

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/123

9th July, 2022

VACANCY ANNOUNCEMENT

On behalf of Jakaya Kikwete Cardiac Institute (**JKCI**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill sixty nine (**69**) vacant posts mentioned below;

1.0 THE JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)

The Jakaya Kikwete Cardiac Institute (JKCI) is a specialized hospital empowered to provide evidence based cardiovascular care, training and conduct impactful research. JKCI being a Government owned Institute, serves patients across all regions of the United Republic of Tanzania who are referred from regional referral and designated hospitals for super specialized cardiovascular care.

The Institute is equipped with ultra-modern technology and equipment, state of the art theatres, Intensive Care Unit and patient rooms. The Institute has highly qualified staff dedicated to patient care. In the quest for its mandated functions, JKCI works with stakeholders to meet not only national and ministerial health targets but also those of World Health Organization (WHO).

1.0.1 ASSISTANT NURSING OFFICER II - 10 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To assess patients' conditions and identify their needs;
- ii. To ensure treatments are carried out as prescribed and observe any side effects;

- iii. To follow JKCI policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- iv. To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the Institute;
- v. To ensure the safe care and custody of patient's property in accordance with the institute policy;
- vi. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- vii. To maintain a professional friendly atmosphere and create a dignified environment;
and
- viii. To do any other duties as may be assigned by Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Nursing from a reputable institution and licensed as a Staff Nurse by The Tanzania Nurses and Midwives Council.

1.0.4 REMUNERATION: Salary Scale: PMGSS 4.

1.0.5 BIOMEDICAL ENGINEERING TECHNICIAN II - 2 POSTS

1.0.6 DUTIES AND RESPONSIBILITIES

- i. To assist higher level technicians in repairing, installing, calibrating, or maintaining a range of general biomedical/ clinical equipment, e.g., replacing components, taking test readings, and wiring circuits in accordance with specific instructions;
- ii. To perform preventative maintenance and electrical safety testing of equipment;
- iii. To make minor repairs on medical electronic equipment;
- iv. To maintain appropriate records of repairs and preventative maintenance; and
- v. To perform any other duties as may be assigned by the superior.

1.0.7 QUALIFICATION AND EXPERIENCE

Holder of a Full Technician Certificate (FTC) in Biomedical Engineering or three years Diploma in Biomedical Engineering field from a reputable institution.

1.0.8 REMUNERATION: Salary Scale: PMGSS 4.

1.0.9 HEALTH ATTENDANT II - 6 POSTS

1.0.10 DUTIES AND RESPONSIBILITIES

- i. To clean wards, compounds, halls and equipment;
- ii. To clean and disinfect the mortuary daily;
- iii. To issue bed sheets, blankets, mattresses in the halls of residence;
- iv. To assist patients with disabilities when taking bath or toilets;
- v. To assist in feeding patients who are not able to feed themselves;
- vi. To collect and send patients' test samples to the laboratory; and
- vii. To perform any other duties as may be assigned by supervisor.

1.0.11 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with passes in English and Kiswahili Subjects and one-year Certificate in Health from a reputable institution.

1.0.12 REMUNERATION: Salary Scale: PMOSS 1

1.0.13 HEALTH LABORATORY TECHNOLOGIST II - 4 POSTS

1.0.14 DUTIES AND RESPONSIBILITIES

- i. To prepare re-agents for routine examination of patients;
- ii. To carry out diagnostic procedures as advised by Doctors;
- iii. To ensure that all laboratory equipment's are in working order and report any malfunction to the concerned authorities;
- iv. To ensure that the laboratory is kept clean and the glassware is available and clean;
- v. To ensure that all samples for investigations are kept in safe custody;
- vi. To maintain a record of the findings of all investigations carried out;
- vii. To perform any other duties as may be directed by his/her supervisor;
- viii. To adjust equipment and controls according to physicians' orders or established protocol;
- ix. To assist doctors during clinical testing procedures and surgeries; and
- x. To perform any other duties assigned by your Specialist or Super-specialist supervisor.

1.0.15 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Health/Medical Laboratory Technology or equivalent qualification, from a reputable institution.

1.0.16 REMUNERATION: Salary Scale: PMGSS 4

1.0.17 MEDICAL OFFICER II - 8 POSTS

1.0.18 DUTIES AND RESPONSIBILITIES

- i. To perform Medical duties;
- ii. To perform daily ward rounds with specialists on call and prepare patients case notes;
- iii. To perform all investigations for patients;
- iv. To attend general outpatient clinics;
- v. To prepare all patients for any surgery/procedure;
- vi. To carry out post -operative follow ups; and
- vii. To carry out any other duties as assigned from time to time.

1.0.19 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Medicine Degree or its equivalent from a reputable institution plus successful completion of Internship and registered with the Medical Council of Tanganyika.

1.0.20 REMUNERATION: Salary Scale: PMGSS 8

1.0.21 MEDICAL SPECIALIST II - 12 POSTS

1.0.22 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized medical services for in-patients and out patients;
- ii. To supervise ward rounds and advice on appropriate medication;
- iii. To participate in the training of student doctors in their areas of specialization;
- iv. To plan, supervise and evaluate medical services offered in his/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her area of specialization and publish results for consumption by other experts;
- vii. To supervise junior medical doctors and give them technical advice;
- viii. To plan and supervise outreach programmes in their areas; and
- ix. To carry out any other duties as assigned from time to time by supervisor.

1.0.23 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in one of the medical fields, such as Pediatrics, Cardiology, Critical Care, Emergency Medicine, Surgery and Cardiothoracic who is

registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

1.0.24 REMUNERATION: Salary Scale: PMGSS 11

1.0.25 NURSING OFFICER II - 14 POSTS

1.0.26 DUTIES AND RESPONSIBILITIES

- i. To provide high quality nursing care using appropriate nursing process;
- ii. To assess patient's condition, plan, implement, and document and evaluate individualized care using appropriate nursing model and according to the institute nursing policy;
- iii. To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition;
- iv. To maintain a professional friendly atmosphere and create a dignified environment;
- v. To follow JKCI policy in respect of custody and administration of all drugs, with special observation to DDA drugs;
- vi. To maintain personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the institute;
- vii. To ensure the safe care and custody of patients' property in accordance with the institute policy;
- viii. To report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly;
- ix. To maintain Health and Safety at work by ensuring that infection prevention and control principles are followed; and
- x. To perform any other duties as assigned by superiors from time to time.

1.0.27 QUALIFICATION AND EXPERIENCE

Holder of B.Sc. Degree in Nursing/Midwifery from a reputable institution plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council.

1.0.28 REMUNERATION: Salary Scale: PMGSS 6

1.0.29 PHARMACEUTICAL TECHNICIAN II - 4 POSTS

1.0.30 DUTIES AND RESPONSIBILITIES

- i. To store medicinal products appropriately and securely to ensure freshness and potency in accordance with good storage practice;
- ii. To supervise arrangement of drugs in the stores and ensure general cleanliness;
- iii. To maintain pharmacy and stores records;
- iv. To dispense drugs and ensure timely distribution of medicines to in patients and out patients and other departments within the institute;
- v. To monitor medication therapy to improve all aspects of delivery and report any adverse effects;
- vi. To educate other members of health care profession on proper usage of drugs;
- vii. To assist pharmacists in training of pharmaceutical students;
- viii. To ensure that expired drugs are removed from the shelves and appropriately disposed;
- ix. To review reconciliation of drugs on daily basis;
- x. To carry out dispensing, compounding medicines under supervision of Senior Pharmacy Staff; and
- xi. To perform any other duties as assigned by supervisor.

1.0.31 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Pharmacy from a reputable institution and licensed by the Pharmacy Council.

1.0.32 REMUNERATION: Salary Scale: PMGSS 4

1.0.33 PHARMACIST II - 2 POSTS

1.0.34 DUTIES AND RESPONSIBILITIES

- i. To supervise dispensing of medicine as per doctor's prescriptions;
- ii. To supervise making of extemporaneous preparations (compounding);
- iii. To organize preparation of sterile and non-sterile pharmaceuticals;
- iv. To provide drug information to both patients and health care personnel;
- v. To provide ward pharmacy services i.e. In-patients prescription monitoring, therapeutic drug monitoring etc;
- vi. To supervise, appraise staff and identify development and training needs; and
- vii. To perform any other duties as assigned by supervisor from time to time.

1.0.35 QUALIFICATION AND EXPERIENCE

Holder of a Degree in Pharmacy or equivalent qualification who has successfully completed internship and registered by the Pharmacy Council.

1.0.36 REMUNERATION: Salary Scale: PMGSS 6

1.0.37 PHYSIOTHERAPIST OFFICERS II - 2 POSTS

1.0.38 DUTIES AND RESPONSIBILITIES

- i. To contribute ideas to primary and secondary prevention of functional disabilities;
- ii. To identify predisposing factors to disabilities at homes, schools and working environment;
- iii. To execute treatment plans for patients;
- iv. To participate in PHC programmes; and
- v. To perform any other related duties as may be assigned by supervisor.

1.0.39 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Physiotherapy or its equivalent qualification from a recognized institution.

1.0.40 REMUNERATION: Salary Scale: PMGSS 5

1.0.41 RADIOGRAPHIC TECHNICIAN II - 3 POSTS

1.0.42 DUTIES AND RESPONSIBILITIES

- i. To make sure that the radiation protection in the department is maintained;
- ii. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- iii. To prepare patients for further procedure;
- iv. To assist Radiographer in setting control for correct exposures; and
- v. To perform any other duties as may be directed by supervisor.

1.0.43 QUALIFICATION AND EXPERIENCE

Holder of three years Diploma in Radiography or equivalent qualification who is registered by the National Radiation Commission.

1.0.44 REMUNERATION: Salary Scale: PMGSS 4

1.0.45 RADIOLOGY SCIENTIST II – 2 POSTS

1.0.46 DUTIES AND RESPONSIBILITIES

- i. To perform all Radiographic and Radio therapeutic procedures;
- ii. To maintain privacy and confidentiality of patients;
- iii. To protect the patients, staff, self and general public against unnecessary radiation;
- iv. To ensure that all equipment and machines in the examination rooms are kept in good working order;
- v. To report any faults in the radiographic equipment; and
- vi. To perform any other duties as may be directed by supervisor.

1.0.47 QUALIFICATIONS AND EXPERIENCE

Holder of B.Sc. Degree in Radiography or equivalent qualification who is registered by the National Radiation Commission.

1.0.48 REMUNERATION: Salary Scale: PMGSS 5.

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 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;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - 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. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant 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).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is 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 **22nd July, 2022**;
- xv. Only shortlisted candidates will be informed on the date of 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**



Jiandae kuhesabiwa Siku ya Jumanne tarehe 23 Agosti, 2022