MUHIMBILI NATIONAL HOSPITAL

VACANCIES RE-ADVETIZED

1.0 MEDICAL SPECIALIST I (5 POSITIONS)

1.1 Reports to: Head of Firm

1.2 Duties and Responsibilities

- To participate in the planning and implementation of quality improvement strategies.
- To coordinate preparation of department budget input.
- To review inputs for, and coordinate preparation of periodical reports.
- To carry out operational and investigative research and issue reports accordingly.
- To review conditions of hospitalized staff and advise on appropriate medication.
- To supervise patients’ case presentation and participate in training other staff.
- To plan and carry out research.
- To attend to IPPM Clinics.
- To set performance targets for all staff in the unit and ensure that all staff have elaborate job plans.
- To supervise, appraise staff and identify development and training needs.
- To perform any other duty assigned from time to time by the supervisor.

1.3 Required Qualifications

- Holder of three or more years Postgraduate Degree (M.Med/M.Dent.) in one of the medical fields.
- Must be registered with the Medical Council of Tanganyika
- Must have worked as a specialist Medical Doctor for not less than three years
- Must have published not less than two research papers in their areas of specialization in the last six years, one of which he must be the principal author.
- Must be computer literate

2.0. MEDICAL SPECIALIST II (30 POSITIONS)

2.1 Reports to: Head of Firm

2.2 Duties and Responsibilities

- To provide routine specialized medical services for in-patients and out patients in their areas of specialization.
- To participate in the training of student doctors in their areas of specialization.
- To plan, supervise and evaluate medical services offered in their respective fields.
- To prepare periodic reports regarding medical services
• To carry out research in the medical field and publish results for use by other experts.
• To supervise junior medical doctors and give them needed technical advice in their respective areas of specialization.
• To plan and supervise outreach programmes in their areas of specialization.
• To carry out any other duties as assigned from time to time by their supervisors.

2.3 **Required Qualifications**

• Holder of Doctor of Medicine degree with three or more years Masters Degree in one of the medical fields.
• Must be registered with the Medical Council of Tanganyika.

### 3.0. **MEDICAL OFFICER II (25 POSITIONS)**

- Adult cardiology - 4 positions
- Paediatric Cardiology - 2 positions
- Cardiothoracic & Vascular Surgery - 2 positions
- Cardiac Anaesthesiology - 2 positions
- Other clinical areas - 15 positions

3.1. **Reports to:** Head of Firm

3.2. **Duties and Responsibilities**

• To perform Medical duties in Obstetrics and Gynaecology, Surgery, Medicine, Paediatrics, Preventive Medicine and Emergencies.
• To perform daily ward rounds with specialists on call and prepare patients case notes.
• To perform all investigations for patients.
• To attend general outpatient clinics.
• To prepare all patients for any surgery/procedure.
• To carry out post-operative follow ups.
• To carry out any other duties as assigned from time to time

3.3 **Required Qualifications and Experience**

• Holder of Doctor of Medicine Degree from any recognized University/institution
• Must have successful completed one year Internship programme and registered with the Medical Council of Tanganyika.
• Must have maximum of three years work experience in a District or Regional Hospitals.
• Must be computer literate.

### 4.0 **BIOMEDICAL ENGINEER II (2 POSITIONS)**

4.1 **Reports to:** Head, Maintenance

4.2 **Duties and Responsibilities**

• To carry out preventive maintenance schedules for all laboratory and Hospital equipment.
• To carry out inspection and calibration of theatre equipment.
• To ensure safe custody of workshop tools.
• To ensure timely availability of spares for repairs and maintenance.
• To perform any other duties that may be assigned from time to time by superior

4.3 **Required Qualifications**

• Holder of Bachelor of Science Degree in Biomedical Engineering or equivalent qualification from a recognized institution.
Must be registered with and approved by the Engineers Registration Board (ERB) as Professional Engineer.
Must be computer literate

5.0 CARDIOVASCULAR / ECG TECHNOLOGIST II (6 POSITIONS)

5.1 Reports to: Head of Unit

5.2 Duties and Responsibilities

- To assist doctors during cardiac testing procedures and surgeries.
- To assist doctors in pacemaker insertion.
- To monitor patient blood pressure and heart rate with ECG machines.
- To explain testing procedures to patient to obtain cooperation and reduce anxiety.
- To prepare reports of diagnostic procedures for interpretation by physician.
- To observe gauges, recorder, and video screens of data analysis system during imaging of cardiovascular system.
- To operate diagnostic imaging equipment to produce contrast enhanced radiographs of heart and cardiovascular system.
- To observe ultrasound display screen and listen to signals to record vascular information such as blood pressure, limb volume changes, oxygen saturation and cerebral circulation.
- To assess cardiac physiology and calculate valve areas from blood flow velocity measurements.
- To obtain and record patient identification, medical history and test results.
- To perform any other duties as assigned by Supervisor.

5.3 Required Qualifications

- Holder of three years Diploma in Clinical Medicine or Advanced Diploma in Medicine with additional training in anesthesia, invasive cardiology, or echocardiography and stress ECG with three years experience from a reputable organization.
- Must be computer literate

6.0 PERFUSIONIST (5 POSITIONS)

6.1 Reports to: Head of Unit

6.2 Duties and Responsibilities

- To assemble, maintain and operate extracorporeal circulation equipment, intra-aortic balloon pumps, cell saver and other heart assist devices to support or temporarily replace patients' cardiopulmonary functions during open-heart surgery;
- To administer blood products, drugs and other substances through heart-lung machines and other devices as directed by cardiac surgeons and anesthetists to maintain adequate flow of oxygenated blood to all organs of the body;
- To monitor vital signs to support and maintain patients' physiological functions and metabolic needs during cardiopulmonary surgery;
- To accurately complete Perfusion record, worksheet and related paperwork are accurately completed and an appropriate action is formulated based on the individual patient condition (including, but not limited to: knowledge of patient's history, pre-op status, lab and cardiac cath. reports, etc.)
- To participate in routine maintenance, calibration and inspection of all perfusion related equipment;
To cover emergency procedures during the night, weekends and public holidays;
To perform any other duties assigned by superior from time to time.

6.3 **Required Qualifications**
- Holder of a B.Sc in Nursing or Clinical Medicine with added training in Perfusion Science of its equivalent from a recognized institution with relevant experience from a reputable Hospital.
- Friendly disposition and good customer care
- Must be computer literate

7.0 **STOCK VERIFIER II (1 POSITION)**

7.1 **Reports to:** Chief Internal Auditor

7.2 **Duties and Responsibilities**
- To do reconciliation of stock balances;
- To liaise with Internal Audit on matters pertaining to stocks;
- To undertake periodical stock taking/stock check;
- To maintain stock verification records.
- To perform any other duties as may be assigned.

7.3 **Required Qualifications**
- Holder of a Degree in Procurement and Supply Management or Bachelor with Procurement and Logistics Management option or equivalent.
- Must also be a Holder of Certified Supplies Professional (CSP)
- Must have sound knowledge in computer and applications

8.0 **CLINICAL OPTOMETRIST II (2 POSITIONS)**

8.1 **Reports to:** Head of Department of Ophthalmology

8.2 **Duties and Responsibilities**
- To conduct visual analysis.
- To prescribe optical prescriptions.
- To maintain optical aids.
- To keep and maintain patients statistics.
- To perform any other duties as may be directed by supervisor.

8.3 **Required Qualifications**
- Holder of three years Diploma in Clinical Optometry or its equivalent from a recognized institution.

9.0 **NURSING OFFICER II (9 POSITIONS)**

9.1 **Reports to:** Ward/Unit In-charge

9.2 **Duties and Responsibilities**
- To provide care to patients following nursing process
- To provide high quality nursing care using appropriate nursing process.
- To assess patient’s condition, plan, implement, document, and evaluate individualized Nursing care using appropriate nursing model in accordance with the hospital nursing policy.
• To ensure all drugs and other treatments are given to the patients as prescribed and observe any adverse condition.
• To maintain a professional friendly atmosphere and create a dignified environment.
• To follow hospital policy in respect of custody and administration of all drugs, with special observation to DDA drugs.
• 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.
• To ensure the safe care and custody of patients’ property in accordance with the hospital policy.
• Report any accident/incident, loss or theft to the Senior Nursing Officer and complete necessary statements promptly.
• To maintain health and safety at work by ensuring that infection prevention and control principles are followed.
• To perform any other duties as assigned by superiors from time to time.

9.3 Required Qualifications
• Holder of B.Sc. Degree in Nursing or its equivalent from a recognized institution plus successful completion of Internship.
• Must be registered with Tanzania Nurses and Midwives Council.
• Must have a valid license to practice.
• Must be computer literate

10.0 ASSISTANT NURSING OFFICER II (130 POSITIONS)

10.1 Reports to: Block Manager

10.2 Duties and Responsibilities
• To assess patients’ conditions and identify their needs.
• To ensure treatments are carried out as prescribed and observe any side effects.
• To follow hospital policy in respect of custody and administration of all drugs (with specific observation to DDA drugs).
• To maintain personal contact with patients, their relatives and visitors to enhance the patient’s quality of life, and the good standing of the hospital.
• To ensure the safe care and custody of patients’ property in accordance with the hospital policy.
• To ensure that Health and Safety of the clients are maintained at work by abiding to the Infection prevention and control principles.
• To maintain a professional friendly atmosphere and create a dignified environment.
• To do any other duties as may be assigned by Supervisor.

10.3 Required Qualifications
• Holder of Diploma/advanced Diploma in Nursing or its equivalent from a recognized institution.
• Must be registered by a Tanzania Nurses and Midwives Council.
• Work experience in Cardiac /Surgery/ICU /CCU or Theatre is an added advantage.
• Must have “O” level/”A” level certificate of secondary education
• Must have a valid license to practice
• Must be computer literate

11.0 ASSISTANT NURSING OFFICER I (6 POSITIONS)

11.1 Reports to: Unit/Ward In-charge
11.2 Duties and Responsibilities

- To provide nursing care to patients.
- To attend to MCH anti-natal services.
- To perform nursing duties including taking care of patients and administering medicines.
- To report on serious patients who need emergency attention.
- To do any other duties as may be assigned by Supervisor.

11.3 Required Qualifications

- Holder of three years Nursing Diploma or its equivalent from a recognized institution and licensed as a Staff Nurse by the Tanzania Nurses and Midwives Council, with relevant work experience of at least three years.
- Must be computer literate

12.0 SENIOR ADMINISTRATIVE OFFICER I (1 position)

12.1 Reports to: HOD, Compensation and Industrial Relations

12.2 Duties and Responsibilities

- To be in-charge of a section.
- To deal with personnel/administrative services including recruitment, promotions, remunerations, pensions, leave and terminal benefits.
- To provide assistance and guidance to subordinate officers
- To assess work performance and appraise staff potential and development needs.
- To act as secretary to designated committees and ensure implementation of resolutions.
- To compile and prepare Manpower Data Bank.
- To allocate manpower according requirements.
- To identify manpower needs and ensure proper utilization of human resources.
- To assist in collecting, analyzing and presenting manpower statistics.
- To carry out any other duties as assigned from time to time.

12.3 Required Qualifications

- Holder of a University Degree with bias in Public Administration, Human Resource Management, Personnel Management, Planning, Industrial Relations or Hospital Administration from a recognized institution, with not less than nine years relevant work experience.
- Friendly disposition and good customer care
- Must be computer literate

14.0 HEALTH RECORDS TECHNICIAN II (3 POSITIONS)

14.1 Reports to: Head, Medical Records

14.2 Duties and Responsibilities

- Organize In and Out Patients Clinics
- Ensure clear Management of the Hospital administrative statistics.
- Code and classify diseases and diagnosis report.
- Designing of the Records Room and working materials.
- Implement proper system of daily collection and reporting of ward returns
• Assists and participate in training in medical fields
• Engage in the professionals developments
• Manage and organize data processing.
• Handling all customer/patients complains relating to functions
• Execute Quality Improvements programmes.
• Assists in implementing periodical reporting system.
• Ensure clear confidentiality and security of the patient’s information.
• Plan, supervise and co-ordinate health records works.
• To facilitate availability of records and statistical data for carrying out research.

14.3 **Required Qualifications**
• Holder of a two years Certificate in Health Records or equivalent qualification from a recognized institution.
• Friendly disposition and good customer care
• Computer literacy is an added advantage.

15.0 **HEALTH LABORATORY TECHNOLOGIST II (5 POSITIONS)**

15.1 **Reports to:** Head, Diagnostic Laboratories

15.2 **Duties and Responsibilities**
• To prepare re-agents for routine examination of patients.
• To carry out diagnostic procedures as advised by Doctors.
• To ensure that all laboratory equipment are in working order and report any malfunction to the concerned authorities.
• To ensure that the laboratory is kept clean and the glassware is available and clean.
• To ensure that all samples for investigations are kept in safe custody.
• To maintain a record of the findings of all investigations carried out.
• To perform any other duties as may be directed by his/her supervisor

15.0 **OCCUPATIONAL THERAPIST II (1 POSITION)**

15.1 **Reports to:** Head, Psychiatry

15.2 **Duties and Responsibilities**
• To keep and maintain patients records and statistics.
• To take care of equipments in the Unit/department and report any malfunctions.
• To carry out occupational Therapist duties under supervision.
• To maintain records and provide written and verbal reports as required.
• To maintain an accurate record of the services provided to patients.
• To perform any other duties assigned by superior from time to time.

15.3 **Required Qualifications**
• Holder of three years Diploma in Occupational Therapy or its equivalent with an experience of one year from a recognized institution.
• Computer literacy is an added advantage

16.0 **OCCUPATIONAL THERAPIST I (2 POSITIONS)**

16.1. **Reports to:** Head, Psychiatry

16.2 **Duties and Responsibilities**
To take care of equipments in the Unit/department and report any malfunctions.
To design simple aids for the unit.
To perform any other duties assigned by superior from time to time.

**16.3 Required Qualifications**
- Holder of three years Diploma in Occupational Therapy or its equivalent from a recognized institution, with at least three years relevant experience.
- Good customer orientation
- Must be computer literate

**17.0 PHYSIOTHERAPIST II (3 POSITIONS)**

**17.1 Reports to: Head, Rehabilitative Medicine**

**17.2 Duties and Responsibilities**
- To treat patients under supervision of senior staff.
- To keep and maintain patients records and statistics.
- To take care of equipments in the Unit/department and report any malfunctions.
- To perform any other duties assigned by superior from time to time.

**17.3 Required Qualifications**
- Holder of three years Diploma in Physiotherapy or its equivalent with an experience of one from a recognized institution.
- Computer literacy is an added advantage

**18.0 RADIOGRAPHER II (2 POSITIONS)**

**18.1 Reports to: Head, Radiology**

**18.2 Duties and Responsibilities**
- To make sure that the radiation protection in the department is maintained.
- To assist Radiographer in-charge on the preparation and administration of contrast agents.
- To prepare patients for further procedure.
- To assist Radiographer in setting control for correct exposures.
- To perform any other duties as may be directed by supervisor.

**18.3 Required Qualifications**
- Holder of three years Diploma in Radiography or equivalent qualification who is registered by the National Radiation Commission.
- Must be computer literate

**19.0 HEALTH LABORATORY SCIENTIFIC OFFICER II (1 POSITION)**

**19.1 Reports to: Head, Diagnostic Laboratories**

**19.2 Duties and Responsibilities**
- To perform specified technical tasks and monitor activities of subordinates.
- To ensure that reagents are prepared in good time.
- To carry out laboratory procedures as required.
- To prepare teaching materials and aids and participate in training.
- To ensure that equipment in the laboratory is in working order by requesting regular servicing.
- Execute safety programme in the laboratory.
- To participate in communicable diseases surveillance and control.
• To ensure proper records of laboratory investigations is maintained.
• To supervise, appraise staff and identify their development and training needs.
• To perform any other duties as may be directed by supervisor.

19.3 Required Qualifications
• Holder of B.Sc. Degree in Health Laboratory Technology or equivalent qualification and registered by the Health Laboratory Practitioners Council.
• Must be a computer literate and experience in laboratory functions

20.0 PHARMACEUTICAL TECHNICIAN II (1 POSITION)

20.1 Reports to: Head, Pharmacy Department

20.2 Duties and Responsibilities
• To store medicinal products appropriately and securely to ensure freshness and potency in accordance with good storage practice.
• To supervise arrangement of drugs in the stores and ensure general cleanliness.
• To maintain pharmacy and stores records.
• To dispense drugs and ensure timely distribution of medicines to in patients and out patients and other departments within the hospital.
• To monitor medication therapy to improve all aspects of delivery and report any adverse effects.
• To educate other members of health care profession on proper usage of drugs.
• To assist pharmacists in training of pharmaceutical students.
• To ensure that expired drugs are removed from the shelves and appropriately disposed of.
• To review reconciliation of drugs on daily basis.
• To carry out dispensing, compounding medicines under supervision of Senior Pharmacy Staff
• To perform any other duties as assigned by supervisor.

20.3. Required Qualifications
• Holder of three years Diploma in Pharmacy from a recognized institution and licensed by the Pharmacy Council.
• Must be computer literate

21.0 PUBLIC RELATIONS OFFICER I (1 POSITION)

21.1 Reports to: Senior Public Relations Officer

21.2. Duties and Responsibilities
• To prepare daily report on Hospital status for briefing the media
• Assist to prepare Hospital promotional materials for internal and external clients
• Assist to develop health education programmes in all types of media to maintain favourable public and other stakeholders perceptions
• Produce current information to keep the public informed through the Hospital website
• To ensure proper recording and filing of press cuttings
• To monitor the media during press coverage, public speaking on various presentations, news bulletins, radio and TV talks
• To take photographs during various Hospital events for internal and external public use
To ensure that all major Hospital events and ceremonies are covered and advertised correctly and disseminated widely
To assist in organizing official functions and tours of Hospital’s officials
To assist in organizing and coordination of annual corporate social responsibility events
To use media social networks to amplify Hospital activities to wide stakeholder group
To ensure that all issues to be advertised are correctly prepared
To process all Hospital advertisements
To prepare permits for Police to interrogate admitted patients
To accompany journalists with interests to cover news of patients admitted in various wards
To arrange appointments with journalists with interests to cover health issues
To assist in marketing Hospital health services such as health check and other private services (IPPM)
Perform other duties as assigned by your supervisor

21.3 Required Qualifications
• Holder of a Bachelor’s degree in Journalism, Mass Communication, Public Relations or equivalent qualifications from a recognized institution
• Strong analytical, communication, strategic planning and interpersonal skills with creativity and highest ethical standards
• Good command of both English and Kiswahili languages
• Good working knowledge of computer applications is mandatory.
• Work experience should not be less than three years
• Must be computer literate

22.0 PERSONAL SECRETARY II (1 POSITION)
22.1 Reports to: Head of Department
22.2 Duties and Responsibilities
• To type confidential and open matters.
• To use modern machines and office equipment in discharging duties.
• To take care of all office facilities under custody.
• To answer correspondences involving routine matters.
• To check office registers to ensure that they are well maintained.
• To work with heads of sections, units and departments.
• To receive and direct visitors.
• To keep minutes/records of meetings.
• To take dictation by shorthand/Hatimkato.
• To carry out any other duties as assigned from time to time.

22.3. Required Qualifications
• Holder of National Form IV/VI certificate who has passed a two year secretarial course at a recognized institution with typing speed of 50 wpm, secretarial duties and office procedure stage I, tabulation and manuscript stage III, plus shorthand speed of 80 wpm in both English and Kiswahili.
• Must have sufficient knowledge in computers in at least word processing, spreadsheets, databases, e-mails and internet.

23.0 ENGINEER II (1 Position)
23.1 Reports to: Head, Maintenance Department

23.2 Duties and Responsibilities
To maintain all medical equipments and buildings for the Hospital.

To carry out independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.

To implement specified maintenance plans of equipment and buildings.

To perform any other duties as may be assigned by his supervisors.

24.3. Required Qualifications

- Holder of a B.Sc. degree in Engineering or its equivalent from a recognized Institution and registered with the Engineers Registration Board (ERB).
- Must be computer literate

24.0 ASSISTANT ACCOUNTANT II (1 POSITION)

24.1. Reports to: Head, Accounts Department

24.2 Duties and Responsibilities

- To assist in the preparation of various financial statements.
- To assume responsibility for a variety of accounting duties such as payment of salaries and to keep vote accounts, cheques etc
- To examine invoices, bills and other claims before prepayment.
- To prepare payment vouchers and cheques and post them in vote books.
- To prepare credit and loss accounts.
- To prepare bank reconciliation statement on monthly basis
- To carry out any other duties as assigned from time to time.

24.3. Required Qualifications

- Holder of NBAA Intermediate Stage Modules C & D, Bachelor Degree in Accounting, Advanced Diploma in Accounting, Professional Level II or equivalent qualifications from a recognized institution.
- Must be a computer literate

25.0 TECHNICIAN II(TELEPHONE) (1 POSITION)

25.1. Reports to: Head, Telephone Unit

25.2 Duties and Responsibilities

- To carry out specified tasks connected with electrical, telephone and IT equipments
- To assist in the repair and maintenance of Communication instrumental workshop facilities.
- To carry out, independently, specified routine technical tasks which require a higher degree of technical knowledge and skills.
- To perform any other duties as may be assigned by the superior.

25.3. Required Qualifications

- Holder of a Full Technician Certificate (FTC) or three years Diploma in relevant field or its equivalent from a recognized institution.
- Must be computer literate

26.0 POLICY AUXILLARY (SECURITY OPERATOR) II (1 POSITION)

26.1 Reports to: Head, Security Department

26.2. Duties and Responsibilities
• To maintain and operate in good condition all security systems installed in control room;
• To trace by CCTV equipments any abnormal movements of workers and visitors in and out of the building.
• To deactivate Access control system in case of fire.
• To perform any other duties as assigned by supervisor.

26.3. **Required Qualifications**

• Holders of Form IV/VI Certificate and Certificate in Security Systems Operation, which includes modules for CCTV, Access Control, Alert system etc.

**Salary:** Salary for all positions shall be offered commensurate with the MNH Scheme of Service.

**MODE OF APPLICATION**

• All application letters should be sent by post using the address below and letters delivered by hand shall not be considered.
• All applicants employed by the Government institutions have to get recommendations from their employers.
• Applications accompanied with a detailed CV and copies of certificates, testimonials and names of three referees should be addressed to the Executive Director so as to reach her before 29th November 2013.

Executive Director,
Muhimbili National Hospital,
P.O BOX 65000,
Dar es Salaam.

**NB:** This advertisement can also be accessed through the Hospital Website: www.mnh.or.tz