



THE BENJAMIN MKAPA HOSPITAL

VOLUNTEERS VACANCIES ANNOUNCEMENT

Ref: GA.318/360/01/225

02nd November, 2023

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazetted 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 for Volunteers** to fill 49 following vacant post: -

1. MEDICAL OFFICER II - 1 POST

1.1 DUTIES AND RESPONSIBILITIES

- i. Attending in and out patients.
- ii. Attending emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations.
- vi. Assisting Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.

- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Participating in outreach programs.
- xiii. Performing any other duties related to his/her work
- xiv. To perform other duties assigned by the supervisor

1.2 QUALIFICATION AND EXPERIENCE

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

1.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

2. NURSE OFFICER II - 2 POST

2.1 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients.
- ii. Collecting essential medical data.
- iii. Counselling patients.
- iv. Educating patients on their health problems.
- v. Ordering drugs from pharmacy and ward equipment from stores
- vi. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- vii. Giving health education to patients and relatives.
- viii. Apply the installed integrated hospital management information systems in all activities and reporting.
- ix. Communicating internally and externally by using the ICT.
- x. Adhering to the prescribed inpatients and outpatients' treatment manual and procedures.
- xi. Participating in carrying out prescribed instructions.
- xii. Ensure adherence to standard operating procedure and BMH business process; and
- xiii. To perform any other related official duties as may be assigned by higher authorities.

2.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council.

2.3 REMUNERATION.

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

3. ASSISTANT NURSING OFFICER II - 18 POST

3.1 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients
- ii. Collecting essential medical data.
- iii. Educating patients on their health problems.
- iv. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- v. Administering drugs and other treatments as prescribed by medical doctors.
- vi. Giving health education to patients and their relatives.
- vii. Conducting ward rounds.
- viii. Counselling patients.
- ix. Making follow-ups of working equipment in his/her working area.
- x. Ensure adherence to standard operating procedure and BMH business process; and
- xi. To perform any other related official duties as may be assigned by higher authorities.

3.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and licensed by the Tanzania Nurses and Midwives Council.

3.3 REMUNERATION.

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

4. NURSE II - 2 POST

4.1 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients
- ii. Administering drugs and other treatments as prescribed by medical doctors
- iii. Collecting data and preparing reports of his/her working performance.
- iv. Counselling patients.
- v. Educating patients on their health problems.
- vi. Taking care of DDA
- vii. To perform any other related official duties as may be assigned by higher authorities.

4.2 QUALIFICATION AND EXPERIENCE

Holder of Certificate (NTA Level 5) in Nursing, Midwifery or equivalent qualifications from recognized institutions and enrolled with Tanzania Nurses and Midwives Council.

4.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

5. MEDICAL ATTENDANT II - 13 POST

5.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out general cleaning of wards and its surroundings.
- ii. Giving bed bath to bed ridden patients.
- iii. Providing and removing bedpans and urinal bottles.
- iv. Feeding patients.
- v. Collecting patients' linen for laundry services.
- vi. Sending patients for X-rays.
- vii. Sending specimen to laboratories and collecting results.
- viii. Ensure adherence to standard operating procedure and BMH business process.
- ix. To perform any other related official duties as may be assigned by higher authorities.

5.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate and one year Certificate in Health related field from a recognized institution.

5.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

6. CUSTOMER SERVICE OFFICER II - 1 POST

6.1 DUTIES AND RESPONSIBILITIES

- i. To participate in attending and responding to customers' inquiries;
- ii. To participate in handling and resolving customer complaints;
- iii. To participate in obtaining information requested by customers
- iv. To respond to customer calls and inquiries;
- v. To receive and forward customer complaints to relevant officers;
- vi. To keep records of interactions and transactions with customers;
- vii. To participate in educating customers on the services provided by BMH; and
- viii. To perform any other related duties as may be assigned by supervisor.

6.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Entrepreneurship, Customer Service Management, Economics, Planning, Statistics, Business Administration majoring in

Marketing, Corporate Management, Finance and Commerce or any other related qualifications from a recognized Institution.

6.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

7. PHARMACEUTICAL TECHNICIAN II - 7 POST

7.1 DUTIES AND RESPONSIBILITIES

- i. Determining, preparing and ordering drugs and treatment instruments requirements.
- ii. Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff.
- iii. Compounding/Manufacturing medicines.
- iv. Educating public/patients on proper use of medicines.
- v. Inspecting drugs and treatment instruments.
- vi. Providing information on reaction resulting from the use of medicine.
- vii. Preparing report on the use of drugs and treatment instruments in the Institute.
- viii. Keeping various records of drugs and treatment instruments.
- ix. Assisting in procurement and maintaining adequate stock of drugs.
- x. Assisting physicians, interns, nurses and patients on medications.
- xi. Sorting out and listing drugs expiring within three months for the attention of Superior.
- xii. Ensure adherence to standard operating procedure and BMH business process.
- xiii. To perform other duties assigned by the supervisor

7.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Pharmacy from a recognized institution and licensed by the Pharmacy Council.

7.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

8. HEALTH LABORATORY TECHNOLOGIST II - 3 POST

8.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in receiving, extracting and recording samples for laboratory examinations.

- ii. Assisting in preparing laboratory equipment and chemicals for laboratory tests and examinations.
- iii. Assisting in inspecting and storing laboratory reagents, equipment and chemicals used in laboratory tests and examinations.
- iv. Assisting in keeping and maintaining laboratory records.
- v. Assisting in maintaining list of laboratory equipment in the unit.
- vi. Assisting in carrying out laboratory examination of samples and recording the results under the supervision of a senior laboratory Technologist.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. To perform other duties assigned by the supervisor.

8.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: in Health Laboratory, Medical Laboratory Technology, Medical Laboratory Science from a recognized Institution.

8.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

9. RADIOGRAPHIC TECHNICIAN II - 1 POST

9.1 DUTIES AND RESPONSIBILITIES

- i. Taking patients' x-rays.
- ii. Up-keeping and maintaining x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. Ensuring quality diagnosis of x-rays taken.
- iv. Keeping and maintaining patients x-ray waiting for seniors to interpret and give results.
- v. Supervising and training junior staff in the unit.
- vi. Providing technical advice on radiation in the unit.
- vii. Preparing contrast media and chemicals for x-rays.
- viii. Processing x-ray films.
- ix. Keeping and maintaining patient's records.
- x. Ensure adherence to standard operating procedure and BMH business process.
- xi. To perform other duties assigned by the supervisor.

9.2 QUALIFICATION AND EXPERIENCE

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

9.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

10. STATISTICIAN II - 1 POST

10.1 DUTIES AND RESPONSIBILITIES

- i. To collect, tabulate, analyze and interpret disease and patient's statistics to make them available to relevant stakeholders for planning diagnostic and decision making purposes;
- ii. To plan and design alternative methods for collection, storage and retrieval of health records by using modern technology;
- iii. To facilitate availability of statistical data for purposes of carrying out research;
- iv. To sensitize Institute workers on suitable means for storage of health records and information;
- v. To carry out clinical coding and classification of disease and their diagnosis; and
- vi. To perform any other related duties as may be assigned by supervisor.

10.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Statistics, Biometry, Biostatistics or equivalent qualifications from recognized Institution.

10.3 REMUNERATION

50% incentive package in accordance to Ministry of Health Workforce Volunteering Guideline.

GENERAL CONDITIONS.

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- ii. 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;
- iii. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- iv. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

- v. 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).
- vi. Deadline for application is 15th November, 2023.
- vii. Only shortlisted candidates will be informed on the date of interview and;
- viii. A signed application letter should be written either in Swahili or English and Addressed to Email: info@bmh.or.tz or

**Executive Director,
Benjamin Mkapa Hospital,
P.O. Box 11088,
DODOMA.**