



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF HEALTH  
THE BENJAMIN MKAPA HOSPITAL



Ref. No. CGB.281/318/01/34

19<sup>th</sup> September, 2025

**CONTRACT VACANCIES ANNOUNCEMENT**

The Benjamin Mkapa Hospital (BMH) was formally established under the Government Notice No.453 of 2015 which was gazette by the government on 16<sup>th</sup> October, 2015 as a tertiary, referral hospital with a purpose of addressing the need for advanced, specialized healthcare services in Tanzania, to be provided through acquisition of high-tech, ultramodern diagnostic equipment, skilled staff and advanced treatment.

The hospital has 400 bed capacity that serves both in and out patient from within and outside the country. At this moment the hospital provides a broad range of health services including Emergency medicine, Intensive Care Unit (ICU), Imaging (Magnetic Resonance Imaging (MRI), Computerized Tomography Scan (CT scan), Mammography, X-ray, Ultrasound, angiography, Cath-lab, Laboratory services, surgical Services and radiotherapy services.

For the purposes of improving operational efficiency, the hospital is looking for energetic and dynamic Tanzanians to fill the following vacant positions on **Contract terms**: -

**1.0 LAUNDER II - 2 POSTS**

**1.1 DUTIES AND RESPONSIBILITIES**

- i. Sorting out cloths for washing, drying and ironing.
- ii. Perform laundry duties
- iii. To ensure that equipment, utensils and place of work are clean.
- iv. Reporting to the Senior Launder on torn, worn out or burned clothes for remedial action/replacement.
- v. To perform any other related official duties as may be assigned by higher authorities.

**1.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate with basic training in laundry services and ability to use laundry machines.

### **1.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service.

## **2.0 ASSISTANT ACCOUNTS OFFICERS II – 2 POSTS**

### **2.1 DUTIES AND RESPONSIBILITIES**

- i. Receiving cash deposits from clients and banking as per supervisor's instruction.
- ii. Effecting cash payments to clients.
- iii. Making records of all transactions and reconcile them with cash balance.
- iv. Receiving and keeping proper custody of all bills, invoices and other claims pending for payments.
- v. Maintaining cheque registers.
- vi. Preparing petty cash payment vouchers and accounts documents and maintaining accounts records.
- vii. Issuing receipts and keeping in safe custody all accounts and supporting documents pending audit scrutiny.
- viii. Keeping records and making follow-ups of all debts from credit clients.
- ix. Sending all letter and other documents relating to accounts issues to the bank.
- x. Ensure adherence to standard operating procedure and BMH business process.
- xi. To perform other duties as assigned by the supervisor

### **2.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized Institutions or ATEC II offered by NBAA.

### **2.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **3.0 HEALTH ASSISTANTS II – 1 POST**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. Carrying out general cleaning of wards and its surroundings.
- ii. Giving bed bath to bed ridden patients.
- iii. Providing and removing bedpans and urinal bottles.
- iv. Feeding patients.

- v. Collecting patients' linen for laundry services.
- vi. Sending patients for X-rays.
- vii. Sending specimen to laboratories and collecting results.
- viii. Ensure adherence to standard operating procedure and BMH business process.
- ix. To perform any other related official duties as may be assigned by higher authorities.
- x. To perform other duties as assigned by the supervisor

### **3.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate and one-year Certificate in Health-related field from a recognized institution. An applicant with ***training on Basic Mortuary Technician*** will be given priority.

### **3.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **4.0 LEGAL OFFICERS II – 2 POSTS**

### **4.1 DUTIES AND RESPONSIBILITIES**

- i. Handle indexes, files, register Government/College notices and all other legal documents and ensure their safe custody.
- ii. Compile evidence relevant for court cases involving the Hospital.
- iii. Review all Institute contracts and advice management on their legal occurrence and their benefits.
- iv. Attends to registration of all legal documents and probate matters.
- v. Tasks charge of documents and correspondences of already assigned cases.
- vi. Deals with all legal routine correspondences addressed to the Institute Drafts prescribed legal documents and forms.
- vii. Files and appearing for general proceedings in in courts and CMA.
- viii. Ensure adherence to standard operating procedure and BMH business process.
- ix. To perform any other related duties as may be assigned by supervisor.

### **4.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in Law (LLB) from recognized institutions and must have attended and passed Internship or Law School of Tanzania with working experience of at least four (4) years in related field.

### **4.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **5.0 RECORDS MANAGEMENT ASSISTANTS II – 5 POSTS**

### **5.1 DUTIES AND RESPONSIBILITIES**

- i. Assisting in tracing for records documents and files once required.
- ii. Participating in receiving and registering all documents brought in the registry
- iii. Participating in arranging documents and files in ranking or cabinets in the registry.
- iv. Assisting filing documents in the appropriate files.
- v. Receive record and distribute incoming and internally created mails.
- vi. Record and arrange for the efficient and timely dispatch of all correspondences.
- vii. To perform any other related official duties as may be assigned by higher authorities.

### **5.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV or VI Certificate plus Diploma (NTA Level 6) in one of the following fields: Records Management, Archives or equivalent qualifications from a recognized institution.

### **5.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **6.0 PHARMACEUTICAL TECHNICIAN II – 4 POSTS**

### **6.1 DUTIES AND RESPONSIBILITIES**

- i. Assisting in tracing for records documents and files once required.
- ii. Determining, preparing and ordering drugs and treatment instruments requirements.
- iii. Storing and Dispensing drugs and treatment instruments as per prescription to patients and staff.
- iv. Compounding/Manufacturing medicines.
- v. Educating public/patients on proper use of medicines.
- vi. Inspecting drugs and treatment instruments.
- vii. Providing information on reaction resulting from the use of medicine.
- viii. Preparing report on the use of drugs and treatment instruments in the Institute.

- ix. Keeping various records of drugs and treatment instruments.
- x. Assisting in procurement and maintaining adequate stock of drugs.
- xi. Assisting physicians, interns, nurses and patients on medications.
- xii. Sorting out and listing drugs expiring within three months for the attention of Superior.
- xiii. Ensure adherence to standard operating procedure and BMH business process.
- xiv. To perform other duties assigned by the supervisor

## **6.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in Pharmacy from a recognized institution and licensed by the Pharmacy Council.

## **6.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **7.0 HEALTH LABORATORY SCIENTISTS II - 2 POSTS**

### **7.1 DUTIES AND RESPONSIBILITIES**

- i. Carrying out laboratory tests and examinations (Hematology, Parasitological, Microbiology, Immunology, Blood Group Serology, Entomology, Clinical Chemistry and Histopathology) and Laboratory Research.
- ii. Examining and transferring laboratory samples for further examinations.
- iii. Keeping and maintaining laboratory equipment and records.
- iv. Ensure adherence to standard operating procedure and BMH business process.
- v. To perform other duties assigned by the supervisor

### **7.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Health Laboratory Technology, Hematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion, Molecular Biology or in any related field, who has completed internship and registered by the Health Laboratory Practitioners Council.

### **7.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **8.0 MEDICAL OFFICERS II - 6 POSTS**

### **8.1 DUTIES AND RESPONSIBILITIES**

- i. Attending in and out patients.
- ii. Attending emergency medical duties.
- iii. Carrying out investigations of admitted patients.
- iv. Ensuring that prescribed instructions are carried out.
- v. Conducting minor operations.
- vi. Assisting Surgeons at operations.
- vii. Carrying out service and participating in major ward rounds.
- viii. Supervising medical students and interns in clinical duties.
- ix. Ensuring that patients are properly prepared for surgery.
- x. Participating fully in morning clinical sessions, patient presentation and journal clubs.
- xi. Participating in research activities.
- xii. Participating in outreach programs.
- xiii. Performing any other duties related to his/her work
- xiv. To perform other duties assigned by the supervisor

### **8.2 QUALIFICATION AND EXPERIENCE**

Holder of Doctor of Medicine Degree from a recognized institution plus successful completion of Internship and registered with the Medical Council of Tanganyika.

### **8.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **9.0 ASSISTANT NURSING OFFICERS II - 10 POSTS**

### **9.1 DUTIES AND RESPONSIBILITIES**

- i. Taking general nursing care of patients
- ii. Collecting essential medical data.
- iii. Educating patients on their health problems.
- iv. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- v. Administering drugs and other treatments as prescribed by medical doctors.
- vi. Giving health education to patients and their relatives.
- vii. Conducting ward rounds.



- viii. Counselling patients.
- ix. Making follow-ups of working equipment in his/her working area.
- x. Ensure adherence to standard operating procedure and BMH business process; and
- xi. To perform any other related official duties as may be assigned by higher authorities.

## **9.2 QUALIFICATION AND EXPERIENCE**

Holder of Diploma in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and licensed by the Tanzania Nurses and Midwives Council.

## **9.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **10.0 MEDICAL SPECIALISTS II (*Radiologist*) – 1 POST (On contractual Terms)**

### **10.1 DUTIES AND RESPONSIBILITIES**

- i. Providing routine specialized radiological services to in-patients and out patients.
- ii. Supervising ward rounds and advice on appropriate medication.
- iii. Participating in the training students
- iv. Performing clinical duties in both private and public outpatient clinics.
- v. Carrying out researches in their respective medical fields.
- vi. Participating fully in morning clinical sessions and patients' presentation
- vii. Participating in Medical Board.
- viii. Participating in outreach programs.
- ix. Participating in preparation of budget of Clinical Support Directorate.
- x. Initiating, Creating and planning strategies to improve radiological services.
- xi. Preparing Continuing Education Programs for Medical Personnel.
- xii. Providing Medical legal advice
- xiii. To perform other duties assigned by the supervisor

### **10.2 QUALIFICATION AND EXPERIENCE**

Holder of Master of Medicine Degree (M.Med) in Radiology, who is also registered with the Medical Council of Tanganyika. Must be a holder of a Doctor of Medicine Degree as well.

### 10.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

### 11.0 GENERAL CONDITIONS

- (i) Applicant must attach an up-to-date Curriculum Vitae (CV) having reliable contact; postal address/post code, email and telephone numbers;
- (ii) Applicants whose employment in Public Service was terminated for whatever reasons should NOT apply;
- (iii) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU) and NACTVET;
- (iv) Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/ Degree/ Diploma/ Certificates
  - Form IV and Form VI National Examination Certificates
  - Professional Registration and Training Certificates from respective Registration Board or Regulatory Bodies and valid license (where applicable)
  - Birth certificate;
- (v) Partial transcript and result slip will NOT be accepted;
- (vi) Deadline for application is **30<sup>th</sup> September, 2025**;
- (vii) Only shortlisted candidate will be informed on the date of interview;
- (viii) Interested candidates should address their **signed application letter** to:  

Executive Director,  
The Benjamin Mkapa Hospital,  
P.O. Box 11088,  
**DODOMA.**
- (ix) All applications must be sent to the Hospital email address: [barua@bmh.or.tz](mailto:barua@bmh.or.tz) or submitting the hard copy at the Hospital registry.

#### Released by:

Executive Director,  
The Benjamin Mkapa Hospital,  
P.O. Box 11088,  
**DODOMA.**