

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/62

07th October, 2026

VACANCY ANNOUNCEMENT

On behalf of University of Dar es Salaam (UDSM), Muhimbili Orthopaedic Institute (MOI), Ocean Road Cancer Institute (ORCI), The Benjamin Mkapa Hospital (BMH) and National Institute for Medical Research(NIMR), Public Service Recruitment Secretariat (PSRS) invites high caliber, results oriented, self-driven professionals with integrity, dynamic and suitable qualified Tanzanians to fill forty (40) vacant posts mentioned below;

UNIVERSITY OF DAR ES SALAAM (UDSM)

1.0 LABORATORY TECHNICIAN II (MECHATRONICS) - 1 Post

1.1 DUTIES AND RESPONSIBILITIES

- i. To carry out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision;
- ii. To assist in the repair and maintenance of laboratory or workshop facilities;
- iii. To assist senior staff in relevant fields of operation and
- iv. To perform any other duties and responsibilities as may be assigned by immediate supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma (NTA 6) in Mechatronic Engineering from a recognized institution with minimum GPA of Lower Second Class.

1.3 SALARY SCALE

PUSS 2/1

2.0 LABORATORY SCIENTIST II - METEOROLOGY (ASSISTANT TO ACADEMICIAN) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in all technical duties and responsibilities requiring a higher degree of planning and design competence in the areas of students practical/projects;
- ii. To assist in research and development activities;
- iii. To assist in consultancy activities;
- iv. To assist in maintenance of facilities; and
- v. To perform any other duties and responsibilities assigned by one's reporting officer

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor of Science in Meteorology from a recognized Institution.

2.3 SALARY SCALE

PUSS 4/1

3.0 INFORMATION COMMUNICATION TECHNOLOGY OFFICER II (SYSTEMS SECURITY SPECIALIST) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To ensure software patches are implemented timely;
- ii. To install, configure, and update antivirus software;
- iii. To alert users on various security risks, threats and vulnerabilities;
- iv. To perform systems audit on regular basis;
- v. To implement security mechanisms and controls; and
- vi. To perform any other Duties and responsibilities assigned by one's reporting

officer.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of BSc. Degree in Computer Science, Bachelor of Science in Computer Engineering and Information Technology from a recognized and reputable institution.

3.3 SALARY SCALE

PGSS 6.1

4.0 CARTOGRAPHIC TECHNICIAN II - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To operate printing machines
- ii. To collect and keeps store of drafting materials.
- iii. To carry out any other specified duties under close supervision of senior staff.
- iv. To perform any other duties assigned to him/her from time to time by one's reporting officer

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of FTC or Ordinary Diploma (NTA 6) in Cartography, Geographical Information Systems (GIS) or equivalent qualifications from recognized institution.

4.3 SALARY SCALE

Attractive remuneration package in

5.0 MEDICAL SPECIALIST II - (EMERGENCY MEDICINE) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in undertaking specialized medical and consultancies in the field of specialties;
- ii. To assist in supervising clinical consultancy and undertaking proper diagnosis, treatment and preventive measures; To conduct various medical procedures related to the area of speciality;

- iii. To participate in the analysis of various diseases conditions on area of speciality, design, implement and share research findings;
- iv. To conduct and supervise ward rounds;
- v. To perform any other duties and responsibilities as may be assigned by one's reporting officer.

5.2 QUALIFICATIONS AND EXPERIENCE

Holder Master of Medicine (MMed) Degree in Emergency Medicine who is registered with the Medical Council of Tanganyika. He/She must be a holder of a Doctor of Medicine Degree as well.

5.3 SALARY SCALE

PMGSS 11. 1

MUHIMBILI ORTHOPAEDIC INSTITUTE (MOI)

1.0 MEDICAL SPECIALIST II – (ANAESTHESIOLOGIST) - 2 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To attend emergency medical duties.
- ii. To carry out ward rounds
- iii. To perform surgical duties.
- iv. To perform clinical duties in both private and public outpatient clinics.
- v. To carry out researches in their respective medical fields.
- vi. To participate fully in morning clinical sessions, patients' presentation and journal clubs.
- vii. To teach and supervise medical doctors and students in clinical works and surgical procedures.
- viii. To participate in outreach Programmes.

- ix. To participate in preparation of budget of Medical Directorate.
- x. To initiate, create and plan strategies to improve his/her professional services.
- xi. To prepare continuing education Programmes for medical personnel.
- xii. To provide medical advice or opinions in Courts of Law.
- xiii. To carry out administrative duties in his respective working area.
- xiv. To ensure adherence to standard operating procedure and MOI business process.
- xv. To perform any other duties related to his/her work as assigned by his/her supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master Degree in Anaesthesiology from recognised institutions. Must be fully registered by the Medical Council of Tanganyika.

1.3 SALARY SCALE

PMGSS 11/1

OCEAN ROAD CANCER INSTITUTE (ORCI)

1.0 MEDICAL SPECIALIST II (ONCOLOGY) - 4 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;

- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer-reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

1.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of medicine in Radiation Oncology/ Master of Medicine in Clinical Oncology and must hold a Bachelor Degree in Medicine and registered in the Medical Council of Tanganyika.

1.3 SALARY SCALE

PMGSS 11.1

2.0 MEDICAL SPECIALIST II (RADIOLOGY) - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer-reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

2.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of Medicine in Radiology, Master of Medicine in Diagnostics Radiology, Bachelor Degree in Medicine and registered by the Medical Council of Tanganyika.

2.3 SALARY SCALE

PMGSS 11.1

3.0 MEDICAL SPECIALIST II (EMERGENCY MEDICINE) - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

3.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one Emergency Medicine and must hold a Bachelor Degree in Medicine and registered in the Medical Council of Tanganyika.

3.3 SALARY SCALE

PGMSS 11.1

4.0 MEDICAL SPECIALIST II (MAXILOFACIAL SURGEON) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;
- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

4.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of Dentistry in Oralmaxillofacial Surgery and must hold a Bachelor Degree: Doctor of Dental Surgery and registered in the Medical Council of Tanganyika.

4.3 SALARY SCALE

PGMSS 11.1

5.0 MEDICAL SPECIALIST II (INTENSIVE CARE) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To perform routine specialized services for in-patients and out-patients;
- ii. To carry out ward rounds and advise on appropriate treatment of the patient;
- iii. To train medical student, medical doctors and residents;

- iv. To plan and supervise services offered in his/her field
- v. To attend and participate in morning sessions tumor boards and medical boards;
- vi. To plan, supervise and/or participate in outreach programs;
- vii. To prepare annual budget the respective directorate;
- viii. To carry out research in his/her area of specialization and publish results in peer reviewed journals.
- ix. To perform any other duties as shall be assigned by his/her superior.

5.2 QUALIFICATIONS AND EXPERIENCE

Master's Degree in one of the following fields: Master of Critical Intensive care medicine and must hold a Bachelor Degree in Medicine and registered in the Medical Council of Tanganyika.

5.3 SALARY SCALE

PGMSS 11.1

THE BENJAMIN MKAPA HOSPITAL (BMH)

1.0 AUDIOLOGIST II - 1 Post

1.1 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 provide technical guidance and support to subordinates;
- vii. To perform other duties assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Audiology from a recognized institution.

1.3 SALARY SCALE

PMGSS 5

2.0 AUDIOMETRIST II - 1 Post

2.1 DUTIES AND RESPONSIBILITIES

- i. To conduct audiometric analysis;
- ii. To assist in prescribing audio prescriptions;
- iii. To maintain audio aids;
- iv. To keep and maintaining patients' statistics;
- v. To perform other duties assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Audiometry from a recognized institution.

2.3 SALARY SCALE

PMGSS 4

3.0 RADIOTHERAPIST II - 1 Post

3.1 DUTIES AND RESPONSIBILITIES

- i. To administer prescribed doses of radiation to specific body parts, using radiation therapy equipment according to established practices and standards;
- ii. To position patients for treatment with accuracy according to prescription;
- iii. To enter data into computer and set controls to operate and adjust equipment and regulate dosage;
- iv. To follow the principles of radiation protection for patient, self, and others;
- v. To maintain proper records, reports and files as required, including such information as radiation dosages, equipment settings and patients' reactions;

- vi. To perform other duties as assigned by Supervisor from time to time.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of Diploma in Radiotherapy, Radiation Therapy Technology from a recognized Institution. Must be registered with the Medical Radiology and imaging Professionals.

3.3 SALARY SCALE

PMGSS 4

NATIONAL INSTITUTE FOR MEDICAL RESEARCH(NIMR)

1.0 RESEARCH ASSISTANT II (MEDICINE) - 3 Posts

1.1 DUTIES AND RESPONSIBILITIES

- i. To participate in developing sound and fundable research proposals to attract donor funding;
- ii. To assist timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health researches by collecting data,
- iv. To assist data analysis and report writing activities;
- v. To assist in identification of opportunity for consultancies, respond to and implement the awarded contract to contribute in institutional sustainability;
- vi. To assist registration and monitoring of implementation of approved health research in Tanzania; and
- vii. To perform other relevant duties as may be assigned by the supervisor.

1.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree in Medicine from recognized institutions with an overall minimum of Grade B+ for unclassified Degrees.

1.3 SALARY SCALE

PRSS 1

2.0 RESEARCH OFFICER GRADE II – (OCCUPATIONAL HEALTH AND SAFETY) - 2

Posts

2.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposals to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Doctor of Medicine degree (with a minimum of an Upper Second Class or an overall Grade B+ for unclassified degrees) and a Master's Degree in Occupational

Health and Safety from recognized institutions

2.3 SALARY SCALE

PRSS 2

3.0 RESEARCH OFFICER GRADE II – EPIDEMIOLOGY - 2 Posts

3.1 DUTIES AND RESPONSIBILITIES

- i. To assist in developing of sound and fundable research proposals to attract donor funding;
- ii. To ensure timely submission of study proposal to the relevant institutional review boards for approval (IRB);
- iii. To conduct approved health research by collecting data;
- iv. To assist in analyzing data and writing reports;
- v. To disseminate research findings in different forms including publishing in peer-reviewed journals and scientific conferences;
- vi. To participate in local and international scientific forums for the exchange and sharing of health research information and networking;
- vii. To identify opportunities for consultancies, respond to and implement the awarded contract to contribute to institutional sustainability;
- viii. To engage in the commercialization of institutional research products for the improvement of human and social well-being;
- ix. To assist registrations and monitoring of the implementation of approved health research in Tanzania where applicable; and
- x. To perform other relevant duties as may be assigned by the supervisor.

3.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Master's Degree in Epidemiology and a Doctor of Medicine from a recognized institution with a minimum of an Upper Second Class or an overall minimum of Grade B+ for unclassified Degrees.

3.3 SALARY SCALE

PRSS 2

4.0 RESEARCH OFFICER II (PAEDIATRICS AND CHILD HEALTH) - 1 Post

4.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

4.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Paediatrics and Child Health from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

4.3 SALARY SCALE

PRSS 2

5.0 RESEARCH ASSISTANT (MEDICAL ANTHROPOLOGIST) - 1 Post

5.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;

- vii. To assist in preparing fundable research proposals and consultancies; and
- viii. To perform any other official duties as may be assigned by his supervisor.

5.2 QUALIFICATIONS AND EXPERIENCE

Bachelor's Degree in Medical Anthropology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

5.3 SALARY SCALE

PRSS 1

6.0 RESEARCH OFFICER II (BIOTECHNOLOGIST- GENETICS) - 2 Posts

6.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader;
- iii. To prepare and submit a manuscript draft to the respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

6.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Biotechnology (Genetics and Medical) from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

6.3 SALARY SCALE

PRSS 2

7.0 RESEARCH OFFICER II (GEOINFORMATICS) - 2 Posts

7.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature;
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader;
- iii. To prepare and submit a manuscript draft to the respective supervisor for review;
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans;
- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

7.2 QUALIFICATIONS AND EXPERIENCE

Holders of Master's Degree in Geoinformatics, Geomatics from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

7.3 SALARY SCALE

PRSS 2

8.0 RESEARCH OFFICER II (MEDICAL ANTHROPOLOGIST) - 1 Post

8.1 DUTIES AND RESPONSIBILITIES

- i. To assist in the field data collection, computer data entry, analysis, and gathering of relevant literature under the close supervision of Senior Researchers;
- ii. To prepare and submit a technical report to the respective supervisor;
- iii. To prepare and submit a draft manuscript to the respective supervisor for review;
- iv. To train and supervise other Technicians;
- v. To assist in preparing research progress reports according to respective work

plans;

- vi. To assist in the planning of specific research projects;
- vii. To assist in preparing fundable research proposals and consultancies; and
- viii. To perform any other official duties as may be assigned by his supervisor.

8.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Medical Anthropology from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

8.3 SALARY SCALE

PRSS 2

9.0 RESEARCH OFFICER II (MENTAL HEALTH/PSYCHOLOGY/PSYCHIATRIST) - 2 Posts

9.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

9.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Psychiatry from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

9.3 SALARY SCALE

PRSS 2

10.0 RESEARCH OFFICER II (OBSTETRICS /GYNOCOLOGIST/MARTENAL HEALTH)

- 2 Posts

10.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.
- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

10.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Obstetrics and Gynaecology from a recognized Institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

10.3 SALARY SCALE

PRSS 2

11.0 RESEARCH OFFICER II (MEDICAL REHABILITATION SERVICES) - 2 Posts

11.1 DUTIES AND RESPONSIBILITIES

- i. To perform field data collection, computer data entry, analysis, and gathering relevant literature.
- ii. To undertake specific research activities with less supervision from senior researchers or the team leader.
- iii. To prepare and submit a manuscript draft to the respective supervisor for review.

- iv. To train and supervise technicians;
- v. To prepare research progress reports according to respective work plans.
- vi. To assist in the planning of specific research projects.
- vii. To assist in preparing fundable research proposals and consultancy, and
- viii. To perform any other official duties as may be assigned by the supervisor.

11.2 QUALIFICATIONS AND EXPERIENCE

Holder of Master's Degree in Medical Rehabilitation Services, Occupational Therapy from a recognized institution with minimum of an Upper Second Class or overall minimum of Grade B+ for unclassified Degrees.

11.3 SALARY SCALE

PRSS 2

12.0 QUALITY ASSURANCE OFFICER GRADE II (HEALTH SYSTEM ADMINISTRATION) - 1 Post

12.1 DUTIES AND RESPONSIBILITIES

- i. To assist in receiving and reviewing documentation for submission with research protocols
- ii. To assist in compiling research protocols received for departmental quarterly and annual reports
- iii. To assist in the processing and preparation of general correspondence to researchers regarding the decisions of NatHREC.
- iv. To participate in the review and development of ethics processes/systems/policies/procedures/guidelines
- v. To participate in reviewing health interventions in the country to determine the extent to which research findings have been incorporated.
- vi. To participate in tracking current events, legislation, and other issues of interest to the National Institute for Medical Research; and

vii. To perform any other relevant duties as may be assigned by the supervisor

12.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree in Health Administration Services from recognized institutions.

12.3 SALARY SCALE

PGSS 6

13.0 QUALITY ASSURANCE OFFICER GRADE II (HEALTH INFORMATION SCIENCES) - 1 Post

13.1 DUTIES AND RESPONSIBILITIES

i. To assist in receiving and reviewing documentation for submission with research protocols

ii. To assist in compiling research protocols received for departmental quarterly and annual reports

iii. To assist in the processing and preparation of general correspondence to researchers regarding the decisions of NatHREC.

iv. To participate in the review and development of ethics processes/systems/policies/procedures/guidelines

v. To participate in reviewing health interventions in the country to determine the extent to which research findings have been incorporated.

vi. To participate in tracking current events, legislation, and other issues of interest to the National Institute for Medical Research; and

vii. To perform any other relevant duties as may be assigned by the supervisor

13.2 QUALIFICATIONS AND EXPERIENCE

Holder of a Bachelor's degree in Health Information ScienceS from recognized

institutions.

13.3 SALARY SCALE

PGSS 6

GENERAL CONDITIONS

1. All applicants must be citizens of the United Republic of Tanzania and must not be above 45 years of age. However, for vacancies within Paramilitary Institutions:
 - Applicants for non-degree posts must not exceed 25 years of age.
 - Applicants for degree posts must not exceed 30 years of age.
2. Applicants should apply on the strength of the information given in this advertisement.
3. Applicants must attach their certified copies of the following certificates:
Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
Professional Registration and Training Certificates from respective Registration or Regulatory Bodies (where applicable);
Birth certificate.
4. Attaching copies of the following certificates is strictly not accepted:
Form IV and Form VI results slips;
Testimonials and all partial transcripts.
5. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
6. Applicants employed in the Public Service are strictly not allowed to apply; they should adhere to Circular No. **CAC.45/257/01/D/140** of 30th November, 2010.
7. An applicant who is retired from the Public Service for whatever reason should not apply.
8. An applicant should indicate three reputable referees with their reliable contacts.
9. All foreign academic certificates MUST be recognised by relevant Authorities (TCU, NECTA, and NACTVET). Applicants applying for posts with a GPA requirement MUST attach their GPA calculation certificate from TCU.
10. 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,
Mahakama Street, Tambukareli,
Dodoma.**

11. Deadline for application is **20th October, 2026**.
12. Only shortlisted candidates will be informed of the date of the interview.
13. Presentation of forged certificates and other false information will necessitate legal action.
14. All applications must be sent through the Recruitment Portal by using the following address: <http://portal.ajira.go.tz>. (This address can also be found at the PSRS Website by clicking on '**Recruitment Portal**').
15. Applications submitted through any other means will not be considered.

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**