

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/93

3<sup>rd</sup> June, 2022

### VACANCY ANNOUNCEMENT

On behalf of Muhimbili National Hospital (MNH), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill (132) vacant posts mentioned below;

#### 1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialised 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 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

#### 1.1 MEDICAL SPECIALIST II (PEDIATRICIAN) - 1 POST

##### 1.1.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

##### 1.1.2 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his field;
- v. To prepare periodic reports regarding his area of specialization;
- vi. To carry out research in his area of specialisation and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and

ix. To perform any other related duty assigned by the Supervisor.

### **1.1.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine Degree in Paediatric and Child Health (M.Med in Paediatric and Child Health) who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.1.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure

## **1.2 MEDICAL SPECIALIST II (PARASITOLOGY) - 1 POST**

### **1.2.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.2.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To participate in the training of student doctors in their areas of specialization;
- iii) To plan, supervise and evaluate medical services offered in his field;
- iv) To prepare periodic reports regarding his area of specialization;
- v) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vi) To supervise junior medical doctors and give them technical advice;
- vii) To plan and supervise outreach programmes in their areas; and
- viii) To perform any other related duty assigned by the Supervisor.

### **1.2.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Parasitology (M.Med in Parasitology) who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.2.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.3 MEDICAL SPECIALIST II (PSYCHIATRIST) - 1 POST**

### **1.3.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To supervise ward rounds and advice on appropriate medication;
- iii) To participate in the training of student doctors in their areas of specialization;
- iv) To plan, supervise and evaluate medical services offered in his field;
- v) To prepare periodic reports regarding his area of specialization;
- vi) To carry out research in his area of specialisation and publish results for consumption by other experts;

- vii) To supervise junior medical doctors and give them technical advice;
- viii) To plan and supervise outreach programmes in their areas; and
- ix) To perform any other related duty assigned by the Supervisor.

### **1.3.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Psychiatric and Mental Health who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.3.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.4 MEDICAL SPECIALIST II (CLINICAL BIOCHEMISTRY) - 1 POST**

### **1.4.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

### **1.4.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To participate in the training of student doctors in their areas of specialization;
- iii) To plan, supervise and evaluate medical services offered in his field;
- iv) To prepare periodic reports regarding his area of specialization;
- v) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vi) To supervise junior medical doctors and give them technical advice;
- vii) To plan and supervise outreach programmes in their areas;
- viii) To perform any other related duty assigned by the Supervisor.

### **1.4.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Clinical Biochemistry who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.4.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.5 MEDICAL SPECIALIST II (PHYSICIAN)- 1 POST**

### **1.5.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

### **1.5.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To supervise ward rounds and advice on appropriate medication;
- iii) To participate in the training of student doctors;
- iv) To plan, supervise and evaluate medical services offered in his field;
- v) To prepare periodic reports regarding his area of specialization;
- vi) To carry out research and publish results for consumption by other experts;
- vii) To supervise junior medical doctors and give them technical advice;

- viii) To plan and supervise outreach programmes in their areas;
- ix) To perform any other related duty assigned by the Supervisor.

### **1.5.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Internal Medicine (M.Med) who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.5.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.6 MEDICAL SPECIALIST II (OPHTHALMOLOGY) - 1 POST**

### **1.6.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.6.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To supervise ward rounds and advice on appropriate medication;
- iii) To participate in the training of student doctors in their areas of specialization;
- iv) To plan, supervise and evaluate medical services offered in his field;
- v) To prepare periodic reports regarding his area of specialization;
- vi) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vii) To supervise junior medical doctors and give them technical advice;
- viii) To plan and supervise outreach programmes in their areas; and
- ix) To perform any other related duty assigned by the Supervisor.

### **1.6.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Ophthalmology (M.Med) who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.6.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.7 MEDICAL SPECIALIST II (ANESTHESIOLOGY) - 1 POST**

### **1.7.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.7.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To supervise ward rounds and advice on appropriate medication;
- iii) To participate in the training of student doctors in their areas of specialization;
- iv) To plan, supervise and evaluate medical services offered in his field;
- v) To prepare periodic reports regarding his area of specialization;

- vi) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vii) To supervise junior medical doctors and give them technical advice;
- viii) To plan and supervise outreach programmes in their areas; and
- ix) To perform any other related duty assigned by the Supervisor.

### **1.7.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Anaesthesia who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

#### **REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.8 MEDICAL SPECIALIST II (ANATOMICAL PATHOLOGY) - 1 POST**

### **1.8.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA**

#### **1.8.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To participate in the training of student doctors in their areas of specialization;
- iii) To plan, supervise and evaluate services offered in his field;
- iv) To prepare periodic reports regarding his area of specialization;
- v) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vi) To supervise junior medical doctors and give them technical advice;
- vii) To plan and supervise outreach programmes in their areas; and
- viii) To perform any other related duty assigned by the Supervisor.

### **1.8.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Anatomical Pathology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

#### **REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.9 MEDICAL SPECIALIST II (CLINICAL BIOCHEMISTRY/MICROBIOLOGY) - 1 POST**

### **1.9.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA**

#### **1.9.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To participate in the training of student doctors in their areas of specialization;

- iii) To plan, supervise and evaluate medical services offered in his field;
- iv) To prepare periodic reports regarding his area of specialization;
- v) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vi) To supervise junior medical doctors and give them technical advice;
- vii) To plan and supervise outreach programmes in their areas; and
- viii) To perform any other related duty assigned by the Supervisor.

### **1.9.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine in Clinical Biochemistry or Microbiology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.9.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.10 MEDICAL SPECIALIST II - 1 POST**

### **1.10.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA**

#### **1.10.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized medical services for in-patients and out patients;
- ii) To supervise ward rounds and advice on appropriate medication;
- iii) To participate in the training of student doctors in their areas of specialization;
- iv) To plan, supervise and evaluate medical services offered in his field;
- v) To prepare periodic reports regarding his area of specialization;
- vi) To carry out research in his area of specialisation and publish results for consumption by other experts;
- vii) To supervise junior medical doctors and give them technical advice;
- viii) To plan and supervise outreach programmes in their areas; and
- ix) To perform any other related duty assigned by the Supervisor.

### **1.10.3 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in one of the following fields; Internal Medicine (endocrinology), Pathologist, Paediatrician, Psychiatrist or ENT, who is registered by Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### **1.10.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.11 DENTAL SPECIALIST II - 1 POST**

### **1.11.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

### **1.11.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine specialized dental services for in-patients and out patients;
- ii) To participate in the training of student doctors in their areas of specialization;
- iii) To plan, supervise and evaluate dental services offered in his field;
- iv) To prepare periodic reports regarding dental services;
- v) To carry out research in the dental field and publish results for consumption by other experts;
- vi) To supervise junior dental doctors and give them technical advice;
- vii) To plan and supervise outreach programmes in their areas; and
- viii) To perform any other related duties as may be assigned by his Supervisor.

### **1.11.3 QUALIFICATION AND EXPERIENCE**

Holder of Master in Dentistry (M.Dent) from a recognized university and registered with the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS).

### **1.11.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.12 DENTAL SURGEON II – 2 POSTS**

### **1.12.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1) MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)**

### **1.12.2 DUTIES AND RESPONSIBILITIES**

- i) To provide routine dental health services to in-patients and out-patients;
- ii) To supervise, train and guide dental staff under him;
- iii) To carry out investigations, follow-up and recommend measures for preventing dental disease outbreaks;
- iv) To carry out research and publish results for consumption by other experts;
- v) To design and formulate strategies for improvement of quality in dental services delivery; and
- vi) To perform any other related duties as may be assigned by his Supervisor.

### **1.12.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.12.4 REMUNERATION:**

Attractive package in accordance with Hospital salary structure.

## **1.13 MEDICAL OFFICER II - 20 POSTS**

### **1.13.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (14)**

## **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (6)**

### **1.13.2 DUTIES AND RESPONSIBILITIES**

- i) To perform Medical duties in Obstetrics and Gynecology, Surgery, Medicine, Paediatrics;
- ii) Preventive Medicine and Emergencies;
- iii) To perform daily ward rounds with specialists on call and prepare patients case notes;
- iv) To perform all investigations for patients;
- v) To attend general outpatient clinics;
- vi) To prepare all patients for any surgery/procedure;
- vii) To carry out post -operative follow ups; and
- viii) To perform any other duty assigned by the Supervisor.

### **1.13.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.13.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.14 NURSING OFFICER II – 10 POSTS**

### **1.14.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (6)**

### **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (4)**

### **1.14.2 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; and



- x) To perform any other related duties as may be assigned by his Supervisor.

### **1.14.3 QUALIFICATIONS 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 and is registered with Tanzania Nurses and Midwives Council.

### **1.14.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.15 ASSISTANT NURSING OFFICER II - 22 POSTS**

### **1.15.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (14)**

### **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (8)**

### **1.15.2 DUTIES AND RESPONSIBILITIES**

- i) To assess patients' conditions and identify their needs;
- ii) To ensure treatments are carried out as prescribed and observe any side effects;
- iii) To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- iv) To maintain personal contact with patients, their relatives and visitors to the patient's quality of life, and the good standing of the hospital;
- v) To ensure the safe care and custody of patient's property in accordance with the hospital policy;
- vi) To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- vii) To maintain a professional friendly atmosphere and create a dignified Environment; and
- viii) To perform any other duty assigned by the Supervisor.

### **1.15.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Nursing from a recognised Institution who has been registered by the Nursing and Midwives Council.

### **1.15.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.16 BIOMEDICAL ENGINEER II – 2 POSTS**

### **1.16.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)**

### **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)**

### **1.16.2 DUTIES AND RESPONSIBILITIES**

- i) To carry out preventive maintenance schedules for all laboratory and Hospital equipment;
- ii) To carry out inspection and calibration of theatre equipment;

- iii) To ensure safe custody of workshop tools;
- iv) To ensure timely availability of spares for repairs and maintenance; and
- v) To perform any other related duties as may be assigned by his Supervisor.

### **1.16.3 QUALIFICATIONS 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.

### **1.16.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.17 BIOMEDICAL ENGINEERING TECHNICIAN II – 1 POST**

### **1.17.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.17.2 DUTIES AND RESPONSIBILITIES**

- i) To assist higher level technicians in repairing, installing, calibrating, or maintaining a range of general biomedical/ clinical equipment, e.g., replacing components, taking test readings, and wiring circuits in accordance with specific instructions;
- ii) To perform preventative maintenance and electrical safety testing of equipment;
- iii) To make minor repairs on medical electronic equipment;
- iv) To maintain appropriate records of repairs and preventative maintenance; and
- v) To perform any other related duties as may be assigned by his Supervisor.

### **1.17.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.17.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.18 PHARMACIST II – 2 POSTS**

### **1.18.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)**

### **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)**

#### **1.18.2 DUTIES AND RESPONSIBILITIES**

- i) To supervise dispensing of medicine as per doctor's prescriptions;
- ii) To supervise making of extemporaneous preparations (compounding);
- iii) To organize preparation of sterile and non-sterile pharmaceuticals;
- iv) To provide drug information to both patients and health care personnel;
- v) To provide ward pharmacy services i.e. In-patients prescription monitoring, therapeutic drug monitoring etc;
- vi) To supervise, appraise staff and identify development and training needs; and
- vii) To perform any other related duties as may be assigned by his Supervisor.

### **1.18.3 QUALIFICATIONS AND EXPERIENCE**

Holder of a Bachelor Degree in Pharmacy and who has successfully completed one year internship and registered by the Pharmacy Council.

### **1.18.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.19 HEALTH LABORATORY SCIENTIST II – 2 POSTS**

### **1.19.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1) MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)**

#### **1.19.2 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 programmes 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, and
- x) To perform any other related duties as may be assigned by his Supervisor.

### **1.19.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.19.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.20 DENTAL LABORATORY TECHNOLOGIST II – 2 POSTS**

### **1.20.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA**

#### **1.20.2 DUTIES AND RESPONSIBILITIES**

- i) To handle plastic prosthodontic appliances and normal laboratory procedures;
- ii) To ensure that all dental machines and laboratory equipment are in working order and report any malfunction to the concerned authorities;
- iii) To maintain a record of all patients with dental problems;
- iv) To prepare artificial teeth and mouth parts as required;

- v) To take the size of patient's teeth as instructed and work on them accordingly;  
and
- vi) To perform any other related duties as may be assigned by his Supervisor.

### **1.20.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields: Dental Laboratory Technology or in any related field from a recognized institution.

### **1.20.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.21 PHYSIOTHERAPIST II – 12 POSTS**

### **1.21.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

### **MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA**

### **1.21.2 DUTIES AND RESPONSIBILITIES**

- i) To treat patients under supervision of senior staff;
- ii) To keep and maintain patients records and statistics;
- iii) To take care of equipment in the Unit/department and report any malfunctions; and
- iv) To perform any other related duties as may be assigned by his Supervisor.

### **1.21.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.21.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.22 RADIOGRAPHY TECHNICIAN II – 2 POSTS**

### **1.22.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA**

### **1.22.2 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.

### **1.22.3 QUALIFICATIONS 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.

### **1.22.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

### **1.23 ENGINEER II (MECHANICAL) – 1 POST**

#### **1.23.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA**

#### **1.23.2 DUTIES AND RESPONSIBILITIES**

- i) To maintain all mechanical equipment and services for the Hospital;
- ii) To carry out independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- iii) To implement specified maintenance plans of equipment; and
- iv) To perform any other related duties as may be assigned by his Supervisor.

#### **1.23.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Mechanical Engineering and must be registered by ERB as a Graduate Engineer.

#### **1.23.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

### **1.24 ENGINEER II (CIVIL) – 1 POST**

#### **1.24.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA**

#### **1.24.2 DUTIES AND RESPONSIBILITIES**

- i) To assist in day to day supervision of Works in Hospital Projects;
- ii) To carry out specified routine technical tasks;
- iii) To assist in performing duties related to the profession; and
- iv) To perform any other related duties as may be assigned by his/her supervisor.

#### **1.24.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Civil Engineering and must be registered with Engineering Registration Board (ERB).

#### **1.24.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

### **1.25 ESTATE OFFICER II (QUANTITY SURVEYOR) – 1 POST**

#### **1.25.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA.**

#### **1.25.2 DUTIES AND RESPONSIBILITIES**

- i) To assist in establishment and control of projects' cost estimates and quantities;
- ii) To assist in preparation or review of projects' Bills of Quantities;
- iii) To assist in ascertaining projects materials;
- iv) To assist in initial and preliminary budgeting and cost planning of projects;
- v) To advice on cost effectiveness of design and construction methodology;
- vi) To perform any other related duties as may be assigned by his Supervisor.

### **1.25.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor degree in Building Economics, Quantity Surveying or related field and must be registered as graduate Engineer with Architecture and Quantity Surveyors Registration Board (AQRB).

### **1.25.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.26 ESTATE OFFICER II (ARCHITECTURE) – 1 POST**

### **1.26.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA.**

#### **1.26.2 DUTIES AND RESPONSIBILITIES**

- i) To observe quality of construction in accordance with the contract and assist in preparation of progress reports;
- ii) To consider and evaluate Contractor's suggestions and recommendations, discuss with the Project Supervisor and help in making decisions where appropriate;
- iii) To maintain accurate records of construction works at the construction site in an orderly manner in accordance with procedures;
- iv) To review and verify application for payments submitted by the Contractor and submit recommendations on the way forward;
- v) To assist in reviewing the list of items to be completed or corrected which are submitted by the contractor for issuance of a Certificate of Substantial Completion;
- vi) To provide assistance in final inspection of the work and in reviewing the record documents to be furnished by the contractor upon completion of the work; and
- vii) To perform any other related duties as may be assigned by his/her supervisor.

### **1.26.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor degree in Architecture and must be registered as graduate Engineer with Architecture and Quantity Surveyors Registration Board (AQRB).

### **1.26.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.27 ASSISTANT SUPPLIES OFFICER II – 2 POST**

### **1.27.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1) MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)**

#### **1.27.2 DUTIES AND RESPONSIBILITIES**

- i) To maintain stock records;
- ii) To maintain security and safety of stock/stores; and
- iii) To perform any other related duties as may be assigned by his Supervisor.

### **1.27.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in one of the following fields; Procurement and Supplies Management, Material Management or any related field from a reputable institution. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Procurement Technician/Full technician.

#### **1.27.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

### **1.28 RECORDS MANAGEMENT ASSISTANTS II (HEALTH RECORDS) – 6 POSTS**

#### **1.28.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (3)**

#### **MUHIMBILI NATIONAL HOSPITAL –MLOGANZILA (3)**

#### **1.28.2 DUTIES AND RESPONSIBILITIES**

- i) To perform routine registration of new and return outpatients and inpatients;
- ii) To file patients records and case-notes;
- iii) To maintain an appropriate record keeping system based on existing filing system;
- iv) To maintain systems for appointments and registration of patients;
- v) To design forms for the hospital's record keeping;
- vi) To collect patients' statistics from wards, sections and departments of the hospital;
- vii) To prepare and issue new files and outpatient cards;
- viii) To collect and sort Laboratory results into patients files; and
- ix) To perform any other related duties as may be assigned by his Supervisor.

#### **1.28.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or VI Certificate plus Certificate (NTA Level 5) in Health Records from a recognized institution.

#### **1.28.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

### **1.29 HEALTH ASSISTANT II – 20 POSTS**

#### **1.29.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (10)**

#### **MUHIMBILI NATIONAL HOSPITAL –MLOGANZILA (10)**

#### **1.29.2 DUTIES AND RESPONSIBILITIES**

- i) To clean wards, compounds, halls and equipment;
- 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.

### **1.29.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.29.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.30 AUDIOMETRIST II – 1 POST**

### **1.30.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.30.2 DUTIES AND RESPONSIBILITIES**

- i) To conduct audiometric analysis;
- ii) To assist in prescribing audio prescriptions;
- iii) To maintain audio aids;
- iv) To keep and maintain patients statistics; and
- v) To perform any other related duties as may be assigned by his Supervisor.

### **1.30.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.30.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.31 CLINICAL OPTOMETRIST II – 2 POSTS**

### **1.31.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.31.2 DUTIES AND RESPONSIBILITIES**

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

### **1.31.3 QUALIFICATIONS AND EXPERIENCE**

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

### **1.31.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.32 ICT OFFICER II (NETWORK) - 1 POST**

### **1.32.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.32.2 DUTIES AND RESPONSIBILITIES**



- i) To design computer systems charts and to provide the necessary systems documentation;
- ii) To assist users in systems analysis and design;
- iii) To execute and document test plans according to quality management standards and Methods;
- iv) To prepare systems flow charts of information movements;
- v) To undertake low level routine maintenance of ICT equipment; and
- vi) To perform any other duty assigned by the Supervisor.

### **1.32.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication and Certification in CISCO is required.

### **1.32.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.33 ARTISANS II (WELDING AND FABRICATION) - 1 POST**

### **1.33.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.33.2 DUTIES AND RESPONSIBILITIES**

- i) To perform specified craft jobs under close supervision;
- ii) To take care of tools and equipment; and
- iii) To perform any other duty assigned by the Supervisor.

### **1.33.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV/VI Certificate and holder of Trade Test Grade II/ Level II Certificate in Welding and Fabrication from a reputable institution.

### **1.33.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

## **1.34 ARTISANS II (CARPENTRY) - 2 POSTS**

### **1.34.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

#### **1.34.2 DUTIES AND RESPONSIBILITIES**

- i) To perform specified craft jobs under close supervision;
- ii) To take care of tools and equipment;
- iii) To assist in fitting and turning; and
- iv) To perform any other duty assigned by the Supervisor.

### **1.34.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV/VI Certificate and holder of Trade Test Grade II/ Level II Certificate in Carpentry from a reputable institution.

#### **1.34.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

#### **1.35 ARTISANS II (MASONRY) - 1 POST**

##### **1.35.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA**

##### **1.35.2 DUTIES AND RESPONSIBILITIES**

- i) To perform specified craft jobs under close supervision;
- ii) To take care of tools and equipment;
- iii) To assist in operational repairs of machinery and buildings;
- iv) To assist in fitting and turning; and

##### **1.35.3 To perform any other duty assigned by the Supervisor.**

##### **1.35.4 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV/VI Certificate and holder of Trade Test Grade II/ Level II Certificate in Masonry from a reputable institution.

##### **1.35.5 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

#### **1.36 LAUNDREY II - 2 POSTS**

##### **1.36.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1) MUHIMBILI NATIONAL HOSPITAL –MLOGANZILA (1)**

##### **1.36.2 DUTIES AND RESPONSIBILITIES**

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

##### **1.36.3 QUALIFICATIONS AND EXPERIENCE**

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

##### **1.36.4 REMUNERATION**

Attractive package in accordance with Hospital salary structure.

#### **1.37 RECEPTIONIST II (TELEPHONE OPERATOR) – 2 POST**

##### **1.37.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1) MUHIMBILI NATIONAL HOSPITAL –MLOGANZILA (1)**

### **1.37.2 DUTIES AND RESPONSIBILITIES**

- i) To provide timely, efficient and effective telephone services;
- ii) To answer calling signals from subscribers within the hospital and from distant exchanges;
- iii) To connect calls within the exchange area and outside and raise appropriate charges where required;
- iv) To record all outgoing calls in the log book;
- v) To answer enquiries coming from subscribers;
- vi) To receive and direct telephone calls from the general lines to appropriate officers; and
- vii) To perform any other related duties as may be assigned by his Supervisor.

### **1.37.3 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV or Form VI Certificate with at least three credits passes in English and Kiswahili and who has Certificate in one of the following fields; Telephone Operation, Reception, Front Office or in any related field from a recognized institution.

### **1.37.4 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 must indicate the Working/Duty Station in the Application letter;**
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. Applicants must attach their certified copies of the following certificates:-
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
  - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;

- Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letters 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.**
- xv. Deadline for application is **12<sup>th</sup> June, 2022**;
- xvi. Only short listed candidates will be informed on the date of interview and;
- xvii. 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**