

THE UNITED REPUBLIC OF TANZANIA



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

VACANCY ANNOUNCEMENT

Ref.No.JA.9/259/01/B/108

13th December, 2024

On behalf of The Arusha International Conference Centre (AICC), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive experienced and qualified Tanzanians to fill Five **(5)** vacancies Posts.

1.0 THE ARUSHA INTERNATIONAL CONFERENCE CENTRE (AICC)

The Arusha International Conference Centre (AICC) was established under the Public Corporation's Act, 1969 by a Presidential Order, i.e. The Arusha International Conference Centre (Establishment Order), issued vide Government Notice Number 115, published on 25th August 1978 as amended in 1987. AICC is a 100% government owned, but operates as a fully-fledged commercial entity without any subsidies from the Government. On 19th March 2014, the President of United Republic of Tanzania signed establishment Order (Amendment) 2014 which added Julius Nyerere International Convention Centre (JNICC) to the list of properties of the Centre.

1.1 RADIOGRAPHIC TECHNICIAN - 1 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assess patients and their clinical requirements to determine appropriate radiographic techniques;
- ii. To perform a range of radiographic examinations on patients to produce high-quality images;
- iii. To prepare x-ray room and Machine and accessories;
- iv. To clean and check the x-ray machine and accessories;
- v. To keep Patients property/valuables;
- vi. To prepare examination rooms for patient exams;

- vii. To give first aid to people in need at the place of work;
- viii. To perform any other duties relevant to the scope of work that may be assigned by the supervisor.

1.1.2 QUALIFICATIONS

Holder of Diploma in Radiograph, Medical imaging or its equivalent qualification from recognized Institutions. Must be registered by the Medical Radiology and imaging Professional Council.

1.1.3 REMUNERATION/SALARY SCALE

As Per AICC Salary Scale

1.2 RECORDS MANAGEMENT ASSISTANT II (HEALTH) - 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To collect, tabulate, analyze and interpret disease and patient statistics and to circulate them to relevant end users of the hospital
- ii. To receive and register patients, and direct them on where to go for attention.
- iii. To facilitate availability of records and statistical data for carrying out research.
- iv. To design and maintain a system for numbering, filing, storage and retrieval of patients files and other documents.
- v. To collect and prepare daily and monthly statistical returns.
- vi. To maintain procedures for tracing misfiled and lost case-notes and other documents.
- vii. To supervise quarterly and yearly squeezing of files into shelves.
- viii. To perform any other duty assigned by the Supervisor.

1.2.2 QUALIFICATIONS

Holder of Form IV or VI Certificate plus Diploma (NTA Level 6) in Health Records, Records Management, Archives or in any related field from a recognized institution

1.2.3 REMUNERATION/SALARY SCALE

As Per AICC Salary Scale

1.3 LAUNDERER II - 2 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To Sort clothes.
- ii. To wash clothes.
- iii. To Wrap clothes.
- iv. To perform any other duties relevant to the scope of work that may be assigned

by supervisor.

1.3.2 QUALIFICATIONS

Holder of Form IV/VI Certificate with passes in English and Kiswahili Subjects with at least one year of basic training in laundry services with ability to use laundry machines.

1.3.3 REMUNERATION/SALARY SCALE

As Per AICC Salary Scale

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- 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;
- 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, and Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
 - xv. Deadline for application is **26th December, 2024;**
 - xvi. Only shortlisted candidates will be informed on the date of 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 SECRETARY**