

THE UNITED REPUBLIC OF TANZANIA



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

Ref. No. JA. 259/01/B/89

22nd October, 2024

VACANCY ANNOUNCEMENT

On behalf of Muhimbili National Hospital (MNH), Public Service Recruitment Secretariat invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill seventy-nine (79) vacant as mentioned below.

1.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a tertiary specialized and super-specialist hospital in Tanzania organized into nine directorates with a 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. Muhimbili National Hospital (MNH) has received Permit for implementation of New Hire for Financial Year 2023/2024 from Permanent Secretary President's Office Public Service Management with Ref. No.FA.97/288/01/09 dated 25th June, 2024. The Executive Director invites applications from suitably qualified and interested Tanzanians:

1.1 MEDICAL SPECIALIST II (INTERNAL MEDICINE) - 1 POST

1.1.1 DUTIES AND RESPONSIBILITIES;

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

1.1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master of Internal Medicine (Endocrinology & Metabolism) must be registered by the Medical Council of Tanganyika with valid practicing license. Must be a holder of bachelor Degree in Medicine

1.1.3 REMUNERATION:

Attractive package in accordance with Hospital Salary Structure

1.2 MEDICAL SPECIALIST II (UROLOGY) - 1 POST

1.2.1 DUTIES AND RESPONSIBILITIES

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

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

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Ed.) in Urology who is registered by the Medical Council of Tanganyika with valid practicing license. Must be a holder of a Doctor of Medicine Degree as well.

1.2.3 RENUMERATION

Attractive package in accordance with Hospital salary structure.

1.3 MEDICAL OFFICER II - 10 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES;

- i. To perform medical duties in Obstetrics and Gynecology, Surgery, Medicine, Pediatrics;
- ii. Preventive Medicine and Emergencies;
- iii. To perform daily ward rounds with specialists on call and prepare patients casenotes;
- iv. To perform all investigations for patients;
- v. To attend general outpatient clinics;
- vi. To prepare all patients for any surgery/procedure;
- vii. To carry out post -operative follow ups; and
- viii. To perform any other duty assigned by the Supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Doctor of Medicine Degree from a reputable institution plus successful completion of Internship and registered by the Medical Council of Tanganyika and must have a valid practicing license.

1.3.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.4 NURSING OFFICER II – 19 POSTS

1.4.1 DUTIES AND RESPONSIBILITIES;

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

1.4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Nursing in one of the following fields; General Nursing, Midwifery, Clinical care or Anaesthesia from reputable institution plus successful completion of Internship and is registered by the Tanzania Nurses and Midwives Council and must have a valid practicing license.

1.4.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

1.5 RADIOLOGY SCIENTIST II – 6 POSTS

1.5.1 DUTIES AND RESPONSIBILITIES;

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

1.5.2 QUALIFICATIONS AND EXPERIENCE

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

1.5.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.6 RADIOGRAPHY TECHNICIAN II – 13 POSTS

1.6.1 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.

1.6.2 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 must have a valid practicing license.

1.6.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.7 OPTOMETRY SCIENTIST II – 2 POST

1.7.1 DUTIES AND RESPONSIBILITIES;

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids, proper handling care and maintenance;
- iv. To keep and maintain patients' statistics;
- v. To perform any other related duties as may be assigned by his supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

Holder of bachelor of Science Degree in Clinical Optometry or any related field from a recognized institution and must have a valid practicing licence.

1.7.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

1.8 ICT OFFICER II (SOFTWARE DEVELOPER) – 2 POSTS

1.8.1 DUTIES AND RESPONSIBILITIES;

- i. To research, design, implement and manage software programs
- ii. To write well-designed, testable, efficient code by using best software development practices.
- iii. To integrate data from various back-end services and databases.
- iv. To create website layout/user interface by using standard HTML/CSS practices and bootstraps.
- v. To gather and refine specifications and requirements based on technical needs,

in collaboration with the team.

- vi. To identify areas for modification in existing programs and subsequently develop these modifications.
- vii. To maintain and upgrade existing systems
- viii. To ensure that all information systems incorporate mechanisms to improve the completeness, timeliness, and accuracy of data
- ix. To participate in building the capacity of key program staff on the technical knowledge of running and maintaining existing online systems
- x. To train users to use new or modified software and systems features and functionalities.
- xi. To develop software system testing or validation procedures.
- xii. To develop software programming and development of documentation.
- xiii. To Stay plugged into emerging technologies/industry trends and apply them to operations and activities
- xiv. To collaborate with the tester about any bugs, defects, or issues found, and work to ensure that bugs are resolved so that website quality will exceed defined standards.
- xv. To Collaborate with testers in code and design reviews.
- xvi. To confer with teams to resolve conflicts, prioritize needs, develop content criteria, or choose solutions.
- xvii. To create technical documentation for reference and reporting.
- xviii. To perform any other related duties as may be assigned by his supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication or in any related field from a reputable institution.

1.8.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.9 ENVIRONMENTAL HEALTH OFFICER II - 6 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES;

- i. To advice and ensure the best ways to distribute clean water and quality control;
- ii. To ensure proper collection and disposal of clinical and non-clinical waste;
- iii. To educate the community on different ways to avoid and combat the eruption of diseases;
- iv. To collect and assess statistics regarding environmental 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 it to the responsible special unit;
- vii. To conduct inspection on food, water, and chemicals in the working premises;
- viii. To inspect and advise on environmental management issues and vector control;
- ix. To perform any other related duties as may be assigned by his supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Health Environment Science, Environmental Laboratory Science Technology or in any related field from a reputable institution. Must be registered by the Environmental Health Practitioners Council and must have a valid practicing license.

1.9.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.10 OCCUPATIONAL THERAPY OFFICER II - 4 POSTS

1.10.1 DUTIES AND RESPONSIBILITIES;

- i. To identify patient's problems and assess the type of occupational therapy required;
- ii. To carry out patient treatment according to the identified problem;
- iii. To reassess the patient and evaluate conditions after treatment;
- iv. To participate in health promotion programmes as required;

- v. To liaise with families, community groups and institutions and provide support as required; and
- vi. To perform any other related duties as may be assigned by his supervisor.

1.10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Occupational Therapy or in any related field from recognized institution and must have a valid practising licence.

1.10.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.11 HEALTH ASSISTANT II (MORTUARY ATTENDANTS) – 8 POSTS

1.11.1 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 tools and equipment,
- vii. To collect and send patients' test samples to the laboratory,
- viii. To perform any other related duties as may be assigned by his supervisor.

1.11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Form IV/VI Certificate and one-year Certificate in Health related field from a reputable institution and must attend and acquire certificate of Mortuary Attendant from any recognized institution.

1.12 ASSISTANT PRODUCER II (News Writing) - 3 POST

1.12.1 DUTIES AND RESPONSIBILITIES;

- i. To assist in undertaking production of health-related television programmes ;
- ii. To assist in production of health – related radio programmes;
- iii. To assist in production of health education development programme;
- iv. To assist in production of health education of health-related talk shows/documentaries/magazines/sports programmes and
- v. To perform any other related duties as may be assigned by the supervisor.

1.12.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in one of the following fields: journalism, Mass Communication, or its equivalent from a recognized institution. Photo-Editing knowledge will be an added advantage. Computer skills are essential.

1.12.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

1.13 NURSE II -1 POST

1.13.1 DUTIES AND RESPONSIBILITIES;

- i. To conduct physical assessment baseline data on body functioning;
- ii. To provide skin care through body hygiene, frequent positioning and massage;
- iii. To assist patients in taking meals or follow feeding procedures for oral or NGT feeding;
- iv. To perform oral care every two hours for patients feeding through NGT;
- v. To assist patients go on sanitary rounds before visit of their relatives;
- vi. To follow hospital policy in respect of drugs administration document to support good custodian of all drugs (with specific observation to DDA drugs);
- vii. To maintain personal rapporteur with welcoming ways of maintaining contact with patients, their relatives and visitors to enhance the patient's quality of life, and the good standing of the hospital;
- viii. To provide MCH care and attend anti-natal services

- ix. To ensure safe kitting of patient's property in accordance with the hospital policy; and
- x. To perform any other related duties as may be assigned by his Supervisor

1.13.2 QUALIFICATIONS AND EXPERIENCE

Holder of Certificate (NTA Level 5) in one of the following fields; Nursing, Midwifery or equivalent qualifications from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council and must have a valid practicing license.

1.13.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure.

1.14 PHYSIOTHERAPY OFFICER II - 1 POST

1.14.1 DUTIES AND RESPONSIBILITIES;

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

1.14.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Physiotherapy or in any related field from a recognized institution. Must be registered by the Medical Council of Tanganyika and must have a valid practicing license.

1.14.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

1.15 DENTAL SPECIALIST II (PROSTHODONTICS)- 1 POST

1.15.1 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.

1.15.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Dentistry (M. Dent) specialized in Prosthodontics from a recognized university and registered by the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS) and must have a valid practicing license.

1.15.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

1.16 DENTAL SPECIALIST II (ORTHODONTICS) -1 POST

1.16.1 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.

1.16.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master in Dentistry (M. Dent) specialized in Orthodontics from a recognized university and registered by the Medical Council of Tanganyika. Must be a holder of Degree in Doctor of Dental Surgery (DDS) and must have a valid practicing license.

1.16.3 REMUNERATION

Attractive package in accordance with Hospital Salary Structure

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally 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;**
 - **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.** 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, University of Dodoma, Utumishi Building /Asha Rose Migiro Buildings - Dodoma.**
- xiv.** Deadline for application is **03rd November, 2024;**
- xv. Only short-listed 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/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')***

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**