

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

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

23<sup>rd</sup> March, 2023

### VACANCY ANNOUNCEMENT

On behalf of the Benjamin Mkapa Hospital (BMH), Muhimbili Orthopaedic Institute (MOI), and Tanzania Automotive Technology Centre (TATC), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **nine (9)** vacant posts as mentioned below;

#### 1.0 BENJAMIN MKAPA HOSPITAL (BMH)

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazette by the government on 16<sup>th</sup> October, 2015 after its inauguration on 13<sup>th</sup> October, 2015. The establishment of this hospital emanates from the intention of 4<sup>th</sup> term President of United Republic of Tanzania Dr. Jakaya Mrisho Kikwete to have a hi-tech and modern diagnostic treatment center in Tanzania by 2015 aiming at reducing government burden resulting from referring patients abroad.

The hospital has 400 bed capacity that serve both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including Emergency medicine, Intensive Care Unit (ICU), Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Mammography, X-ray, Ultrasound, angiography, Cath-lab, Laboratory services, surgical Services and radiotherapy services.

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

### **1.1.1 DUTIES AND RESPONSIBILITIES**

- (i) Attending emergency medical duties;
- (ii) Carrying out ward rounds;
- (iii) Performing surgical duties;
- (iv) Performing clinical duties in both private and public outpatient clinics;
- (v) Carrying out researches in their respective medical fields;
- (vi) Participating fully in morning clinical sessions, patients' presentation and clubs;
- (vii) Participating in Medical Board;
- (viii) Participating in outreach programs;
- (ix) Participating in preparation of budget of Medical Directorate;
- (x) Initiating, Creating and planning strategies to improve his/her professional services;
- (xi) Preparing Continuing Education Programs for Medical Personnel;
- (xii) Providing Medical legal advice;
- (xiii) Carrying out administrative duties in his respective working area;
- (xiv) Ensure adherence to standard operating procedure and BMH business process; and
- (xv) Performing any other duties related to his/her work as assigned by his/her superior.

### **1.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in General Surgery from a recognized institutions who is registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree as well.

### **1.1.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **1.2 DENTAL LABORATORY TECHNOLOGIST II - 1 POST**

### **1.2.1 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 duty assigned by the Supervisor.

### **1.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Diploma in Dental Laboratory Technology from recognized Institution.

### **1.2.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service.

## **2.0 MUHIMBILI ORTHOPEDIC INSTITUTE (MOI)**

Muhimbili Orthopaedic Institute (MOI) is an autonomous Institute established through an Act of Parliament No 7 of 1996 with the main objective of providing services in the field of Orthopaedic, Traumatology, and Neurosurgery. Furthermore, MOI offers Research and training/ capacity building on how to provide the best services to the community.

## **2.1 ACCOUNTS ASSISTANT I - 1 POST**

### **2.1.1 DUTIES AND RESPONSIBILITIES**

- i. To assist in the preparation of various financial statements;
- ii. To assume responsibility for a variety of accounting duties such as payment of salaries and keeping vote accounts, cheques, etc;
- iii. To examine invoices, bills and other claims before prepayment;
- iv. To prepare payment vouchers and cheques and post them in respective accounts;
- v. To assist in the preparation of bank reconciliation statement;
- vi. To supervise junior staff;
- vii. To ensure that all necessary procedure are followed in making any financial transaction;
- viii. To ensure adherence to standard operating procedure and MOI business process; and
- ix. To perform any other duties related to his/her work as assigned by his/her supervisor.

### **2.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Ordinary Diploma in Accounting or ATEC II or equivalent qualifications from recognised institutions with working experience of at least four (4) years in the related field.

### **2.1.3 REMUNERATION**

Salary scale – PMGSS 4/1.

## **2.2 PHYSIOTHERAPY OFFICER II - 1 POST**

### **2.2.1 DUTIES AND RESPONSIBILITIES**

- i. To contribute ideas to primary and secondary prevention of functional disabilities;
- ii. To identify predisposing factors to disabilities at homes, schools and working environment;
- iii. To execute treatment plans for patients;
- iv. To participate in PHC programmes;
- v. To treat patients through physiotherapy techniques;
- vi. To conduct health education program to inpatients and outpatients;
- vii. To keep and maintain patient's records;
- viii. To conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community;
- ix. To ensure that there is an adherence to standard operating procedure and MOI business process; and
- x. To perform any other duties related to his/her work as assigned by his/her supervisor.

### **2.2.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Physiotherapy or equivalent qualification from recognized Institutions.

### **2.2.3 REMUNERATION**

Salary scale – PMGSS 5/1.

## **2.3 SHOE MAKER II - 1 POST**

### **2.3.1 DUTIES AND RESPONSIBILITIES**

- i. To make orthopaedic boots and compensation of shoes with supervision of senior staff;

- ii. To cast and adjust orthopaedic boots to meet user's requirements;
- iii. To prepare materials for shoe making;
- iv. To advise and train patients on how to use the orthopaedic boots, arch supports etc;
- v. To keep and maintain records of orthopaedic boot users;
- vi. To assist senior staff in undertaking repair of workshop equipment;
- vii. To ensure adherence to standard operating procedure and MOI business process;  
and
- viii. To perform any other duties related as assigned by his/her supervisor.

### **2.3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Secondary Certificate plus Trade Test I/Level III in leather goods and footwear or equivalent qualifications from recognized Institutions.

### **2.3.3 REMUNERATION**

Salary scale – PMOSS 1/1.

## **3.0 TANZANIA AUTOMOTIVE TECHNOLOGY CENTRE (TATC)**

Tanzania Automotive Technology Centre (TATC), synonymously known as “Shirika la Nyumbu”, was formally established on the 14th December 1985, through a Presidential Order, made under the Public Corporations Act 1969. TATC's mission is to develop a reputable capacity for automotive engineering by conducting research and innovation, technology transfer and quality assurance services.

TATC is wholly owned by the Government of the United Republic of Tanzania through the Ministry of Defence and National Service (MoDNS).

## **3.1 ARTISAN II (FOUNDRY) - 1 POST**

### **3.1.1 DUTIES AND RESPONSIBILITIES**

- i. To operate foundry equipment and machinery;
- ii. To Pour molten metal into mould for casting;

- iii. To repair moulds;
- iv. To read and records temperatures of molten metal;
- v. To make moulds of simple castings;
- vi. To Prepare and proceeds to make moulds in green and sodium;
- vii. To silicate bonded sands;
- viii. To operate with high degree of confidence all simple foundry machines;
- ix. To operate heat treatment equipment and machinery;
- x. To pack and protects parts against decarburization or scaling during treatment;
- xi. To purge furnace with appropriate gas on treatment involving gases;
- xii. To Set, read and records temperatures of treatment furnace;
- xiii. To carry out heat treatment of simple parts;
- xiv. To Prepare and proceed to make protective materials on parts intended for treatment;
- xv. To operate with high degree of confidence simple heat treatment;
- xvi. To carry out annealing, hardening and tempering of simple parts;
- xvii. To work independently and operate all machines in the shop;
- xviii. To produce high quality products of standard stipulated by the Centre and;
- xix. To assist blacksmith of lower grade in their training.

### **3.1.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV education with Trade Test Grade I or CBET level III in Foundry.

### **3.1.3 SALARY SCALE PGSS 2**

### **3.1.4 ARTISAN II (FILTER MECHANICS) - 2**

### **3.1.5 DUTIES AND RESPONSIBILITIES**

- i. To assist lower grade machinists in solving problems relating to machine shop operations.
- ii. To operate any machines in the workshop, if so required.
- iii. To make any special tools, fixtures, jigs and any other auxiliary equipment such as quality control gauges using tool room equipment and skills.
- iv. To instruct machinists of lower grades in tool room.

### **3.1.6 QUALIFICATIONS AND EXPERIENCE**

Holder of Form IV education with Trade Test Grade I or CBET level III in Fitter Mechanics.

### **3.1.7 SALARY SCALE: PGSS 2.**

### **3.1.8 ARTISAN II (PLUMBER) - 1 POST**

### **3.1.9 DUTIES AND RESPONSIBILITIES**

- i. To replace taps, plugs, valves, WC seat covers;
- ii. To repair leaking pipes and allied fittings;
- iii. To Clear drainage system, culverts, wastepipes and gully traps; and
- iv. To exercise proper use of plumbing tools and equipment's.

### **3.1.10 QUALIFICATIONS AND EXPERIENCE**

Holder Form IV education with Trade Test Grade I or CBET Level III in Plumbing.

### **1.0.14. SALARY SCALE: PGSS 2**

#### **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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- 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;

- 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 **5<sup>th</sup> April, 2023;**
- 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/> <http://portal.ajira.go.tz/> and not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

Released by:

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**