

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

**Ref.No.EA.7/96/01/K/296**

**24<sup>th</sup> September, 2020**

On behalf of the Bugando Medical Centre (**BMC**), President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated candidates to fill 6 vacant posts mentioned below.

#### **1.0 BUGANDO MEDICAL CENTRE**

Bugando Medical Centre is a consultant and 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 has 900 beds and over 1000 employees. It is a referral centre for tertiary specialist care for eight regions, namely: - Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people.

##### **1.0.1 SPECIALIST MEDICAL DOCTOR II (2 Posts)**

##### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. Attending in and out patients;
- ii. Attending emergency medical duties;
- iii. Carrying out specialized investigations of admitted patients;
- iv. Ensuring that prescribed instructions are carried out;

- v. Conducting specialized operations of his specialized field of study;
- vi. Conducting on the job training to the junior staff;
- vii. Carrying out service and participating in major ward rounds;
- viii. Supervising medical students and interns in clinical duties;
- ix. Participating fully in morning clinical sessions, patient presentation and journal clubs;
- x. Conducting medical researches and consultancies; and
- xi. Conduct outreach services.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

Holder of either Masters of Medicine (MMed) degree, Post graduate Diploma or its equivalent from a recognized Institution in any medical specialty. Must be registered by the Tanganyika Medical Council as a Medical Doctor.

### **1.0.4 REMUNERATION**

Salary scale of PMGSS.11

### **1.0.5 MEDICAL DOCTOR II (4 Posts)**

### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. Attending in and out patients;
- ii. Attending in and out patient on clinical issues;
- iii. Attending emergency medical duties;
- iv. Carrying out investigations of admitted patients;
- v. Ensuring that prescribed instructions are carried out;
- vi. Conducting minor operations;
- vii. Assisting senior physicians/surgeon at operations;
- viii. Carrying out service and participating in major ward rounds;
- ix. Supervising medical students and interns in clinical duties;
- x. Ensuring that patients are properly prepared for surgery;
- xi. Participating fully in morning clinical sessions, patient presentation and journal clubs; and
- xii. Participating in research activities.

### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

Holder of either Doctor of Medicine (MD) degree, MBCHB or its equivalent from a recognized Institution. Must be registered by the Tanganyika Medical Council as a Medical Doctor/Dental Surgeon with one year of internship.

### **1.0.8 REMUNERATION**

Salary Scale of PMGSS.8

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania of not more than 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;
  - 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. Applicants employed in the Public Service **should route their application letters through their respective employers;**
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- viii. Applicants should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);

- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, 8 Kivukoni Road, P.O. Box 63100, 11102 Dar Es Salaam.*
- xiii. Deadline for application is **7<sup>th</sup> October, 2020**; and
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. 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**