

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01A/33**

**04<sup>nd</sup> February, 2022**

On behalf of Muhimbili National Hospital (MNH) and Tanzania Food and Nutrition Centre (TFNC), Public Service Recruitment Secretariat invites qualified Tanzanians to fill **2** vacant posts mentioned below.

**1.0 TANZANIA FOOD AND NUTRITION CENTRE (TFNC)**

Tanzania Food and Nutrition Centre (TFNC) is a Government Institution under the Ministry of Health. The Centre is responsible for spearheading nutrition activities in the country with the objective of promoting good nutrition.

**1.0.1 DIRECTOR OF NUTRITION EDUCATION AND TRAINING -1 POST- (RE-ADVERTISED)**

**1.0.2 APPOINTED BY: THE GOVERNING BOARD**

**1.0.3 REPORTS TO: MANAGING DIRECTOR**

**1.0.4 SUPERVISES: HEAD OF SECTION UNDER HIS/HER DEPARTMENT**

**1.0.5 JOB SUMMARY**

Director is responsible for spearheading and overseeing the operations of the Directorate and ensuring efficiency and smooth workflow including providing nutrition research leadership to prevent and control all forms of malnutrition in Tanzania by abiding to National and International Policies, Regulations and Guidelines.

### **1.0.6 DUTIES AND RESPONSIBILITIES**

- i. To advise the Managing Director in all matters pertaining to nutrition education and training;
- ii. To administer and supervise the staff under the Directorate;
- iii. To oversee preparation of plans of action and budgets for the Directorate;
- iv. To advocate for review of curricula of schools and institutions of relevant sectors to incorporate food and nutrition concerns based on researched evidence;
- v. To oversee innovation, research and development in food and nutrition;
- vi. To oversee the management of a national food and nutrition reference library and database;
- vii. To advocate for dissemination of research based food and nutrition information in collaboration with relevant Institutions and stakeholders;
- viii. To oversee food and nutrition Public education and communication programs by the Centre;
- ix. To set and maintain standards of nutrition training programs undertaken in the Nation;
- x. To oversee capacity building of frontline workers and stakeholders on food and nutrition matters through pre and in-service training programs;
- xi. To provide consultancy services in Nutrition Training; and
- xii. To perform any other related duties as may be assigned by Managing Director

### **1.0.7 QUALIFICATIONS AND EXPERIENCE**

PhD and Masters in one of the following fields: Public Health, Nutrition, Family and Consumer Studies, Clinical Nutrition, Human Nutrition, Biology, Education (majoring in Biology) or related field with a minimum of an upper second class level at Bachelor degree in the related fields and at least ten (10) years' research work experience of which two (2) years should be in a managerial position and at least ten (10) scientific peer reviewed publications (Scholarly work). Training in Management and Education will be an added advantage.

### **1.0.8 REQUIRED PERSONAL ATTRIBUTES:**

Self – awareness, Awareness of others, Authenticity, Inspiring performance, Emotional intelligence and Self-management.

### **1.0.9 EXPECTED PERFORMANCE**

- i. At least 4 fundable research proposal per year;
- ii. At least 4 nutrition research project per year;
- iii. At least 20 Articles/publications/chapter in Book per year;
- iv. At least 10 presentations (5 in local and 5 international Conferences);
- v. At least 4 Policy brief per year;
- vi. At least 5 In - Service training course conducted per year; and
- vii. At least 4 consultancy service in Food and Nutrition per year

### **1.0.10 SALARY SCALE:**

Substantive salary scale for Researchers.

## **2.0 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.

### **2.1 MEDICAL SPECIALIST II (ONCOLOGY) - 1 POST – (RE-ADVERTISED)**

#### **2.1.1 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 specialization 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 programs in their areas; and

- ix. To perform any other related duty assigned by the Supervisor.

### **2.1.2 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.

### **2.1.3 REMUNERATION**

Attractive package in accordance with Hospital's salary structure.

## **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 **17<sup>th</sup> February, 2022;**
- 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:**

**Ag. SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

