

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

VACANCY ANNOUNCEMENT- CONTRACT TERMS

Ref.No.EA.7/96/01/L/40

17thFebruary, 2021

On behalf of Occupational Safety and Health Authority (OSHA), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **29** vacant posts as mentioned below.

1.0 OCCUPATIONAL SAFETY AND HEALTH AUTHORITY (OSHA)

Occupational Safety and Health Authority (OSHA) is a Government Agency established under the Executive Agencies Act No. 30 of 1997 with the main objective of promotion of Safe and Healthy working environment as stipulated in the Occupational Health and Safety Act No. 5 of 2003. The Agency is mandated to perform its functions in Tanzania mainland. Currently, OSHA has six (6) administrative zones namely Northern Zone, Lake Zone, Southern Highlands Zone, Central Zone, Southern Zone and Coast Zone. OSHA's current objective is prevention of occupational accidents and diseases at work places.

1.0.1 MEDICAL OFFICER II –3POSTS

1.0.2 DUTIES AND RESPONSIBILITIES:

- i. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- ii. To carry out fitness to work medical examinations and recommend remedial measures for identified problems;

- iii. To provide inputs in the preparation of Business Plan, Strategic Plan and other policy formulation in relation to medical issues;
- iv. To prepare and submit reports timely;
- v. To prepare articles and manuals on Occupational Health;
- vi. To maintain records and provide written and verbal reports as required;
- vii. To prepare OHS medical surveillance reports;
- viii. To plan and implement specific occupational health programmes;
- ix. To keep records of Inspections;
- x. To provide input for occupational health surveys and researches;
- xi. To interpret scientific data collected during investigations and recommend appropriate control methods;
- xii. To conduct follow up inspections to ensure corrective measures have been implemented;
- xiii. To review documents from workplace;
- xiv. To assist in the carrying out of statutory medical examination (Pre-employment, periodic, exit and special);
- xv. To provide counseling on health issues, poly substance abuse;
- xvi. To assist/facilitate OHS training;
- xvii. To carry out health impact assessment;
- xviii. To carry out occupational health surveys and researches;
- xix. To review existing and current occupational safety and health literature; and
- xx. To performing any other related duties as may be assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Doctor of Medicine degree from a recognized Institution plus successful completion of internship period of one year and has provisional registration as a Medical Officer with the Tanganyika Medical Council.

1.0.4 REMUNERATION:

OSHAS 6 as per scheme of service.

1.0.5 NURSING OFFICER II - 3 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- ii. To carry out fitness to work medical examinations and recommend remedial measures for identified problems;
- iii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to medical issues;
- iv. To prepare and submit reports timely;
- v. To prepare articles and manuals on Occupational Health;
- vi. To maintain records and provide written and verbal reports as required;
- vii. To prepare OHS medical surveillance reports;
- viii. To plan and implement specific occupational health programmes;
- ix. To keep records of Inspections;
- x. To provide input for occupational health surveys and researches;
- xi. To provide inputs for Business plan, Strategic plan, occupational health issues;
- xii. To prepare articles on occupational health;
- xiii. To interpret scientific data collected during investigations and recommend appropriate control methods;
- xiv. To conduct follow up inspections to ensure corrective measures have been implemented;
- xv. To review documents from stakeholder;
- xvi. To assist in the carrying out of statutory medical examination (Pre-employment, periodic, exit and special);
- xvii. To provide counseling on health issues, poly substance abuse;
- xviii. To assist/facilitate OHS training; and
- xix. To perform any other related duties as may be assigned by the Supervisor.

1.0.7 QUALIFICATION AND EXPERIENCE

Bachelor degree either in Nursing, Midwifery or its equivalent from a recognized institution plus successful completion of internship. Must be registered with Tanzania Nurses and Midwives Council.

1.0.8 REMUNERATION:

OSHAS 5 as per scheme of service.

1.0.9 ENGINEER II (PLANT INSPECTOR) - 1 POST

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To prepare articles and manuals on Plant Safety;
- ii. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Plant Safety;
- iii. To prepare and submit reports timely;
- iv. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- v. To carry out specific Plant Safety inspections and recommend remedial measures for identified problems;
- vi. To conduct risk assessment;
- vii. To plan and implement specific plant and safety programmes for both workers and management;
- viii. To keep records of Inspections;
- ix. To provide plant safety consultancy services;
- x. To carry out accidents investigations and recommend control measures;
- xi. To provide input for plant surveys and researches;
- xii. To conduct follow up inspections to ensure corrective measures have been implemented;
- xiii. To scrutinize and approve drawings and plans for plants;
- xiv. To review documents from workplace;
- xv. To recognize, evaluate and control workplace mechanical hazards;
- xvi. To interpret scientific data collected during investigations and recommend appropriate control methods;

- xvii. To review existing and current occupational safety and health literature;
- xviii. To participate in the court proceedings on plant safety matters;
- xix. To perform any other related duties as may be assigned;
- xx. To assist in undertaking various types of civil/engineering/building works;
- xxi. To assist in undertaking repairs and maintenance;
- xxii. To assist in preparation of sketches and plans for making alterations to buildings and equipment;
- xxiii. To assist in preparing schedule of requirements for repairs and constructions;
- xxiv. To assist in preparing various project reports;
- xxv. To assist in supervising junior staff; and
- xxvi. To perform any other related duties as may be assigned by the Supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Mechanical Engineering or equivalent qualifications from a recognized institution. Must be registered by ERB as a graduate engineer.

1.0.12 REMUNERATION:

OSHAS 5 as per scheme of service.

1.0.13 ENGINEER II (ELECTRICAL INSPECTOR)- 3 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES:

- i. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;
- ii. To carry out specific electrical inspections and recommend remedial measures for identified problems;
- iii. To conduct risk assessment;
- iv. To prepare and submit reports timely;
- v. To plan and implement specific electric safety programs for both workers and management;
- vi. To keep records of Inspections;
- vii. To operate and maintain electrical testing equipment;

- viii. To carry out electrical safety testing (polarity, insulation, earth continuity, etc.);
- ix. To commission workplace electrical installations;
- x. To provide electrical safety consultancy services;
- xi. To carry out accidents investigations and recommend control measures;
- xii. To provide input for electrical surveys and researches;
- xiii. To provide inputs for Business plan, Strategic plan;
- xiv. To prepare articles on electrical safety;
- xv. To provide input to Public Relations Office on electrical safety issues to be delivered to media, Government agencies, workers and management;
- xvi. To interpret scientific data collected during investigations and recommend appropriate control methods;
- xvii. To conduct follow up inspections to ensure corrective measures have been implemented;
- xviii. To review documents from workplace;
- xix. To recognize, evaluate and control workplace electrical hazards;
- xx. To review existing and current Occupational safety and health literature;
- xxi. To participate in the court proceedings on electrical safety matters; and
- xxii. To perform any other related duties as may be assigned by the Supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Bachelor Degree either in Electrical, Electronics Engineering or equivalent qualifications from a recognized Institution. Must be registered by ERB as a Graduate Engineer.

1.0.16 REMUNERATION:

OSHAS 5 as per scheme of service.

1.0.17 ENGINEER II (BUILDING AND CONSTRUCTION INSPECTOR)– 1 POST

1.0.18 DUTIES AND RESPONSIBILITIES:

- i. To carry out general walk through workplace inspections for the purpose of the establishment of compliance status;

- ii. To carry out specific building and construction inspections and recommend remedial measures for identified problems;
- iii. To conduct risk assessment;
- iv. To operate and maintain measuring equipment;
- v. To prepare and submit reports timely;
- vi. To plan and implement specific buildings and construction safety programmes for both workers and management;
- vii. To keep records of Inspections;
- viii. To provide buildings and construction safety consultancy services;
- ix. To carry out accidents investigations and recommend control measures;
- x. To provide input for surveys and researches;
- xi. To provide inputs in the preparation of Business plan, Strategic plan and other policy formulation in relation to Building and Construction Safety;
- xii. To prepare articles and manuals on buildings and construction safety;
- xiii. To provide input to Public Relations Office on buildings and construction safety issues to be delivered to media, Government agencies, workers and management;
- xiv. To interpret scientific data collected during investigations and recommend appropriate control methods;
- xv. To conduct follow up inspections to ensure corrective measures have been implemented;
- xvi. To scrutinize and approve drawings and plans for buildings and constructions;
- xvii. To review documents from workplace;
- xviii. To recognize, evaluate and control buildings and construction hazards;
- xix. To review existing and current Occupational safety and health literature;
- xx. To participate in the court proceedings on buildings and construction safety matters; and
- xxi. To perform any other related duties as may be assigned by the supervisor.

1.0.19 QUALIFICATION AND EXPERIENCE

Bachelor Degree in Civil Engineering or equivalent qualifications from a recognized Institution. Must be registered by ERB as Graduate Engineer.

1.0.20 REMUNERATION:

OSHAS 5 as per scheme of service.

1.0.21 DRIVERS– 18 POST

1.0.22 DUTIES AND RESPONSIBILITIES:

- i. To drive properly all types of Motor Vehicles;
- ii. To attend minor mechanical faults;
- iii. To undertake routine checks on the vehicle to ensure that it is serviced;
- iv. To send the vehicle for service when due and advise on fuel consumption rates;
- v. To ensure that vehicles are in good running condition at all times;
- vi. To use the vehicle only on assigned duties and to keep time when on duty;
- vii. To certify that the maintenance carried out on the vehicle are of adequate standards;
- viii. To report promptly any detected fault or defect on the motor vehicle;
- ix. To inspect a vehicle before and after journey to verify their roadworthiness;
- x. To maintain vehicle log book accurately and timely recorded;
- xi. To ensure that the vehicle is always having a valid insurance cover;
- xii. To ensure that the vehicle assigned is always clean, in good running condition and is parked in a safe place; and
- xiii. To perform any other related duties as may be assigned by the Supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Form IV or VI Certificate, a valid Driving License Class C or E with Basic Driving Course plus driving experience of at least one (1) year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.

1.0.24 REMUNERATION:

OSHAS 2 as per scheme of service.

GENERAL CONDITIONS;

- i. All applicants must be citizens of Tanzania of an age not above 45 years;
- ii. **All vacancies are in contract terms of one year renewable;**
- 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;
 - 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. **Applicants employed in the Public Service in Permanent and Pensionable terms should not apply;**
- viii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- ix. Applicants 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) and National Council for Technical Education (NACTE);
- xi. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xii. Applicants with special needs/case (disability) are 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 **2nd March, 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