

THE UNITED REPUBLIC OF TANZANIA



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

VACANCY ANNOUNCEMENT

The Mtwara Regional Secretariat in collaboration with the USAID Boresha Afya Programme is hereby informing the general public the availability of three (3) vacancies 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 Tanzanian citizens must submit their application letter to the Regional Commissioner's Office-Mtwara, registry office(room no 39), or through email 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 degrees/certificates and a detailed CV. NOTE that application without certificates will not be processed.

The closing date of receiving certificates is **18th April, 2017 at 3.30 pm.**

Elias Nyabusani
Ag. Regional Administrative Secretary
MTWARA

JOB DESCRIPTION

1. Job Title: Health Laboratory Scientist Grade II (2 Posts)

Report to: Medical Officer Incharge

Qualification and Work Experience:

Hold a Bachelor of Medical Laboratory Sciences (BMLS) or any other related course from a recognized institution followed by at least 2 years post-qualification experience.

An ability to communicate fluently in both English and Kiswahili and to work both individually and as part of a team with minimal supervision is essential.

Job Purpose:

Perform routine laboratory testing in the area of HIV viral load testing and Early Infant Diagnosis.

Expectations:

Laboratory Scientists are responsible for laboratory-based tasks, which include sampling, testing, measuring, recording and analyzing results in biological, chemical and physical sciences. They also provide all the required technical support to enable the laboratory to function effectively whilst adhering to correct procedures and health and safety guidelines. Additionally, laboratory scientist is expected to be a self-motivated individual who will be involved in setting and monitoring progress of laboratory program targets towards accreditation. He/She will be responsible to the laboratory manager.

Duties and Responsibilities

1. The Lab Scientist will be responsible for equipment and instrument update and inventory as well as protection. He/she should be able to perform routine maintenance on equipment and quality control for all reagents.
2. Read, understand, and implement SOPs to fully support the laboratory towards accreditation
3. Performs daily QC runs on all laboratory tests/procedures
4. Perform pre-analytical procedures on all specimens received including but limited to registration, separation, and storage.

5. Perform immunological as well as molecular biology based assays including HIV viral load and EID in the PCR laboratory
6. Prepare samples for shipping according to SOPs
7. Document daily operation, recalibration, preventive maintenance services, repair of machines/analyzers using operation, reagents, calibration, maintenance and corrective action logs specially in the PCR laboratory
8. Troubleshoot minor technical faults in machines using operation manual, document the action, and report to laboratory manager
9. Analyze samples/PT panel received for external quality control program and submit them within deadline
10. Checking and completing all the laboratory results in the Laboratory Information System or register book before validation/verification by a laboratory supervisor
11. Archive all the source documents after testing in the appropriate files
12. Prepare summary reports of the machines/analyzers at the end of every month
13. Any duty deemed necessary by the lab supervisor including but not limited to training of junior technicians and students

SALARIES/ BENEFITS

As per Government scheme of Service TGHS C plus other attractive incentives.

2. Job Title: Medical Recorder (1 Post)

Report to: Health Secretary

Qualification:

A Minimum of form four education, certificate or diploma level training on health records or computer study

Requirement and work experience

- At least one (1) year experience of data entry and reporting and experience in using health care data.
- Good in both oral and written English and Kiswahili
- Able to work independently and in team
- Committed to work and adheres to work regulations
- Maintains confidentiality in all aspects
- Analytical and problem-solving skills, multi-tasking and organizational skills.

Job Purpose:

Perform routine laboratory testing data capturing in database in the area of HIV viral load testing and Early Infant Diagnosis.

Duties and Responsibilities

The Employee will be expected to do the following:

1. Enter timely and accurately clinical, laboratory, tracking or other forms into designated database
2. Sort and file forms/registers as needed
3. Print and resolve all data queries
4. Print, distribute and file routine reports.
5. Reconcile differences between different data sources

6. Locate and review archived or filed registers/forms if necessary
7. Attend data staff meetings at specified times
8. Ensure cleanliness and tidiness of computer and working area.
9. Communicate both verbally and in writing with supervisors regarding registers/forms with problems, database problems and able to provide suggestions for improvements to data entry or data flow to supervisors
10. Perform any other duties as determined by the supervisor.

SALARIES/ BENEFITS

As per Government scheme of Service TGHS A plus other attractive incentives.