

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

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4th June, 2023

VACANCY ANNOUNCEMENT

On behalf of Muhimbili National Hospital (MNH), Benjamin Mkapa Hospital (BMH), Muhimbili Orthopaedic Institute (MOI), Bugando Medical Centre (BMC), Jakaya Kikwete Cardiac Institute (JKCI), and Ocean Road Cancer Institute (ORCI), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **One hundred and five (105)** vacant posts as mentioned below;

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is 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 DENTAL SPECIALIST II (ORAL AND MAXILLOFACIAL) - 3 POSTS

1.1.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL- MLOGANZILA

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To provide routine specialized dental services for in-patients and out patients;

- ii. To participate in the training of student doctors in their areas of specialization;
- iii. To plan, supervise and evaluate dental services offered in his field;
- iv. To prepare periodic reports regarding dental services;
- v. To carry out research in the dental field and publish results for consumption by other experts;
- vi. To supervise junior dental doctors and give them technical advice;
- vii. To plan and supervise outreach programmes in their areas; and
- viii. To perform any other related duties as may be assigned by his supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Master in Dentistry (M.Dent) Specialized in oral and maxillofacial from a recognized University and registered with the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS) and must have a valid practicing license.

1.1.4 REMUNERATION:

Attractive package in accordance with Hospital Salary Structure.

1.2 DENTAL SURGEON II – 1 POST

1.2.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)

1.2.2 DUTIES AND RESPONSIBILITIES

- i) To provide routine dental health services to in-patients and out-patients;
- ii) To supervise, train and guide dental staff under him;
- iii) To carry out investigations, follow-up and recommend measures for preventing dental disease outbreaks;
- iv) To carry out research and publish results for consumption by other experts
- v) To design and formulate strategies for improvement of quality in dental services delivery; and
- vi) To perform any other related duties as may be assigned by his supervisor.

1.2.3 QUALIFICATIONS AND EXPERIENCE

Holder of Doctor of Dental Surgery Degree from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika and must have a valid practicing license.

1.2.4 REMUNERATION:

Attractive package in accordance with Hospital Salary Structure.

1.3 BIOMEDICAL ENGINEERING TECHNICIAN II – 1 POST

1.3.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.3.2 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 related duties as may be assigned by his Supervisor.

1.3.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Biomedical Engineering or equivalent qualifications from a reputable institution.

1.3.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.4 PHARMACIST II – 2 POSTS

1.4.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)

1.4.2 MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)

1.4.3 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 related duties as may be assigned by his supervisor.

1.4.4 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Pharmacy and who has successfully completed one year internship and registered by the Pharmacy Council and must have a valid practicing license.

1.4.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.5 DENTAL LABORATORY TECHNOLOGIST II – 2 POSTS

1.5.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)

1.5.2 MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)

1.5.3 DUTIES AND RESPONSIBILITIES

- i. To handle plastic prosthodontic appliances and normal laboratory procedures;

- ii. To ensure that all dental machines and laboratory equipment are in working order and report any malfunction to the concerned authorities;
- iii. To maintain a record of all patients with dental problems;
- iv. To prepare artificial teeth and mouth parts as required;
- v. To take the size of patient's teeth as instructed and work on them accordingly; and
- vi. To perform any other related duties as may be assigned by his Supervisor.

1.5.4 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Dental Laboratory Technology or any related field from a recognized institution.

1.5.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.6 PHYSIOTHERAPIST II – 2 POSTS

1.6.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (1)

1.6.2 MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)

1.6.3 DUTIES AND RESPONSIBILITIES

- i. To treat patients under supervision of senior staff;
- ii. To keep and maintain patients records and statistics;
- iii. To take care of equipment in the Unit/department and report any malfunctions; and
- iv. To perform any other related duties as may be assigned by his Supervisor.

1.6.4 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Physiotherapy or any related field from a recognized institution, registered with the Medical Council of Tanganyika and must have a valid practicing license.

1.6.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.7 RADIOGRAPHY TECHNICIAN II – 3 POSTS

1.7.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL - UPANGA (2)

1.7.2 MUHIMBILI NATIONAL HOSPITAL - MLOGANZILA (1)

1.7.3 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 contrastagents;
- iii. To prepare patients for further procedure;
- iv. To assist Radiographer in setting control for correct exposures;
- v. To perform any other related duties as may be assigned by his Supervisor.

1.7.4 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: Radiography, Diagnostic Radiography, Medical Imaging or in any related field and registered by the Medical Radiology and Imaging Professional Council and must have a valid practicing license.

1.7.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.8 HEALTH ASSISTANT II – 25 POSTS

1.8.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (20)

1.8.2 MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (9)

1.8.3 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 clothes of the patients to the laundry and maintain safe custody of cleaning tools and equipment;
- vii. To collect and send patients' test samples to the laboratory; and
- viii. To perform any other related duties as may be assigned by his supervisor.

1.8.4 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate and one-year Certificate in Health related fields from a reputable institutions.

1.8.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.9 CLINICAL OPTOMETRIST II – 1 POST

1.9.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids;

- iv. To keep and maintain patients' statistics; and
- v. To perform any other related duties as may be assigned by his supervisor.

1.9.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Clinical Optometry or any related field from a recognized institution and must have a valid practicing license.

1.9.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.10 ARTISANS II – 2 POSTS (AIR CONDITION & REFRIGERATION)

1.10.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.10.2 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other duty assigned by the supervisor.

1.10.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate and holder of Trade Test Grade II/ Level II Certificate in Air Condition & Refrigeration from a reputable institution.

1.10.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.11 RECORDS MANAGEMENT ASSISTANTS II (HEALTH RECORDS) – 2 POSTS

1.11.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To perform routine registration of new and return outpatients and inpatients;
- ii. To file patients records and case-notes;
- iii. To maintain an appropriate record keeping system based on existing filing system;
- iv. To maintain systems for appointments and registration of patients;
- v. To design forms for the hospital's record keeping;
- vi. To collect patients' statistics from wards, sections and departments of the hospital;
- vii. To prepare and issue new files and outpatient cards;
- viii. To collect and sort Laboratory results into patients files; and
- ix. To perform any other related duties as may be assigned by his supervisor.

1.11.3 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI Certificate plus Diploma (NTA Level 6) in Health Records from a recognized institution.

1.11.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.12 ENVIRONMENTAL HEALTH OFFICER II - 3 POSTS

1.12.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA (2)

1.12.2 MUHIMBILI NATIONAL HOSPITAL – MLOGANZILA (1)

1.12.3 DUTIES AND RESPONSIBILITIES

- i. To advice and ensure the best ways to distribute clean water and quality control;
- ii. To ensure proper collection disposal of clinical and non-clinical waste;
- iii. To educate the community on different ways to avoid and combat eruption of diseases;
- iv. To collect and assess statistics regarding Environment Health;
- v. To make sure there is implementation of the by-laws on the Environment Health;

- vi. To prepare information on the implementation and submit them to the responsible special unit;
- vii. To conduct inspection on food, water, chemicals in the working premises;
- viii. To inspect and advise on environmental management issues and vector control; and
- ix. To perform any other related duties as may be assigned by his supervisor.

1.12.4 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Health Environment, Environmental Science and Conservation, Environmental Science and Management, Environmental Laboratory Science Technology or in any related field from a reputable institution.

1.12.5 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.13 TECHNICIAN II (ELECTRICAL) - 1 POST

1.13.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.13.2 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with electrical, masonry, carpentry etc.;
- ii. To assist in the repair and maintenance of laboratory or instrumental workshop facilities;
- iii. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills; and
- iv. To perform any other related duties as may be assigned by his supervisor.

1.13.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma or Full Technician Certificate (FTC) in Electrical Engineering from a reputable institution.

1.13.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.14 ASSISTANT TECHNOLOGIST II - 1 POST

1.14.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.14.2 DUTIES AND RESPONSIBILITIES

- i. To perform basic laboratory investigations;
- ii. To maintain general cleanliness of laboratory glass ware and equipment;
- iii. To collect venous blood from patients and preserve specimens;
- iv. To keep records of laboratory investigations carried out in the register; and
- v. To perform any other related duties as may be assigned by his Supervisor.

1.14.3 QUALIFICATIONS AND EXPERIENCE

Holder of two years Certificate in one of the following fields: Health Laboratory, Medical Laboratory Technology, Medical Laboratory Science or related field from a recognized institution.

1.14.4 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.15 AUDIOMETRIST II – 1 POST

1.15.1 DUTY STATION: MUHIMBILI NATIONAL HOSPITAL – UPANGA

1.15.2 DUTIES AND RESPONSIBILITIES

- i. To conduct audiometric analysis;
- ii. To assist in prescribing audio prescriptions;
- iii. To maintain audio aids;
- iv. To keep and maintain patients statistics; and

- v. To perform any other related duties as may be assigned by his Supervisor.

1.15.3 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Audiometry or in any related field from a recognized institution.

1.15.4 RENUMERATION

Attractive package in accordance with Hospital salary structure.

1.16 LAUNDERER II – 4 POSTS

1.16.1 DUTIES AND RESPONSIBILITIES

- i. To perform laundry duties;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. To handle and care for laundry machines and other working tools properly; and
- iv. To perform any other duty assigned by the Supervisor.

1.16.2 QUALIFICATIONS AND EXPERIENCE

Form IV/VI Certificate plus one year Certificate in Laundry services with ability to use laundry machines.

1.16.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

2.0 BENJAMIN MKAPA HOSPITAL

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazette by the government on 16th October, 2015 after its inauguration on 13th October, 2015. The establishment of this hospital emanates from the intention of 4th term President of United Republic of Tanzania Dr. Jakaya Mrisho Kikwete to have a hi-tech and modern diagnostic treatment center in Tanzania by 2015 aiming at reducing government burden resulting from referring patients abroad.

The hospital has 400 bed capacity that serve both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including Emergency medicine, Intensive Care Unit (ICU), Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Mammography, X-ray, Ultrasound, angiography, Cath-lab, Laboratory services, surgical Services and radiotherapy services.

For a proper continuation in provision of quality specialized health service, the hospital is looking for suitable applicant to fill the following vacant post: -

2.1 MEDICAL SPECIALIST II - 1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To attend emergency medical duties;
- ii. To carry out ward rounds;
- iii. To perform surgical duties;
- iv. To perform clinical duties in both private and public outpatient clinics;
- v. To carry out researches in their respective medical fields;
- vi. To participate fully in morning clinical sessions, patients' presentation and clubs;
- vii. To participate in Medical Board;
- viii. To participate in outreach programs;
- ix. To participate in preparation of budget of Medical Directorate;
- x. To initiate, Create and plan strategies to improve his/her professional services;
- xi. To prepare Continuing Education Programs for Medical Personnel;
- xii. To provide Medical legal advice;
- xiii. To carry out administrative duties in his respective working area;
- xiv. To ensure adherence to standard operating procedure and BMH business process;
and
- xv. To perform any other duties related to his/her work as assigned by his/her superior.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M. Med) in Hematology from a recognized institution who is registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree.

2.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

2.2 ASSISTANT PROCUREMENT OFFICER II – 1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i) To stock record keeping;
- ii) To order picking;
- iii) To maintain stock record;
- iv) To maintain security and safety of stock/stores; and
- v) To perform any other duties related to his/her work as assigned by his/her superior.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from a recognized institution. Must be registered with PSPTB as Procurement Technician.

2.2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

2.3 BIOMEDICAL ENGINEER II – 1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i) To carry out preventive maintenance schedules for all laboratory and Hospital equipment;
- ii) To carry out inspection and calibration of theatre equipment;
- iii) To ensure safe custody of workshop tools;
- iv) To ensure timely availability of spares for repairs and maintenance; and
- v) To perform any other duty assigned by the Supervisor.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Biomedical Engineering field from recognized institution and registered with the Engineers Registration Board (ERB) as Graduate Engineer.

2.3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

2.4 PHARMACEUTICAL TECHNICIAN II – 2 POSTS

2.4.1 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 hospital;
- 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 of;
- 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 related duties as may be assigned by his supervisor.

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Pharmacy from a recognized institution and registered by the Pharmacy Council and must have a valid practicing license.

2.4.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

2.5 DHOBI II – 1 POST

2.5.1 DUTIES AND RESPONSIBILITIES

- i) To perform laundry duties;
- ii) To ensure that equipment, utensils and place of work are clean; and
- iii) To perform any other duties related to his/her work as assigned by his/her superior.

2.5.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with at least one year of basic training in Laundry service or any related course with ability to use laundry machines.

2.5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.6 NURSE II - 3 POSTS

2.6.1 DUTIES AND RESPONSIBILITIES

- i. To take general nursing care of patients;
- ii. To administer drugs and other treatments as prescribed by medical doctors;
- iii. To collect data and prepare reports of his/her working performance;
- iv. To counsel patients;
- v. To educate patients on their health problems;
- vi. To take care of DDA; and
- vii. To perform any other duties related to his/her work as assigned by his/her superior.

2.6.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate (NTA Level 5) in Nursing/Midwifery from a recognized institution, and enrolled with the Tanzania Nurses and Midwives Council.

2.6.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.7 RADIOGRAPHY TECHNICIAN II - 3 POSTS

2.7.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays;
- ii. To up-keep and maintain x-ray equipment and supervising sterilized radiology instruments in the unit;
- iii. To ensure quality diagnosis of x-rays taken;
- iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results;
- v. To Supervise and train junior staff in the unit;
- vi. To provide technical advice on radiation in the unit;
- vii. To prepare contrast media and chemicals for x-rays;
- viii. To process x-ray films;

- ix. To keep and maintain patient's records;
- x. To ensure adherence to standard operating procedures and BMH business process;
and
- xi. To perform any other duties related to his/her work as assigned by his/her superior.

2.7.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council.

2.7.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.8 CLINICAL PERFUSIONIST II - 1 POST

2.8.1 DUTIES AND RESPONSIBILITIES

- i. Assembling, maintaining and operating extra corporeal circulation equipment, intra- aortic balloon pumps, cell saver and other heart assist devices to support or temporarily replace patients' cardiopulmonary functions during open-heart surgery;
- ii. Administering blood products, drugs and other substances through heart- lung machines and other devices as directed by cardiac surgeons and anaesthetists to maintain adequate flow of oxygenated blood to all organs of the body;
- iii. Monitoring vital signs to support and maintain patients' physiological functions and metabolic needs during cardiopulmonary surgery;
- iv. Accurately completing Perfusion record, worksheet and related paperwork are accurately completed and an appropriate action is formulated based on the individual patient condition (including, but not limited to: knowledge of patient's history, pre-op status, lab and cardiac cath. reports, etc.)
- v. Participating in routine maintenance, calibration and inspection of all perfusion related equipment; and
- vi. Performing any other duties related to his/her work as assigned by his/her superior.

2.8.2 QUALIFICATION AND EXPERIENCE

Holder of a B.Sc. in Nursing with added training in Perfusion Science or its equivalent from a recognized institution.

2.8.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

3.0 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.

3.1 MEDICAL SPECIALIST II (INTERNAL MEDICINE) – 3 POSTS

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in internal medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.1.3 REMUNERATION

Salary Scale: PMGSS 11

3.2 MEDICAL SPECIALIST II (PEDIATRICS) – 3 POSTS

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duties assigned by the Supervisor.

3.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Pediatrics who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.2.3 REMUNERATION

Salary Scale: PMGSS 11

3.3 MEDICAL SPECIALIST II (EMERGENCE MEDICINE SPECIALIST) – 2 POSTS

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.3.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Emergence Medicine who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree

3.3.3 REMUNERATION

Salary Scale: PMGSS 11

3.4 MEDICAL SPECIALIST II (RADIOLOGIST) – 3 POSTS

3.4.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;

- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.4.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Radiology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.4.3 REMUNERATION

Salary Scale: PMGSS 11

3.5 MEDICAL SPECIALIST II (PATHOLOGIST) – 1 POST

3.5.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.5.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Pathology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.5.3 REMUNERATION

Salary Scale: PMGSS 11

3.6 MEDICAL SPECIALIST II (UROLOGIST) – 1 POST

3.6.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.6.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Urology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.6.3 REMUNERATION

Salary Scale: PMGSS 11

3.7 MEDICAL SPECIALIST II (GENERAL SURGEON) – 3 POSTS

3.7.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.7.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in General Surgery who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.7.3 REMUNERATION

Salary Scale: PMGSS 11

3.8 MEDICAL SPECIALIST II (PLASTIC AND RECONSTRUCTION SURGEON) – 1 POST

3.8.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;

- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.8.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Plastic and Reconstruction Surgery who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.8.3 REMUNERATION

Salary Scale: PMGSS 11

3.9 MEDICAL SPECIALIST II (NEUROSURGEON) – 1 POST

3.9.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and

xii. To perform any other related duty assigned by the Supervisor.

3.9.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Neurology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.9.3 REMUNERATION

Salary Scale: PMGSS 11

3.10 MEDICAL SPECIALIST II (CARDIOTHERACIC) – 1 POST

3.10.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.10.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Cardiotheracic who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.10.3 REMUNERATION

Salary Scale: PMGSS 11

3.11 MEDICAL SPECIALIST II (OPHTHALMOLOGIST) – 1 POST

3.11.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients;
- ii. To attend emergency medical duties;
- iii. To carry out specialized investigations of admitted patients;
- iv. To ensure that prescribed instructions are carried out;
- v. To conduct specialized operations of his specialized field of study;
- vi. To conduct on the job training to the junior staff;
- vii. To carry out service and participating in major ward rounds;
- viii. To supervise medical students and interns in clinical duties;
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs;
- x. To participate in research activities;
- xi. To conduct outreach programs; and
- xii. To perform any other related duty assigned by the Supervisor.

3.11.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in Ophthalmology who is registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree.

3.11.3 REMUNERATION

Salary Scale: PMGSS 11

3.12 NURSE II - 6 POSTS

3.12.1 DUTIES AND RESPONSIBILITIES

- i. To take general nursing care of patients;
- ii. To take care of DDA;
- iii. To administer drugs and other treatments as prescribed by medical doctors; and
- iv. To perform any other duties related to his/her work as assigned by his/her superior.

3.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Certificate (NTA level 5) in Nursing, Midwifery or equivalent from reputable Institutions and must be enrolled with Tanzania Nurses and Midwives Council.

3.12.3 REMUNERATION

Salary Scale: PMGSS 2

4.0 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous Institute established through an Act of Parliament No 7 of 1996 with the main objective of providing services in the field of Orthopaedic, Traumatology, and Neurosurgery. Furthermore, MOI offers Research and training/ capacity building on how to provide the best services to the community.

4.1 ARTISAN II (PLUMBER) – 1 POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor;
- ii. To assist in carrying out cleaning of machines, equipment and working environment;
- iii. To assist technicians and engineers in repairing of non-biomedical and carrying out engineering related activities;
- iv. To assist in safety precautions to personnel, tools, instruments and equipment;
- v. To be punctual at reporting for work and emergencies;
- vi. To assist in recording timely the performance of machines, installations, buildings and other equipment's using check lists and ensure economical and correct use of the Institution equipment's;
- vii. To assist in recording inventory of related working equipment/tools;
- viii. To ensure adherence to standard operating procedures and MOI business process; and
- ix. To perform any other duties related to his/her work as assigned by his/her supervisor.

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificates with Trade Test III or II in Plumbing or equivalent qualifications from a recognized institution.

4.1.3 REMUNERATION

Salary Scale: PGSS 2/1.

4.2 RECORDS MANAGEMENT ASSISTANT II – 1 POST

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in tracing for records documents and files once required;
- ii. To participate in receiving and registering all documents brought in the registry;
- iii. To participate in arranging documents and files in ranking or cabinets in the registry;
- iv. To assist filing documents in the appropriate files;
- v. To receive record and distribute incoming and internally created mails;
- vi. To record and arrange for the efficient and timely dispatch of all correspondences;
- vii. To perform any other duties related to his/her work as assigned by his/her supervisor; and
- viii. To perform any other duties and responsibilities as may be assigned by immediate Supervisor.

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or Form VI Certificate of Secondary Education with a pass in English plus a Certificate of Medical Records Management, Health Records Management or equivalent qualifications from recognized institution.

4.2.3 REMUNERATION

Salary Scale: PGSS 3/1.

5.0 OCEAN ROAD CANCER INSTITUTE (ORCI)

The Ocean Road Cancer Institute (ORCI) was established by the Act of Parliament No.3 of 1996. The Institute is a semi-autonomous organization which operates under the Ministry of Health. The Institute has various roles, which stem on the main role of controlling cancer in Tanzania.

5.1 ICT OFFICER (COMPUTER ENGINEER) – 1 POST

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To troubleshoot and maintenance of computer hardware and accessories;
- ii. To assist on integrations between Hardware and software for automation of services;
- iii. To assist in capturing institute requirement and specifications for ICT hardware and equipment's;
- iv. To perform system analysis and design;
- v. To assist in development of software systems as per institute needs;
- vi. To perform hardware and systems testing (Hardware validation& verification);
- vii. To perform hardware and system configuration;
- viii. To assist in conducting users acceptance test;
- ix. To participate in design review and provide input for user documentation;
- x. To liaise with user support staff in supporting end users;
- xi. To establish solutions for the identified institute requirements covering system design and development; and
- xii. To perform any other duties assigned by the Supervisor

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Computer and Electronics Engineering or Computer Engineering and Must have strong Computer Electronics and Artificial Intelligence capability.

5.1.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

5.2 ICT OFFICER (MEDIA CONTENT DEVELOPER) – 1 POST

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To develop and maintain Institute website;
- ii. To design posters, banners and other related media contents;
- iii. To design and edit video and related multimedia contents;
- iv. To take photos, sounds and video recording;
- v. To support in designing and preparing any other media coverage contents;
- vi. To support in designing and preparing institute IDs, service cards, and all sorts of labels;
- vii. To perform other system administration and user support; and
- viii. To perform any other duties as shall be assigned by his/her supervisor.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in ICT Mediated Content Development. Must have a strong capabilities in web design and development, graphics design and videography and multimedia design.

5.2.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

5.3 COOK II – 2 POSTS

5.3.1 DUTIES AND RESPONSIBILITIES

- i. To prepare food/meals as directed;
- ii. To clean kitchen and the surrounding areas;
- iii. To take care of kitchen utensils; and
- iv. To perform any other duties as shall be assigned by superiors.

5.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a form IV/VI Education with a certificate in the Food Production or Cookery from recognized Institute.

5.3.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

5.4 HEALTH ASSISTANT II – 4 POSTS

5.4.1 DUTIES AND RESPONSIBILITIES

- i. To conduct general cleaning of the offices kitchen, other premises, wards and other patient treatment areas;
- ii. To collect and dispose medical wastes;
- iii. To clean equipments and accessories used in patient diagnosis and treatment;
- iv. To label dead bodied for easy identification by relatives and hospital administration;
- v. To deliver dead bodies to relative for burial; and
- vi. To perform any other duties as shall be assigned by his/her superior.

5.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a form IV/VI with one year certificate course in one of the following fields: Hospital Cleaning/infections protection, hygiene, health safety issues, Assistant Nursing Course, First Aid, or Waste Management from any recognized Institution.

5.4.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

6.0 THE JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)

The Jakaya Kikwete Cardiac Institute (JKCI) is 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).

6.1 CLINICAL CARDIOVASCULAR TECHNICIAN II – 1 POST

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To perform highly specialized Clinical duties and procedures for patient care, teaching and research purposes involving a high degree of specialization in a specific area, such as mentioned above;
- ii. To prepare and ensure the procedure operating room; specialized medical machines, and supplies, are functioning properly;
- iii. To explain Clinical procedures to patient and obtain cooperation and reduce anxiety;
- iv. To prepare reports of Clinical diagnostic procedures for interpretation by physician;
- v. To adjust equipment and controls according to physicians' orders or established protocol;
- vi. To assist doctors during clinical testing procedures and surgeries; and
- vii. To perform any other related duties assigned from time to time by the supervisor.

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Medical Technology, Diagnostic Ultrasound, Echocardiography Technology or Clinical medicine or equivalent qualification from recognized Institution. Candidates with diploma in Medical Technology or Clinical Medicine must have an additional training in specialized cardiac fields such as Anaesthesia, Cardiothoracic and vascular Surgery, Cardiology or equivalent qualification.

6.1.3 REMUNERATION

Salary Scale of PMGSS 4

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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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 **17th June, 2023**;
- xv. Only shortlisted candidates will be informed on a date for 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>/<http://portal.ajira.go.tz> and not otherwise <http://portal.ajira.go.tz> (This address also can be found at PSRS Website, Click **'Recruitment Portal')**

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/313

4th June, 2023

VACANCIES ADVERTISEMENT

On behalf of National Examinations Council of Tanzania (**NECTA**), Eastern Africa Statistical Training Centre (**EASTC**), Dar es salaam Institute of Technology (**DIT**) University of Dar es Salaam (**UDSM**), Mkwawa University College of Education (**MUCE**) and Tanzania Institute of Education (**TIE**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill forty-three (**43**) vacant posts as mentioned below;

1.0 NATIONAL EXAMINATIONS COUNCIL OF TANZANIA (NECTA)

The National Examinations Council of Tanzania (NECTA) is a Government Institution which is under the Ministry of Education Science and Technology. NECTA was established by the Parliamentary Act No. 21 of 1973 to undertake the responsibility of examinations administration and certification as provided for in the Act.

1.1 EXAMINATIONS OFFICER II (2 POSTS)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;

- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

1.1.2 QUALIFICATIONS AND EXPERIENCE

B. Ed. (Arts/Science), BA (Education), BSc (Education) or equivalent qualifications from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

1.1.3 REMUNERATION

Attractive package as per NECTA scheme of service.

1.2 EXAMINATIONS OFFICER II- PHYSICAL EDUCATION (1 Post)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;
- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

1.2.2 QUALIFICATION AND EXPERIENCE

B. Ed. (Arts/Science), Majoring in Physical Education or equivalent qualifications from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

1.2.3 REMUNERATION

Attractive package as per NECTA scheme of service.

1.3 EXAMINATIONS OFFICER II- CHINESE LANGUAGE (1 Post)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;
- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

1.3.2 QUALIFICATION AND EXPERIENCE

B. Ed. (Arts), Majoring in Chinese Language from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

1.3.3 REMUNERATION

Attractive package as per NECTA scheme of service.

1.4 EXAMINATIONS OFFICER II- BIBLE KNOWLEDGE (1 Post)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Supervises marking of candidates; examination scripts;
- ii. Compiles lists of examiners for various examinations;
- iii. Compiles estimations of materials required at marking centres;
- iv. Supervises setting of test items and marking scheme;
- v. Supervises Moderators of test items and making scheme;
- vi. Typesetting and proofread of examinations papers and making scheme;

- vii. Carries out post-facto analysis of subjects examined by NECTA for the purpose of providing feedback to schools and other stakeholders;
- viii. Compiles lists of candidates who appeal against the National Examinations results; and
- ix. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

1.4.2 QUALIFICATION AND EXPERIENCE

BA (Education), Majoring in Bible knowledge/Theology from a recognized Institution; computer literacy; and must be fluent in English and Kiswahili.

1.4.3 REMUNERATION

Attractive package as per NECTA scheme of service.

1.5 REGISTRATION OFFICER II (2 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Receives and verifies registration forms from centres and individual candidates;
- ii. Deals with registration of Candidates;
- iii. Verifies correctness of registration forms, such as entry qualifications for different examinations and payment of fees;
- iv. Provides total number of candidates for each subject for examinations packing; and
- v. Performs any other duties relevant to the functions of NECTA as assigned by his/her superiors.

1.5.2 QUALIFICATION AND EXPERIENCE

Bachelor's Degree in Education from a recognized Institution or equivalent qualifications and must be computer literate. Possession of Diploma in Education or PGDE is the must for none Education Degree holders.

1.5.3 REMUNERATION

Attractive package as per NECTA scheme of service.

1.6 RECEPTIONIST/ TELEPHONE OPERATOR II-1POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Receives all visitors to NECTA and directs them to the appropriate officials as may be necessary.
- ii. Attends all incoming telephone calls and directs them to the right officials;
- iii. Receives all incoming mail and submits them to secretaries or respective officials;
- iv. Ensures proper organisation of the front office;
- v. Maintains register of various activities; and
- vi. Performs any other duties relevant to the functions of NECTA as assigned by supervisor.

1.6.2 QUALIFICATION AND EXPERIENCE

Holder of CSEE with a pass in English and Swahili subjects and certificate in front office, customer care, higher standard telephone operator or related qualifications from a recognized Institution.

1.6.3 REMUNERATION

Attractive package as per NECTA scheme of service.

• OTHER ATTRIBUTES TO ALL APPLICANTS

In additional to the qualifications specified above, all applicants are expected to possess the following attributes:

- i. High degree of integrity;
- ii. Capacity to work under pressure and meet strict deadlines;
- iii. Excellent interpersonal and communication skills; and
- iv. Dynamic and results oriented

2.0 EASTERN AFRICA STATISTICAL TRAINING CENTRE (EASTC)

The Eastern Africa Statistical Training Centre is a higher learning Institution that was established in 1965 to train staff of the National Statistical Offices in eighteen Eastern and Southern African Countries. EASTC was established by Act no.28 of 1994 enacted by Parliament of the United Republic of Tanzania as Regional Institution based in Tanzania, with mandate to improve the capabilities of the United Republic of Tanzania and other user Member States to produce the statistical data necessary for the

assessment, planning and development of the people and the economics of those states through training of personnel engaged in the production of statistical data. Without prejudice of its mandatory as given by Act no. 28 of 1994, the Executive Agency act no 30 of 1997, and framework document signed by Minister of Planning and Economic Affairs, enabled the Centre to be Launched as Executive Agency on May 2002 as semi autonomy Centre in administration of its core functions .

2.1 ASSISTANT LECTURER (OFFICIAL STATISTICS)-1 POST

2.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in corporation with seniors in specific project;
- ix. To attend workshop, conference and symposium and,
- x. To perform any other duties as assigned by supervisor

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Official Statistics, Statistics, or Statistics and Mathematics with a minimum of a GPA of 3.5 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate.

2.1.3 REMUNERATION

PHTS 2/1

2.2 ASSISTANT LECTURER (DATA SCIENCE)-1 POST

2.2.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor Degree);

- ii. To assist senior staff in practical, seminars and tutorials up to NTA Level 9 as part of capacity building;
- iii. To prepare learning resources for tutorial exercises;
- iv. To conduct research, seminars and case studies;
- v. To carry out consultancy and community services under supervision;
- vi. To supervise student's project;
- vii. To assist in preparing teaching manual and compendium;
- viii. To work in corporation with seniors in specific project;
- ix. To attend workshop, conference and symposium and,
- x. To perform any other duties as assigned by supervisor

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Data Science, Computer Network Engineering, Computer Science, Information Technology, with a minimum of a GPA of 3.5 out of 5 from recognized institution and minimum of 3.5 GPA in undergraduate. Possession of any recognized ICT professional certification will be an added advantage. Practical knowledge and skills relevant to the position will be added advantage.

2.1.3 REMUNERATION

PHTS 2/1

2.3 TUTORIAL ASSISTANT (OFFICIAL STATISTICS) -1 POST

2.3.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary Diploma):
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision
- v. To participate in developing and review of curriculum
- vi. To assist in carrying out consultancy and community services under close supervision and
- vii. To perform any other related duties as assigned by supervisor

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in Official Statistics with a minimum of a GPA of 3.5 out of 5 from recognized institution.

2.3.3 REMUNERATION

PHTS 1/1

2.4 TUTORIAL ASSISTANT (COMPUTER SCIENCE) -1 POST

2.4.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 (ordinary Diploma):
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for tutorial exercises;
- iv. To assist in conducting research under close supervision
- v. To participate in developing and review of curriculum
- vi. To assist in carrying out consultancy and community services under close supervision and
- vii. To perform any other related duties as assigned by supervisor

2.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor Degree in Computer Science with a minimum of a GPA of 3.5 out of 5 from recognized institution.

2.4.3 REMUNERATION

PHTS 1/1

3.0 DAR ES SALAAM INSTITUTE OF TECHNOLOGY (DIT)

Dar es salaam Institute of Technology (DIT) was established by the Act of Parliament No. 6 of 1997 as a higher technical training Institution in Tanzania.

3.1 ASSISTANT LECTURER – MATHEMATICS - (4 POSTS)

3.1.1 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 8 (Bachelor's Degree);
- ii. To prepare learning resource for Tutorial exercises;
- iii. To conduct research, seminal and case studies;
- iv. To carry out consultancy and community service under supervision;
- v. To supervise students project;
- vi. To prepare teaching manuals; and
- vii. To perform any other duties as assigned by supervisor

3.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Mathematics and Bachelor Degree or Advanced Diploma in Mathematics with GPA of 3.5 and above in both Master's Degree and Bachelor Degree.

3.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS 2/1

3.2 TUTORIAL ASSISTANT – BIOMEDICAL ENGINEERING -(1 Post)

3.2.1 DUTIES AND RESPONSIBILITIES

- i. To Teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervisions
- iii. To prepare learning resource for tutorial exercise
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

3.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Biomedical Engineering with GPA of 3.5 and above.

3.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS 1/1

3.3 TUTORIAL ASSISTANT–ELECTRONICS AND TELECOMMUNICATION ENGINEERING (2 POSTS)

3.3.1 DUTIES AND RESPONSIBILITIES

- i. To Teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercise for students under close supervisions
- iii. To prepare learning resource for tutorial exercise
- iv. To assist in conducting research under close supervision
- v. To carry out consultancy and community services under close supervision and
- vi. To perform any other duties as assigned by supervisor

3.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree (NTA Level 8) or its equivalent qualification in Electronics and Telecommunication Engineering with GPA of 3.5 and above.

3.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institute's salary scale PHTS 1/1

4.0 UNIVERSITY OF DAR ES SALAAM (UDSM)

The University of Dar es Salaam is the oldest and biggest public university in Tanzania. It is situated on the western side of the city of Dar es Salaam, occupying 1,625 acres on the observation hill, and 13 kilometers from the city Centre. It was established on 1st July 1970, through parliament act no. 12 of 1970 and all the enabling legal instruments of the constituent colleges.

4.1 LABORATORY ENGINEER II-ELECTRICAL ENGINEERING (ASSISTANT TO ACADEMICIAN)-1POST

4.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

4.1.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor of Science in Electrical Engineering. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer

4.1.3 REMUNERATION

PUSS 4

4.2 LABORATORY SCIENTIST II-CHEMISTRY (ASSISTANT TO ACADEMICIAN)-1post

4.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

4.2.2 QUALIFICATIONS AND EXPERIENCE

Holders of BSc. Chemistry or BSc. Petroleum Chemistry, or BSc. with Education majoring in Chemistry or BSc. General Majoring in Chemistry or Bachelor of Laboratory Science and Technology from a recognized institution..

4.2.3 REMUNERATION

PUSS 4

4.3 LABORATORY SCIENTIST II-BIOCHEMISTRY (ASSISTANT TO ACADEMICIAN) -2 POSTS)

4.3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

4.3.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor of Science in Biochemistry or Bachelor of Science in Medical Laboratory Sciences or equivalent qualification from a recognized institution

4.3.3 REMUNERATION

PUSS 4

4.4 LABORATORY SCIENTIST II -COMPUTER SCIENCE (ASSISTANT TO ACADEMICIAN)- (1 POST)

4.4.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a high degree of planning and design competence in the areas of students practical/projects
- ii. To assist in research and development activities; and in consultancy activities
- iii. To assist in maintenance of facilities
- iv. To perform any other duties and responsibilities assigned by one's reporting officer

4.4.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor of Science in Computer Science or Computer Science Engineering majoring in software Engineering or equivalent qualification from a recognized institution.

4.2.3 REMUNERATION

PUSS 4

4.5 LABORATORY TECHNICIAN II-MECHANICAL/INDUSTRIAL ENGINEERING(ASSISTANT TO ACADEMICIAN)- (2POSTS)

4.5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.5.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Mechanical or Industrial Engineering with minimum of Lower Second Class from a recognized institution.

4.5.3 REMUNERATION

PUSS 2

4.6 LABORATORY TECHNICIAN II -WATER LABORATORY(ASSISTANT TO ACADEMICIAN)- (2 POSTS)

4.6.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.6.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Water Laboratory Technology, Laboratory Science and Technology or equivalent qualification with minimum of Lower Second Class from a recognized institution

4.6.3 REMUNERATION

PUSS 2

4.7 LABORATORY TECHNICIAN II - HYDRAULICS (ASSISTANT TO ACADEMICIAN) (1 POST)

4.7.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities

- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.7.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Mechanical Engineering, Irrigation Engineering or equivalent qualification with minimum of Lower Second Class from a recognized institution.

4.7.3 REMUNERATION

PUSS 2

4.8 LABORATORY TECHNICIAN II - CHEMICAL AND PROCESS ENGINEERING (ASSISTANT TO ACADEMICIAN) (1 POST)

4.8.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.8.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Laboratory Sciences and Technology with minimum of Lower Second Class from a recognized institution

4.8.3 REMUNERATION

PUSS 2

4.9 LABORATORY TECHNICIAN II - NATURAL AND APPLIED SCIENCES (ASSISTANT TO ACADEMICIAN) (1 POST)

4.9.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities

- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.9.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Mechanical Engineering or Manufacturing Engineering or its equivalent with minimum of Lower Second Class from a recognized institution.

4.9.3 REMUNERATION

PUSS 2

4.10 LABORATORY TECHNICIAN II - MARINE GEOSCIENCE (ASSISTANT TO ACADEMICIAN) (1 POST)

4.10.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision
- ii. To assist in the repair and maintenance of laboratory or workshop facilities
- iii. To assist senior staff in relevant fields of operation
- iv. To perform any other duties and responsibilities as may be assigned by one's reporting officer

4.10.2 QUALIFICATIONS AND EXPERIENCE

Holders of Diploma (NTA 6) in Laboratory Sciences and Technology or Renewable Energy Technology or Mining Engineering or Science and Laboratory Technology or equivalent qualification with minimum of Lower Second Class from a recognized institution.

4.10.3 REMUNERATION

PUSS 2

4.11 INSTRUCTOR II -CHEMICAL AND PROCESS ENGINEERING (ASSISTANT TO ACADEMICIAN) (1 POST)

4.11.1 DUTIES AND RESPONSIBILITIES

- i. To assist in instructing undergraduate students under close supervision;

- ii. To assist in preparing materials for practical exercises;
- iii. To assist in carrying out consultancy and service jobs;
- iv. To carry out any other duties and responsibilities assigned by one's reporting Officer

4.11.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor of Science in Chemical and Process Engineering or equivalent qualifications. The candidate must be registered by Engineers Registration Board (ERB) as Graduate Engineer.

4.11.3 REMUNERATION

PUSS 4

4.12 WORKSHOP ASSISTANT II - FITTER AND TURNING (ASSISTANT TO ACADEMICIAN) (1 POST)

4.12.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified workshop jobs under close supervision
- ii. To perform general cleaning of workshop glassware
- iii. To take care of instruments and equipment in the workshop
- iv. To assist in conducting workshop students' practical
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor

4.12.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Fitter and Turning or any relevant field from VETA or other institutions recognized by VETA. A knowledge in Mechanical Drafting or 3D Printing or CNC operations will be an added advantage.

4.12.3 REMUNERATION

PUSS 1

4.13 WORKSHOP ASSISTANT II - CARPENTRY AND JOINERY (ASSISTANT TO ACADEMICIAN) (1 POST)

4.13.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified workshop jobs under close supervision
- ii. To perform general cleaning of workshop glassware
- iii. To take care of instruments and equipment in the workshop
- iv. To assist in conducting workshop students' practical
- v. To perform any other related duties and responsibilities as may be assigned by immediate supervisor

4.13.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Carpentry and Joinery or any relevant field from VETA or other institutions recognized by VETA

4.13.3 REMUNERATION

PUSS 1

4.14 ARTISAN II-CARPENTRY (2 POSTS)

4.14.1 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under supervision.
- ii. To perform cleaning of the work environment.
- iii. To take care of tools and equipment.
- iv. To assist in operational repairs of machinery and buildings.
- v. To assist in fitting and turning.
- vi. To ensure the functioning of plumbing and sanitary systems.
- vii. To perform any other related duties and responsibilities as may be assigned by immediate Supervisor

4.14.2 QUALIFICATIONS AND EXPERIENCE

Holders of Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II in Carpentry from VETA or other institutions recognized by VETA

4.14.3 REMUNERATION

PGSS 2

5.0 THE MKWAWA UNIVERSITY COLLEGE OF EDUCATION (MUCE)

The Mkwawa University College of Education is a Constituent College of the University of Dar es Salaam in Iringa, Tanzania. The College was established in 2005 following the upgrading of the former Mkwawa High School in response to the growing demand for teachers in the country.

5.1 LABORATORY SCIENTIST II - (2 POSTS)

5.1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills;
- ii. To implement specified maintenance plans for laboratory facilities;
- iii. To implement specified technical plans and designs connected with research, students' practical and consultancy work;
- iv. To perform any other duties as may be assigned by one's reporting officer.

5.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of First Degree/Advanced Diploma/ NTA level 8 in Laboratory Sciences or from recognized institution.

5.1.3 REMUNERATION

PUSS 4.1

5.2 TRANSCRIBER II – (2 POSTS)

5.2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in transcribing undergraduate handouts, chapters and passages;
- ii. To assist in servicing of Brailers and audio-visual compact cassettes;
- iii. To assist in making minor maintenances;
- iv. To assist reading for blind undergraduate and records books for talking books;
- v. To perform other duties as may be assigned by the supervisor.

5.2.2 QUALIFICATIONS AND EXPERIENCE

Holders of Bachelor Degree in Special Education for the Blind from a recognized Institution.

5.2.3 REMUNERATION

PUSS 4.1

6.0 TANZANIA INSTITUTE OF EDUCATION (TIE)

Tanzania Institute of Education (TIE) is a public institution under the Ministry of Education, Science and Technology. The Institute is charged with the responsibility of interpreting government policies on education to befitting curriculum programmes and instructional materials in order to facilitate provision of quality education at pre- primary, primary, secondary and teacher education levels.

Originally, the Institute under the name of Institute of Education (IE), was established by Act No. 13 of 1963 as a constituent unit of the then University College of Dar es Salaam. Its major function was to harmonize the teacher training function of the University College of Dar es Salaam with the then Ministry of Education in order to improve the teaching and learning process in schools and teacher education colleges.

6.1 CURRICULUM DEVELOPER II (CHINESE SUBJECT)-1POST

6.1.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor

6.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education field major in Chinese Subject from recognized Institution with at least a GPA of 3.5

6.1.3 REMUNERATION

PHTS 1.1

6.2 CURRICULUM DEVELOPER II (MUSIC SUBJECT)-1POST

6.2.1 DUTIES AND RESPONSIBILITIES

- i. To assists in design, develop and to try out instructional materials;
- ii. To assists in facilitating professional learning and seminars for tutors and teachers;
- iii. To advise the Head of Department on issues related to subject of specialization;
- iv. To write and authorizes dummies for mass production;
- v. To assists in conducting research, monitoring and evaluation of curriculum or any other educational activities;
- vi. To assists and participates in the provision of consultancy services in education;
- vii. To assists to write academic papers and publications; and
- viii. To performs other related duties assigned by immediate supervisor

6.2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Education field major in music Subject from recognized Institution with at least a GPA of 3.5

6.2.3 REMUNERATION

PHTS 1.1

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. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat;**
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. 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.**
- xv. Deadline for application is **17th June, 2023**;
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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**