

UNITED REPUBLIC OF TANZANIA  
PRESIDENT OFFICE  
REGIONAL ADMINISTRATION AND LOCAL AUTHORITY  
**CHALINZE DISTRICT COUNCIL**

*(All Correspondents Should Be Addressed To District Executive Director)*

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**ded@chalinedc.go.tz**



District Executive Director,  
P.O Box 65,  
**CHALINZE.**

**Ref: HWC/M.10/HIV/16**

**15/05/2020**

**ADVERTISEMENT FOR JOB VACANCIES.**

**CHALINZE DISTRICT COUNCIL** is currently seeking highly experienced, committed and motivated Tanzanian to fill 20 vacancies for the following posts

**Cadlel**

**Number of posts**

1. Nurse II	-	(10)
2. Clinical Assistant	-	(08)
3. Laboratory Assistant	-	(02)

**TERMS AND CONDITION OF AN EMPLOYMENT:**

One-year renewable contract Posts

**POSITION TITLE:**

**NURSE II - 10 Positions**

**REPORTS TO:**

Health Facility in charge

**AGE LIMIT:**

**Not above 35years**

**OVERALL JOB FUNCTION:**

**KEY DUTIES AND RESPONSIBILITIES:**

The incumbent will be a Member of the facility staff and will implement the following on daily basis.

- Provides general nursing care to patients in hospital, nursing home, infirmary, or similar health care facility: Administers prescribed medications and treatments in accordance with approved nursing techniques.

- Prepares equipment and aids physician during treatments and examinations of patients.
- Observes patient, records significant conditions and reactions, and notifies supervisor or physician of patient's condition and reaction to drugs, treatments, and significant incidents.
- Takes temperature, pulse, blood pressure, and other vital signs to detect deviations from normal and assess condition of patient.
- May rotate among various clinical services of institution, such as obstetrics, surgery, orthopedics, outpatient and admitting, pediatrics, and psychiatry.
- May make beds, bathe, and feed patients.
- May serve as leader for group of personnel rendering nursing care to number of patients.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- Certificate in Nursing from recognized college is required.
- At least Form Four Secondary Educational level
- Must be registered by Tanzania Nurses and Midwifery Council(TNMC)
- A working experience in a reputable Health institution will be an added advantage

**SALARY SCALE: TGHS A:**

**POSITION TITLE:**

**CLINICAL ASSISTANT - 08 Positions**

**REPORTS TO:**

Health Facility in charge

**AGE LIMIT:**

**Not above 35years**

**OVERALL JOB FUNCTION:**

**KEY DUTIES AND RESPONSIBILITIES:**

The incumbent will be a Member of the facility staff and will implement the following on daily basis

- Receives, screens, interviews, and registers patients or clinical research subjects; takes and records vital signs, as appropriate to clinic operations; may assist with routine medical procedures, as appropriate to training and/or certification.
- Obtains patient histories, and insurance approvals as appropriate; prepares and updates medical charts and associated records, and enters patient data into files and automated databases.
- Arranges for prescribed laboratory tests, specialist referrals, and/or diagnostic procedures; orders, and may transport, drugs and/or other prescribed patient care aids as directed; performs or assists in the performance of basic clinical and/or laboratory procedures, as appropriate to the activities of the unit.
- Collects, verifies, records, and maintains data on clinical activity and/or research; prepares associated reports as required.
- Orders and maintains inventories of supplies, as required to support day-to-day unit clinical and administrative operations.
- Provides day-to-day staff support for the unit, to include preparing documents and reports, providing office services, scheduling and facilitating meetings and travel arrangements, and/or providing dictation or transcription services.
- Obtains and verifies patient billing information, as appropriate to the activities of the unit; processes patient accounts, and maintains records.
- Assists in maintaining the cleanliness and serviceability of unit facilities and equipment; arranges for maintenance and repair as needed.
- May supervise student employees, volunteers and/or interns; may lead lower-graded staff.
- Performs miscellaneous job-related duties as assigned.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- Certificate in Clinical medicine from recognized college is required.
- At least Form Four Secondary Educational level
- A working experience in a reputable Health institution will be an added advantage

**SALARY SCALE: TGHS A:**

**POSITION TITLE:**

**LABORATORY ASSISTANT -02 Positions**

**REPORTS TO:**

Health Facility in charge

**AGE LIMIT:**

**Not above 35years**

**OVERALL JOB FUNCTION:**

**KEY DUTIES AND RESPONSIBILITIES:**

The incumbent will be a Member of the facility staff and will implement the following on daily basis

- Prepare samples for testing using various laboratory equipment.

- Maintain all laboratory records.
- Comply with the correct procedures, policies, and health and safety regulations.
- Conduct laboratory tests, analyze results, and document your findings.
- Stay informed with the latest industry trends, techniques, and best practices.
- Document all activities, results and report back to management.
- Clean and sterilize equipment and work area.
- Collect and prepare research and information needed for studies.
- Classify and label samples.
- Undertake basic administrative tasks such as filing and answering telephones.

**JOB REQUIREMENTS AND QUALIFICATIONS:**

- Certificate in Laboratory technology from recognized college is required.
- At least Form Four Secondary Educational level
- A working experience in a reputable Health institution will be an added advantage

**SALARY SCALE: TGHS A:**

**APPLICATION INSTRUCTIONS**

All applications should be submitted not later than **7<sup>th</sup> June 2020**, together with **application Letter, certified copy of academic and professional certificates and Curriculum Vitae**. All application should be sent to;

District Executive Director,  
P o Box 65,  
**CHALINZE - PWANI**



Jovin J. Bararata  
**Ag. DISTRICT EXECUTIVE DIRECTOR  
CHALINZE**

