



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF HEALTH
THE BENJAMIN MKAPA HOSPITAL



Ref: CGB.281/318/01/ "F"/19

18 November, 2024

CONTRACT AND VOLUNTEERS VACANCIES ANNOUNCEMENT

Benjamin Mkapa Hospital is established under the Government Notice No.453 of 2015 which was gazetted 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 provides specialized and supers-specialized services to both local and international patients. At this moment the Hospital provides a broad range of health services including Renal Transplant, Bone Marrow Transplant, interventional Cardiology & Open-Heart surgery, Orthopedics, Neurosurgery, ENT, Urology, interventional Radiology, Oncology Emergency Medicine, Intensive Care Unit, Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Angiography, Cath-Lab, Laboratory Services, General Surgical Services and Radiotherapy Services.

For a proper continuation in provision of quality specialized health service, the hospital is looking for suitable **applicant for Contract and Volunteers to fill 76** following vacant post:

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1. MEDICAL SPECIALISTS – FOR CONTRACT 09 POSTS

(Neurophysician – 1, General Physician – 1, Pulmonologist - 1, Microbiologist - 1, Anaesthesiologist - 1, , EMD Physician - 1, Dermatology - 1, Neuro Surgeon - 1, Paediatrician – 1)

1.1: DUTIES AND RESPONSIBILITIES

- i. Providing routine specialized services for in-patients and out patients.
- ii. Supervising ward rounds and advice on appropriate medication.
- iii. Participating in the training
- iv. Planning, Supervising and evaluating of health services offered in his/her field.
- v. Preparing periodic reports regarding services.
- vi. Carrying out research of health services and publish results for consumption by other experts.
- vii. Supervising junior staff and give them technical advice.
- viii. Planning and supervising outreach programmes in their areas.
- ix. Preparing plans and budget estimates health services
- x. Preparing curriculum for continuous professional development staff.
- xi. Participating in Medical Board.
- xii. To perform other duties assigned by the supervisor

1.2 QUALIFICATION AND EXPERIENCE

Holder of Master of Medicine Degree (M.Med) in one of the medical fields mention above. Must be a holder of a Doctor of Medicine Degree as well. The candidate should be registered by respective professional board (the Medical Council of Tanganyika), holding an active practicing license

1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

2. RADIOLOGISTS – FOR CONTRACT 01 POST

2.1: DUTIES AND RESPONSIBILITIES

- i. Carrying out various x-ray examinations.
- ii. Keeping and maintaining Radiology equipment and records.
- iii. Up-keeping and maintaining x-ray equipment and sterilizing radiology instruments in the unit.
- iv. Monitoring safety use of radiation and chemicals.
- v. Reviewing and submit to the management various research results for the purpose of developing health plans.

- vi. Supervising and implementing radiology quality control systems.
- vii. Coordinating activities in the unit.
- viii. Ensure adherence to standard operating procedure and BMH business process.
- ix. To perform other duties assigned by the supervisor.
- xiii. Participating in Medical Board.
- xiv. To perform other duties assigned by the supervisor

2.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of following fields: Radiography, Diagnostic Radiography, Medical Imaging, or in any related field and registered by the Medical Radiology and Imaging Professional Council.

2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

3. PUBLIC HEALTH SPECIALISTS/EPIDEMIOLOGIST – FOR CONTRACT 02 POSTS

3.1: DUTIES AND RESPONSIBILITIES

- i. To develop, review and update regularly the Hospital research policy;
- ii. To develop, review and update regularly the Hospital research code of conduct and ethics;
- iii. To provide information on possible sources of research funding;
- iv. To provide regularly the Hospital Research Bulletin;
- v. To solicit Research funds;
- vi. To develop consultancy guidelines for the hospital;
- vii. To establish and maintain research links;
- viii. To administer research projects;
- ix. To develop research infrastructure;
- x. To enhance capacity to conduct and disseminate research finding and Teaching Research;
- xi. To support and supervise hospital staffs in publications of different medical journals and papers; and
- xii. To perform any other related duties assigned from time to time by the supervisor.

3.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in one of following fields: Medicine, Public Health, Epidemiology or any Health related Field and sound knowledge qualitative research methods or any other relevant qualifications from recognized institutions. Must be registered with respective Professional Board.

3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

4. AUDIOLOGIST II – 01 FOR CONTRACT POST

4.1 DUTIES AND RESPONSIBILITIES

- i. To carry out audiometric therapy on patients with audio pathology;
- ii. To maintain an accurate record of the audiometric services provided to patients;
- iii. To compile case reports of each patient for monitoring treatment progress;
- iv. To take care of equipment in the Unit/department and report any malfunctions;
- v. To interview relatives and gather information that can assist in the treatment of patients;
- vi. To offer technical guidance and support to subordinates; and
- vii. To perform any other related duties as may be assigned by his Supervisor.

4.2 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Medicine Degree in Audiology or in any equivalent qualification from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika, holding an active practicing license

4.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

5 SPEECH THERAPIST II – FOR CONTRACT 01 POST

5.1 DUTIES AND RESPONSIBILITIES

- i. To carry out Speech therapy on patients with Speech Pathology;
- ii. To compile case reports of each patient for monitoring treatment progress;
- iii. To interview relatives and gather information that can assist in the treatment of patients;
- iv. To maintain accurate records on all patients attended;
- v. To take care of equipment in the Unit/department and report any malfunctions; and
- vi. To perform any other related duties as may be assigned by his Supervisor.

5.2 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Medicine Degree in Speech Pathology or in any equivalent qualification from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika, holding an active practicing license

5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

6 MEDICAL OFFICERS II - 05 POSTS

6.1 DUTIES AND RESPONSIBILITIES

- i. Attending in and out patients.
- ii. Attending emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations.
- vi. Assisting Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.
- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Participating in outreach programs.
- xiii. Performing any other duties related to his/her work
- xiv. To perform other duties assigned by the supervisor

6.2 QUALIFICATION AND EXPERIENCE

Holder of Doctor of Medicine Degree from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika, holding an active practicing license

6.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

7. NURSE II – 05 POSTS

7.1 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. To perform any other related official duties as may be assigned by higher authorities.

7.2 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.

7.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

8. NURSE OFFICERS II - 02 POSTS

8.1 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients.
- ii. Collecting essential medical data.
- iii. Counselling patients.
- iv. Educating patients on their health problems.
- v. Ordering drugs from pharmacy and ward equipment from stores
- vi. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- vii. Giving health education to patients and relatives.
- viii. Apply the installed integrated hospital management information systems in all activities and reporting.
- ix. Communicating internally and externally by using the ICT.
- x. Adhering to the prescribed inpatients and outpatients' treatment manual and procedures.
- xi. Participating in carrying out prescribed instructions.
- xii. Ensure adherence to standard operating procedure and BMH business process; and
- xiii. To perform any other related official duties as may be assigned by higher authorities.

8.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council, holding an active practicing license.

8.3 REMUNERATION.

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

9. ASSISTANT NURSING OFFICERS II - 20 POSTS & (Anaesthetist) – 10 POSTS

9.1 DUTIES AND RESPONSIBILITIES

- i. Taking general nursing care of patients
- ii. Collecting essential medical data.
- iii. Educating patients on their health problems.
- iv. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- v. Administering drugs and other treatments as prescribed by medical doctors.
- vi. Giving health education to patients and their relatives.
- vii. Conducting ward rounds.
- viii. Counselling patients.
- ix. Making follow-ups of working equipment in his/her working area.
- x. Ensure adherence to standard operating procedure and BMH business process; and
- xi. To perform any other related official duties as may be assigned by higher authorities.

9.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and licensed by the Tanzania Nurses and Midwives Council.

9.3 REMUNERATION.

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

10. CRITICAL CARE – 2 POSTS

10.1 Duties and Responsibilities

- i. To head the Critical care Section and manage both capital and human resources;
- ii. To coordinate provision of Critical care services;
- iii. To interpret and implement Critical care policies;
- iv. To set performance targets for all staff in the section and ensure that all staff have elaborate job plans;
- v. To support staff, students and researchers from training or research institution;
- vi. To administer Critical care ethics and performance;
- vii. Develop and Implement standardized policies, procedures and guidelines and ensures their regular update.
- viii. Manage nursing Critical care services in the Hospital;

- ix. Support and uphold a strong emphasis on quality, infection control, ethics and governance;
- x. Ensure that Critical care guidelines are developed and implemented;

10.2 QUALIFICATION AND EXPERIENCE

Holder of Master Degree in Medicine with specialization in one of the medical related fields. Must have at least eight (8) years working experience in medical services in a reputable institution. The candidate should be registered by respective professional board. Holder of a Super Specialization Certificate or a PhD shall have an added advantage.

10.3 REMUNERATION.

Attractive remuneration package in accordance to Hospital Scheme of Service (BMHS)

11 MEDICAL ATTENDANTS II – 04 POSTS

11.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out general cleaning of wards and its surroundings.
- ii. Giving bed bath to bed ridden patients.
- iii. Providing and removing bedpans and urinal bottles.
- iv. Feeding patients.
- v. Collecting patients' linen for laundry services.
- vi. Sending patients for X-rays.
- vii. Sending specimen to laboratories and collecting results.
- viii. Ensure adherence to standard operating procedure and BMH business process.
- ix. To perform any other related official duties as may be assigned by higher authorities.

11.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate and one-year Certificate in Health related field from a recognized institution.

11.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

12. PHARMACEUTICAL TECHNICIANS II - 05 POSTS

12.1 DUTIES AND RESPONSIBILITIES

- i. Determining, preparing and ordering drugs and treatment instruments requirements.
- ii. Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff.

- iii. Compounding/Manufacturing medicines.
- iv. Educating public/patients on proper use of medicines.
- v. Inspecting drugs and treatment instruments.
- vi. Providing information on reaction resulting from the use of medicine.
- vii. Preparing report on the use of drugs and treatment instruments in the Institute.
- viii. Keeping various records of drugs and treatment instruments.
- ix. Assisting in procurement and maintaining adequate stock of drugs.
- x. Assisting physicians, interns, nurses and patients on medications.
- xi. Sorting out and listing drugs expiring within three months for the attention of Superior.
- xii. Ensure adherence to standard operating procedure and BMH business process.
- xiii. To perform other duties assigned by the supervisor

12.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Pharmacy from a recognized institution and holding an active practicing license from the Pharmacy Council.

12.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

13. HEALTH LABORATORY SCIENTISTS II - 02 POSTS

13.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out laboratory tests and examinations (Haematology, Parasitological, Microbiology, Immunology, Blood Group Serology, Entomology, Clinical Chemistry and Histopathology) and Laboratory Research.
- ii. Examining and transferring laboratory samples for further examinations.
- iii. Keeping and maintaining laboratory equipment and records.
- iv. Ensure adherence to standard operating procedure and BMH business process.
- v. To perform other duties assigned by the supervisor

13.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Health Laboratory Technology Haematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion, Molecular Biology or in any related field, who has completed internship and registered by the Health Laboratory Practitioners Council. Holding an active practicing license.

13.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

14 HEALTH LABORATORY TECHNOLOGISTS II - 04 POSTS

14.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in receiving, extracting and recording samples for laboratory examinations.
- ii. Assisting in preparing laboratory equipment and chemicals for laboratory tests and examinations.
- iii. Assisting in inspecting and storing laboratory reagents, equipment and chemicals used in laboratory tests and examinations.
- iv. Assisting in keeping and maintaining laboratory records.
- v. Assisting in maintaining list of laboratory equipment in the unit.
- vi. Assisting in carrying out laboratory examination of samples and recording the results under the supervision of a senior laboratory Technologist.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. To perform other duties assigned by the supervisor.

14.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: in Health Laboratory, Medical Laboratory Technology, Medical Laboratory Science from a recognized Institution.
Holding an active practicing license.

14.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

15 RADIOGRAPHY SCIENTISTS II - 01 POST

15.1 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.

15.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Radiography, Diagnostic Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council. Holding an active practicing license.

15.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021

16 RADIOGRAPHIC TECHNICIANS II - 1 POST

16.1 DUTIES AND RESPONSIBILITIES

- i. Taking patients' x-rays.
- ii. Up-keeping and maintaining x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. Ensuring quality diagnosis of x-rays taken.
- 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. Providing technical advice on radiation in the unit.
- vii. Preparing contrast media and chemicals for x-rays.
- viii. Processing x-ray films.
- ix. Keeping and maintaining patient's records.
- x. Ensure adherence to standard operating procedure and BMH business process.
- xi. To perform other duties assigned by the supervisor.

16.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council. Holding an active practicing license.

16.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

17 ELECTRICAL TECHNICIANS II - 01 POSTS

17.1 DUTIES AND RESPONSIBILITIES

- i. To carry out regular electrical maintenance and repair of motor starter professionally
- ii. Completing job card every electrical maintenance and repair carried out
- iii. To make sure all Motor pumps and its control panel in all pumping stations undergo service twice per months and at least contact cleaning, tightening of both cable terminal to the starter and motor and panel cleaning.
- iv. Timely preparation of daily, weekly and monthly preventive and corrective maintenance report
- v. Ensuring prompt and efficient repairing of all reported electrical faults of buildings, machines and equipment's
- vi. Perform any other duties as may be assigned by Supervisor

17.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in one of the following fields: Electrical and Electronics or equivalent qualifications from a recognized institution with experience at list 1 year.

17.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

18 CIVIL TECHNICIAN II - 01 POST

18.1 DUTIES AND RESPONSIBILITIES

- i. Performs specified craft jobs under supervision
- ii. Performs routine technical cleaning of the work environment.
- iii. Takes care of tools and equipment.
- iv. Assists in operational repairs of machinery, facilities, buildings and infrastructure
- v. Report maintenance problems to senior staff
- vi. Perform any other duties as may be assigned by Supervisor.

18.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV Certificate plus Trade Test Level II in one of the following fields: Civil or equivalent qualifications from a recognized institution.

18.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

19 ARCHITECTURE II - 1 POSTS

19.1 DUTIES AND RESPONSIBILITIES

- i. To supervise maintenance and cleaning of Hospital's drainage systems.
- ii. To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the Hospital's grounds and drainage systems.
- iii. To keep and maintain relevant equipment in good working order.
- iv. Prepares work schedules
- v. Assists in the planning, organizing, implementing and controlling of Estate activities and services
- vi. Performs any other related duties as may be assigned by immediate Supervisor.

19.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in the Architecture or equivalent qualification from reputable institution. Must be registered by respective Professional Board as graduate Architecture Valuer or Quantity Surveyor.

19.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

20. RECORDS MANAGEMENT ASSISTANT II (MEDICAL RECORDS) - 2 POSTS

20.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in tracing for records documents and files once required.
- ii. Participating in receiving and registering all documents brought in the registry
- iii. Participating in arranging documents and files in ranking or cabinets in the registry.
- iv. Assisting filing documents in the appropriate files.
- v. Receive record and distribute incoming and internally created mails.
- vi. Record and arrange for the efficient and timely dispatch of all correspondences.
- vii. To perform any other related official duties as may be assigned by higher authorities.

20.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV or VI Certificate plus Certificate in one of the following fields: Records Management, Archives or equivalent qualifications from a recognized institution

20.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021.

21. SOCIAL WELFARE OFFICER II – 1 POST

21.1 DUTIES AND RESPONSIBILITIES

- i. Screening all in-patients to identify those with social medical problems and report their cases to senior staff.
- ii. Preparing various periodical reports pertaining patients with social and economic problems that can help the management in decision making.
- iii. Carrying out major ward rounds to identify and assessing the progress of patients.
- iv. Collecting data and statistics for exempted patients and other cases that require Institute's support.
- v. Sorting and preparing list of patient's requests for exemption and other cases that require Institute's support.
- vi. Counselling patients under the supervision of senior staff.
- vii. Ensure adherence to standard operating procedure and BMH business process; and
- viii. To provide coaching services to students of Benjamin Mkapa Institute of Health and Allied Sciences
- ix. To perform other duties assigned by the supervisor.

21.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Social Work, Sociology, Psychology, Education Psychology, General Psychology, Counselling and Guidance or equivalent qualification from a reputable institution.

21.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021

22. MEDICAL OXYGEN PLANT OPERATOR – 1 POSTS

22.1 DUTIES AND RESPONSIBILITIES

- i. Filling medical oxygen cylinders.

- ii. Distributing medical oxygen cylinders to the wards.
- iii. Loading medical oxygen cylinders in the vehicle for transport.
- iv. To perform other duties assigned by the supervisor.

22.2 QUALIFICATION AND EXPERIENCE

Holder of Form IV certificate.

22.3 REMUNERATION

Remuneration package is according to Ministry of Health National Health Workforce Volunteering Guidelines of July, 2021

GENERAL CONDITIONS.

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; Postal address/post code, e-mail and telephone numbers;
- ii. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies and Valid license, (where applicable);
 - Birth certificate;
- iii. Copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- iv. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- v. 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).
- vi. Deadline for application is **26th November, 2024**.
- vii. Only shortlisted candidates will be informed on the date of interview and;
- viii. A signed application letter should be written either in Swahili or English and Addressed to Email: **barua@bmh.or.tz** or in hard copy

**Executive Director,
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DODOMA.**