

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/11

22nd July, 2021

On behalf of Medical Stores Department (MSD) and Kahama Water Supply and Sanitation Authority (KAHAMA WSSA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **9** vacant posts as mentioned below.

1.0 MEDICAL STORES DEPARTMENT (MSD)

The Department is a semiautonomous Department under the Ministry of Health, Community Development, Gender, Elderly and Children, established by Act of Parliament No.13 of 1993 with an objective of developing, and maintaining an efficient and cost-effective system of procurement, storage and distribution of health commodities required for use by the public and accredited faith-based health facilities.

It has a zonal network all over the country directly serving 8000 health facilities through an Integrated Logistical System.

1.1 WAREHOUSE OFFICER - 2 POSTS.

1.1.1 DUTIES AND RESPONSIBILITIES:

- i. Records and maintains stocks as per prescribed MSD regulations.
- ii. Reconciles warehouse stock records with other records in relevant sections.
- iii. Records and maintains inter-warehouse stock transfers.
- iv. Facilitates smooth coordination between the receiving, warehousing and dispatching activities.

- v. Processes Zonal Transfer Orders for drugs and medical supplies for distribution to zones.
- vi. Assist in preparation of weekly reports on items verified to identify discrepancies noted and conditions.
- vii. Prepares periodic report on dormant, expired and damaged stocks.
- viii. Performs any other duties assigned by the superior.

1.1.2 QUALIFICATION AND EXPERIENCE

Bachelor of Pharmacy from a recognized institution, must be registered with Pharmacy Council Professional Body. Must be computer literate.

1.1.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale **MSDS 4**

1.1.4 TERMS AND CONDITIONS:

The position attracts permanent and pensionable

1.2 BIOMEDICAL TECHNICIAN - 6 POSTS

1.2.1 REPORTS TO: PRODUCTION IN CHARGE

1.2.2 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.

1.2.3 QUALIFICATION AND EXPERIENCE

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

1.2.4 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale **MSDS 3**

1.2.5 TERMS AND CONDITIONS:

The position attracts permanent and pensionable contract

2.0 KAHAMA WATER SUPPLY AND SANITATION AUTHORITY – (KAHAMA WSSA)

Kahama Water Supply and Sanitation Authority (KAHAMA WSSA) is a full autonomous public entity established under the water work regulation 1997 (Cap 272), which has been replaced with the Water Supply and Sanitation Act no 12 of 2009 and later Water Supply and Sanitation Act no 5 of 2019. The authority was established to provide reliable, affordable and sustainable water supply and sanitation services in Kahama.

2.1 SEWER TRUCK DRIVER I – 1 POST.

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. Keep and maintain the vehicle and accessories in good condition.
- ii. Supervise and verify regular servicing and repairs of the vehicle.
- iii. Must know how to operate sewer vacuum and pumping system of the Vehicle/Machine.
- iv. Must possess technical knowhow on pre start check of the vehicle/machine.
- v. Maintain vehicle log book and record all movements accurately and timely.
- vi. Verify repair undertaken on the Vehicle/Machine.
- vii. Report on major problems of vehicle/Machine.
- viii. Ensure that proper actions as required by rule and regulation are taken in case of involvement in accident.
- ix. Observe governing traffic rules and regulations as regards to vehicle handling.
- x. Advises the Supervisor on vehicle/Machine abnormal operation that might have a negative impact on its performance.

2.1.2 QUALIFICATION AND EXPERIENCE

Form IV with Clean and valid Driving License Class C with driving training from NIT/VETA of any other institution recognized by government, At least 4 years' experience in driving.

2.1.3 AGE LIMIT

Age limit 20-45

2.1.4 REMUNERATION:

Attractive remuneration package in accordance with Institute's salary scale KWSS 01

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application 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 - Asha Rose Migiro Buildings -Dodoma.**
- xiv. Deadline for application is **5th AUGUST, 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**