

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/J/248

31st January, 2019

On behalf of the Bugando Medical Centre (**BMC**), Tanzania Coffee Board (**TCB**), Tanzania Institute of Accountancy (**TIA**), Tanzania Electrical, Mechanical and Services Agency (**TEMESA**), Muhimbili Orthopaedic Institute (**MOI**) and Tropical Pesticides Research Institute (**TPRI**) President's Office, Public Service Recruitment Secretariat invites competent, experienced, highly organized and self-motivated candidates to fill **43 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.

1.1 SPECIALIST MEDICAL DOCTOR II- (3-Posts)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out specialized medical care in respective field;
- ii. Teaching and supervising medical students and postgraduate students including setting exams;
- iii. Conducting medical researches and consultancies;

- iv. Conduct outreach services;
- v. Attending emergency duties;
- vi. Assist in Formulation of SOP in the respective department/section/units;
- vii. Strategic duties for the development of medical services; and
- viii. Participating fully in morning clinical sessions, patient presentation and journal clubs.

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of either a Masters/Postgraduate Doctor of Medicine, MBCHB degree or its equivalent with postgraduate degree in the respective field of specialization, with specialization either in Orthopaedics, Traumatology, Emergency Medicine, Urology or ENT. Must be registered with Medical Council of Tanganyika as a Medical Practitioner

1.1.3 REMUNERATION - Salary scale of PMGSS.11

2.0 TANZANIA COFFEE BOARD (TCB)

Tanzania Coffee Board is a government organ established by the Tanzania Coffee Industry Act No. 23 of 2001. Its main function is to regulate the coffee industry in Tanzania and advice the Government of the United Republic of Tanzania on all matters related to the growing, processing and marketing of coffee within and outside the country.

2.1 LIQUORER OFFICER GRADE II – 3 POSTS

2.1.1 DUTIES AND RESPONSIBILITES

- i. Carry out coffee roasting outturn and pre-auction cupping preparations;
- ii. Safe keep and updates liquoring files of catalogues;
- iii. Writing bulking instructions and dispatches them to the factories;
- iv. Conducts pre- auction inspections and draws auction samples from curing factories;
- v. Participate in liquoring and classification of coffee from factories;
- vi. Writes bulking and classification reports; and
- vii. Performs any other duties as will be assigned by Supervisor.

2.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma either in Agro Business, Food science, Nutrition, Business Administration or its equivalent from a recognized institution. Certificate in coffee Quality and Trade will be an added advantage.

3.0 THE TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

The Tanzania Institute of Accountancy (TIA) is an Executive Agency under the Ministry of Finance and Planning which was established on 1st July, 2002 by the Government Notice No. 489 of 1st November, 2001 and officially launched on 24th January, 2002 as per Act No. 30 of 1997. As an Executive Agency, TIA is operating 'semi' autonomously and commercially in providing quality education in the field of Accountancy, Procurement & Supplies and other Business related disciplines so as to become a self sustainable Institute. TIA is accredited by NACTE as an Institute of Higher Learning, mandated by NBAA and NBMM to offer training or conduct Programmes in the fields of Accountancy and Procurement and Supplies.

3.1 LECTURER: ACCOUNTANCY- 1 POST – STATIONED AT SINGIDA CAMPUS)

3.1.1 Duties and Responsibilities

- i. Conducts teaching and seminars;
- ii. Undertakes individual research and participates in bigger multi-disciplinary research projects;
- iii. Prepares manuals and case studies for training;
- iv. Provides close supervision and guidance to students;
- v. Manages teaching programmes; and
- vi. Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree either in Accounting or Finance from recognized higher learning Institution or a serving lecturer promoted through publications with recognized Institute of higher learning. The applicant should also hold Master's degree either in Accountancy or Finance with a minimum GPA of **4.0** and Undergraduate Degree either

in Accounting or Finance from recognized Higher Learning Institution with a GPA of at least **3.8** points.

3.2 LECTURER: MARKETING (1 POST –STATIONED AT MBEYA CAMPUS)

3.2.1 Duties and Responsibilities;

- i. Conducts teaching and seminars;
- ii. Undertakes individual research and participates in bigger multi-disciplinary research projects;
- iii. Prepares manuals and case studies for training;
- iv. Provides close supervision and guidance to students;
- v. Manages teaching programmes; and
- vi. Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree either in Marketing or Business Management from recognized higher learning Institution or a serving Lecturer promoted through publications with recognized Institute of higher learning. The applicant should also hold Master's degree either in Marketing or Business Management with a minimum GPA of **4.0** and Undergraduate Degree either in Marketing or Business Management from recognized Higher Learning Institution with a GPA of at least **3.8** points.

3.3 LECTURER: PROCUREMENT AND LOGISTICS MANAGEMENT-POST STATIONED AT MWANZA CAMPUS)

3.3.1 Duties and Responsibilities

- i. Conducts teaching and seminars;
- ii. Undertakes individual research and participates in bigger multi-disciplinary research projects;
- iii. Prepares manuals and case studies for training;
- iv. Provides close supervision and guidance to students;
- v. Manages teaching programmes; and
- vi. Works on consultancy projects and guides junior staff in undertaking consultancy assignments.

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctorate Degree in Procurement and Logistics Management from recognized higher learning Institution or a serving Lecturer promoted through publications with recognized Institute of higher learning. The applicant should also hold Master's degree in Procurement and Logistics Management with a minimum GPA of 4.0 and Undergraduate Degree in Procurement and Logistics Management from recognized Higher Learning Institution with a GPA of at least **3.8** points.

3.4 ASSISTANT LECTURER: HUMAN RESOURCE MANAGEMENT – RE ADVERTISED (1 POST –STATIONED AT KIGOMA CAMPUS)

3.4.1 Duties and Responsibilities;

The Assistant Lecturer is charged with the following duties and responsibilities:

- i. To conduct lectures, research, tutorial seminars;
- ii. Prepares case studies;
- iii. Works in cooperation with senior members of specific projects such as research and consultancy; and
- iv. Supervises student's projects.

3.4.2 Qualifications and Experience

Holder of Masters Degree either in Human Resource Management, Public Administration or General Management from recognized higher learning Institution with a minimum GPA of **4.0** points. The applicant should also hold an Undergraduate Degree either in Human Resource Management, Public Administration or Management from recognized Higher Learning Institution with a GPA of at least 3.8 points.

3.5 ASSISTANT LECTURER: MARKETING –RE ADVERTISED (1 POST – STATIONED AT MBEYA CAMPUS)

3.5.1 Duties and Responsibilities;

- i. To Conduct lectures, research, tutorial seminars;
- ii. Prepares case studies;
- iii. Works in cooperation with senior members of specific projects such as research and consultancy; and
- iv. Supervises student's projects.

3.5.2 Qualifications and Experience

Holder of Masters Degree either in Marketing or Business Administration, from recognized higher learning Institution with a minimum GPA of **4.0** points. The applicant should also hold an Undergraduate Degree either in Marketing, or Business Administration majoring in Marketing from recognized Higher Learning Institution with a GPA of at least **3.8** points.

4.0 TANZANIA ELECTRICAL, MECHANICAL AND SERVICES AGENCY (TEMESA)

The Tanzania Electrical, Mechanical and Services Agency (TEMESA) is an agency under the Ministry of Works. It was established by the Executive Agency Act No. 30 of 1997 as amended by the Executive Agency (Amendment) Act No. 13 of 2009, through G.N 254 of 26th August, 2005.

4.1 ENGINEER II–MECHANICAL (2 posts)

4.1.1 Duties and Responsibilities

- i. To carry out maintenance, service and repair of Motor Vehicles and Plants under a Professional Engineer;
- ii. To prepare maintenance costs and costing of materials;
- iii. To ensure that job cards for maintenance and repair are properly raised;
- iv. To ensure proper valuation of jobs to achieve value for money;
- v. To carry out Planning, designing and fabrication of mechanical works under Professional Engineer;
- vi. To coordinate, supervise and provide technical advice on maintenance, service and repair of motor vehicles and plants;
- vii. To perform any other official related duties as may be assigned by the supervisor.

4.1.2 Qualifications and Experience

Holder of Bachelor Degree or Advance Diploma in Mechanical Engineering, or any equivalent qualification in related Engineering field from a recognized Institution. Should be a Computer literate with background knowledge on AutoCAD application

4.1.3 SALARY SCALE: TGS E

4.2 ENGINEER II –ELECTRICAL- (1 post)

4.2.1 Duties and Responsibilities:

- i. To plan and execute electrical works for electrical installation system in buildings, industries and electrical machinery, appliances and generators;
- ii. To plan and supervise rehabilitation and preventive maintenance of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- iii. To plan and supervise regular inspection of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- iv. To plan and supervise troubleshooting of electrical faults in electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- v. To carry out designing, supervision and commissioning of new electrical construction works of electrical installation systems for buildings, industries and electrical machinery, appliances and generators;
- vi. To prepare progressive and completion reports for all electrical activities pertaining to electrical installation system for buildings, industries and electrical machinery, appliances and generators;
- vii. To prepare cost estimates and bill of quantities pertaining to electrical works for electrical installation system for buildings, industries and electrical machinery, appliances and generators;
- viii. To plan and supervise management of electrical materials, hardware and spare parts;
- ix. To conduct conditional survey, load study and prepare reports; and
- x. To conduct Site inspections, to attend site meetings and prepare site inspection reports.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advance Diploma in Electrical Engineering, or any equivalent qualification in related Engineering field from a recognized Institution. Should be a Computer literate with background knowledge on AutoCAD application.

4.2.3 SALARY SCALE: TGS E

4.3 MARINE ENGINEER – (1 post)

4.3.1 Duties and Responsibilities:

- i. To maintain, service and repair Ferries;
- ii. To inspect propellers/pump jet periodically and rectify deficiencies;

- iii. To install marine engines, propulsion system and other ferry accessories;
and
- iv. To inspect Marine Vessels for corrective Maintenances.

4.3.2 Qualifications and Experience

Holder of Bachelor Degree or Advance Diploma in Marine Engineering, or any equivalent qualification in related Engineering field from a recognized Institution. Should be a Computer literate with background knowledge on AutoCAD application.

4.3.3 SALARY SCALE: TGS E

4.4 TECHNICIAN II -MECHANICAL (9 posts)

4.4.1 Duties and Responsibilities

- i. To Supervise cleanliness of working tools/equipment and Workshop premises;
- ii. To carry out repair and maintenance of Vehicles, Plants and Equipment;
- iii. To undertake technical inspection of Vehicles, Plants and equipment;
- iv. To open and maintain job cards for mechanical works records; and
- v. To attend routine orders from supervisors.

4.4.2 Qualifications and Experience

Holder of a Diploma/Full Technician Certificate (FTC)/VET Level III in Mechanical. The candidate must be computer literate.

4.4.3 SALARY SCALE: TGS C.

4.5 TECHNICIAN II -ELECTRICAL - (2 posts)

4.5.1 Duties and Responsibilities

- i. To carry out installation, repair and maintenance of electrical appliances according to safety standards;
- ii. To upkeep working tools, measuring instruments and equipment in safe and clean environments;
- iii. To open and maintain job cards for electrical works/appliances;

- iv. To install, repair and maintain Electrical Installation systems, Electrical appliances and street lights, Generators, transformers and other electrical appliances;
- v. To diagnose cause of electrical malfunction or failure of operational equipment and perform preventive and corrective maintenance;
- vi. To develop wiring diagrams, layout drawings and engineering specifications for system or equipment modifications or expansion, and directs personnel performing routine installation and maintenance duties; and
- vii. To perform periodic electrical testing to equipment, and recommends or initiates modification or replacement of equipment which fails to meet acceptable operating standards.

4.5.2 Qualifications and Experience

Holder of a Diploma/Full Technician Certificate (FTC)/VET Level III in Electrical. The candidate must be computer literate.

4.5.3 Salary Scale: TGS C.

4.6 TECHNICIAN II- ELECTRONICS (1 Post)

4.6.1 Duties and Responsibilities

- i. To install, repair and maintain Electronics equipment, Traffic Lights, Local Area Network (LAN) and Wide Area Networks (WAN);
- ii. To install, repair and maintain Computer and Telephone communication Networks; and
- iii. To prepare sketch drawings and take site measurements.

4.6.2 Qualifications and Experience

Holder of a Diploma/Full Technician Certificate (FTC)/VET Level III in Electronics. The candidate must be computer literate.

4.6.3 Salary Scale: TGS C.

4.7 TECHNICIAN II –MARINE (4 Posts)

4.7.1 Duties and Responsibilities

- i. To keep Workshop tools and equipment in safe place;
- ii. To maintain and repair Hull and Machinery;
- iii. To carry out general cleanliness of ferry engines; and
- iv. To monitor ferry engines while in operation.

4.7.2 Qualifications and Experience

Holder of a Diploma/Full Technician Certificate (FTC)/VET Level III in Marine. The candidate must be computer literate.

4.7.3 Salary Scale: TGS C.

4.8 ASSISTANT TECHNICIAN (MECHANICAL – (3 POSTS))

4.8.1 Duties and Responsibilities

- i. To carry out repair and maintenance of Vehicles, Plant and Equipment;
- ii. To carry out cleanness of the working Workshops environment; and
- iii. To keep working tools, instruments and equipment at safe and clean status.

4.8.2 Qualifications and Experience

Form IV certificate and Trade Test II in the relevant field with an overall average grade of at least B from a recognized institution.

4.8.3 Salary Scale: TGS A/B

4.9 ASSISTANT TECHNICIAN (ELECTRICAL): (1 POST)

4.9.1 Duties and Responsibilities

- i. To carry out repair and maintenance of electrical appliances, installation, plants and equipment;
- ii. To carry out cleanliness and housekeeping of Workshop environment; and

- iii. To keep working tools, measuring instruments and equipment safe and clean.

4.9.2 Qualifications and Experience

Form IV certificate and Trade Test II in the relevant field with an overall average grade of at least B from a recognized institution.

4.9.3 Salary Scale: TGS A/B

4.10 ASSISTANT ACCOUNTANT (1 Post) – TGS C

4.10.1 Duties and Responsibilities

- i. Prepares and keeps payment vouchers and other records in safe custody;
- ii. Carries posting of accounting entries into books of accounts, balances books of accounts and prepares reconciliation statements;
- iii. Serves as a cashier for both receiving and paying funds, issues receipts for funds received and obtains acknowledgements for funds paid, completes and maintains Cheque Dispatch Register;
- iv. Deposits and withdrawals funds into/from the Agency's bank accounts and prepares bank reconciliation statements;
- v. Maintains ledger accounts, journal, cash book and other accounting records and reconciles control accounts in the general ledger with subsidiary Ledgers;
- vi. Prepares trial balance and periodic financial reports;
- vii. Maintains fixed assets register and ensures that it is up to date;
- viii. Prepares bills and other debt documents;
- ix. Tallies and checks arithmetical accuracy of accounting documents and records; and
- x. Carries out any other duties as may be assigned by supervisor.

4.10.2 Qualifications and Experience

Holder of a Diploma in business administration with bias in Accounting, NBAA Intermediate Stage Module C + D/ Certificate in Higher Standard Government Accountancy Examination or equivalent qualification. Must be computer Literate.

4.10.3 Salary Scale: TGS C

4.11 RECORDS MANAGEMENT ASSISTANT II -(1 Post) - TGS B

4.11.1 Duties and Responsibilities

- i. To carry out proper record keeping;
- ii. To maintain and update file movement registers;
- iii. To receive incoming mail, to record them in relevant register book and to dispatch outgoing mails;
- iv. To open relevant files according to record keeping regulations;
- v. To trace, locate and retrieve files when needed by officers; and
- vi. To perform any other duties as may be assigned the supervisor.

4.11.2 Qualifications and Experience

Holder of at least National Form IV certificate and certificate in Records Management from recognized institution. The candidate should have computer knowledge.

4.11.3 Salary Scale: TGS B

4.12 PERSONAL SECRETARY – (1 Post)

4.12.1 Duties and Responsibilities

- i) To type letters, reports and documents both open and confidential;
- ii) To receive visitors and direct them to relevant destinations;
- iii) To keep and make appointments for visitors;
- iv) To keep dairies of meetings and arrange venues for the meetings;
- v) To file correspondences relating to meetings chaired/ attended by the his/her superiors; and
- vi) To make and receive telephone messages for his/her superiors.

4.12.2 Qualifications and Experience

National Form IV Certificate with credit passes in English and Kiswahili; Holder of at least secretarial certificate level III with at least typing speed of 50 wpm; Should have computer knowledge.

4.12.3 Salary Scale: TGS B

5.0 THE MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

The Muhimbili Orthopaedic Institute (MOI) is an autonomous institute established through an Act of Parliament No.7 of 1996 with main objective of providing primary secondary and tertiary care for preventive and curative health services in the field of Orthopaedic, Traumatology and Neurosurgery as well as being role model of efficient Hospital Management in Tanzania. The Institute is also involved in human resources development for the nation and also carries out research in these fields with the view of developing cheaper ways of treatment for patients and reducing invalidity to members of the community.

5.1 MEDICAL RECORDS TECHNICIAN II (4 POSTS)

5.1.1 Duties and Responsibilities

- i. Collecting, tabulating, analyzing and interpreting disease and patient statistics and circulating them to relevant end users of the institute;
- ii. Receiving and register patients and direct them on where to go for attention;
- iii. Giving appointments to patients;
- iv. Issuing files and identification cards to patients;
- v. Receiving files for patients and collecting files from the ward;
- vi. Updating information on admissions, discharges and deaths;
- vii. Creating and maintaining index in alphabetical order and tracing missing files;
- viii. Facilitating availability of records and statistical data for carrying out research;
- ix. Assisting in designing and maintaining a system for numbering, filing, storage and retrieval of patients' files and other documents;
- x. Assisting in periodic squeezing of files into shelves;
- xi. Collecting and preparing daily and monthly statistical returns;
- xii. Maintaining procedures for tracing misfiled and lost case-notes and other documents; and
- xiii. Performing any other duties related to his/her work as assigned by his/her superior.

5.1.2 Qualifications and Experience

Having completed an Ordinary Secondary School Certificate and Medical Records Certificate or its equivalent from a recognized institution. Must have computer skills.

5.1.3 REMUNERATION - Salary Scale – PMGSS 2

6.0 TROPICAL PESTICIDES RESEARCH INSTITUTE (TPRI)

Tropical Pesticides Research Institute (TPRI) dates back to 1945 when it started with the objective of investigating application of synthetic insecticides for the control of tropical pests. Since then, the Institute has served under the colonial Government, the East African Common Services Organization, the defunct East African Community and the Government of the United Republic of Tanzania. Currently TPRI's capacity include pesticide regulation, hygiene and safety; pest management, research and services including toxicology; pesticide residues in the environment; pesticides application techniques; food and feeds; sanitary and Phytosanitary control; organic certification; Biosafety; plant and insect taxonomy as well as documentation of natural vegetation and insects; and conservation of plant genetic resources. For TPRI to operate at its peak capacity it requires various inputs including quality of its human resource. The proposed Scheme of Service for the Institute's staff provides an explicit criteria for promotion of scientific and non-Scientific staff, and procedure or criteria for recruitment and advancement within the Institute's service.

6.1 RESEARCH ASSISTANT (1 POST)

6.2.1 Duties and Responsibilities

- i. To assist Senior Research Scientists in setting up experiments and data collection;
- ii. To gather relevant literature and write research reports;
- iii. To assist in proposal development under the supervision of the Senior Research Scientist;
- iv. Any other related duties as may be assigned by Supervisor.

6.1.2 Qualifications and Experience

Fresh graduate with a minimum of an Upper Second Class Honours degree in Natural, Social or Engineering Sciences. For unclassified degrees as MD and BVM, fresh graduates with an overall minimum of B. Graduates of degrees that

take 4 years will be slotted at the first notch of PRSS 9 and graduates of degrees that take 5 years will be slotted at the third notch of PRSS 9.

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, 11404 Dar Es Salaam.*
- xiii. Deadline for application is 14th February, 2019; 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