

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/69

30th August, 2019

VACANCIES ANNOUNCEMENT

On behalf of the Muhimbili National Hospital (MNH), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **61** vacant posts as mentioned below.

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

A tertiary specialised and super specialist Hospital in Tanzania organized into nine directorates with bed capacity of 2,178 out of which 1,570 beds are at the Main Upanga Hospital and 608 beds are at Mloganzila facility which is 23km away from the main Hospital. The Hospital serves between 2,000-3,000 outpatients and 1,500 – 2,000 inpatients per day.

1.1 MEDICAL SPECIALIST II – 2 POSTS (PATHOLOGISTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Perform medical specialized medical service;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipment's and working tools; and
- vii. Perform any other duties as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

Medical graduate who has obtained Master degree in Pathology from a recognized

institution.

1.1.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 11**

1.2 MEDICAL SPECIALIST II – 2 POSTS (HAEMATOLOGISTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Perform medical specialized medical service;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipment's and working tools; and
- vii. Perform any other duties as may be assigned by the supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

Medical graduate who has obtained Master degree in Haematology from a recognized institution.

1.2.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 11**

1.3 MEDICAL SPECIALIST II – 1 POST (ENDOCRINOLOGIST)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Perform medical specialized medical service;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipment's and working tools; and
- vii. Perform any other duties as may be assigned.

1.3.2 QUALIFICATION AND EXPERIENCE

Medical graduate who has obtained Master degree in Endocrinology from a recognized

institution.

1.3.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 11**

1.4 MEDICAL SPECIALIST II – 3 POSTS (MICROBIOLOGIST, CARDIOLOGIST, GENERAL SURGEON, RHEUMATOLOGIST, PAEDIATRICIAN, PULMONOLOGIST, PHYSICIAN, OPHTHALMOLOGIST AND PSYCHIATRIST)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Perform medical specialized medical service;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipment's and working tools; and
- vii. Perform any other duties as may be assigned by the supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

Medical graduate who has obtained Master degree either in Microbiology, Cardiology, General Surgeon, Rheumatology, Paediatrician, Pulmonology, Physician, Ophthalmologist and Psychiatrist from a recognized institution.

1.4.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 11**

1.5 DENTAL SPECIALIST II - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Providing medical/dental specialized medical services;
- ii. Supervising clinical duties, interns and teaching others;
- iii. Planning, conducting and disseminating research findings;
- iv. Engage in continuous professional development;
- v. Carry out data processing;
- vi. Proper handling and care of equipment's and working tools; and

- vii. Perform any other duties as may be assigned by the supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Dental graduate who has obtained Master of Dentistry on the above relevant field or its equivalent from a recognised Institution.

1.5.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 11**

1.6 MEDICAL OFFICER II – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Perform Medical duties in Obstetrics and Gynaecology, Surgery, Anaesthesia Medicine, Paediatrics, Preventive Medicine and Emergencies;
- ii. Perform daily ward rounds with specialists on call and prepare patients case notes;
- iii. notes;
- iv. Perform all investigations for patients;
- v. Attend general outpatient clinics;
- vi. Prepare all patients for any surgery/procedure;
- vii. Carryout post-operative follow-ups; and
- viii. Perform any other duties as may be assigned by the supervisor;

1.6.2 QUALIFICATION AND EXPERIENCE

Doctor of Medicine Degree from a recognized institution plus successful completion of Internship registered with Tanganyika Medical Council.

1.6.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMGSS 8**

1.7 NURSING OFFICER II – 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- ix. Provide care to patients following nursing process;

- x. Provide high quality nursing care using appropriate nursing process;
- xi. To assess patient's condition, plan, implement, and documented evaluate individualized Nursing care using appropriate nursing model in accordance with the hospital nursing Policy;
- xii. Ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- xiii. Maintain personal contact with patients, their relatives and visitors to enhance the Patient's quality of life, dignity and the good standing of the hospital;
- xiv. Ensure the safe care and custody of patient's property in accordance with the hospital policy;
- xv. Maintain health and safety at work by ensuring that infection prevention and control principles are followed; and
- xvi. Perform any other duties as may be assigned by the supervisor.

1.7.2 QUALIFICATION AND EXPERIENCE

Bachelor of Science in Nursing from a recognized University or institution plus successful completion of Internship registered with Tanzania Nurses and Midwives Council with a valid license to practice and computer literate is an added advantage.

1.7.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 5**

1.8 ASSISTANT NURSING OFFICER II - 17 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES

- i. Assess patients' conditions and identify their needs;
- ii. Ensure treatments are carried out as prescribed and observe any side effects;
- iii. Follow hospital policy in respect of custody and administration of all drugs (with Specific observation to Dangerous Drugs Act (DDA));
- iv. Maintain personal contact with patients, their relatives and visitors to enhance the Patient's quality of life and the good standing of the hospital;
- v. Ensure the safe care and custody of patient's property in accordance with the hospital policy;
- vi. Ensure that health and safety of the clients are maintained at work by abiding to the infection prevention and control principles;

- vii. Maintain a professional friendly atmosphere and create a dignified environment;
and
- viii. Perform any other duties as may be assigned by the supervisor;

1.8.2 QUALIFICATION AND EXPERIENCE

Diploma in Nursing from a recognized University or Institution must be registered by Tanzania Nurses and Midwives Council with a valid license to practice. Computer literacy is an added advantage. Work experience in Cardiac/Surgery/ICU/CCU or Theatre will be an added advantage.

1.8.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 4**

1.9 DENTAL LABORATORY TECHNOLOGIST II - 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i. Prepares materials for dental procedures;
- ii. Carry out dental procedures as assigned;
- iii. Proper handling, care and maintenance of dental equipment's and apparatus;
- iv. Carry out data processing;
- v. Maintain proper records;
- vi. Assist in planning and conduct research;
- vii. Engage in continuous professional development;
- viii. Teach others; and
- ix. Perform any other duties as assigned by the supervisor.

1.9.2 QUALIFICATION AND EXPERIENCE

Diploma in Dental Laboratory Technology from a recognized institution.

1.9.3 RENUMERATION

Attractive remuneration package in accordance with institute's salary scale- **PMGSS 3**

1.10 HEALTH LABORATORY TECHNOLOGIST II - 2 POSTS

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Prepare pre-agents for laboratory use;

- ii. Carry out laboratory procedures;
- iii. Laboratory data processing and record keeping;
- iv. Proper handling, care and maintenance of laboratory equipment's and apparatus;
- v. Carry out data processing;
- vi. Maintain proper records;
- vii. Assisting in planning and conduct research;
- viii. Engage in continuous professional development;
- ix. Teach others; and
- x. Perform any other duties as assigned by the supervisor.

1.10.1 QUALIFICATIONS AND EXPERIENCE

Diploma in Health Laboratory Sciences from a recognized institution must be registered by registered by Health Laboratory Practitioners Council and knowledge in Laboratory information system is an added advantage.

1.10.2 RENUMERATION

Attractive remuneration package in accordance with institute's salary scale- **PMGSS 3**

1.11 HEALTH RECORDER II - 3 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- i. Routine registration of new and return attendances of outpatients and admission of inpatients;
- ii. Filing patient's case-notes;
- iii. Numbering system based on filing system;
- iv. Issuing and preparing new files/ outpatient cards;
- v. Will be responsible for all matters concerning reception of referred patients;
- vi. Collection and sorting of Laboratory results into patients files;
- vii. Quarter yearly sorting of files in to the shelves;
- viii. Reviewing, sorting, and filing all discharge and follow-up case-notes into the shelves;
- ix. Execute Quality Assurance Programmes;
- x. Keep and maintain records and statistics;
- xi. Proper handling and care of equipment and tools;
- xii. Engage in continuous professional development; and

- xiii. Perform any other duties as may be assigned by the supervisor.

1.11.2 QUALIFICATION AND EXPERIENCE

Technician Certificate in Health Records (NTA 5) with Form IV passes in English and Mathematics subjects and must be computer literate.

1.11.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMOSS 1**

1.12 HEALTH ATTENDANT II - 23 POSTS

1.12.1 DUTIES AND RESPONSIBILITIES

- i. Clean offices, wards, compounds or as assigned;
- ii. Move documents from one office to another as assigned;
- iii. Open offices and make tea for officers;
- iv. Responsible for proper use and safekeeping of tools and equipment;
- v. Reports problems that require attention on his/her supervisors;
- vi. Decorate, maintains gardens, waters plants and flowers; and
- vii. Perform any other duties as may be assigned by the supervisor.

1.12.2 QUALIFICATION AND EXPERIENCE

Form IV/VI certificate with passes in English and Kiswahili subjects with One-year certificate in either Nursing attendant or any health attendant course.

1.12.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale—**PMOSS 1**

1.13 HEALTH SOCIAL WORKER II - 2 POSTS

1.13.1 DUTIES AND RESPONSIBILITIES

- i. Provide linkage between the hospital and community;
- ii. Advise patient and community on social issues;
- iii. Net-work with other social institutions;
- iv. Execute quality Assurance programmes in social work;
- v. To keep and maintain patient records and statistics;
- vi. To participate in health education programmes;

- vii. Carry out data processing;
- viii. Proper handling and care of working tools;
- ix. Engage in continuous professional development; and
- x. Performs any other duties as assigned by the supervisor.

1.13.2 QUALIFICATION AND EXPERIENCE

Bachelor degree in Social Work from a recognized institution.

1.13.3 RENUMERATION

Attractive remuneration package in accordance with Institute's salary scale– **PMGSS 4**

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 **13th September, 2019**
- xiv. Only short listed candidates will be informed on a date for interview; and
- 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**