

MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



REF. NO. KA.2/288/328/01B/03

20TH September, 2023

EMPLOYMENT OPPORTUNITIES

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

1. DENTAL SPECIALISTS - 2 POSTS

a. Entry Qualifications

Holder of Masters Degree in one of the following fields: Master of Dentistry in Orthodontic, Oral and Maxillofacial Surgery, Restorative Dentistry or Paediatric Dentistry and must be fully registered by the Medical Council of Tanganyika.

b. 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 his area of specialization,
- v. To carry out research in his area of specialization 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,
- viii. To perform any other related duties assigned by the Supervisor.

c. Salary scale: PMGSS 11

2. DENTAL OFFICER - 6 POSTS

a. Entry Qualifications

Holder of Doctor of Dental Surgery or related qualifications from a recognized Institution who have successfully completed one-year Internship and has been registered by the Medical Council of Tanganyika as a Dental Officer.

b. Duties and Responsibilities

- i. To provide routine and emergency Dental health services for in-patients and out patients;
- ii. To prepare patients for procedure or surgeries, and carry out postoperative follow-ups;
- iii. To participate in ward rounds, patient presentation, journal clubs, and provides appropriate management to patients;
- iv. To participate in preparation of medical reports;
- v. To participate in research activities within the respective department
- vi. To participate in outreach programs organized by the institution;
- vii. To participate in Continuing Education Programs for Medical Personnel; and
- viii. To perform any other duties as may be assigned by the supervisor.

c. Salary Scale: PMGSS 8

3. NURSES - 5 POSTS

a. Entry Qualifications

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

b. Duties and Responsibilities

- i. To implement comprehensive assessment, develop nursing diagnosis, plan care, and establish an integrated nursing care;
- ii. To ensure patient management is carried out as prescribed and observe any side effects;
- iii. To establish personal contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital;
- iv. To provide health education to patients and their relatives;

- v. To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs);
- vi. To ensure safe care and custody of patient's property in accordance with the hospital policy;
- vii. To practice and work in partnership with clients, families, and multidisciplinary teams;
- viii. To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles;
- ix. To collaborate with other team players in implementing approved standards of care (STI, HIV/AIDS, IMCI, PMTCT and others); and
- x. To perform any other duties as may be assigned by the supervisor.

c. Salary scale: PMGSS 4

4. DENTAL LABORATORY TECHNICIANS - 2 POSTS

a. Entry Qualifications

Holder of Diploma in one of the following fields; Medical Laboratory Sciences, Health Laboratory Technology, Dental Laboratory Technology or related qualifications from a recognized Institution and must be registered by the Health Laboratory Practitioners Council.

b. Duties and Responsibilities

- i. Fabricate full dentures
- ii. Fabricate all types of removable partial dentures
- iii. Construct fixed restoration
- iv. Construct all types of Removable Orthodontic appliances
- v. Construct maxillofacial appliances/devices
- vi. Fabricate Mouth Protectors
- vii. Manage Dental Laboratory
- viii. Order, store and dispense dental laboratory equipment, instruments and supplies from PMU
- ix. Construct obturators
- x. Construct night mounth guards
- xi. Construct Orthodontic splints
- xii. To perform any other duties as may be assigned by the supervisor.

c. Salary scale: PMGSS 4

5. BIOMEDICAL TECHNICIAN 2 POSTS

a. Entry Qualifications

Holder Diploma in Biomedical Engineering or related qualifications from a recognized institution.

b. Duties and Responsibilities

- i. To assist in carrying out scheduled preventive maintenance for all laboratory and Hospital equipment;
- ii. To assist in ensuring safe storage of workshop tools;
- iii. To support timely availability of spares parts for repair and maintenance of equipments and machines;
- iv. To identify and report any damage / breakdown of workshop tools;
- v. To assist in preparation of database of tools and machines according to appropriate guidelines; and
- vi. To perform any other duties as may be assigned by the supervisor

c. Salary Scale: PMGSS 4

6. ACCOUNTS OFFICER II- 2 POSTS

a) Entry Qualifications

Holder of Bachelor Degree in one of the following fields; Finance, Accounts, Commerce or Business Administration (majoring Finance, Accounts) or related qualification from a recognized Institution.

b) Duties and Responsibilities

- i) To dispatch already prepared cheque to the respective beneficiaries;
- ii) To assist in the preparation of trial balance;
- iii) To carry out the preparation of all payment vouchers;
- iv) To examine invoices, bills and other claims before payment;
- v) To prepare cheques and post them in vote books;
- vi) To be responsible and custodian of accounting documents;
- vii) To participate in Preparation of bank reconciliation statement on monthly basis; and
- viii) To perform any other duties as may be assigned by the supervisor.

c) Salary Scale: PGSS 6

GENERAL CONDITIONS FOR ALL POSTS:

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, Post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates.
 - (a) Post Graduate/First Degree/Advanced Diploma, Diploma/Certificates.
 - (b) Post Graduate/First Degree/Advanced Diploma, Diploma/Transcripts
 - (c) Form IV and Form VI National Examination Certificates.
 - (d) Computer Certificates where applicable.
 - (e) Professional Certificates from respective councils where applicable.
 - (f) One recent passport size picture and copy of birth certificate.
 - (g) Birth Certificates
- (vi) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Certificates from foreign Countries should be verified by Tanzania Commission for Universities (TCU) – {Degree Level} or National Accreditation Council for Technical Education (NACTE) – {Diploma Level} or National Examination Council of Tanzania (NECTA) – {Secondary Education}.
- (ix) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (x) Women are highly encouraged to apply.
- (xi) Only shortlisted candidates will be informed about the date of the interview.
- (xii) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xiii) Applicants who have/were retired from the public service for whatever reason should not apply.
- (xiv) Deadline of receiving Applications is **18TH October, 2023** and only shortlisted candidates will be informed on the date for Interview.
- (xv) Presentation of forged certificates and other information will necessitate to legal action
- (xvi) All applications should be sent to the address below.

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