

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/219

8th February, 2023

VACANCY ANNOUNCEMENT (RE-ADVERTISEMENT)

On behalf of Benjamin Mkapa Hospital (**BMH**), Kilimanjaro Christian Medical Centre (**KCMC**), and Jakaya Kikwete Cardiac Institute (**JKCI**), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill sixteen (**16**) vacant posts mentioned below;

1.0 BENJAMIN MKAPA HOSPITAL (BMH)

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 posts;

1.1 MEDICAL SPECIALIST II – 04 POSTS

1.1.1 DUTIES AND RESPONSIBILITIES

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

1.1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in one of the following medical fields (Cardiology, Pediatrics, Radiology, Emergence Medicine and Hematology) from a recognized institution registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree as well.

1.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.0 KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre is located in the foothills of the snowcapped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it. KCMC is a zonal referral hospital for over

15 million people in Northern Tanzania. The hospital is a huge complex with over 600 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1000 staff are employed at the Centre.

As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

2.1 ASSISTANT NURSING OFFICER I - 03 POSTS

2.1.1 DUTIES AND RESPONSIBILITIES:

- i. To deliver high quality nursing care to patients;
- ii. To organize and assist clients and relatives towards patients' well-being;
- iii. To create and maintain harmonious working environment to all personnel;
- iv. To liaise with staff in other disciplines who are contributing towards promoting well being of the patients;
- v. To involve patients and relatives in care and rehabilitation;
- vi. To keep and maintaining up-to date inventory and report any loss or damage promptly;
- vii. To keep records of all staff and leave schedule for all nursing staff in her unit;
- viii. To plan and conducting ward rounds and carry out all instructions thereafter;
- ix. To order and keeping proper records of DDA and other drugs to check on validity and expiry date for each drug;
- x. To assist staff in practicing new trends of nursing care and participating in research;
- xi. To demonstrate an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients;
- xii. To keep abreast with new knowledge and skills through self-development and participation in various scientific activities; and
- xiii. To perform any other duties as assigned by his/her Superior.

2.1.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid practising license with working experience of at least three years.

2.1.3 REMUNERATION:

SALARY SCALE: TGHS.C

2.2 TECHNOLOGIST II (PHARMACY) - 01 POSTS

2.2.1 DUTIES AND RESPONSIBILITIES:

- i. To scrutinize, prepare and order drugs and biomedical equipment;
- ii. To dispense drugs and biomedical equipment to patients and staff;
- iii. To mix drugs;
- iv. To store drugs and biomedical equipment;
- v. To educate patients on proper usage of drugs;
- vi. To check drugs and biomedical chemicals and cosmetics;
- vii. To prepare report of drugs and biomedical equipment usage;
- viii. To inspect drug storage; and
- ix. To perform any other duties as assigned by his/her Superior.

2.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Pharmaceutical technology in the related field or its equivalent from any recognized College. Must be registered with the relevant Bodies.

2.2.3 REMUNERATION:

SALARY SCALE: TGHS.B

2.3 TECHNOLOGIST II (DENTAL) - 01 POSTS

2.3.1 DUTIES AND RESPONSIBILITIES:

- i. To diagnose dental patients;
- ii. To keep and maintaining of dental machines and equipment;
- iii. To keep dental patient records;
- iv. To conduct dental prosthesis, partial dentures, bucket and positrons;
- v. To fit Orthodontic appliances;
- vi. To insert gold/silver inlays and crowns;

- vii. To train subordinates;
- viii. To supervise dental laboratory activities; and
- ix. To perform any other duties as assigned by his/her Superior.

2.3.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Dental technology in the related field or its equivalent from any recognized College. Must be registered with the relevant Bodies.

2.3.3 REMUNERATION:

SALARY SCALE: TGHS.B

2.4 TECHNICIAN II (ELECTRICAL) - 01 POST

2.4.1 DUTIES AND RESPONSIBILITIES:

- i. To be responsible for operating, controlling, maintaining, testing, troubleshooting, installing and repairing electrical control systems and equipment;
- ii. To perform minor maintenance, adjustments and repairs on electrical equipment including pumps etc;
- iii. To carry out visual inspection of equipment and instruments and to report any faults and defects;
- iv. To check regularly the power systems according to the instructions by taking hourly readings of instruments or gauges;
- v. To test and perform minor repairs on circuit breakers; and
- vi. To perform any other duties related to his/her work as assigned by his/her superior.

2.4.2 QUALIFICATION AND EXPERIENCE

Holder of Secondary Education plus Diploma or Full Technician Certificate (FTC) in Electrical Engineering from recognized institutions.

2.4.3 REMUNERATION:

SALARY SCALE: TGS.C

3.0 THE JAKAYA KIKWETE CARDIAC INSTITUTE (JKCI)

The Jakaya Kikwete Cardiac Institute (JKCI) is a 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).

3.1 MEDICAL SPECIALIST II - 06 POSTS

3.1.1 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/her field;
- v. To prepare periodic reports regarding his/her area of specialization;
- vi. To carry out research in his/her 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 carry out any other duties as assigned from time to time by supervisor.

3.1.2 QUALIFICATION AND EXPERIENCE

Holder of a Masters of Medicine Degree (M. Med) in one of the medical fields, such as Pediatrics, Cardiology, Critical Care, Emergency Medicine, Surgery and Cardiothoracic who is registered with the Medical Council of Tanganyika. She/he must be a holder of a Doctor of Medicine Degree as well.

3.1.3 REMUNERATION:

Salary Scale: PMGSS 11

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;
- 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 **19th February, 2023**;
- xvi. Only short listed 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 SECRETARIAT**