

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/L/124

27th May, 2021

VACANCIES ANNOUNCEMENT

On behalf of President's Office, Regional Administration and Local Government (PO-RALG) under Centre for Diseases Control Project, Ministry of Health, Community Development, Gender, Elderly and Children under The National Health Laboratory (NHL) and Tanzania Fisheries Research Institute (TAFIRI) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **fifty (50)** vacant posts mentioned below;

1.0 PRESIDENT'S OFFICE, REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT (PO-RALG) – ONE YEAR CONTRACT EMPLOYMENT

President's Office, Regional Administration and Local Government (PO-RALG) through Global Fund Grants is supervising the health projects (Centre for Diseases Control CDC- GH 19-1956 CDC Tanzania) under the fund. The Global Fund for fighting AIDS, Tuberculosis, and Malaria was established in 2002 to dramatically increase resources to fight three of the world's most devastating diseases, and to direct those resources to areas of greatest need. Tanzania is one of the major beneficiaries of Global Fund support to fight HIV/AIDS, tuberculosis, Malaria and to build resilient and sustainable systems for health since 2002. There are three operational grants being implemented through the public sector principal recipient (PR). These include: HIV grant, TB grant and Malaria grant. The grants are implemented in collaboration between the public and

private sectors. Among of the objectives of the Global Fund support are to help the government of Tanzania to achieve universal access to comprehensive HIV prevention, treatment, care, support services, reduce the incidence by 25% and mortality by 50% of TB, reduce the average country Malaria prevalence and achieve 20% reduction in maternal mortality ratio.

1.0.1 PROJECT IMPLEMENTATION AND COORDINATION MANAGER (1 POST)

1.0.2 WORK STATION: DODOMA

1.0.3 REPORTS TO: PROJECT PRINCIPAL INVESTIGATOR

1.0.4 DUTIES AND RESPONSIBILITIES

- i. To contribute to effective project implementation aligned with PO-RALG principles at DHS;
- ii. To support the design and implementation of new programs and activities;
- iii. To provide technical advice and support to PO-RALG, and leading implementation team on management and implementation of project consistent with CDC policies and regulations;
- iv. To work closely with implementing partners, various interagency technical teams and strategic units in support of the project;
- v. To supervise and provide technical support on project on project implementation;
- vi. To develop program evaluation strategies, methodologies and indicators for program monitoring and evaluation;
- vii. To ensure appropriate data management systems to monitor objectives and indicators and provide guidance on data analysis, visualization and interpretation to inform key project decisions;
- viii. To work with CDC and other US agencies in the coordinated planning of project through the CDC Country Operational Plan; and participate in partner performance evaluation;
- ix. To develop annual costed budget and work plans in line with agreed project plan, objectives, outcome and deliverables; and
- x. To oversee and ensure efficient management of project resources as approved work plan and budget.

1.0.5 QUALIFICATIONS AND EXPERIENCE

- i. Bachelor Degree either in Project Management or Public Health with Master's Degree either in Public Health, Business Administration or Monitoring and Evaluation plus five years of experience either in managerial position, project management, health management system, or designing, implementing and

managing HIV-related projects. Experience with CDC/USG funded projects will be an added advantage.

1.0.6 OTHER COMPETENCIES

A proven record of excellent management, leadership, decision making, excellent communication and interpersonal skills.

1.0.7 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale.

1.0.8 TERMS OF EMPLOYMENT

One year contract (Renewable based on performance and availability of funds).

1.0.9 PROJECT FINANCE AND ADMINISTRATION OFFICER (1 POST)

1.0.10 WORK STATION: DODOMA

1.0.11 REPORTS TO: PROJECT PRINCIPAL INVESTIGATOR

1.0.12 DUTIES AND RESPONSIBILITIES

- i. To maintain financial systems and control to ensure the efficiency, integrity and transparency of the office in accordance with government financial guidelines, national legal requirements and internationally accepted accounting standards;
- ii. To assist and support the project teams in ensuring that field expenditures meet donor requirements and remain within the approved plans and budgets;
- iii. To assist and support the project teams in the preparation of budgets for project proposals and annual budgets;
- iv. To ensure compliance to all accounting procedures and regulations enforcing the application of proper financial controls;
- v. To prepare timely and accurate periodic financial reports;
- vi. To maintain accurate and auditable financial records, in both hard and electronic formats;
- vii. To liaising with the Human Resource Department for administration of payroll;
- viii. To liaise with External Auditors, Government Departments, banks on regular basis;
- ix. To provide budget oversight for all financial resources for all levels;
- x. To forecast financial and risk analysis;
- xi. To participate and assist in monitoring and evaluation including supporting field activities, provision of data and information, adoption of findings and recommendations, documentation of case studies, experiences and lessons and adoption of best practices;

- xii. To create and nurture effective working relationship with stakeholders, beneficiaries, the local community, partners, service providers, collaborators and relevant government agencies;
- xiii. To maintain quality standards and ensure compliance with policy and procedures in implementation of activities in the assigned area; and
- xiv. To ensure proper documentation and maintain adequate records for all activities through maintenance of proper and effective filing system.

1.0.13 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Finance or Accounting plus Masters in Business Administration or Postgraduate Degree in Finance or Accounting. Candidate must possess Professional Qualifications (CPA T) and five years working experience in related field.

1.0.14 OTHER COMPETENCIES

Excellent interpersonal and communication skills. Project management skills will be an added advantage.

1.0.15 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale.

1.0.16 TERMS OF EMPLOYMENT

One year contract (Renewable based on performance and availability of funds).

2.0 THE NATIONAL HEALTH LABORATORY (NHL)

Laboratory services in Tanzania have evolved from the first Government Clinical Laboratory, which was established at Ocean Road in Dar es Salaam in 1897 by Dr. Robert Koch, the German Bacteriologist. During the 1960s, the laboratory became the Central Pathology Laboratory (CPL) as an independent department of the Ministry of Health (MOH). The CPL was relocated to Muhimbili National Hospital (MNH) in Dar es Salaam in 1971, after the German and Swiss Governments provided assistance for construction of new laboratory premises. Since then, Tanzania has never had a dedicated National Health Laboratory (NHL), nevertheless, in the interim, this role was assumed by the National Health Laboratory Quality Assurance and Training Centre (NHLQATC), which was constructed through Development Partner's funds to support HIV/AIDS interventions.

2.0.1 LABORATORY SCIENTIST GRADE II – (18 POSTS)

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To perform specialized laboratory tests;
- ii. To implement the quality management system;
- iii. To train junior members of staff on matters related to Laboratory tests;
- iv. To assist quantification of requirements of the section;
- v. To comply with established quality management system and safety procedures;
- vi. To prepare and submit monthly, quarterly, semi-annual and annual reports;
- vii. To maintain statistics of Lab tests and keeps records and documents thereof;
- viii. To plan and participate in all researches conducted in the laboratory;
- ix. To assist in all technical duties requiring a higher degree of planning and design competence in the areas of Laboratory's practical/projects;
- x. To assist NHL in research and development and consultancy activities;
- xi. To comply with established quality management system and safety procedures;
- xii. To participate in operational research for both clinical and public health services;
- xiii. To plan and supervise maintenance of laboratory facilities;
- xiv. To provide guidance to technicians and Laboratory Assistants in their daily activities; and
- xv. To perform any other related duties as may be assigned by the supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Medical Laboratory from recognized institution. Applicant must be registered under Health Laboratory Practitioners Council.

2.0.4 OTHER COMPETENCIES

Good computer skills (Microsoft packages); and excellent written and oral communication skills in both English and Swahili languages.

2.0.5 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale

2.0.6 LABORATORY TECHNOLOGIST II – (9 POSTS)

2.0.7 DUTIES AND RESPONSIBILITIES

- i. To receive, extract and record samples for laboratory examination;

- ii. To prepare laboratory equipment and chemical tests and examinations;
- iii. To inspect and store laboratory reagents, equipment and chemicals;
- iv. To maintain a list of laboratory equipment in the section;
- v. To perform laboratory examination of samples and recording results under supervision;
- vi. To perform parasitological tests and other specialized tests in the department;
- vii. To implement NPHL laboratory quality management system;
- viii. To assist in the training of laboratory technologists;
- ix. To participate in EQA scheme in parasitological tests and review results thereof;
- x. To analyze and provide feedback on EQA panels;
- xi. To apply parasitological knowledge and skills in disease surveillance and quality assurance;
- xii. To identify and address complaints, non-conformances and corrective actions;
- xiii. To recognize and respond to emergencies; and
- xiv. To perform any other duties as assigned by the Section Head.

2.0.8 QUALIFICATIONS AND EXPERIENCE

Diploma in Medical Laboratory Sciences or equivalent qualification. Applicant must be registered with Tanzania Health Laboratory Practitioners Council.

2.0.9 OTHER COMPETENCIES

Good Computer Skills (Microsoft packages); and excellent written and oral communication skills in both English and Swahili languages.

2.0.10 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale

2.0.11 HEALTH LABORATORY ASSISTANT – (14 POSTS)

2.0.12 DUTIES AND RESPONSIBILITIES

- i. To maintain cleanliness of the laboratory, glassware and equipment;
- ii. To perform Phlebotomy duties;
- iii. To keep records of received specimens, laboratory investigations and procedures under supervision;
- iv. To implement appropriate health laboratory bio-safety and bio-security measures;
- v. To perform basic test under close supervision;
- vi. To perform customer service to NPHL Clients and adhere standards of department and laboratory;

- vii. To distribute Laboratory results to various clients that perform Sample Collection(Travelers);
- viii. To assist in research and development activities;
- ix. To assist in consultancy activities;
- x. To assist in maintenance of facilities; and
- xi. To perform any other related duties as may be assigned by the supervisor.

2.0.13 QUALIFICATIONS AND EXPERIENCE

Certificate of Medical Laboratory Science or its equivalent qualifications from recognized institution and must be registered with Tanzania Health Laboratory Practitioners Council.

2.0.14 OTHER COMPETENCIES

Basic Computer and good communication skills (English and Kiswahili).

2.0.15 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

2.0.16 HEALTH SECRETARY II - (1POST)

2.0.17 DUTIES AND RESPONSIBILITIES

- i. To provide advice on health management services at the NPHL;
- ii. To assist in supervising resources for management of health services;
- iii. To participate in preparation of budget for Laboratory services;
- iv. To prepare periodical performance reports;
- v. To handle correspondence pertaining to NPHL services;
- vi. To assist in coordinating, analyzing and storage of medical record statistics; and
- vii. To perform any other duties as shall be assigned by his/her superior.

2.0.18 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma either in Health Services, Management or Public Health Administration from a recognized institution.

2.0.19 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale

2.0.20 LAUNDERERS - (3 POSTS)

2.0.21 DUTIES AND RESPONSIBILITIES

- i. To keep and maintain cleanliness of the laboratory staff coats and Ironing them to ensure safety of the laboratory Staff: and
- ii. To receive and sort all Laboratory used uniforms and arrange for a better cleanliness.

2.0.22 QUALIFICATIONS AND EXPERIENCE

Form IV/VI education plus 2 or 3 years Certificate in Laundry Services from a recognized Institution.

2.0.23 REMUNERATION

Attractive remuneration package in accordance with the institution's salary scale.

3.0 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 comprises 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.

3.0.1 DECK HAND - (3 POSTS) – RE-ADVERTISED

3.0.2 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 participate in the lubrication duties of the vessel and carry out minor repairs under guidance of Senior Crew Members; and
- iv. To perform any other duties as may be assigned by Immediate Supervisor.

3.0.3 QUALIFICATION AND EXPERIENCE

Certificate in Fisheries from Fisheries Education and Training Agency (Nyegezi or Mbegani Institute).

3.0.4 REMUNERATION:

As per TAFIRI scale.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;

- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **Utumishi Building at University of Dodoma, P.O. Box 2320, Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **9th June, 2021**;
- xv. Only short listed 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**