
v. Maintain an accurate record of the services provided to patients;
vi. Perform any other duties assigned by superior from time to time.

1.16.2 QUALIFICATION AND EXPERIENCE
Diploma in Occupational Therapy from a recognized university or institution. Computer literacy is an added advantage.

1.16.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 3

1.16.4 PERSONAL SECRETARY II - 4 POSTS
1.16.5 DUTIES AND RESPONSIBILITIES
i. Type confidential and open matters;
ii. Use modern machines and office equipment in discharging duties;
iii. Take care of all office facilities under custody;
iv. Answer correspondences involving routine matters;
v. Check office registers to ensure that they are well maintained;
vi. Work with heads of sections, units and departments;
vii. Receive and direct visitors;
viii. Keep minutes/records of meetings;
ix. Take dictation by shorthand/hatimkato;
x. Perform any other duties as may be assigned by the supervisor.

1.16.6 QUALIFICATION AND EXPERIENCE
Form IV/VI certificate who has passed a two year Secretarial Course at a recognized institution with typing speed of 60wpm, Secretarial Duties, Tabulation and manuscript stage III, Shorthand speed of 80 wpm in both English and Swahili plus basic computer skills in at least word processing, spreadsheet, databases, email and internet, with not less than three years relevant working experience.

1.16.7 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – TGSS 3

1.17  PHARMACIST II 2 POSTS

1.17.1 DUTIES AND RESPONSIBILITIES
i. Supervise dispensing of medicine as per doctor’s prescriptions;
ii. Supervise making of extemporaneous preparations (compounding);
iii. Organize preparation of sterile and non-sterile pharmaceuticals;
iv. Provide drug information to both patients and health care personnel;
v. Provide ward pharmacy services i-e. In-patients prescription monitoring, therapeutic drug monitoring;
vi. Supervise, appraise staff and identify development and training needs;
vii. Perform any other duties as may be assigned by the supervisor.

1.17.2 QUALIFICATION AND EXPERIENCE
Bachelor Degree in Pharmacy with completion of a one year internship programe and registered by the Pharmacy Council. Computer literacy is essential. Possession of a Masters in Clinical Chemistry will be an added advantage.

1.17.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 5

1.18  PHARMACEUTICAL TECHNICIAN II 2 POSTS

1.18.1 DUTIES AND RESPONSIBILITIES
i. Determine, prepare and ordering drugs and treatment Instrument requirements;
ii. Store and dispense drugs and treatment instruments as per prescription to patients and staff;
iii. Providing information on reactions resulting from the use of medicine;
iv. Prepare report on the use of drugs and treatment instruments in the Institute;
v. Assist physicians, interns, nurses and patients on medication;
vi. Sort out and listing drugs expiring within three months for the attention of superior;
vii. Perform any other duties as may be assigned by the supervisor.

1.18.2 QUALIFICATION AND EXPERIENCE
Diploma in Pharmacy from any recognized university or Institution and must be registered by the National Pharmacy Board of Tanzania.

1.18.3 REMUNIRATION
Attractive renumeration package in accordance with Institute’s salary scale – PMGSS 3

1.19 PHYSIOTHERAPIST II 1 POST

1.19.1 DUTIES AND RESPONSIBILITIES
i. Treat patients under supervision of senior staff;
ii. Keep and maintain patient’s records and statistics;
iii. Take care of equipments in the unit/department and report any malfunctions;
iv. Perform any other duties as may be assigned by the supervisor.

1.19.2 QUALIFICATION AND EXPERIENCE
Three years Diploma in Physiotherapy or its equivalent with an experience of one year from a recognized institution. Computer literacy is an added advantage.

1.19.3 REMUNIRATION
Attractive renumeration package in accordance with Institute’s salary scale – PMGSS 3
1.20  POLICE AUXILIARY II 2 POSTS

1.20.1 DUTIES AND RESPONSIBILITIES
   i. Routine patrol around the campus to maintain peace and order;
   ii. Investigates cases and takes suspects to police;
   iii. Records in appropriate books all events and reports to his/her seniors;
   iv. Perform any other duties as may be assigned by the supervisor.

1.20.2 QUALIFICATION AND EXPERIENCE
   Form IV/VI certificate with either National Service Training, Police Training or successful completion of Full Militia Training (Mgambo).

1.20.3 REMUNIRATION
   Attractive renumeration package in accordance with Institute’s salary scale – TGSS 2

1.21  RADIOGRAPHER II 1 POST

1.21.1 DUTIES AND RESPONSIBILITIES
   i. Make sure that the radiation protection in the department is maintained;
   ii. Assist radiographer in-charge on the preparation and administration of contrast agents;
   iii. Prepare patients for further procedure;
   iv. Assist radiographer in setting control for correct exposures;
   v. Perform any other duties as may be assigned by the supervisor.

1.21.2 QUALIFICATION AND EXPERIENCE
   Diploma in Radiography or equivalent qualification and must be registered by the National Radiation Commission. computer literacy is a must.

1.21.3 REMUNIRATION
   Attractive renumeration package in accordance with Institute’s salary scale – PMGSS 3

1.22  REGISTRY CLERK II 1 POST

1.22.1 DUTIES AND RESPONSIBILITIES
   i. Receiving and dispatching files;
ii. Sorting and recording all incoming and outgoing correspondence in accordance with instructions;
iii. Maintains an up-to-date register of office files;
iv. Files correspondences to relevant files and attaches them whenever deemed necessary;
v. Perform any other duties as may be assigned by the supervisor.

1.22.2 QUALIFICATION AND EXPERIENCE
Form IV/VI certificate with passes in English and Kiswahili plus Certificate in Clerical Induction Course.

1.22.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – TGSS 2

1.23 PROCUREMENT AND SUPPLIES OFFICER II - 1 POST

1.23.1 DUTIES AND RESPONSIBILITIES
i. Maintain Procurement Request Register;
ii. Raising enquiries and issuing to Prospective Suppliers for quotations;
iii. Maintain register for enquiries and Quotations received;
iv. Evaluations of quotations;
v. Raising of Requisitions for Official Orders and Official Orders;
vi. Follow up for approvals of procurement documents;
vii. Issuing of Orders to Suppliers and following up for delivery;
viii. Maintain Proper Procurement records;
ix. Monthly reconciliation on all procurement made;
x. Perform any other duties as may be assigned by the supervisor.

1.23.2 QUALIFICATION AND EXPERIENCE
Bachelor Degree in Procurement and Supplies or its equivalent from a recognized university or Institution, Must be holder of Certified Procurement and Supplies Professional (CPSP) and registered as authorized professional. The candidate should be computer literate, Conversant with PPA 2011 and its regulation of 2013 and knowledgeable in the use of GPSA framework contracts.

1.23.3 REMUNERATION
1.24 TECHNICIAN II CIVIL 1 POST, TECHNICIAN II TELEPHONE, 1 POST
TECHNICIAN II BIOMEDICAL 1 POST

1.24.1 DUTIES AND RESPONSIBILITIES
i. Carry out specified tasks connected with infrastructure/laboratory, building, plants and equipment for the Hospital;
ii. Assist senior staff in relevant fields of operation;
iii. Carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
iv. Implement specified technical plans in relevant fields of operations;
v. Execute Quality Assurance programmes;
vi. Engage in continuous professional development;
vii. Perform any other duties as may be assigned by the supervisor.

1.24.2 QUALIFICATION AND EXPERIENCE
• Full Technician Certificate (FTC) or Diploma in relevant field from a recognized university or institution.

1.24.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – CIVIL AND TELEPHONE OPERATOR TGSS 6, BIOMEDICAL PMGSS 3

1.25 TUTOR II -2 POSTS

1.25.1 DUTIES AND RESPONSIBILITIES
i. Teach one or more university subjects to undergraduate and graduate students;
ii. Prepare and deliver lectures to students and conduct laboratory sessions or discussion groups;
iii. Prepare, administer and grade examinations, laboratory assignments and reports;
iv. Be a role model on-the-job, and in more formal teaching settings;
v. Perform any other duties as may be assigned by the supervisor.

1.25.2 QUALIFICATION AND EXPERIENCE
Holder of Bachelor either in Medical Doctor, Doctor of Dental Surgery, Pharmarcy, Nursing, Medical Laboratory, Radiography or Environment Health from a recognized university or institution and Must be computer literate.

1.25.3 REMUNIRATION
Attractive remuneration package in accordance with Institute’s salary scale – PTSS 14

2.0 THE MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)
The Muhimbili Orthopaedic Institute (MOI) is an autonomous institute established through an Act of Parliament No.7 of 1996 with main objective of providing primary secondary and tertiary care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in human resources development for the nation and also carries out research in these fields with the view of developing cheaper ways of treatment for patients and reducing invalidity to members of the community.

2.1 ASSISTANT NURSING OFFICER II - 4 POSTS
2.1.1 DUTIES AND RESPONSIBILITIES
i. Carrying general nursing care of patients;
ii. Collect essential medical data;
iii. Adhere to the rules and regulations of DDA;
iv. Administer drugs and other treatment as prescribed by medical doctors;
v. Provide health education to patients and their relatives.
vi. Participate in ward rounds;
vii. Perform any other duties as may be assigned by the supervisor.

2.1.2 QUALIFICATION AND EXPERIENCE
Diploma in Nursing from a recognized university or institution and must be registered by the Tanzania Nurses and Midwifery Council.

2.1.3 REMUNARATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 4
2.2 ASSISTANT NURSING OFFICER (NURSE ANAESTHETIST) II 6 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES

i. Perform pre-operative patients visits: explain procedures to patients and check whether they have any medical conditions that could create problem under anaesthesia;

ii. Prepare operating room: check anaesthesia machine, supplies, medicine and gases;

iii. Assist Anaesthesiologist to administer anaesthetics to patients;

iv. Administer intravenous fluids and basic anaesthetics to patients under supervision and direction of anaesthesiologist;

v. Observes condition of patients during surgical procedures, including skin color, dilation of pupils and vital signs: initiates remedial measures to prevent surgical shock or other adverse condition as required;

vi. Documents anaesthesia notes on patients;

vii. Help wake up patients after the anaesthetics;

viii. Accompanies patient to recovery area and remains until patient’s immediate condition is acceptable;

ix. Perform post-anaesthesia patient visits to rule out any complications secondary to anaesthesia;

x. Assist the anaesthesiologist in the emergencies;

xi. Participate in education and research;

xii. Responds timely to patient’s resuscitation call, at the accident and emergency department;

xiii. Perform any other duties as may be assigned by the supervisor.

2.2.2 QUALIFICATION AND EXPERIENCE

Diploma in Nursing and Certificate of Anaesthesia from a recognized university or Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

2.2.3 REMUNERATION

Attractive renumeration package in accordance with Institute’s salary scale – PMGSS 4

2.3 NURSING OFFICER II 2 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES

i. Taking general nursing care of patients;
ii. Collecting essential medical data;
iii. Supervising junior staff;
iv. Counseling patients;
v. Educating patients on their health problems;
vi. Ordering drugs from pharmacy and ward equipment from stores;
vii. Adhering to the rules and regulations of DDA;
viii. Giving health education to patients and relatives;
ix. Apply the installed integrated hospital management information systems in all activities and reporting;
x. Communicating internally and externally by using the ICT;
xi. Adhering to the prescribed inpatients and outpatients’ treatment manual and procedures;

2.3.2 QUALIFICATION AND EXPERIENCE
Bachelor of Science in Nursing from a recognized Institution. Must be registered by the Tanzania Nurses and Midwifery Council.

2.3.3 REMUNERATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 5

2.3.4 NURSE II -1 POST

2.3.5 DUTIES AND RESPONSIBILITIES
i. Taking general nursing care of patients;
ii. Administering drugs and other treatments as prescribed by medical doctors;
iii. Collecting data and preparing reports of his/her working performance;
iv. Counseling patients;
v. Educating patients on their health problems;
vi. Taking care of DDA;
vii. Perform any other duties as may be assigned by the supervisor.

2.3.6 QUALIFICATION AND EXPERIENCE
Form IV with a certificate in enrolled nursing course from any recognized Institution. Must be enrolled by the Tanzania Nurses and Midwifery Council.
2.3.7 REMUNARATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 2

2.4 HEALTH ATTENDANT II - 15 POSTS
2.4.1 DUTIES AND RESPONSIBILITIES
i. Carry out general cleaning of wards and its surroundings;
ii. Give bed bath to bed ridden patients;
iii. Providing and removing bedpans and urinal bottles;
iv. To feed patients;
v. Collect patient’s linen for laundry services;
vi. Send specimen to laboratories and collecting results;
vii. Perform any other duties as may be assigned by the supervisor.

2.4.2 QUALIFICATION AND EXPERIENCE
Form IV with at least 1 year certificate in nursing health course.

2.4.3 REMUNARATION
Attractive remuneration package in accordance with Institute’s salary scale – PMGSS 2

2.5 RADIOGRAPHER II 1 POST
2.5.1 DUTIES AND RESPONSIBILITIES
i. Taking Patient's X-rays;
ii. Up keeping And Maintaining x-ray equipments and supervising sterilized radiology instrument in the unit;
iii. Ensuring quality diagnosis of x-ray taken;
iv. Keeping and maintaining patient’s x-ray waiting for seniors to interpret and give results;
v. Supervising and training junior staff in the unit;
vi. Providing technical advice on radiation in the unit;
vii. Preparing contrast media and chemicals for x-rays;
viii. Processing x-ray films;
ix. Keeping and marinating patient’s records;
x. Perform any other duties as may be assigned by the supervisor.

2.5.2 QUALIFICATION AND EXPERIENCE
Diploma in radiology from any recognized university or Institution and must be enrolled in then register of Medical Radiology and imaging Professionals as a radiographer.

2.5.3 REMUNARATION
Attractive renumeration package in accordance with Institute’s salary scale – **PMGSS 3**

2.5.4 LABORATORY TECHNOLOGIST II -1 POST

2.5.5 DUTIES AND RESPONSIBILITIES
i. Assisting in receiving, extracting and recording samples for laboratory examinations;
ii. Assisting in laboratory equipment and chemicals for laboratory tests and examinations;
iii. Assisting in inspecting and storing laboratory reagents, equipments and chemicals used in laboratory tests and examinations;
iv. Assisting in keeping and maintaining laboratory records;
v. Assisting in maintaining list of laboratory equipment in the unit;
vi. Assisting in carrying out laboratory examination samples and recording the results under the supervision of a senior laboratory technologist;
vii. Perform any other duties as may be assigned by the supervisor.

2.5.6 QUALIFICATION AND EXPERIENCE
Diploma in laboratory from any recognized university or Institution and must be registered by the Health Laboratory Practitioners council.

2.5.7 REMUNARATION
Attractive renumeration package in accordance with Institute’s salary scale – **PMGSS 3**

2.6 ASSISTANT SYSTEM ADMINISTRATOR II -1 POST

2.6.1 DUTIES AND RESPONSIBILITIES
i. Assisting in carrying out day to day installation, configuration, update and maintenance of the Windows PCs and peripheral equipment (such as printers, scanners etc). These responsibilities include the cleaning of computers and alignment
of printers, ensuring the legality of software and continuation of services;
ii. Providing support for the online Hospital management system;
iii. Assisting in maintaining communication of the institute (E-mail and internet connectivity);
iv. Providing technical support to staff and other users in the use of IT services and equipment;
v. Assisting in the backup of Institute data and systems;
vi. Tracing by CCTV equipment and systems any abnormal movements of all workers and visitors in the Institute premises;
vii.Alerting workers and visitors in the Institute premises in case of fire;
viii. Deactivate access control systems in case of fire, so that workers and visitors can get out smoothly through doors of affected areas;
ix. Perform any other duties as may be assigned by the supervisor.

2.6.2 QUALIFICATION AND EXPERIENCE

Diploma, FTC in Computer Engineering or related qualification from a recognized university /institution.

2.6.3 REMUNERATION

Attractive remuneration package in accordance with Institute’s salary scale – PGSS 3.5

2.7 SUPPLIES OFFICER (PROCUREMENT) II - 1 POST

2.7.1 DUTIES AND RESPONSIBILITIES

i. Taking charge of stores and procurement section;
ii. Establishing stock levels and timely replacement stocks;
iii. Authorizing the receipt of goods and confirming its quantity and quality;
iv. Carrying out reconciliation of physical stocks against records;
v. Ensuring maintenance and amendments of stock level figure;
vi. Ensures efficient stock control levels are maintained (Inventory Analysis and Control);
vii. Responsible for clearing and forwarding activities;
viii. Evaluating vendor performing and advice accordingly;
ix. Maintaining an up to date filling system on pricing and vendors to ensure immediate and accurate access to information;
x. Preparing Bid documents and tender advertisements;
xi. Preparing consumption summaries for appropriate future planning;

xii. Assisting senior officers in the planning for annual stock taking experience;

xiii. Perform any other duties as may be assigned by the supervisor.

2.7.2 QUALIFICATION AND EXPERIENCE

Bachelor/Advanced Diploma in Materials Management or related field from recognized Institution.

2.7.3 REMUNARATION

Attractive remuneration package in accordance with Institute’s salary scale – PGSS 6

2.8 RECEPTIONIST 1 POST

2.8.1 DUTIES AND RESPONSIBILITIES

i. Receiving and interviewing visitors and direct them to various services delivery points;

ii. Keeping visitor’s register books;

iii. Receiving incoming calls and allocating them to the relevant location;

iv. Keeping and maintaining the switchboard cleanliness in his/her office;

v. Ensuring that the visitors have appointment and get go ahead from the respective officer/staff;

vi. Making phone calls as requested by staff in accordance to the Institute directives;

vii. Keeping incoming and outgoing phone calls registers;

viii. Informing visitors on chain of services at the Institute;

ix. Perform any other duties as may be assigned by the supervisor.

2.8.2 QUALIFICATION AND EXPERIENCE

Diploma in Hotel and Tourism or Front Office Operations from a recognised institution. with passes Kiswahili and English

2.8.3 REMUNARATION

Attractive remuneration package in accordance with Institute’s salary scale – PGSS 5

2.9 TECHNICIAN II (BIOMEDICAL) - 1 POST

2.9.1 DUTIES AND RESPONSIBILITIES

i. Carrying out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;

ii. Carrying out cleaning of machines, equipment and working environment;
iii. Assisting Technicians and Engineers in repairing of non biomedical and carrying out engineering related activities;
iv. Observing safety precautions to personnel, tools, instruments and equipment;
v. Punctual at reporting for work and emergencies;
vi. Recording and monitoring timely the performance of machines, installations, buildings and other equipments using CHECK LISTS and ensure economical and correct use of the Institution equipment’s;
vii. Assisting in recording inventory of related working equipment/tools;
viii. Perform any other duties as may be assigned by the supervisor.

2.9.2 QUALIFICATION AND EXPERIENCE

Form IV/VI Certificate, with Diploma/FTC in related field from a recognized Vocational Training Institute.

2.9.3 REMUNIRATION

Attractive renumeration package in accordance with Institute’s salary scale – PGSS 6

3.0 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 then transformed into the Faculty of Medicine of the University of Dar es Salaam that in 1991 was upgraded and became a college—the Muhimbili University College of Health Sciences (MUCHS). In 1996, the Faculty of Medicine that was upgraded to a constituent College of the University of Dar es Salaam, with the aim of nurturing it to a full-fledged university later on was merged with the Muhimbili hospital to create the Muhimbili Medical Centre (MMC).

Over the years MUCHS made significant achievements in terms of increased student enrollment 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, in 2007 Article 1 of the Charter of Incorporation established MUHAS in line with the Universities Act No 7 of 2005.

The objectives of the University are the advancement of knowledge, diffusion and extension of technology and learning, the provision of higher education and research and, so far as is consistent with those objectives, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University. MUHAS has two campuses; Muhimbili Campus and Mloganzila Campus.
3.1 NURSING OFFICER II – 36 POSTS- (RE- ADVERTISED)

3.1.1 DUTIES AND RESPONSIBILITIES

(i) Provides holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;

(ii) Performs comprehensive physical examination within various settings, diagnosing common health conditions and recommending necessary interventions;

(iii) Assesses, formulates, plans and implements evidence-based nursing care for Clients/patients according to the hospital nursing/midwifery policy;

(iv) Creates and maintains a professional, friendly and safe nursing care environment for clients/patients and other hospital staff and ensure that infection prevention and control principles are followed;

(v) Carries out patient audits and research on services and participates in quality improvement and quality assurance procedures to improve clients/patients care;

(vi) Collaborates and maintains effective working relationships among interdisciplinary teams to support clients/patients and their families;

(vii) Maintains therapeutic relationships with patients, their relatives and visitors to enhance the patient’s quality of life, dignity and the good standing of the hospital;

(viii) Ensures that all drugs, other medicines, equipment and consumables are ordered, stocked and are available for the patients as prescribed;

(ix) Ensures safety and custody of patients' property in accordance with the hospital policy and procedures;

(x) Reports any accident/incident, loss or theft to Senior Nursing Officers and completes necessary procedures promptly;

(xi) Adheres to the prescribed inpatients and outpatients' treatment protocols and reports adverse reactions promptly;

(xii) Follows hospital policy with respect to custody and administration of all drugs, with special observation to DDAs;

(xiii) Supervises and trains subordinates and students on patients’ care and management of equipment and supplies;

(xiv) Conducts clinical teaching to students rotating in his/her unit, and;

(xv) Perform any other duties as may be assigned by the supervisor.
3.1.2 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Nursing, Midwifery or equivalent from a recognized University or Institution plus successful completion of internship, and Registration with Tanzania Nursing and Midwifery Council.

GENERAL CONDITIONS

i. All applicants must be Citizens of Tanzania of not more than 45 years of age;

ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

iii. Applicants should apply on the strength of the information given in this advertisement;

iv. Applicants must attach their certified copies of the following certificates;
   • Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
   • Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
   • Form IV and Form VI National Examination Certificates;
   • Birth certificate.

v. Attaching copies of the following certificates is strictly not accepted
   • Form IV and form VI results slips;
   • Testimonials and all Partial transcripts.

vi. Applicants   employed in the Public Service should route their application letters through their respective employers;

vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;

viii. Applicants should indicate three reputable referees with their reliable contacts;

ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);

x. Certificates from foreign Universities should be verified by The Tanzania Commission for Universities (TCU);

xi. Applicants with special needs/case (disability) are supposed/advised to indicate;

xii. A signed application letters should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, 27 Bibi Titi Mohammed Road, P.O. Box 63100, Maktaba Complex, 11102 Dar Es Salaam.

xiii. Deadline for application is 31st August, 2017 and;
xiv. Only short listed candidates will be informed on a date for interview;

xv. Presentation of forged certificates and other information will necessitate to legal action;

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

SECRETARY

PUBLIC SERVICE RECRUITMENT SECRETARIAT.