

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

REF. Na EA.7/96/01// 108

21th March, 2017

VACANCIES ANNOUNCEMENT

1.0 On behalf of The National Health Insurance fund (NHIF) Public Service Recruitment Secretariat **invites qualified Tanzanians to fill 65 vacant posts.**

1.0 THE NATIONAL HEALTH INSURANCE FUND (NHIF)

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by the Act of Parliament No. 9 of 1999, to undertake the responsibility of insuring medical care service to its members.

The Fund commenced its operations in 2001. Its head office is located at , Kurasini-BenderaTatu Dar Es Salaam , and has branch offices in Ilala, Temeke, Kinondoni, Morogoro, Dodoma, Moshi, Arusha , Tanga, Iringa, Mbeya, Rukwa, Ruvuma, Mtwara, Mwanza, Mara , Tabora, Kigoma, Lindi, Singida, Shinyanga, Kibaha, Kagera, Manyara, Geita, Njombe, Katavi, Simiyu, and Zanzibar.

The advertised posts are as follows;

1.1 QUALITY ASSURANCE OFFICER III –23 Posts

1.1.1 DUTIES AND RESPONSIBILITIES

- Conduct inspection and supportive supervisions of health facilities.
- Verification and checking of prescriptions.

- Conduct researches or market surveys with a view to establishing the actual costs for services, medicines, pharmaceutical items and other medical consumables.
- Initiate accreditation processes for health facilities.
- Assist in addressing issues related to management of clinical cases or quality aspects.
- Ensure that the National and Professional Standard Treatment Guidelines and the Fund's Policies, Regulations, Procedures and Standards are adhered to by services providers.
- Perform any other related duties as may be assigned by the supervisor.

1.1.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Clinical Medicine.
- **Experience of two years and above in Clinical Medicine will be added advantage.**
- A Certificate of Internship and registration to the relevant professional body is required.

1.1.3 REMUNERATION

- **Salary Scale NHIGS 8**

1.2 PHARMACEUTICAL SERVICES OFFICER III – 4 POSTS

1.2.1 DUTIES AND RESPONSIBILITIES

- Assist in conducting inspections of accredited pharmacies and ADDOs in the respective zones.
- Assist in verification and checking of prescriptions.
- Conduct market surveys with a view to establishing the actual costs for medicines, pharmaceutical items and other medical consumables.
- Initiate accreditation processes for pharmacies and ADDOs in the respective zones.
- Ensure that the National and Professional Standard Prescription Guidelines and the Fund's policies, regulations, procedures and standards are adhered to by services providers.

- Perform any other related duties as may be assigned by the immediate supervisor.

1.2.2 QUALIFICATION AND EXPERIENCE

- Bachelor degree in Pharmacy.
- Knowledge in computer, a certificate of internship and registration by the Pharmacy Council are essential.

1.2.3 REMUNERATION

- **Salary Scale NHIGS 7**

1.3 ACCOUNTANT- 12 POSTS

1.3.1 DUTIES AND RESPONSIBILITIES

Accountant II– Expenditure

- Ensure that all payments are made in accordance with financial regulations and approved budget.
- Maintain Zonal administrative imprest accounts and ensures timely refunds and replenishments.
- Oversee the management of the Petty Cash Account.
- Oversee maintenance of the Non-Current Assets Register.
- Prepare financial statements.
- Prepare periodic reports on the status of expenditure.
- Administer and maintains Non-Current Assets Register.
- Maintain subsidiary Legers for staff loans.
- Monitor imprest returns from Zonal offices and takes corrective actions whenever necessary.
- Maintain ledgers for imprest.
- Monitor and control of salary advances.
- Deals with all issues pertaining to replenishing funds at paying centres.
- Assist in the analysis and preparation of payments.
- Process the payment of salaries, special allowances, terminal benefits, and such other staff emoluments.

- Process arrangements for statutory payments.
- Oversee the cash office and ensures that procedures regarding cash management are strictly adhered to.
- Assist in the analysis of claims and preparations of claims settlements.
- Process settlement of claims.
- Maintain claims Ledgers.
- Perform any other related duties as may be assigned by the immediate supervisor from time to time.

Accountant II - Revenue

- Oversee the receipting of contributions.
- Make follow-up with respect to the transfer of funds.
- Process the transfer of funds and maintains proper records of all such transactions.
- Assist on all matters pertaining to contributions.
- Maintain proper books of accounts relating to contributions, Investments and other Income.
- Prepare periodic reports on the status of Revenues.
- Perform any other related duties as may be assigned by the supervisor.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor degree in Accounting or equivalent qualifications plus CPA (T), **with at least three (3) years working experience in the field of accounting**

1.3.3 REMUNERATION

- **Salary Scale NHIGS 9**

1.4 SYSTEMS ADMINISTRATOR III – 1 POST

1.4.1 DUTIES AND RESPONSIBILITIES

- Assist in performing database installation and testing.
- Assist in managing data base server and application tool.
- Perform systems coding, testing and installation of systems and package.
- Perform testing and maintenance of existing and new systems.

- Develop, adapts and supports user friendly interfaces to computer systems.
- Conduct data cleaning and ensuring data integrity and removing data redundancies.
- Provide software technical support to users.
- Perform staff training in the use of computer systems for their operations.
- Perform any other related duties as may be assigned by the immediate supervisor.

1.4.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in Computer Science or equivalent qualifications.

1.4.3 REMUNERATION

- **Salary Scale NHIGS 7**

1.5 SYSTEM DEVELOPER I – 2 POSTs

1.5.1 DUTIES AND RESPONSIBILITIES

- Use technologies such as Java, C#, ASP.NET, SQL, MVC, and Microsoft Workflow to develop technical solutions to complex problems that require the regular use of ingenuity and creativity
- Design, code, test, debug and document software according to the functional requirements
- Develop, maintain and support programs/tools for internal and external clients/stakeholders
- Analyze, diagnose and resolve errors related to their applications
- Assist in defining project plans requiring software development and hardware installations
- Provide technical and project management expertise across multiple areas of application development
- Provide ad hoc reporting and analysis as required
- Investigate operational or systematic problems and user queries as required
- Follow all department standards and methodologies
- Identify options for potential solutions and assess them for technical and business suitability
- Draw up specific proposals for modified or replacement systems
- Produce project feasibility reports and present proposals to user departments

- Work closely with developers and a variety of end users to ensure technical compatibility and user satisfaction
- Draw up a testing schedule for the complete system
- Oversee the implementation of a new system, write user manuals and train new system users
- Keep abreast of technical and industry developments
- Perform any other related duties as may be assigned by the supervisor

1.5.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree in computer science or a related field.
- Professional Certifications: Net Framework and Database Management.
- **At least 5 years working experiences.**
- At least 3 to 5 years' experience of using .NET and/or Java development
- Should be able to cope within weeks and participate effectively in the ongoing projects
- Experience in using MVC and HTML 5 for developing web applications
- Experience in Developing and Deploying and Integrating Web Services
- Experience of using Object Relational Mapping Frameworks such as Entity Framework, Hibernate etc
- A good understanding of Database Programming with such dialects as T-SQL, PSQL (MS SQL Oracle, DB2, MySQL etc.)
- A solid understanding of OOP principles
- A good understanding of N-tier and N-layered architecture
- Strong analytical skills
- Experience of working effectively as part of a team
- Experience of working to and applying agile methodologies
- Good written and verbal communication skills
- Inter-personal skills
- A flexible approach and ability to adapt
- Ability to work under own initiative
- Strong ability to effectively lead a team of .NET DEVELOPER

1.5.3 REMUNERATION

- **Salary Scale: NHIGS 11**

1.6 DATABASE ADMINISTRATOR I – 2 POSTS

1.6.1 DUTIES AND RESPONSIBILITIES

- Establish the needs of users and monitoring user access and security;
- Monitor performance and managing parameters to provide fast query responses to front-end users;
- Map out the conceptual design for a planned database in outline;
- Consider both back-end organization of data and front-end accessibility for end-users;
- Refine the logical design so that it can be translated into a specific data model;
- Further refining the physical design to meet system storage requirements;
- Install and test new versions of the DBMS;
- Maintain data standards, including adherence to the SSRA Data Management guidelines, NHIF Data Management Policy etc.;
- Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata);
- Control access permissions and privileges;
- Develop, managing and testing back-up and recovery plans;
- Ensure that storage, archiving, back-up and recovery procedures are functioning correctly;
- Allocate system storage and planning future storage requirements for the database system (Capacity planning);
- Work closely with application system developers advising them on the most efficient database designs (tables, data types, stored procedures, functions, etc.);
- Modify the database structure, as necessary, from information given by application developers;
- Communicate regularly with technical, applications and operational staff to ensure database integrity and security;
- Commission and install new applications and customizing existing applications in order to make them fit for purpose;
- Ensure compliance with database vendor license agreement;
- Contact database vendor for technical support;
- Generate various reports by querying from database as per need;
- Perform any other related duties as may be assigned by the supervisor

1.6.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Computer Science, Information Technology or any closely related field from an accredited college or university.
- Professional Certification: MCSE- Data Platform.
- **Must have at least 3 years working experience in database development and support of Database environments.**
- Strong experience in Database Administration.
- Experience in troubleshooting and resolving database problems.
- Experience in Performance Tuning and Optimization (PTO), using native monitoring and troubleshooting tools.
- Experience with backups, restores and recovery models.
- Knowledge of Database level High Availability (HA) and Disaster Recovery (DR).
- Knowledge of reporting and query tools and practices.
- Experience in implementing operational automation using scripts.
- Knowledge of indexes, index management, and statistics.
- Experience working with Windows server, including Active Directory, SPNs and proper disk configurations.
- Good communication and documentation skills

1.6.3 REMUNERATION

- **Salary Scale NHIGS 11**

1.7 QUANTITY SURVEYOR I – 1 POST

1.7.1 DUTIES AND RESPONSIBILITIES

- Manage costs on a wide variety of new building projects;
- Undertake cost analysis for repair and maintenance project works;
- Assist in establishing client's requirements and undertaking feasibility studies;
- Prepare early stage budgets and detailed cost plans;
- Perform risk and value management cost control;
- Assess of tender documents submitted by Consultants to ensure sufficient information available to prepare tender

- Assist in preparing tender and contract documents including bills of quantities;
- Identify, analyzing and developing responses to commercial risks;
- Prepare and analyzing costing for tenders;
- Establish and operating cost and financial control systems;
- Provide advice on contractual claims;
- Undertake supervisory duties on contracts from initiation to satisfactory completion of works;
- Value completed works and arranging payments;
- Maintain projects data base;
- Assist in enforcing buildings rules and City/Municipal/Town by – laws.
- Prepare annual plan and budget estimates for the repair of infrastructures and capital development projects.
- Participate in the preparation and appraisal of feasibility studies for the Fund's project. and
- Perform any other duties as may be assigned by the immediate supervisor,

1.7.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree / Advanced Diploma in Building Economics / Quantity Surveying from a recognized University / College and must be registered by the Architects and Quantity Surveyors Registration Board (AQRB) as Professional Quantity Surveyor with proven experience within construction arena **of at least 5 years.**
- Good working knowledge of forms of contracts currently used within the building and Civil Engineering projects, Contract management, Construction technical expertise, Cost management, Good working knowledge of standard forms of measurements Quantity surveying computer programs and Drafting tender documents and contracts for building projects.

1.7.3 REMUNERATION

- **Salary scale NHIGS 11**

1.8 TRANSPORT OFFICER III -1 POST

1.8.1 DUTIES AND RESPONSIBILITIES

- Prepares transport cost estimate;

- Keeps Transport Records and ensures that all data, statistics and their networks are well kept;
- Coordinates all logistics concerning transportation in the Fund.
- Controls fuel consumption
- Collects all the Transportation information within the country;
- Ensure proper Maintenance of Vehicles;
- Any other duties as may be assigned by his superior.

1.8.2 QUALIFICATION AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Transport Management from any recognized Institution, **with working experience of at least three (3) years in the same field.**
- Computer literacy is compulsory.

1.8.3 REMUNERATION

- **Salary Scale NHIGS 7**

1.9 MARKETING AND PUBLIC EDUCATION OFFICER / CALL CENTRE III -3 POSTS

1.9.1 DUTIES AND RESPONSIBILITIES

- Assist in designing and proposing educational materials for publicizing the Scheme through print and electronic media.
- Participate in marketing, advertising and promotional activities.
- Facilitate provision of audio visual services and ensures safe custody of audio visual equipment.
- Advise on matters relating to public opinion with regard to the Fund's image.
- Make all arrangements for Fund's staff and visitors traveling abroad.
- Distribute educational materials about the Fund.
- Attend visitors and handles information desk.
- Perform any other related duties as may be assigned by his immediate supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Business Administration majoring in Marketing, Mass Communication/Public Relations or equivalent qualifications

1.9.3 REMUNERATION

- **Salary Scale NHIGS 7**

1.10 REGISTRY ASSISTANT III –1 POST

1.10.1 DUTIES AND RESPONSIBILITIES

- Control access to files in the Registry and administers movement of files.
- Manage correspondence and routes files to respective officers for action.
- Maintain, transmits and handles files and other documents in accordance with laid down procedures.
- Perform mail-handling tasks for the Fund.
- Maintain flimsy.
- Perform any other related duties as may be assigned by supervisor from time to time.

1.10.2 QUALIFICATIONS AND EXPERIENCE

- Diploma in Records and archive Management from recognized institution. Specialized training in Registry management will be an added advantage. Must have proven computer knowledge, be conversant with registry systems, **with at least three (3) years' working experience.**

1.10.3 REMUNERATION

- **Salary Scale NHIGS 5**

1.11 RECEPTIONIST III – 3 POSTS

1.11.1 DUTIES AND RESPONSIBILITIES

- Work as a Telephone Operator /Receptionist and in addition will:
- Direct visitors by maintaining employee and department directories.
- Make sure all documents needed at reception desk are available.

- Keep record of all unofficial telephone calls.
- Take messages.
- Prepare and maintain the Fund's telephone directory.
- Report telephone problems and follow-up on rectification.
- Receive mail delivered by dispatch.
- Perform any other duties as may be assigned by his supervisor.

1.11.2 QUALIFICATION AND EXPERIENCE

- Holder of Ordinary/Advanced Certificate in Secondary School Education with four passes and must have undertaken receptionist/Telephone operator's or front desk operation course from recognized Institution. S/he must have computer skills and should be fluent in both English and Kiswahili

1.11.3 REMUNERATION

- **Salary Scale NHIGS -2**

1.12 DRIVER III – 12 POST

1.12.1 DUTIES AND RESPONSIBILITIES

- Drive Fund's motor vehicles
- Maintain vehicle's Log book
- Report motor vehicles defects.
- Provide technical advice regarding motor vehicle maintenance.
- Observe driving procedures, traffic rules and regulations.
- Ensure the motor vehicle is in clean at all times.
- Perform other related duties as may be assigned by the Human Resources and Administration Officer.

1.12.2 QUALIFICATIONS AND EXPERIENCE

- Holder of Certificate of Ordinary Secondary School Education (Form IV) with passes in English and Kiswahili should also hold a Class “C” valid Driving License coupled with at least **3** years of clean driving experience.

1.12.3 REMUNERATION

- **Salary Scale NHIGS 2**

NB: GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania **and not above 36 years old**, however, should also observe the age limit for each position where indicated.
- ii. Applicants must attach an up-to-date current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
- iii. Applicants should apply on the strength of the information given in this advertisement.
- iv. Applicants should be able to speak, read and write in both English and Swahili
- v. **Applicants should be ready to work in any of NHIF office in the country**
- vi. Applicants must attach their detailed relevant certified copies of Academic certificates:
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts.
 - Form IV and Form VI National Examination Certificates.
 - Professional certificates from respective board
 - Computer Certificate
 - Professional certificates from respective boards
 - One recent passport size picture and birth certificate.
- vii. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
- viii. **Testimonials, Partial transcripts and results slips will not be accepted.**
- ix. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action.**
- x. **Applicants for senior positions currently employed in the public service**

should route their application letters through their respective employers.

- xi. **Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November 2010.**
- xii. Applicants who have/were retired from the Public Service for whatever reason should not apply.
- xiii. Applicants should indicate three reputable referees with their reliable contacts.
- xiv. **Certificates from foreign examination bodies for Ordinary or Advanced level education should be certified by The National Examination Council of Tanzania (NECTA).**
- xv. **Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)**
- xvi. **Dead line for application is 03rd April, 2017 at 00:00 p.m**
- xvii. Applicants with special needs/case (disability) are supposed to indicate
- xviii. Women are highly encouraged to apply
- xix. Only short listed candidates will be informed on a date for interview
- xx. Application letters should be written in English.or Swahili

i. All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> (This address can also be found at PSRS Website, Click 'Recruitment Portal')

NOTE: APPLICATION LETTER MUST BE ATTACHED DURING APPLICATION SUBMISSION.

APPLICATION LETTER SHOULD BE DIRECTED TO THE FOLLOWING ADDRESS:

THE SECRETARY,

PRESIDENT'S OFFICE, PUBLIC SERVICE RECRUITMENT

SECRETARIAT, MAKTABA COMPLEX,

27 BIBI TITI MOHAMED
ROAD, P.O.BOX 63100,
11102 DAR ES SALAAM

Secretary
Public Service Recruitment Secretariat