

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/B/134

06 March, 2025

VACANCY ANNOUNCEMENT

On behalf of Muhimbili Orthopaedic Institute (MOI) and The Jakaya Kikwete Cardiac Institute (JKCI) the Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill **thirty (30)** vacant post as mentioned below;

1.0 MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

Muhimbili Orthopaedic Institute (MOI) is an autonomous Institute established through an Act of Parliament No 7 of 1996 with the main objective of providing services in the field of Orthopaedic, Traumatology, and Neurosurgery. Furthermore, MOI offers Research and training/ capacity building on how to provide the best services to the community.

1.1 ARTISAN II (PAINTER) (01 POST)

1.1.1 DUTIES AND RESPONSIBILITIES

- i. To assist in carrying out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor.
- ii. To assist in carrying out cleaning of machines, equipment and working environment.
- iii. To assist technicians and engineers in repairing of non-biomedical and carrying out engineering related activities.
- iv. To assist in safety precautions to personnel, tools, instruments and equipment.
- v. To be punctual at reporting for work and emergencies.

- vi. To assist in recording timely the performance of machines, installations, buildings and other equipment's using check lists and ensure economical and correct use of the Institution equipment's.
- vii. To assist in recording inventory of related working equipment/tools.
- viii. To ensure adherence to standard operating procedures and MOI business process.
- ix. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.1.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be a Holder of Form IV/VI Certificates with Trade Test III or II majoring in Painting and Printing or equivalent qualifications from a recognized institution.

1.1.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PGSS 2/1.

1.2 MEDICAL OFFICER II (15 POSTS)

1.2.1 DUTIES AND RESPONSIBILITIES

- i. To attend in and out patients.
- ii. To attend emergency medical duties.
- iii. To carry out investigations of admitted patients.
- iv. To ensure that prescribed instructions are carried out.
- v. To conduct minor operations.
- vi. To assist surgeons during operations.
- vii. To carry out service and participating in major ward rounds.
- viii. To supervise medical students and interns in clinical duties.
- ix. To ensure that patients are properly prepared for surgery.
- x. To participate fully in morning clinical sessions, patient presentation and journal clubs.
- xi. To participate in research activities.
- xii. To ensure adherence to standard operating procedure and MOI business process.
- xiii. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.2.2 QUALIFICATIONS AND EXPERIENCE:

Holder of Bachelor Degree in Medicine or equivalent qualification from recognized institution. Must have completed One-year Internship and be registered by the Medical Council of Tanganyika.

1.2.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PMGSS 8/1.

1.3 RADIOGRAPHY TECHNICIAN II (02 POSTS)

1.3.1 DUTIES AND RESPONSIBILITIES

- i. To take patients' x-rays.
- ii. To keep up and maintain x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. To ensure quality diagnosis of x-rays taken.
- iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- v. To provide technical advice on radiation in the unit.
- vi. To prepare contrast media and chemicals for x-rays.
- vii. To processing x-ray films.
- viii. To carry out special examination under supervision.
- ix. To keep and maintain patient's records.
- x. To ensure adherence to standard operating procedure and MOI business process.
- xi. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE:

The applicant should be a Holder of a Diploma in Radiography or equivalent qualifications from recognised institution. Must be enrolled in the register of Medical Radiology and Imaging Professional Council.

1.3.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PMGSS 4/1.

1.4 RADIOLOGY SCIENTIST II (02 POSTS)

1.4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out various x-ray examinations
- ii. To keep and maintain Radiology equipment.
- iii. To ensure quality of x-rays.
- iv. To keep and maintain patients x-ray waiting for seniors to interpret and give results.
- v. To supervise and train junior staff in the unit.
- vi. To participate in ward rounds
- vii. To participate in clinical meetings
- viii. To ensure safe custody of Unit equipment.
- ix. To keep up and maintaining x-ray equipment and sterilizing radiology instruments in the unit.
- x. To ensure adherence to standard operating procedure and MOI business process.
- xi. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.4.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be holder of a Bachelor of Degree in one of the following fields: Radiography, X-ray Technology, Radiology, Medical Imaging or equivalent from recognized Institution. Must be registered by the Medical Radiology and Imaging Professional Council.

1.4.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PMGSS 5/1.

1.5 SHOE MAKER II (02 POSTS)

1.5.1 DUTIES AND RESPONSIBILITIES

- i. To make orthopaedic boots and compensation of shoes with supervision of senior staff.
- ii. To cast and adjust orthopaedic boots to meet user's requirements.
- iii. To prepare materials for shoe making.
- iv. To advise and train patients on how to use the orthopaedic boots, arch supports etc.
- v. To keep and maintain records of orthopaedic boot users.

- vi. To assist senior staff in undertaking repair of workshop equipment.
- vii. To ensure adherence to standard operating procedure and MOI business process.
- viii. To perform any other duties related as assigned by his/her supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be holder of Secondary Certificate plus Trade Test III or equivalent qualifications from recognized Institutions

1.5.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PMOSS 2/1.

1.6 TECHNICIAN II (MECHANICAL) (01 POST)

1.6.1 DUTIES AND RESPONSIBILITIES

- i. To carry out minor service, repair, installation works in carpentry, plumbing, electrical, masonry and painting duties as assigned by the supervisor.
- ii. To carry out cleaning of machines, equipment and working environment.
- iii. To assist Technicians and Engineers in repairing of non-biomedical and carrying out engineering related activities.
- iv. To observe safety precautions to personnel, tools, instruments and equipment.
- v. To be punctual at reporting for work and emergencies.
- vi. To record and monitor timely the performance of machines, installations, buildings and other equipment using check lists and ensure economical and correct use of the Institution equipment.
- vii. To assist in recording inventory of related working equipment/tools.
- viii. To carry out specified tasks related to Laboratory and other Hospital equipment under supervision.
- ix. To assist senior staff in relevant fields of operation.
- x. To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- xi. To implement specified technical plans in relevant fields of operations.
- xii. To execute Quality Assurance Programmes.
- xiii. To assist in planning and conducting research.
- xiv. To engage in continuous professional development

- xv. To ensure adherence to standard operating procedures and MOI business process.
- xvi. To perform any other duties related to his/her work as assigned by his/her supervisor

1.6.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be holder of Full Technician Certificate or Diploma in Mechanics or equivalent qualifications from a recognized institution.

1.6.3 REMUNERATION:

Attractive remuneration package in accordance with Institute's

Salary scale – PGSS 5/1.

1.7 ICT OFFICER II (PROGRAMMER) (POST 1)

1.7.1 DUTIES AND RESPONSIBILITIES

- i. To design computer systems charts and providing the necessary systems documentation.
- ii. To assist users in systems analysis and design.
- iii. To execute and document test plans according to quality management standards and methods.
- iv. To prepare systems flow charts of information movements.
- v. To undertake low level routine maintenance of ICT equipment.
- vi. To ensure adherence to standard operating procedures and MOI business process.
- vii. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

The applicant should be holder of Bachelor Degree or Advanced Diploma in one of the following fields: Computer Science, Computer Engineering, Information Technology, Software Development, Information System, System Administration, Telecommunication, or equivalent qualifications from recognized Institution

1.7.3 REMUNERATION:

Salary Scale: PGSS 7

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years 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;
- 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 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 **19th Machi, 2025;**

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