

THE UNITED REPUBLIC OF TANZANIA



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

Ref.No.JA.9/259/01/A/530

14th May 2024

VACANCIES ANNOUNCEMENT

On behalf of the Benjamin Mkapa Hospital, and the Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO), Public Service Recruitment Secretariat (PSRS), Invites talented, results-oriented dynamic, innovative, experienced, and suitable qualified Tanzanians to fill seventeen (17) vacant posts below:

1.0 BENJAMIN MKAPA HOSPITAL

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.

1.1 NURSE II - 6 POSTS

1.1.1 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. Counseling patients;
- v. Educating patients on their health problems;
- vi. Taking care of DDA;
- vii. Performing any other related official duties as may be assigned by higher authorities;

1.1.2 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.

1.1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.2 PHYSIOTHERAPIST II - 2 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- i. Assessing and treating patient through physiotherapy techniques;
- ii. Keeping and maintaining patient's records;
- iii. Ensuring proper up-keep of equipment in the Unit;
- iv. Ensure adherence to standard operating procedure and BMH business process;
- v. Perform other duties assigned by the supervisor;

1.2.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Physiotherapy or equivalent qualification from a recognized institution.

1.2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.3 OCCUPATIONAL THERAPIST II - 1 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

- i. Keeping and maintain patients records and statistics;
- ii. Taking care of equipment in the Unit/department and report any malfunctions;
- iii. Carrying out occupational Therapist duties under supervision;
- iv. Maintaining records and provide written and verbal reports as required;
- v. Maintaining an accurate record of the services provided to patients and

vi. Performing other duties assigned by the supervisor.

1.3.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Occupational Therapy any related field from recognized institution

1.3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.4 CLINICAL OPTOMETRIST II - 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- i. Conducting visual analysis;
- ii. Doing optical prescriptions;
- iii. Maintaining optical aids;
- iv. Keeping and maintaining patients' statistics;
- v. To perform other duties assigned by the supervisor;

1.4.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Clinical Optometry or equivalent qualification from a recognized institution.

1.4.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.5 AUDIOLOGIST II - 1 POST

1.5.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out audiometric therapy on patients with audio pathology;
- ii. Maintaining an accurate record of the audiometric services provided to patients;
- iii. Compiling case reports of each patient for monitoring treatment progress;
- iv. Taking care of equipment in the Unit/department and report any malfunctions;
- v. Interviewing relatives and gather information that can assist in the treatment of patients;
- vi. Providing technical guidance and support to subordinates;
- vii. To perform other duties assigned by the supervisor.

1.5.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Audiology or in any related field from a recognized institution.

1.5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.6 RADIOLOGY SCIENTIST II - 1 POST

1.6.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out various x-ray examinations;
- ii. Keeping and maintaining Radiology equipment;
- iii. Ensuring quality of x-rays;
- 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. Up-keeping and maintaining x-ray equipment and sterilizing radiology instruments in the unit;
- vii. Ensure adherence to standard operating procedure and BMH business process;
- viii. To perform other duties assigned by the supervisor;

1.6.2 QUALIFICATION AND EXPERIENCE

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

1.6.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

1.7 NUTRITION OFFICER II - 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- i. Reviewing the patients feeding survey of each patient with specialized or medical need attending BMH clinic, providing needed information to help them in make an informed decision about feeding choice, and provide them with technical support;
- ii. Participating in implementing outreach programs as planned;
- iii. Place orders of wards nutritional requirements;
- iv. Assisting in identifying those clients at significant medical/nutritional risk, identifying nutritional objectives and schedule the high risk follow up clinic for in depth nutritional counselling;
- v. Providing nutritional counselling and class instruction for various needs of the target population, especially nutritional needs for patients, pregnancy, breastfeeding, infants and document client progress towards goals;
- vi. Assigning appropriate food packages to meet the nutritional needs of clients, including specialized formula for patients with specialized or medical needs;

- vii. Ensure adherence to standard operating procedure and BMH business process;
and
- viii. To perform other duties assigned by the supervisor;

1.7.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Food and Nutrition, Food Science and Technology, Family Consumers Studies, Nutrition and Dietetics, Food Service Systems Management, Home Economics, Human Nutrition or equivalent qualification from a recognized institution.

1.7.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.8 MEDICAL SPECIALIST (GENERAL SURGEON)- 1 POST

1.8.1 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. Ensuring 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.

1.8.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Ed.) in General Surgery from a recognized institution who is registered with the Medical Council of Tanganyika. He/ She must be a holder of a Doctor of Medicine Degree as well.

1.8.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

1.9 LAUNDER - 1 POST

1.9.1 DUTIES AND RESPONSIBILITIES

- i) Performing laundry duties;
- ii) Ensuring that equipment, utensils and place of work are clean; and
- iii) Performing any other duties related to his/her work as assigned by his/her superior.

1.9.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with at least one year of basic training in laundry service or any related course with ability to use laundry machines.

1.9.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

1.10 ICT OFFICER II (SYSTEM ADMINISTRATOR) - 1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- i. Designing computer systems charts and to provide the necessary systems documentation;
- ii. Assisting users in systems analysis and design;
- iii. Executing and documenting test plans according to quality management standards and methods;
- iv. Preparing systems flow charts of information movements;
- v. Undertaking low level routine maintenance of ICT equipment;
- vi. Performing any other duty assigned by the Supervisor.

1.10.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Computer Science, Information Systems, Information Technology, Computer Engineering, and Telecommunication from a recognized institution.

1.10.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

2.0 ELECTRICAL TRANSMISSION AND DISTRIBUTION CONSTRUCTION AND MAINTENANCE COMPANY LIMITED (ETDCO)

Electrical Transmission and Distribution Construction and Maintenance Company Limited (ETDCO Limited) is a subsidiary company of The Tanzania Electric Supply Company (TANESCO) established in June 2016 under Companies Act, Act No 12 of 2002 and came into operation January 2017. The company is mandated to undertake business of Construction and Maintenance of Electricity infrastructure within the Country and beyond. The Company is a Registered Contactors Registration Board (CRB) as Class One Contractor. It is mandated to carry out the businesses as construction and Maintenance of Electrical Transmission and Distribution networks by promoting commercial engineering, financial, environmental a, asset management services such as undertaking design, project 19 management, technical due diligence, technological assessment, supervision, specifications, construction supervision and testing and quality control, training and capacity building in Transmission and Distribution of Electrical networks, to carry on the work of construction of Electrical Transmission and Distribution networks, undertake and execute all types of mechanical and electrical testing and commissioning, including ascertaining of quality of materials such as poles, conductors, insulators, all types of switchgears and any other electrical accessory which will be required during the assigned duty, feasible and acceptable in nature, to carry on businesses in Electrical Transmission and Distribution Networks Construction and Maintenance, testing, transportation and erection and management as a contractor, engineers and consultants and to undertake and execute and contracts , or works, involving advisory services or use of new technology, skilled or unskilled labour required for the aforesaid or similar object and carry out any ancillary or other works comprised in such contracts and to carry our agency work for the objects and mobilize finance for construction and Maintenance of Electrical Transmission and Distribution Networks from various sources including public funds, private sector, commercial banks and development partners for financing of materials manufacturing, testing , transportation and installation.

2.1 TECHNICIAN II (PLANNING & QUALITY ASSURANCE)- 1 POST (RE - ADVERTISED)

2.1.1 DUTIES AND RESPONSIBILITIES

- i. Implementing ETDCO's Project Planning and Quality Assurance functions as well as the day-to-day operations of the business;
- ii. Preparing detailed Project Design, Planning, Cost Estimates and Methodology

- required to implement projects to its successfulness;
- iii. Modernizing and sustaining the Design, Planning, Surveying, Quality Control on behalf of ETDCO;
 - iv. Carrying out inspection and operational studies and determine areas to be improved or modified and well as to develop corrective actions and solutions before commissioning the project;
 - v. Reviewing requirements, specifications, codes, processes and technical design documents to provide timely and meaningful feedback;
 - vi. Documenting all proceedings and tests and guarantee that classified information remains secure and confidential;
 - vii. Tracking and monitoring all deadlines and budgetary requirements are met on each project;
 - viii. Being updated with new testing and measuring technologies;
 - ix. Reviewing requirements, specifications and technical design documents to provide timely and meaningful feedback;
 - x. Creating detailed, comprehensive and well-structured test plans and test cases;
 - xi. Estimating, prioritize, plan and coordinate testing activities;
 - xii. Designing, develop and execute automation scripts using open-source tools;
 - xiii. Identifying, recording, documenting thoroughly and track bugs;
 - xiv. Performing thorough regression testing when bugs are resolved;
 - xv. Developing and applying testing processes for new and existing products to meet client needs;
 - xvi. Liaising with internal teams e.g. Developers and product managers) to identify system requirements;
 - xvii. Monitoring debugging process results;
 - xviii. Investigating the causes of non-conforming software and train users to implement solutions;
 - xix. Tracking quality assurance metrics, like defect densities and open defect counts and;
 - xx. Staying up-to-date with new testing tools and test strategies.

2.1.2 QUALIFICATION AND EXPERIENCE

- Holder of FTC/Diploma in Electrical Engineering or equivalent and must be registered as Engineering Technician;
- At least three (3) years of working experience in either electrical Transmission, Distribution or Substation works;
- Strong knowledge of software QA methodologies, tools and processes, experience in writing clear, concise and comprehensive test plans and test cases, hands-on experience with automated testing tools, proven work experience in software development, proven work experience in quality assurance software, MS-project knowledge, Auto-CAD Computer skills, planning, design and project management 22 skills, strong analytical, critical, logical thinking and problem-solving skills will be an added advantage.

2.1. REMUNERATION

Attractive remuneration package as per organization Scheme of Service

GENERAL CONDITIONS

- All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- Applicants should apply on the strength of the information given in this advertisement;
- 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;
 - Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- An applicant employed in the Public Service should route his application letter

through his respective employer;

viii. An applicant who is retired from the Public Service for whatever reason should not apply;

ix. An applicant should indicate three reputable referees with their reliable contacts;

x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).

xi. 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);

xii. A signed application letter should be written either in Swahili or English and Addressed to

Secretary,

President's Office, Public Service Recruitment

Secretariat,

P.O. Box 2320,

Utumishi Building at University of Dodoma – Dr. Asha

Rose Migiro Buildings - Dodoma.

xiii. Deadline for application is **27th May, 2024**;

xiv. Only shortlisted candidates will be informed on a date for interview and;

xv. 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:

ACTING SECRETARY

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