

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/270/01/A/98

8th June, 2022

On behalf of Muhimbili Orthoedic Institute (MOI), The Ocean Road Cancer Institute (ORCI), Tanzania Food and Nutrition Centre (TFNC), Bugando Medical Centre (BMC), Tanzania Medicines and Medical Devices Authority (TMDA) and Occupational Safety and Health Agency (OSHA) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **159** vacant posts mentioned below.

1.0 THE MUHIMBILI ORTHOEDIC INSTITUTE (MOI)

The Muhimbili Orthopedic Institute (MOI) is an autonomous institute established under ACT. No 7 of 1996 with the main objective of providing primary, secondary and tertiary care of preventive and curative health services in the field of Orthopedics, Traumatology and Neurosurgery, as well as being role model for efficient hospital management in Tanzania.

1.1 ASSISTANT NURSING OFFICER II – 23 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- To take general nursing care of patients;
- To collect essential medical data;
- To educate patients on their health problems;
- To adhere to the rules and regulations of DDA;
- To administer drugs and other treatments as prescribed by medical doctors;
- To give health education to patients and their relatives;

- To conduct ward rounds;
- To counsel patients
- To make follow-ups of working equipment in his/her working area;
- To ensure adherence to standard operating procedure and MOI business process;
- To perform any other duties related as assigned by his/her supervisor

1.1.2 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in one of the following field: Nursing, Midwifery or equivalent qualifications from recognized institutions. Must be registered by Tanzania Nurses and Midwifery Council

1.1.3 REMUNERATION

- Attractive remuneration package in accordance with the Institutions salary scale

1.2 BIOMEDICAL TECHNICIAN II – 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- To assist higher level technicians in repairing, installing, calibrating, or maintaining a range of genera biomedical/ clinical equipment, e.g., replacing components, taking test readings and wiring circuits in accordance with specific instructions;
- To perform preventative maintenance and electrical safety testing of equipment
- To make minor repairs on medical electronic equipment
- To maintain appropriate records of repairs and preventative maintenance
- To execute Quality Assurance Programs;
- To assist in planning and conducting research;
- To engage in continuous professional development;
- To ensure adherence to standard operating procedures and MOI business process;
- To perform any other duty as assigned by the Supervisor;

1.2.2 QUALIFICATION AND EXPERIENCE

- Holder of Diploma in Biomedical Engineering or equivalent qualifications from a recognized institution.

1.2.3 REMUNERATION

- Attractive remuneration package in accordance with the Institutions **salary scale PMGSS 4/1**

1.3 HEALTH ASSISTANT II (18 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- To carry out general cleaning of wards and its surroundings.
- To give bed bath to bed ridden patients.
- To provide and remove bedpans and urinal bottles.
- To feed patients.
- To collect patients' linen for laundry services.
- To send patients for X-rays.
- To send specimen to laboratories and collecting results.
- To ensure adherence to standard operating procedure and MOI business process.
- To perform any other duties related as assigned by his/her supervisor

1.3.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be a holder of Secondary Certificate plus one year certificate in nursing or equivalent qualifications from recognized institutions.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with Institute's **Salary scale – PMOSS 1/1.**

1.4 MEDICAL OFFICER II (16 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- To attend in and out patients.
- To attend emergency medical duties.
- To carry out investigations of admitted patients.
- To ensure that prescribed instructions are carried out.
- To conduct minor operations.
- To assist surgeons during operations.
- To carry out service and participating in major ward rounds.
- To supervise medical students and interns in clinical duties.
- To ensure that patients are properly prepared for surgery.
- To participate fully in morning clinical sessions, patient presentation and journal clubs.
- To participate in research activities.
- To ensure adherence to standard operating procedure and MOI business process.
- To perform any other duties related to his/her work as assigned by his/her supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Medicine or equivalent qualification from recognized institution. Must have completed One-year Internship and be registered by the Medical Council of Tanganyika

1.4.3 REMUNERATION

Attractive remuneration package in accordance with Institute's **Salary scale – PMGSS 8/1.**

1.5 NURSING OFFICER II - 12 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES

- To take general nursing care of patients
- To collect essential medical data.

- To counsel patients.
- To educate patients on their health problems.
- To order drugs from pharmacy and ward equipment from stores
- To adhere to the rules and regulations of DDA.
- To give health education to patients and relatives
- To apply the installed integrated hospital management information systems in all activities and reporting.
- To communicate internally and externally by using the ICT.
- To adhere to the prescribed inpatients and outpatients' treatment manual and procedures.
- To participate in carrying out prescribed instructions.
- To ensure adherence to standard operating procedure and MOI business process.
- To perform any other duties related as assigned by his/her supervisor

1.5.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be a Holder of Bachelor Degree in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions. Must have successfully completed one-year internship and registered by Tanzania Nurses and Midwifery Council.

1.5.3 REMUNERATION

Attractive remuneration package in accordance with Institute's **Salary scale – PMGSS 6/1.**

2.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI)

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.3 of 1996. The Institute is a semi-autonomous organization which operates under the Ministry of Health. The Institute has various roles, which stem on the main role of controlling cancer in Tanzania. The Institute is currently looking for qualified Tanzania citizens to fill the following vacancies:

For a proper continuation in provision of quality specialized health service, the hospital is looking for suitable applicant to fill the following vacant post:

2.1 ENGINEER II (BIOMEDICAL ENGINEER) -1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- (i) To establish and implementing preventive maintenance plans for the Institute's facilities.
- (ii) To ensure the communication System of ORCI is smoothly operating
- (iii) To carry out installations of machines and equipment.
- (iv) To implement specified maintenance plans for machines, equipment and building.
- (v) To supervise technicians in maintenance of equipment, ground, and buildings
- (vi) To maintain Institute's machines, equipment and building equipments as per manufacturer standards.
- (vii) To carry out independently specified routine technical tasks which require a higher degree of technical knowledge and skills.
- (viii) To give professional advice and guidance to hospital equipment users.
- (ix) To assist in formulation of policies relating to maintenance of hospital equipment.
- (x) To perform any other duties related to his/her work as assigned by his/her superior.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Biomedical Engineering or its equivalent from any recognized Institution. Must be registered with Engineers' Registration Board as Graduate Engineer

2.1.3 REMUNERATION

SALARY SCALE: PGSS 7/1

2.2 HEALTH LABORATORY SCIENTIST II - 3 POSTS

2.2.1 DUTIES RESPONSIBILITIES

- i. To carrying out laboratory tests and examinations as well as laboratory research.
- ii. To inspecting and storing laboratory reagents, equipment and chemicals.
- iii. To keeping and maintaining laboratory records.
- iv. To maintaining list of laboratory equipment in the section.
- v. To examining and transferring of laboratory samples for further examinations.
- vi. To perform any other duties as shall be assigned by his/her superior.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Medical Laboratory Technology or any equivalent qualifications from any recognized Institution. He/she must be registered with the Health Laboratory Practitioners Council.

2.2.3 REMUNERATION

SALARY SCALE: PMGSS 6

2.3 MEDICAL OFFICER II - 5 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine medical services for in-patients and out-patients.
- ii. To perform daily ward rounds, participate in major ward rounds and prepare patient case notes
- iii. To conduct all investigations for patients
- iv. To attend and participate in morning sessions tumors boards, Medical boards, CMEs and journal Clubs;
- v. To participate in research activities and outreach programs;

- vi. To perform any other duties as shall be assigned by his/her superior.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Medicine or any equivalent qualifications from any recognised Institution and registered with the Medical Council of Tanganyika.

2.3.3 REMUNERATION

SALARY SCALE: PMGSS 8/1

2.4 MEDICAL PHYSICIST II - 2 POSTS

2.4.1 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;
- vi. To perform other duties as shall be assigned by his/her superior.

2.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Physics, Physics and Mathematics or Education majoring in physics and Mathematics or any equivalent qualifications from any recognised Institution.

2.4.3 REMUNERATION

SALARY SCALE: PMGSS 6/1

2.5 NURSING OFFICER II - 8 POSTS

2.5.1 DUTIES AND RESPONSIBILITIES

- i. To provide high quality nursing care using appropriate nursing process.
- ii. To assess patient's condition, plan, implement, and document and evaluate individualized care using appropriate nursing model and according to the Institute 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 procedures 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 Institute.
- vii. To ensure the safe care and custody of patients property in accordance with the Institute policy.
- viii. To perform any other duties as shall be assigned by superiors

2.5.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Nursing. Must be registered with the relevant professional board.

2.5.3 REMUNERATION

SALARY SCALE: PMGSS 6/1

2.6 PHARMACIST II - 4 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To supervise routine dispensing of medicine as per doctor's prescriptions.
- ii. To prepare pharmaceuticals (compounding) for use in medical and nursing care
- iii. To provide medicine information to patients and health care staff
- iv. To provide ward pharmacy services;
- v. To monitor side effects of medicines and report accordingly;
- vi. To participate in morning clinical sessions, CMEs and journal clubs;
- vii. To participate in research activities;
- viii. To perform any other duties as shall be assigned by his/her superior.

2.6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Pharmacy or any equivalent from any recognised Institution who has completed an internship and registered with the Pharmacy Council.

2.6.3 REMUNERATION

SALARY SCALE: PMGSS 6/1

2.7 RADIOTHERAPY SCIENTIST II - 6 POSTS

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To adhere to radiation safety protocol
- ii. To safely and effectively operate a variety of computerized simulation and treatment machines.
- iii. To perform treatment planning.
- iv. To perform treatment time calculation.
- v. To participate in creation of treatment and verification of data.
- vi. To deliver dose to patients.
- vii. To observe the clinical progress of the patient.
- viii. To perform machine checks.
- ix. To inform medical physicist on machine fault.

- x. To do quality assurance activities.
- xi. To maintain radiotherapy equipments.
- xii. To construct immobilization devices and employ custom blocking techniques that is conducive to conformal radiation therapy.
- xiii. To utilize sophisticated imaging equipment and treatment planning systems for precise tumor localization.
- xiv. To perform any other duties as assigned by superiors

2.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Radiotherapy or any equivalent qualifications from any recognised Institution. Must be registered with the respective board.

2.7.3 REMUNERATION

SALARY SCALE: PMGSS 6/1

2.8 ASSISTANT NURSING OFFICER II - 4 POSTS

2.8.1 DUTIES AND RESPONSIBILITIES

- i. To conduct general nursing care of patients
- ii. To collect essential medical data
- iii. To educate patients on their health problems
- iv. To adhere to drugs and other treatments as prescribed by medical doctors
- v. To give health education to patients and their relatives
- vi. To conduct ward rounds
- vii. To conduct counseling to patients
- viii. To performing any other duties related to his/her work as assigned by his/her superior.

2.8.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Nursing or any equivalent qualifications from any recognised Institution. Must be registered with the relevant professional board.

2.8.3 REMUNERATION

SALARY SCALE: PMGSS 4/1

2.9 RADIOGRAPHER II - 1 POST

2.9.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays.
- ii. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- iii. To provide technical advice on radiation in the section.
- iv. To prepare contrast media and chemicals for x-rays.
- v. To process x-ray films.
- vi. To keep and maintain patient's records.
- vii. To perform any other duties related to his/her work as assigned by his/her superior.

2.9.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: Radiography or any equivalent qualifications from any recognised Institution. Must be enrolled in the register of Medical Radiology and imaging Professionals as a Radiographer.

2.9.3 REMUNERATION

SALARY SCALE: PMGSS 4/1

2.10 HEALTH ASSISTANT II – 4 POSTS

2.10.1 DUTIES AND RESPONSIBILITIES

- i. To conduct general cleaning of the offices kitchen, other premises, wards and other patient treatment areas.
- ii. To collect and dispose medical wastes.
- iii. To clean equipments and accessories used in patient diagnosis and treatment.
- iv. To label dead bodied for easy identification by relatives and hospital administration.
- v. To deliver dead bodies to relative for burial
- vi. To perform any other duties as shall be assigned by his/her superior.

2.10.2 QUALIFICATION AND EXPERIENCE

Holder of a form IV/VI with one year certificate course in one of the following fields: Hospital Cleaning/infections protection, hygiene, health safety issues, Waste Management or any equivalent qualifications from any recognised Institution.

2.10.3 REMUNERATION

SALARY SCALE: PMOSS 1/1

2.11 ARTISAN II (PLUMBER) – 1 POST

2.11.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specified tasks that demand higher technical skills under supervision.
- ii. To keep the workplace tidy.
- iii. To collect and takes care of working tools.
- iv. To carry out minor repairs and maintenance.
- v. To report maintenance problems to senior staff.
- vi. To assist in the operational repair of machinery, facilities, building and infrastructure

- vii. To perform specified craft jobs under close supervision.
- viii. To perform (technical) cleaning of the work environment.
- ix. To take care of tools and equipment.
- x. To perform any other related duties as may be assigned by immediate Supervisor.

2.11.2 QUALIFICATION AND EXPERIENCE

Holder of Form VI Education with a certificate in Trade Test Grade III in Plumbing.

2.11.3 REMUNERATION

SALARY SCALE: PGSS 2/1

3.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health. The Centre is responsible for spearheading nutrition activities in the country with the objective of promoting good nutrition.

3.1 RESEARCH ASSISTANT (PARASTATAL RESEACHER) – 1 POST

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out field work;
- 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 presentation of the research findings at local seminars and workshops;
- vii. To assist in preparation of draft research manuscripts, books, technical reports, training materials, guidelines and protocol for publications;

- viii. To conduct 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 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree with a minimum of upper second class in Natural or Social Science preferably in one of the following fields: Clinical Nutrition, Community Nutrition, Dietetics, Epidemiology, Family and Consumer Studies, Home Economics and Human Nutrition, Human Nutrition, Medicine, Nutrition Epidemiology, and Public Health.

3.1.3 SALARY SCALE

SALARY SCALE: PRSS 1

3.2 ARTISAN II (PRINTER) – 1 POST

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in operating printing machines;
- ii. To sort and gather printed work;
- iii. To operate both letter process and offset machines;
- iv. To operate binding machine key board, caste operating and copy make up;
- v. To provide quality services on plant operation;
- vi. To perform gangway activities; and
- vii. To perform any other related duties as may be assigned by the supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Holders of Certificate of Secondary education plus Trade Test II in one of the following fields: Printing, Binding, Machine Operation or equivalent qualifications from the recognized Institution.

3.2.3 SALARY SCALE S

SALARY SCALE: PGSS 2

4.0 BUGANDO MEDICAL CENTER (BMC)

Bugando Medical Center is a referral, consultant, and university 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 is a referral tertiary specialist care for eight regions and serves a catchment's population of over 14 million people.

4.1 ASSISTANT NURSING OFFICER II 5 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 QUALIFICATION 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 REMUNERATION:

SALARY SCALE: PMGSS 4

4.2 BIOMEDICAL ENGINEER II - 2 POSTS

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To repair and maintaining medical equipment as per manufacturer standards.
- ii. To give professional advice and guidance to hospital equipment users.
- iii. To assist in formulation of policies relating to maintenance of hospital equipment's.
- iv. To make installation of machinery and equipment and maintenance
- v. To supervise Technicians in maintenance of equipment in the theaters, or sterilization center, or generator, or hospital equipment, or building depending where he/she is assigned according to specialty
- vi. To perform any other related duties as may be assigned by his supervisor.

4.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Biomedical Engineering field from a reputable institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer.

4.2.3 REMUNERATION:

SALARY SCALE: PMGSS 5

4.3 BIOMEDICAL ENGINEERING TECHNICIAN II - 3 POSTS

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To perform repairs of biomedical systems according to standards and adhering to the manufacturer's recommendations if any. (use manuals, drawings, schematics, etc.)
- ii. To observe safety precautions to personnel, tools, instruments and equipment
- iii. To record and monitor timely the performance of machines, installations, buildings and equipment's using check lists.
- iv. To ensure economical and correct use of the Institution properties.

- v. To be flexible in timetable and shift changes
- vi. To have strong cooperation with other members of the staff.
- vii. To perform any other related duties as may be assigned by his Supervisor.

4.3.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Biomedical Engineering or equivalent qualifications from a reputable institution.

4.3.3 REMUNERATION:

SALARY SCALE: PMGSS 4

4.4 CLINICAL OPTMETRIST II 4 POSTS

4.4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids, Proper handling, care and maintenance.
- iv. To keep and maintain patients statistics.
- v. To perform any other related duties as may be assigned by his Supervisor.

4.4.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Science Degree in Clinical Optometry or any related field from a recognized institution.

4.4.3 REMUNERATION:

SALARY SCALE: PMGSS 5

4.5 HEALTH ASSISTANT II – 10 POSTS

4.5.1 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipment's;
- 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; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

4.5.2 QUALIFICATION AND EXPERIENCE

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

4.5.3 REMUNERATION:

SALARY SCALE: PMOSS 1

4.6 MEDICAL OFFICER II – 5 POSTS

4.6.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients.
- ii. To attend in and out patient on clinical issues
- iii. To attend emergency medical duties.
- iv. To carry out investigations of admitted patients.
- v. To ensure that prescribed instructions are carried out.
- vi. To conduct minor operations.
- vii. To assist senior physicians/surgeon at operations.
- viii. To carry out service and participating in major ward rounds.
- ix. To supervise medical students and interns in clinical duties.
- x. To ensure that patients are properly prepared for surgery.
- xi. To participate fully in morning clinical sessions, patient presentation and journal clubs.
- xii. To participate in research activities.

xiii. To perform any other related duties as may be assigned by his Supervisor.

4.6.2 QUALIFICATION AND EXPERIENCE

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

4.6.3 REMUNERATION:

SALARY SCALE: PMGSS 8

4.7 PHYSIOTHERAPIST ASSISTANT II – 3 POSTS

4.7.1 DUTIES AND RESPONSIBILITIES

- i. To treat patients through physiotherapy techniques under the supervision of Senior Physiotherapist.
- ii. To conduct health education programme to in patients and out patients
- iii. To keep and maintain patients records
- iv. To ensure proper keep up of equipment in the department
- v. To conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community. (Patient relatives or centers, which services orphans).
- vi. To perform any other related duties as may be assigned by his Supervisor.

4.7.2 QUALIFICATION AND EXPERIENCE

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

4.7.3 REMUNERATION

SALARY SCALE: PMGSS 4

4.8 RADIOGRAPHY TECHNICIAN II - 3 POSTS

4.8.1 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.

4.8.2 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.

4.8.3 REMUNERATION

SALARY SCALE: PMGSS 4

5.0 TANZANIA MEDICINES AND MEDICAL DEVICES AUTHORITY (TMDA)

Tanzania Medicines and Medical Devices Authority (TMDA) is an Executive Agency under the Ministry of Health (MOH). TMDA which was formerly known as Tanzania Food and Drugs Authority (TFDA) was established in 2003 after enactment by the Parliament of the Tanzania Food, Drugs and Cosmetics Act, Cap 219. This Act was later amended in 2019 to Tanzania Medicines and Medical Devices Act, Cap 219 after the shift of responsibilities of regulating food and cosmetics to Tanzania Bureau of Standards (TBS). The change in legislative framework which was done through the Finance Act, No. 8 of 2019 also resulted into the change of name to TMDA.

MDA is now responsible for regulating quality, safety and effectiveness of **medicines, medical devices, diagnostics, biocidal and tobacco products**. In order to improve public service delivery, TMDA is managed as an Executive Agency in accordance with the Executive Agencies Act, Cap. 245 which was also amended in 2009.

5.1 ASSISTANT DRUG INSPECTOR II – 3 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in inspection of products in the market and at port of entry;
- ii. To assist in screening of products;
- iii. To assist in destruction of unfit products;
- iv. To prepare activity reports and submit to Supervisor;
- v. To enter data in the respective data base;
- vi. To carry out any other duties as assigned from time to time by Supervisor.

5.1.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Pharmacy, Veterinary Medicine or related field from recognized institution.

5.1.3 SALARY SCALE

SALARY SCALE: TMDA 3

5.2 LABORATORY TECHNICIAN II – 2 POSTS

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To clean laboratory equipment and carry out arrangement of instruments;
- ii. To ensure cleanliness and labelling of instruments and benches;
- iii. To carry out weighing of samples and preparation of reagents;

- iv. To perform simple analysis using simple parameters under supervision; and
- v. To record results, prepare reports and submit to the superiors

5.2.2 QUALIFICATION AND EXPERIENCE

Holder of Ordinary Diploma in Laboratory Technology, Pharmacy, Food Sciences, Laboratory Science or equivalent qualifications from recognized institution.

5.2.3 SALARY SCALE

SALARY SCALE: TMDA 3

6.0 OCCUPATIONAL SAFETY AND HEALTH AGENCY (OSHA)

Occupational Safety and Health Agency (OSHA) is a Government Agency established under the Executive Agencies Act No. 30 of 1997 with the main objective of promotion of Safe and Healthy working environment as stipulated in the Occupational Health and Safety Act No. 5 of 2003. The Agency is mandated to perform its functions in Tanzania mainland. Currently, OSHA has six (6) administrative zones namely Northern Zone, Lake Zone, Southern Highlands Zone, Central Zone, Southern Zone and Coast Zone.

6.1 NURSING OFFICER II 4 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status
- ii. To carry out fitness to work medical examinations and recommend remedial measures for identified problems
- iii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to medical issues
- iv. To prepare and submit reports timely
- v. To prepare articles and manuals on Occupational Health

- vi. To maintain records and provide written and verbal reports as required
- vii. To prepare OHS medical surveillance reports
- viii. To plan and implement specific occupational health programmes
- ix. To keep records of Inspections
- x. To provide input for occupational health surveys and researches
- xi. To provide inputs for Business plan, Strategic plan, occupational health issues
- xii. To prepare articles on occupational health
- xiii. To interpret scientific data collected during investigations and recommend appropriate control methods
- xiv. To conduct follow up inspections to ensure corrective measures have been implemented
- xv. To review documents from stakeholder
- xvi. To assist in the carrying out of statutory medical examination (Pre-employment, periodic, exit and special)
- xvii. To provide counselling on health issues, poly substance abuse
- xviii. To assist/facilitate OHS training
- xix. To performing any other related duties as may be assigned

6.1.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Nursing, Midwifery or its equivalent from a recognized institution plus successful completion of Internship. Must be registered with Tanzania Nurses and Midwives Council.

6.1.3 SALARY SCALE

SALARY SCALE: OSHAS 5

6.2 OCCUPATIONAL HYGIENE INSPECTOR II 3 POSTS

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To prepare articles and manuals on Occupational Hygiene and Ergonomics safety
- ii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Occupational Hygiene and Ergonomics Safety.
- iii. To prepare and submit reports timely
- iv. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status
- v. To carry out specific Occupational Hygiene and Ergonomics inspections and recommend remedial measures for identified problems
- vi. To carry out work environment measurements (Thermal stress, noise, light, dust, gases, fumes, aerosol, mist, vapour, radiation, indoor air quality, ventilation, efficiency etc.)
- vii. To facilitate Occupational Hygiene and Ergonomics trainings to workers and management
- viii. To operate and maintain work environment measuring equipment
- ix. To provide input for and Occupational Hygiene and Ergonomics surveys and researches
- x. To recognize, evaluate and control workplace hazards
- xi. To provide input to Public Relations Office on Occupational Hygiene and Ergonomics issues to be delivered to media, Government agencies, workers and management
- xii. To interpret scientific data collected during investigations and recommend appropriate control methods
- xiii. To operate technical equipment for obtaining samples
- xiv. To conduct follow up inspections to ensure corrective measures have been implemented
- xv. To review relevant documents from workplace
- xvi. To review existing and current Occupational safety and health literature

xvii. To performing any other related duties as may be assigned

6.2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Environmental Health Sciences, Industrial Hygiene, Environmental engineering, Occupational and Environmental Health or equivalent from a recognized Institution.

6.2.3 SALARY SCALE

SALARY SCALE: OSHAS 5

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 and where specified;
- 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, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **21st June, 2022;**
- 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**