

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/183

16th August, 2018

VACANCIES ANNOUNCEMENT

On behalf of The Ocean Road Cancer Institute (ORCI), The Mwalimu Nyerere Memorial Academy (MNMA), Ardhi University, The Institute of Rural Development Planning (IRDP), The Arusha Technical College (ATC), The Tanzania Public Service College (TPSC), Tanzania Airports Authority (TAA) and Bugando Medical Centre (BMC), President's Office, Public Service Recruitment Secretariat invites qualified, competent, and motivated Tanzanians to fill **134** vacant posts as mentioned below;

1.0 THE OCEAN ROAD CANCER INSTITUTE (ORCI).

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.2 of 1996. The Institute is a semi-autonomous organization which operates at "arm's length" under the Ministry of Health and Social Welfare. The Institute has various roles which all stem on the main role of controlling Cancer in Tanzania.

1.1 JOB TITLE: GRADUATE RADIOTHERAPIST III (3 POSTS) – RE-ADVERTISED

1.1.1 REPORT TO: RADIOTHERAPY MANAGER

1.1.2 DUTY STATION: ORCI – DAR ES SALAAM.

1.1.3 DUTIES AND RESPONSIBILITIES

- i. Adhere to radiation safety protocol;

- ii. Safely and effectively operate a variety of computerized simulation and treatment machines;
- iii. Construct immobilization devices and employ custom blocking techniques that are conducive to conformal radiation therapy;
- iv. Utilize sophisticated imaging equipment and treatment planning systems for precise tumour localization;
- v. Performing treatment planning;
- vi. Performing treatment time calculation;
- vii. Participate in creation of treatment and verification of data;
- viii. Documentation;
- ix. Deliver dose to patients;
- x. Observe the clinical progress of the patient;
- xi. Perform machine checks;
- xii. Inform Medical physicist on machine fault;
- xiii. Do quality assurance activities;
- xiv. Maintain Radiotherapy equipment; and
- xv. Perform any other duties as assigned by superiors

1.1.4 QUALIFICATION AND EXPERIENCE

Holder of a relevant Degree of B. Sc. in Radiation Therapy Technology from any recognized University and must be registered by respective Board.

1.2 MEDICAL PHYSICIST TRAINEE (1 POST) – RE-ADVERTISED

1.2.1 REPORT TO: MEDICAL PHYSICIST MANAGER,

1.2.2 DUTY STATION: ORCI – DAR ES SALAAM.

1.2.3 DUTIES AND RESPONSIBILITIES

- i. Assist in developing treatment plan to patients;
- ii. Assist in calculation of dosage to be delivered by radiotherapy equipment;
- iii. Assisting in carrying out patient chart checks and dose verification;
- iv. Supporting to develop and oversee implementation of quality assurance procedures and programs for therapy and related

equipment;

- v. Assisting to conducting mould room activities including fabrication of shielding blocks and fixations; and
- vi. Performing other duties as shall be assigned by his/her superior.

1.2.4 QUALIFICATION AND EXPERIENCE:

Holder of Bachelor Degree in medical physics and Mathematics or Education majoring in physics and Mathematics

2.0 ARDHI UNIVERSITY

Ardhi University came into being after the signing of Ardhi University Charter by His Excellency the President of United Republic of Tanzania, Hon. Jakaya Mrisho Kikwete on 28th March, 2007. The University Charter was prepared basing on the Universities Act No. 7 of 2005. The establishment of ARU went concurrently with the establishment of various schools.

2.1 SURVEYOR II (1 Post)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Designs, plans and organizes practical / exercises for students;
- ii. Organizes, conducts and ensures successful implementation of University research and consultancy services;
- iii. Assists academic staff in research and development activities;
- iv. Plans and supervises maintenance of laboratory/workshop facilities;
- v. Guides Technicians and Artisans in daily activities; and
- vi. Performs any other related duties as may be assigned by one's reporting officer.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of First Degree/Advanced Diploma in Quantity Surveying from a recognized institution with working experience of at least three years in a similar position plus ICT skills

3.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING (IRDP)

The Institute of Rural Development Planning (IRDP) was established as a Corporate Body under the Act of Parliament No. 8 of 1980 as a Higher Learning Institution with mandates for providing Training, Research and Consultancy Services in the fields of Rural Development Planning.

LECTURER - PROJECT PLANNING AND MANAGEMENT - (1 POST) – RE-ADVERTISED

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services;
- v. To develop and review existing curriculum;
- vi. To undertake individual research and participate in scientific/academic congregations;
- vii. To prepare teaching manuals, simulations and case studies for training;
- viii. To coach junior teaching staff; and
- ix. To perform any other official duties assigned by relevant authorities.

3.1.2 QUALIFICATION AND EXPERIENCE

- PhD Degree in Project Planning and Management who is eligible for registration as a technical teacher.
- The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service.

- In addition, candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

3.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates

PHTS 3.

3.2 LECTURER - COMMUNITY DEVELOPMENT (1 POST) – RE - ADVERTISED

3.2.1 DUTIES AND RESPONSIBILITIES

- To teach up to NTA level 9 (Master Degree);
- To guide and supervise students in building up their practical and research projects;
- To prepare learning resources and design training exercises for students;
- To conduct consultancy and community services;
- To develop and review existing curriculum;
- To undertake individual research and participate in scientific/academic congregations;
- To prepare teaching manuals, simulations and case studies for training;
- To coach junior teaching staff; and
- To perform any other official duties assigned by relevant authorities.

3.2.2 QUALIFICATION AND EXPERIENCE

- PhD Degree in Community Development who is eligible for registration as a technical teacher.
- The candidate should also have an experience in research training in higher learning institutions and publications as per NACTE scheme of service.
- Candidate should have obtained a GPA of 3.5 and above in the under-graduate studies.

3.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates
PHTS 3.

4.0 THE ARUSHA TECHNICAL COLLEGE (ATC)

The Arusha Technical College (ATC) is an autonomous institution established by the Government Notice No. 78 of 30th March, 2007 that replaced by then Technical College Arusha that existed since 1978. The vision of ATC is to be a premier provider of demand-driven Training, Research and Consultancy through Science, Technology and Innovation (STI) for sustainable development.

4.1 LECTURER - ICT (1 POST) – RE - ADVERTISED

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects; and
- vii. To perform any other duties assigned by relevant authorities.

4.1.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Computer Science or Information Technology and its equivalent from recognized institutions.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

4.1.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

4.2 LECTURER – ELECTRICAL (1 POST) – RE- ADVERTISED

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii. To mentor junior staff in relevant field;
- iii. To participate/contribute in curriculum development;
- iv. To undertake research, consultancy and public service;
- v. To conduct, publish/disseminate research results;
- vi. To supervise field practical's, undergraduate special projects; and
- vii. To perform any other duties assigned by relevant authorities.

4.2.2 QUALIFICATION AND EXPERIENCE:

- PhD and Master's Degree in Electrical Engineering or Biomedical Engineering or Electrical and Automation Engineering or Electronics and its equivalent from recognized institutions.
- Certificate in teaching or teaching experience or Biomedical Experience would be an added advantage.
- A GPA of at least 4.0 out of 5 in Master's Degree and a minimum GPA of 3.8 out of 5 in Bachelor Degree or its equivalent.

4.2.3 REMUNERATION:

An attractive remuneration package will be offered to successful candidates.

5.0 TANZANIA PUBLIC SERVICE COLLEGE

The Tanzania Public Service College (TPSC) is a Government Executive Agency established in 2000 as a direct response to fill a void for a sustainable public service training institution. TPSC offers programmes that are directly linked to Government business agenda and demand driven. As the demands for the public service to offer quality services at affordable costs increase, it is imperative that the service should be staffed with competent personnel. Hence, TPSC's core business is to develop the appropriate public service competences, which will transform the service into effective and efficient

machinery that will strive to meet citizen's needs in terms of services. TPSC's Mission is to improve the quality, efficiency and effectiveness of the public service of Tanzania by providing comprehensive training, consultancy and applied research interventions.

5.1 ASSISTANT LECTURER – INFORMATION STUDIES / RECORDS AND ARCHIVES MANAGEMENT - 13 POSTS

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To assist conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercise;
- iv. Conduct short and long term courses;
- v. To participate in developing and review curriculum;
- vi. Conducts research, seminars and case studies;
- vii. Carries out under supervision consultancy and community services;
- viii. Supervises students project;
- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor

5.1.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Master's Degree in the field of Information Studies / Records and Archives Management together with Bachelor Degree in Records and Archives Management;
- The candidate should be eligible for registration as technical teacher with a minimum of **3.8 GPA** in their Bachelors Degree
- Possession of Computer knowledge will be an added advantage

5.1.3 RENUMERATION

This post carries a salary scale of **PHTS 2**

5.2 ASSISTANT LECTURER – SECRETARIAL STUDIES AND OFFICE MANAGEMENT - 5 POSTS

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To assist conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercise;
- iv. Conduct short and long term courses;
- v. To participate in developing and review curriculum;
- vi. Conducts research, seminars and case studies;
- vii. Carries out under supervision consultancy and community services;
- viii. Supervises students project;
- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor

5.2.2 QUALIFICATION AND EXPERIENCE

- Master Degree in the field of Secretarial Studies and Office Management and Bachelor Degree in Secretarial Studies
- The candidate should be eligible for registration as technical teacher with a minimum of **3.8 GPA** in their Bachelors Degree .
- Possession of Computer knowledge will be an added advantage

5.2.3 RENUMERATION

This post carries a salary scale of **PHTS 2**

5.3 ASSISTANT LECTURER – COMPUTER SCIENCE/ INFORMATION COMMUNICATION TECHNOLOGY – ICT - 3 POSTS

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To assist conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercise;
- iv. Conduct short and long term courses;
- v. To participate in developing and review curriculum;

- vi. Conducts research, seminars and case studies;
- vii. Carries out under supervision consultancy and community services;
- viii. Supervises students project;
- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor

5.3.2 QUALIFICATION AND EXPERIENCE

- Master Degree in Computer Science/Information Communication Technology – ICT
- The candidate should be eligible for registration as technical teacher with a minimum of **3.8 GPA** in their Bachelors Degree .
- Possession of Computer knowledge will be an added advantage

5.3.3 RENUMERATION

This post carries a salary scale of **PHTS 2**

5.4 ASSISTANT LECTURER – MATHEMATICS/STATISTICS – 2 POSTS

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To assist conducting tutorial and practical exercise for students under close supervision;
- iii. To prepare learning resources for tutorial exercise;
- iv. Conduct short and long term courses;
- v. To participate in developing and review curriculum;
- vi. Conducts research, seminars and case studies;
- vii. Carries out under supervision consultancy and community services;
- viii. Supervises students project;
- ix. Prepares teaching manuals and
- x. To perform any other duties assigned by supervisor.

5.4.2 QUALIFICATION AND EXPERIENCE

- Master Degree in Mathematics or Statistics

- The candidate should be eligible for registration as technical teacher with a minimum of **3.8 GPA** in their Bachelors Degree
- Possession of Computer knowledge will be an added advantage

5.4.3 RENUMERATION

This post carries a salary scale of **PHTS 2**

6.0 TANZANIA AIRPORTS AUTHORITY

Tanzania Airports Authority (TAA) is a Government Executive Agency established to operate, manage, maintain and develop Government owned Airports with a commercially oriented Management Style.

6.1 ASSISTANT AIRPORT SECURITY OFFICER – 30 POSTS

6.1.1 DUTIES AND RESPONSIBILITIES

- i. Providing screening services to departing passengers and cargo,
- ii. Controlling movement of people, vehicles and animals in the protected areas;
- iii. Preventing and spotting any suspicions of theft and burglary at the airport;
- iv. Ensuring security of passengers, air crew/hostesses, flights and visitors at the airport;
- v. Ensuring that; all passengers adhere to security procedures before boarding or disembarking the plane/flight; and
- vi. Performing any other related duties assigned by the supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary School Education Certificate with certificate in any of the following fields: Law, Business Administration, Public Administration or any Management related Certificate. Knowledge of English, French or any other international foreign language is added advantage and should have passed Military training through JKT.

6.1.3 REMUNIRATION:

According to TAA SCALE 3

6.1.4 AGE LIMIT:

Between 20 - 35 years

7.0 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.

7.1 MEDICAL DOCTOR II - 2 POSTS

7.1.1 DUTIES AND RESPONSIBILITIES:

- i. Attending emergency medical duties;
- ii. Participating in major ward rounds;
- iii. Carrying out assigned operations and assisting senior physicians in major operations; and
- iv. Participating and conducting research, clinical teaching of medical doctors, interns and medical students and other allied health professionals.

7.1.2 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 with one year of internship

7.1.3 SALARY SCALE: PMGSS. 8.1

7.2 ASSISTANT NURSING OFFICER II - 8 POSTS

7.2.1 DUTIES AND RESPONSIBILITIES:

- i. Nursing care of patients;
- ii. Administering medicine and treating patients as prescribed;
- iii. Adhering to the rules and regulations of DDA;

- iv. Giving health education to patients and their relatives; and
- v. Conducting ward rounds

7.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Diploma in Nursing from any recognized Institution and has been registered in with the Nurses and Midwives Council of Tanzania.

7.2.3 SALARY SCALE: PMGSS.4.1

7.3 MEDICAL ATTENDANT II - 45 POSTS

7.3.1 DUTIES AND RESPONSIBILITIES

- i. Providing basic health education to in patients and relatives in the ward;
- ii. Ensuring that all utensils are clean;
- iii. Inspecting the Institute clinical areas; and
- iv. Advising matron on all matters relating to cleaning duties.

7.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary Secondary School Certificate. Must have a Pre-Nursing Certificate OR Certificate in Community Health from recognized institution

7.3.3 SALARY SCALE: PMOSS.2.1

7.4 NURSE II – 11 POSTS

7.4.1 DUTIES AND RESPONSIBILITIES:

- i. Taking general nursing care of patients;
- ii. Taking care of DDA; and
- iii. Administering drugs and other treatments as prescribed by medical doctors

7.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Nurse/Midwives Nurse “B” Certificate from a recognized Institution and has been registered with the Nurses and Midwives Council of Tanzania.

7.4.3 SALARY SCALE: PMGSS.2.1

7.5 COMPUTER OPERATOR II – 1 POST

7.5.1 DUTIES AND RESPONSIBILITIES:

- i. Assisting in running jobs on day to day;

- ii. Entering patients data for hospital use;
- iii. Captures data using computers and a variety of peripherals in a data processing environment;
- iv. Monitor systems functionality during operations;
- v. Assisting in running small scale customer jobs;
- vi. Assisting in soft-maintenance on daily basis; and
- vii. Perform any other duties as may be assigned

7.5.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary or Advanced Certificate of Secondary Education Examination (CSEE) with Certificate in Computer application from University Computing Centre (UCC) or any recognized institution.

7.5.3 SALARY SCALE: PGSS.3

7.6 MEDICAL RECORDS TECHNICIAN II - 2 POSTS

7.6.1 DUTIES AND RESPONSIBILITIES:

- i. Giving appointments to patients;
- ii. Recording personal details of the patients;
- iii. Issuing files and identification cards to patients;
- iv. Receiving files for patients and collecting files from the wards;
- v. Updating information on admissions, discharges and deaths;
- vi. Creating and maintaining index in alphabetical order and tracing missing Files;
- vii. Receiving and directing patients, visitors and patients' relatives coming to the hospital;
- viii. Attending telephone calls; and
- ix. Assisting disabled patients through the use of wheelchairs or stretchers.

7.6.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary/Advanced Secondary School Certificate with Diploma in Health Records Technology from a recognized institution

7.6.3 SALARY SCALE; PMGSS.2.1

7.7 TECHNICIAN II - PLUMBING 1- POST

7.7.1 DUTIES AND RESPONSIBILITIES:

- i. Carrying out general maintenance and minor repair of buildings;
- ii. Repairing and maintaining sewerage and water systems; and
- iii. Supervising the work of assistant(s) assigned to him/her.

7.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of an Ordinary Secondary School Certificate with Full Technician Certificate or equivalent in the field of plumbing from any recognized institution

7.7.3 SALARY SCALE: PGSS.3.1

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 letters should be written either in Swahili or English and Addressed to;
Secretary,
Presidents Office, Public Service Recruitment Secretariat,
27 Bibi Titi Mohammed Road,
P.O. Box 63100, Maktaba Complex,
11102 Dar Es Salaam.
- xiii. Deadline for application is **30^h August, 2018** 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')*

SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT