

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/99

19th November, 2021

On behalf of Muhimbili University of Health and Allied Sciences (MUHAS), Land Transport Regulator Authority (LATRA), Tanzania Civil Aviation Authority (TCAA) National Transport Institute (NIT), State Mining Corporation (STAMICO), Muhimbili National Hospital (MNH) and Tengeru Institute of Community Development (TICD), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **14** vacant posts mentioned below.

1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS)

Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

1.0.1 LECTURER – 1 POST

1.0.2 AREA OF SPECIALIZATION- RESTORATIVE DENTISTRY

1.0.3 DUTIES AND RESPONSIBILITIES

- i. To develop curriculum and participate in its implementation;
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate students;
- iii. To conduct seminars for Postgraduate students;
- iv. To assess undergraduate student's coursework and academic progress;
- v. To invigilate students during examinations;
- vi. To set and mark assignments, tests and examinations and submit results on time;
- vii. To prepare manuals and case studies for training;
- viii. To participate in multidisciplinary research projects;
- ix. To provide close supervision and guidance to undergraduate students;
- x. To participate in developing and managing various university activities;
- xi. To participate in writing Research Grants;
- xii. To participate in research and disseminate findings;
- xiii. To participate in consultancy and community services;
- xiv. To attend/organize workshops, conferences and symposia;
- xv. To participate in Continuing Education and Professional (CEP) and faculty Development activities to improve Professional and teaching skills;
- xvi. To provide specialized clinical and Community services where applicable for in-patients and out-patients;
- xvii. To supervise case presentation and participate in training of other staff; and
- xviii. To perform any other duties that may be assigned by a competent authority.

1.0.4 QUALIFICATION AND EXPERIENCE

Holder of Appropriate PhD or Masters of Dentistry with a GPA of at least 4.0 and an average of B+ grade/ or equivalent in the area of specialization with a minimum GPA of 3.8 in the Undergraduate Training from a recognized University.

1.0.5 SALARY SCALE- PUTS 3.2 or PUTS 3.3

1.0.6 TUTORIAL ASSISTANT–PARASITOLOGY AND MEDICAL ENTOMOLOGY-1 POST

1.0.7 SCHOOL OF PUBLIC HEALTH AND SOCIAL SCIENCES

1.0.8 DUTIES AND RESPONSIBILITIES

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practical where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;
- v. To participate in curricular development;
- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. To perform any other assignments and duties that may be assigned by supervisor or Head of Department.

1.0.9 QUALIFICATION AND EXPERIENCE

First Degree with a minimum GPA of 3.8 from a recognized reputable University in the following fields: - Doctor of Medicine (MD), Doctor of Dental Surgery (DDS), Bachelor of Science in Veterinary Medicine (BVM), Bachelor of Science in Zoology or any other related disciplines.

1.0.10 SALARY SCALE- PUTS 1.1-1.3

1.0.11 TUTORIAL ASSISTANT– DEVELOPMENT STUDIES -1 POST

1.0.12 SCHOOL OF PUBLIC HEALTH AND SOCIAL SCIENCES

1.0.13 DUTIES AND RESPONSIBILITIES

- i. To understudy senior faculty by attending Lectures, seminars, tutorials and practical where applicable;
- ii. To study and acquire skills and knowledge in training, research and consultancy;
- iii. To assist in research and consultancy projects;
- iv. To develop training proposals conducted by Senior Faculty;

- v. To participate in curricular development;
- vi. To participate in provision of services for Biomedical, Laboratory and Clinical departments and
- vii. To perform any other assignments and duties that may be assigned by supervisor or Head of Department.

1.0.14 QUALIFICATION AND EXPERIENCE

First Degree with a minimum GPA of 3.8 from a recognized reputable University in one of the following fields: - Development Studies, Sociology, Political Science, Public Administration or any other related Social Science Degrees.

1.0.15 SALARY SCALE- PUTS 1.1-1.3

2.0 THE LAND TRANSPORT REGULATORY AUTHORITY (LATRA)

The Land Transport Regulatory Authority (LATRA) is a Government Regulatory Authority established by the Act No.3 of 2019. LATRA is mandated to regulate land transport subsectors of road, railways, and cable transport through competitive and fair trade practices.

2.0.1 LICENSING AND REGISTRATION OFFICER II - 1 POST

2.0.2 DUTIES AND RESPONSIBILITIES

- i. To prepare licensing, registration forms and other documents required for surface transport business;
- ii. To feed customer information in the database;
- iii. To prepare reports of motor vehicle licenses and registration,
- iv. To register motor vehicle routes and timetable,
- v. To capture records of dispatched licenses, timetables and permits;
- vi. To update register of licenses and revenue receipts received and issued;
- vii. To assist in data collection from stakeholders; and
- viii. To perform other duties as may be assigned by supervisor.

2.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advanced Diploma in one of the following fields:- Transport Management, Mechanical Engineering, Transportation Engineering, Automobile Engineering, Transportation Planning, Business Administration majoring in Logistic and Transport Management, International Transport and Logistics, Transport Economics, or Transport Logistics and Management from any recognized institution.

2.0.4 RAILWAY SAFETY INSPECTOR II - 1 POST

2.0.5 DUTIES AND RESPONSIBILITIES

- i. To enforce compliance of good conduct and practices of railway transport service providers,
- ii. To inspect if timetable for passenger trains is followed accordingly,
- iii. To assess the competitiveness of charges levied in supplying the surface transport services and their conduciveness to sector growth or affordability to consumers.
- iv. To promote improved utilization of railway services and inter-modal transport systems,
- v. To ensure that surface transport terminal operators adhere to tariffs approved by the Authority,
- vi. To assess adherence of licenses of service providers,
- vii. To inspect railway stations, tracks, level crossings, structures, rolling stock and operating practices to determine compliance to approved safety plan and safety regulations.
- viii. To assist in investigating complaints against alleged unsafe railway practices and conditions.
- ix. To participate in field investigations of railway accidents.
- x. To carry out any other duties as assigned by supervisor.

2.0.6 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree or Advance Diploma in one of the following fields:- Signaling and Telecommunication Engineering, Electromechanical Engineering, Electrical & Electronics Engineering, Mechanical Engineering, Civil Engineering, Electrical Engineering or Transportation Engineering from any recognized institution.

2.0.7 PERSONAL SECRETARY II (HEAD OFFICE) – 1 POST

2.0.8 DUTIES AND RESPONSIBILITIES

- i. To type routine and confidential documents;
- ii. To type routine correspondences;
- iii. To file non-confidential documents;
- iv. To attend customer visiting/calling at the office;
- v. To care for Scanner, PCs and all other equipment entrusted to her;
- vi. To prepare list of office equipment and submit to the relevant offices;
- vii. To make travel arrangements and hotel bookings;

- viii. To perform any other related official duties as may be assigned by supervisor.

2.0.9 QUALIFICATIONS AND EXPERIENCE

- Holder of Diploma (NTA Level 6) in secretarial services from Public Service College or any other recognized College/Institution who have passed both shorthand (English) and Kiswahili (hati mkato) at a speed of 100 words per minute;
- Knowledge in computer programs e.g. windows, Microsoft office Internet, E-mail and Publisher.

2.0.10 KEY COMPETENCIES REQUIRED TO ALL POSTS

- i. Demonstrate highest degree of integrity and professionalism;
- ii. Possess good communication, leadership and interpersonal skills;
- iii. Be self-driven and capable of working with minimal supervision; and
- iv. Be capable of delivering excellent results while working under pressure with tight schedules and deadlines;

2.0.11 TERMS OF EMPLOYMENT

Successful candidates will be employed under Permanent and Pensionable Terms including twelve (12) months of probation.

2.0.12 REMUNERATION: Attractive remuneration package will be offered to successful candidates.

3.0 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the Civil Aviation Industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in Tanzania.

3.0.1 GROUND OPERATIONS DEVELOPMENTAL INSPECTOR REMOTELY PILOTED AIRCRAFT SYSTEMS - 1 POST

3.0.2 WORK STATION- DAR ES SALAAM

3.0.3 JOB PURPOSE

To assist in controlling, implementing, and ensuring standardization of CAA regulations as well investigations and preparation of reports.

3.0.4 DUTIES AND RESPONSIBILITIES

- i. To assist in managing all RPAS importation and registration;
- ii. Managing RPAS registrations including provision of RPAS registration certificates;
- iii. To assist in enforcement, investigations and in preparation of final reports and recommendations on disposition;
- iv. To participate in accident/incident and complaint investigations;
- v. To assist in evaluation of RPAS operators and makes recommendations to the supervisor or assigned qualified Inspector in the specific task;
- vi. To assist in evaluation of training programs to ensure they meet the requirements of CAA regulations, including RPAS simulators, training devices, and other such equipment, as well as check personnel;
- vii. To assist in personnel certification;
- viii. To assist in monitoring RPAS pilots, instructors, designated RPAS examiners, check airmen, RPAS organization operations and training activities and advise on appropriate action against non-compliance; and
- ix. To perform any other related duties as may be assigned by immediate supervisor.

3.0.5 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Air Transport Management, Information Technology, Computer Science or equivalent qualifications with RPAS Pilot License with two (2) years' experience including 100 hours of RPAS flying.

3.0.6 PERSONAL ATTRIBUTES

Candidates are required to be self-motivated, efficient, committed and able to work under minimum supervision, strong team spirit, ability to interact and work effectively with both team members and superiors and pay respect to directives.

3.0.7 REMUNERATIONS AND GENERAL TERMS AND CONDITIONS

The successful candidate will be appointed on contract for unspecified period and the position attracts Salary Scale of TCAA SS.9

4.0 NATIONAL INSTITUTE OF TRANSPORT (NIT)

The National Institute of Transport (NIT) was established by the National Institute of Transport Act, Cap 187 R.E 2002. It is fully accredited by the National Council for Technical Education (NACTE) with Registration number REG/EOS/009 of 2002.

4.0.1 ASSISTANT LECTURER IN LOGISTICS AND TRANSPORT MANAGEMENT - 1 POST

4.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent),
- ii. To prepare learning resources for tutorial exercises,
- iii. To conduct research, seminars and case studies,
- iv. To carry out consultancy and community services,
- v. To supervise students' projects,
- vi. To prepare teaching manual and,
- vii. To performs any other duties assigned by Supervisor.

4.0.3 QUALIFICATIONS AND EXPERIENCE

Master's Degree in any of the following specializations, Logistics and Transport Management, International Transport and Logistics Management, International Logistics and Transport Management, Road Transport Management, Road and Rail Transport Management, Rail Transport Management, Maritime Logistics and Shipping Management, Air Transport Management or Rural and Urban Transport Management. Also should have a GPA of not less than **3.5** at Bachelor's degree and **3.8** or above at Master's degree level.

4.0.4 SALARY SCALE: PHTS 2.1

4.0.5 ASSISTANT LECTURER IN MARINE ENGINEERING -1 POST

4.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to Bachelor Degree (NTA Level 8 or equivalent),
- ii. To prepare learning resources for tutorial exercises,
- iii. To conduct research, seminars and case studies,
- iv. To carry out consultancy and community services,
- v. To supervise students' projects,
- vi. To prepare teaching manual and,
- vii. To perform any other duties assigned by Supervisor.

4.0.7 QUALIFICATIONS AND EXPERIENCE

Master's Degree in any of the following specializations, Marine Engineering, Naval Architecture Engineering, Pipeline Engineering or Mining and Metallurgy with GPA not less than **3.8** and must be a holder of Bachelor Degree in Marine Engineering with GPA not less than **3.5**.

4.0.8 SALARY SCALE: PHTS 2.1

5.0 STATE MINING CORPORATION (STAMICO)

State Mining Corporation (STAMICO), a wholly owned Government enterprise, is a under the Ministry of Minerals established by the Public Corporation Act cap 257 through State Mining Corporation Establishment Order No. 163 of 1972 as amended in 2014. The Corporation which became operational in 1973 was formed to perform functions stipulated under Section 4 of its Establishment Order, 1972. The major economy policy reforms in 1980's through the Public Corporation Act of 1969 was over hauled, the Public Corporation Act of 1992 was then enacted which stripped away ownership of subsidiary companies from public ownership and STAMICO being a part, Section 48(1) of the Act stated the following. STAMICO was re-established in 2015 through the Public Corporations (Establishment) (Amendment) Order, 2015 with the aim of increasing the contribution of the mineral sector to the national economy and creating employment opportunities to Tanzanians:

5.0.1 ECONOMIST II – 1 POST

5.0.2 DUTIES AND RESPONSIBILITIES

- i. To collect, processes and manages data;
- ii. To carry out marketing studies for mineral commodities;
- iii. To conduct regular literature and internet surveys of mineral prices to establish prevailing local and international markets indicator mineral prices;
- iv. To develop individual objectives/targets and performance standards as part of individual performance agreement in consultation with the immediate supervisor and
- v. To perform other duties as assigned by immediate supervisor.

5.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor of Science in Economics from recognized institution.

5.0.4 REMUNERATION – SMC 4

6.0 MUHIMBILI NATIONAL HOSPITAL (MNH)

Muhimbili National Hospital (MNH) is a Tertiary Specialized and Super Specialist Hospital in Tanzania organized into nine Directorates with 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.

6.0.1 MEDICAL SPECIALIST II (ONCOLOGY) - 1 POST

6.0.2 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 specialisation 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.

6.0.3 QUALIFICATION AND EXPERIENCE

Master of Medicine Degree (M.Med) in Oncology who is registered with the Medical Council of Tanganyika and must be a holder of a Doctor of Medicine Degree.

6.0.4 REMUNERATION

Attractive package in accordance with Hospital salary structure.

6.0.5 ARTISAN II (MASONRY) - 1 POST

6.0.6 DUTIES AND RESPONSIBILITIES

- i. To perform specified craft jobs under close supervision;
- ii. To take care of tools and equipment; and
- iii. To perform any other duty assigned by the Supervisor.

6.0.7 QUALIFICATION AND EXPERIENCE

Holder of Trade Test Grade II or Level II Certificate (Masonry) from a reputable institution.

6.0.8 REMUNERATION: Attractive package in accordance with Hospital salary structure.

6.0.9 LAUNDERER II – 1 POST

6.1.0 DUTIES AND RESPONSIBILITIES:

- i. To perform laundry duties;
- ii. To ensure that equipment, utensils and place of work are clean;
- iii. Proper handling and care of laundry machines and other working tools; and
- iv. To perform any other duty assigned by the Supervisor.

6.1.1 QUALIFICATION AND EXPERIENCE

Form IV/VI Certificate plus basic training in Laundry services with ability to use laundry machines.

6.1.2 REMUNERATION: Attractive package in accordance with Hospital salary structure.

TENGERU INSTITUTE OF COMMUNITY DEVELOPMENT

Tengeru Institute of Community Development (TICD) is a result of upgrading the former Community Development Training Institute (CDTI - Tengeru) into a full-fledged Institute. The Tengeru Institute of Community Development (TICD) was established by the Tengeru Institute of Community Development (Establishment) Order 2013 as a body corporate. The Institute was established to serve as a practical - oriented profession Centre for demand-driven training, research, advisory and consultancy services in the fields of Community Development, Gender, Development and Participatory Project Planning.

6.1.3 LECTURER (ACCOUNTS AND FINANCE) – 1 POST

6.1.4 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 9 (Master Degree);
- ii. To guide and supervise students in building up their practical and research projects;
- iii. To prepare learning resources and design training exercises for students;
- iv. To conduct consultancy and community services; To develop and review existing curriculum;
- v. To undertake individual research and participate in scientific/academic congregations;

- vi. To prepare teaching manuals, simulations and case studies for training; To coach junior teaching staff;
- vii. To perform any other official duties assigned by relevant authorities;
- viii. To develop and review existing curriculum;
- ix. To undertake individual research and participate in scientific and academic congregations;
- x. To prepare teaching manuals, simulations, and case studies for training;
- xi. To coach junior teaching staff; and
- xii. To perform any other official duties assigned by relevant authorities.

6.1.5 QUALIFICATIONS AND EXPERIENCE

Holder of a PhD and Master Degree with at least a GPA of 3.8 and a Bachelor Degree with at least a GPA of 3.5 in the following fields; Accounts, Finance, Business Administration majoring in Accounts or Finance and other related fields.

6.1.6 REMUNERATION: As per Institutions Salary Scale.

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. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;

- vii. 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. An applicant with special needs/case (disability) is supposed/advised to indicate;
- 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/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **02nd December, 2021**;
- 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**