

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/25

19th August, 2021

VACANCY ANNOUNCEMENT

On behalf of Muhimbili National Hospital (**MNH**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill thirty one (**18**) vacant posts mentioned below;

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialized and Super Specialist Hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 23 km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

1.1 NURSING OFFICER II - 1 POST

1.1.1 STATION – Muhimbili National Hospital-UPANGA

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To provide high quality nursing care using appropriate nursing process,
- ii. To assess patient's condition, plan, implement, document and evaluate individualized care using appropriate nursing model and according to the hospital nursing policy,
- iii. To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition,
- iv. To maintain a professional friendly atmosphere and create a dignified environment,
- v. To follow hospital policy in respect of custody and administration of all drugs, with special observation to DDA drugs,
- vi. To 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,
- vii. To ensure the safe care and custody of patients property in accordance with the hospital policy,
- viii. Report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly,
- ix. To maintain Health and Safety at work by ensuring that infection prevention and control principles are followed,
- x. To perform any other related duties as may be assigned by his Supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields, Nursing, Midwifery or equivalent qualifications from reputable institution plus successful completion of Internship, registered with Tanzania Nurses and Midwives Council and must have a valid practicing license.

1.1.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

1.2 HEALTH LABORATORY SCIENTIST II - 3 POSTS

1.2.1 STATION – Muhimbili National Hospital- MLOGANZILA

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To perform specified technical tasks and monitor activities of subordinates,
- ii. To ensure that reagents are prepared in good time,
- iii. To carry out laboratory procedures as required,
- iv. To prepare teaching materials and aids and participate in training,
- v. To ensure that equipment in the laboratory is in working order by requesting regular servicing,
- vi. To execute safety programme in the laboratory,
- vii. To participate in communicable diseases surveillance and control,
- viii. To ensure proper records of laboratory investigations is maintained,
- ix. To supervise, appraise staff and identify their development and training needs,
- x. To perform any other related duties as may be assigned by his Supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Health Laboratory Technology, Haematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion or Molecular Biology who has completed internship, and registered by the Health Laboratory Practitioners Council

1.2.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

1.3 HEALTH ASSISTANT II - 12 POSTS

1.3.1 STATION - Muhimbili National Hospital- UPANGA

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipments,
- ii. To clean and disinfect the mortuary daily,
- iii. To issue bed sheets, blankets, mattresses in the halls of residence,
- iv. To assist patients with disabilities when taking bath or toilets,
- v. To assist in feeding patients who are not able to feed themselves,
- vi. To collect and send clothes of the patients to the laundry and maintain safe

- custody of cleaning tools and equipment,
- vii. To collect and send patients' test samples to the laboratory,
- viii. To perform any other related duties as may be assigned by his Supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate and One year Certificate in Health related field from a reputable institution.

1.3.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

1.4 ARTISAN II (WELDING & FABRICATION) – 01 POST

1.4.1 STATION - Muhimbili National Hospital- UPANGA

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision,
- ii. To take care of tools and equipment,
- iii. To perform any other related duties as may be assigned by his Supervisor.

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate plus Trade Test Grade III or Level I Certificate in Welding and Fabrication from a reputable institution.

1.4.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

1.5 DHOBI II – 1 POST

1.5.1 STATION - Muhimbili National Hospital - UPANGA

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To perform laundry duties,
- ii. To ensure that equipment, utensils and place of work are clean,
- iii. Proper handling and care of laundry machines and other working tools,
- iv. To perform any other duty assigned by the Supervisor.

1.5.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate plus Basic training in Laundry services with ability to use laundry machines.

1.5.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

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. 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, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **2nd September, 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**