



EMPLOYMENT OPPORTUNITIES

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant posts for the School of Dentistry on contract basis (2 years) as illustrated herein below;

1. RADIOGRAPHIC TECHNICIAN II - 2 POSTS

a. Entry Qualifications

Holder of Diploma in Radiography and Diagnostics, Radiography, Medical Imaging or related qualification from a recognized Institution and must be registered by the Medical Radiology and Imaging Professionals Council.

b. Duties and Responsibilities

- i. To ensure that the radiation protection in the department is maintained;
- ii. To perform patients' x-rays, CT scan, MRI and Ultrasound;
- iii. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- iv. To maintain and keep x-ray equipments and supervise sterilized radiology instruments in the unit;
- v. To ensure quality diagnosis of x-rays is taken;
- vi. To maintain and keep patients x-ray waiting for seniors to interpret and give results;
- vii. To provide technical advice on radiation in the unit;
- viii. To prepare contrast media and reagents for x-rays;
- ix. To process x-ray films;
- x. To maintain and keep patient's records; and
- xi. To perform any other related duties as may be assigned by a supervisor.

c. Salary scale: PMGSS 4

2. RECORDS MANAGEMENT ASSISTANT II - 3 POSTS

a. Entry Qualifications

Holder of Diploma in one of the following fields; Health Records, Records Management, Archives Management or Related qualifications from a recognized Institution.

b. Duties and Responsibilities

- i. To receive correspondence and files sent by dispatch book;
- ii. To receive and distributes official publications according to standing Instructions;
- iii. To sort outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature;
- iv. To record all outgoing registered correspondence and telegrams;
- v. To maintain a register of files sent out to or received from Schools or departments;
- vi. To dispatch mail going straight to Schools/departments, mail clearing center and Post office in time according to instructions, classification and current dispatch timetables;
- vii. To assemble flimsy copies and files them for circulation to listed Officers;
- viii. To re-addresses mail and answers questions on dispatch, postage and postal procedures and regulations;
- ix. To oversee confidentiality in handling documentation processing, filing and records keeping; and
- x. To perform any other Duties and Responsibilities as assigned by the supervisor.

c. Salary Scale: PGSS 3

3. ADMINISTRATIVE OFFICER II - 1 POST

a) Entry Qualifications

Holder of bachelor degree in one of the following fields; Human Resources Management, Commerce or Business Administration (majoring in Human Resource Management), Industrial Relation, Public Administration or related qualifications or related qualifications from a recognized Institution.

b) Duties and Responsibilities

- i) To draft internal circulars, letters and internal memorandum for official use;
- ii) To handle correspondences pertaining administrative issues;
- iii) To assist in conducting staff performance appraisal;
- iv) To assist in the provision of administrative services;
- v) To keeping records of various events and meetings;
- vi) To help in studying insurance need at the University;
- vii) To help in the initiation of new insurance coverage where they do not exist;
- viii) To examining and scrutinizing staff claims for submission to the administration for action;
- ix) To handle insurance claims arising out of the risks of fire, group/personal accident, workmen's compensation;
- x) To coordinating various meetings and preparing periodic performance reports; and
- xi) To perform any other duties related to his/her work as assigned by the superior

Salary Scale: PGSS 6

4. SOCIAL WELFARE OFFICER II - 1 POST

a. Entry Qualifications

Holder of Bachelor of Arts in one of the following fields; Education, Educational Psychology, Counseling Services, Divinity, Social Work, Sociology or any Related qualifications from a recognized Institution.

b. Duties and Responsibilities

- i. To undertake general Students counseling and guidance;
- ii. To provide academic and personal counseling;
- iii. To communicate the goals of the University counseling programs to the University community;
- iv. To assist in Developing appropriate materials and documents for executing counseling services at the university;
- v. To take care of students' welfare;
- vi. To screen all in-patients to identify those with social medical problems and report their cases to senior staff;
- vii. To prepare various periodical reports pertaining to patients with social and economic problems that can help the management in decision making;
- viii. To carry out ward rounds to identify and assess the progress of patients;
- ix. To collect data and statistics for exempted patients and other cases that require Institutional support;
- x. To sort and prepare patient lists for requests of exemption and other cases that require Institutional support;
- xi. To counsel patients under the supervision of senior staff; and
- xii. To perform any other related duties as may be assigned by supervisor.

c. Salary Scale: PGSS 6

5. ASSISTANT NURSING OFFICER II - 3 POSTS

a. Entry Qualifications

Holder of Diploma in one of the following fields; Nursing /Midwifery or related qualification from a recognized Institution, and must be registered by the Tanzania Nursing and Midwifery Council.

b. Duties and Responsibilities

- i. To implement comprehensive assessment, develop nursing diagnosis, plan care, and establish an integrated nursing care;
- ii. To ensure patient management is carried out as prescribed and observe any side effects;
- iii. To establish personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital;
- iv. To provide health education to patients and their relatives;
- v. To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- vi. To ensure safe care and custody of patient's property in accordance with the hospital policy;

- vii. To practice and work in partnership with clients, families, and multidisciplinary teams;
- viii. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- ix. To collaborate with other team players in implementing approved standards of care (STI, HIV/AIDS, IMCI, PMTCT and others); and
- x. To perform any other duties as may be assigned by the supervisor.

c. Salary scale: PMGSS 4

6. PHARMACIST II - 1 POST

a. Entry Qualifications

Holder of Bachelor Degree in Pharmacy or its equivalent from a recognized institution plus successful completion of internship, and must be registered by the Pharmacy Council of Tanzania.

b. Duties and Responsibilities

- i. To oversee dispensing of medicine as per doctor's prescriptions;
- ii. To oversee the process of making of extemporaneous preparations (compounding);
- iii. To organize preparation of sterile and non-sterile pharmaceuticals;
- iv. To prepare annual drugs and medical devices requirements and its budget;
- v. To order, store and dispense drugs and medical devices;
- vi. To provide drug information to both patients and health care personnel;
- vii. To provide ward pharmacy services i.e. In-patients prescription monitoring, therapeutic drug monitoring;
- viii. To prepare list of drugs and medical devices for the institution use;
- ix. To make regular reconciliation of drugs dispensed against those issued;
- x. To make regular reconciliation of drugs sold against revenue collected;
- xi. To sort out and list the expiring drugs within three months for the attention of the supervisor; and
- xii. To perform any other duties as may be assigned by the supervisor.

Salary scale: PMGSS 6

7. PHARMACEUTICAL TECHNICIAN II - 1 POST

a. Entry Qualifications

Holder of Diploma in Pharmacy or Related qualification from a recognized Institution, and Must be registered by the Pharmacy Council of Tanzania.

b. Duties and Responsibilities

- i. To determine, prepare and order drugs and medical device requirements;
- ii. To store medicinal products appropriately and securely to ensure freshness and potency in accordance with good storage practice;
- iii. To dispense drugs and ensure timely distribution of medicine to in patients and out patients and other departments within the hospital;
- iv. To monitor medication therapy to improve all aspects of delivery and report any adverse effects;

- v. To educate other members of health care profession, patients and public on proper use of drugs;
- vi. To ensure that expired drugs are removed from the shelves and appropriately disposed of;
- vii. To provide information on reaction resulting from the use of drugs;
- viii. To prepare report on the use of drugs and medical devices in the Institution;
- ix. To keep various records of drugs and medical devices;
- x. To assist in procurement and maintaining adequate stock of drugs;
- xi. To guide physicians, interns, Nursing and patients on medications;
- xii. To sort out and list expiring drugs within three months for the attention of the supervisor; and
- xiii. To perform any other duties as may be assigned by the supervisor.

c. Salary scale: PMGSS 4

GENERAL CONDITIONS FOR ALL POSTS:

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates.
 - (a) Post Graduate/First Degree/Advanced Diploma, Diploma/Certificates.
 - (b) Post Graduate/First Degree/Advanced Diploma, Diploma/Transcripts
 - (c) Form IV and Form VI National Examination Certificates.
 - (d) Computer Certificates where applicable.
 - (e) Professional Certificates from respective councils where applicable.
 - (f) One recent passport size picture and copy of birth certificate.
 - (g) Birth Certificates
- (vi) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Certificates from foreign Countries should be verified by Tanzania Commission for Universities (TCU) – {Degree Level} or National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}.
- (ix) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (x) Women are highly encouraged to apply.
- (xi) Only shortlisted candidates will be informed about the date of the interview.

- (xii) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply.
- (xiv) Deadline of receiving Applications is **8TH July, 2022** and only shortlisted candidates will be informed on the date for Interview.
- (xv) Presentation of forged certificates and other information will necessitate to legal action
- (xvi) All applications should be sent to the address below.

**THE DEPUTY VICE CHANCELLOR - PLANNING, FINANCE AND
ADMINISTRATION
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES – MUHAS,
P.O. BOX 65001,
DAR ES SALAAM.**