

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/257

4th August, 2020

VACANCIES ANNOUNCEMENT

On behalf of the Muhimbili University of Health and Allied Sciences (MUHAS) and College of Business Education (CBE), President's Office, Public Service Recruitment Secretariat invites competent, experienced, and highly organized and self-motivated Tanzanians to fill **7** vacant posts as mentioned below;-

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS).

Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities

Act No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

1.0.1 ASSISTANT LECTURER – (EPIDEMIOLOGY AND BIostatISTICS) - 1 POST

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To assist in conducting lectures, prepare case studies, and assist in tutorials /seminars to undergraduate students and other continuing education courses;
- ii. To work in co-operation with senior faculty members on specific projects such as research and consultancy;
- iii. To understudy senior faculty, supervise special projects in conducting, publishing and disseminating research results;
- iv. To participate in training, research and consultancy;
- v. To mark and grade examinations and tests;
- vi. To supervise and continuously assess students during seminars, practicals, field work and tutorials;
- vii. To participate in writing of teaching manuals;
- viii. To participate in curriculum development;
- ix. To invigilate students during examinations;
- x. To attend workshops, conferences and symposia;
- xi. To attend professional and faculty development trainings;
- xii. To promote excellence in all service programs of the department; and
- xiii. To perform any other duties that may be assigned by a competent authority.

1.0.3 QUALIFICATIONS AND EXPERIENCE:

Master's Degree either in Applied Epidemiology or Epidemiology and Biostatistics with a GPA of at least 4.0, Plus First degree either in Doctor of Medicine, Doctor of Dentistry, Bsc. Environmental Health, Bachelor of Pharmacy or other health-related sciences from a recognized reputable University with GPA of 3.8.

1.0.4 REMUNERATION

Salary Scale **PUTS 2.1**

1.0.5 TUTORIAL ASSISTANT– 5 POSTS

1.0.6 AREA OF SPECIALIZATION

Successful candidates shall work in the Departments within the following specializations;

- i. School of Medicine Departments of - Emergency Medicine, Pathology and Anaesthesiology;
- ii. School of Pharmacy – Pharmacognosy or
- iii. School of Dentistry - Oral Maxillofacial Surgery

1.0.7 DUTIES AND RESPONSIBILITIES

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practical's where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;
- v. To participate in curricular development;
- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. To perform any other assignments and duties that may be assigned by supervisor or Head of Department.

1.0.8 QUALIFICATIONS AND EXPERIENCE

First Degree i.e Medical Doctor (MD) or its equivalent, with a minimum GPA of 3.8 either in Pharmacy, Dentist or Medicine or Pathology and Anaesthesiology from a recognized reputable University.

1.0.9 REMUNERATION

Salary Scale **PUTS 1.1-1.3**

2.0 COLLEGE OF BUSINESS EDUCATION

College of Business Education was established by Act of Parliament, Act No. 31 of 1965. College of Business Education is a training Government Institution which provide, Training, Research and Consultancy in the fields of Accountancy, Procurement & Supplies Management and other business-related disciplines.

2.0.1 ASSISTANT LECTURER ICT - 1 Post

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To prepare teaching manual; and
- vi. To perform any other relevant duties as assigned by supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Master's Degree with a GPA of 4.0 or average of B+ either in Information and Communication Technology (ICT), Information Technology, Computer Science, Computer Engineering or related fields, and at undergraduate level either in Information and Communication Technology (ICT), Information Technology, Computer Science, Computer Engineering or related fields with a minimum GPA of 3.8.

2.0.4 SALARY SCALE: PHTS 1.1

As per Treasury Registrar's salaries Circular No 6 of 2015

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. Overqualified candidates should not apply;
- 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 letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 63100, Utumishi House, 8 Kivukoni Road, 11102 Dar EsSalaam;*
- xv. **Deadline for application is 18th August, 2020;**
- xvi. Only short listed candidates will be informed on a date for 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**