

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
REGIONAL ADMINISTRATION AND LOCAL GOVERNMENT
REGIONAL COMMISSIONER'S OFFICE
MTWARA**

RE – JOB ADVERTISEMENT

The Mtwara Regional Secretariat in collaboration with the USAID Boresha Afya Program is hereby informing the general public the availability of one (1) vacancy at Ligula Regional Referral Hospital located in Mtwara Municipality. The qualified citizens of not above 40 years of age are required to apply. Successful applicants will be offered a 4 to 5 years contract with the possibility of the Government of Tanzania taking over with permanent terms after the elapse of the contract.

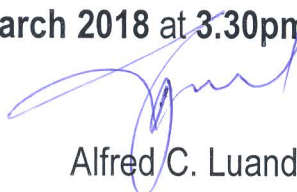
MODE OF APPLICATION

All interested Tanzania citizens must submit their application letter to the Regional Commissioner's Office – Mtwara, Registry Office (room No. 39), or through email rc@mtwara.go.tz/ ras@mtwara.go.tz, or through mail to the Regional Administrative Secretary, P. O. Box 544 MTWARA.

The application letter **MUST** be attached with a copy of form 4 and / or form 6 certificates together with relevant academic certificates and a detailed CV.

NOTE that application without certificates will not be processed.

The opening date of receiving applications is **7th March 2018** while closing date of receiving certificates is **20th March 2018 at 3.30pm.**



Alfred C. Luanda

REGIONAL ADMINISTRATIVE SECRETARY

MTWARA.

1. **Job Title:** Records Management Assistant (Health) (1 Posts)

Report to: Site Manager.

QUALIFICATION AND WORK EXPERIENCE

A minimum of Form Four education, certificate or diploma level training on health Records Management or computer study.

JOB PURPOSE

Perform routine laboratory testing data capturing in database in the area of HIV viral load testing and early infants diagnosis.

REQUIREMENT AND WORK EXPERIENCES

- i. At least one year experiences of data entry and reporting and experience in using health care data.
- ii. Good in both oral and written English and Kiswahili.
- iii. Able to work independently and in team

