

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

(All Correspondents Should Be Addressed To District Executive Director)

Phone no: 023 2440164

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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

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.

POSITION TITLE:

CLINICAL ASSISTANT - 08 Positions

REPORTS TO:

Health Facility in charge

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.

POSITION TITLE:

LABORATORY ASSISTANT - 02

Positions

REPORTS TO:

Health Facility in charge

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.

APPLICATION INSTRUCTIONS

All applications should be submitted not later than **31th May 2020**, **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

OR

Through the following email address,

ded@chalinzedc.go.tz



Jovin J. Bararata

**Ag: DISTRICT EXECUTIVE DIRECTOR
CHALINZE**

