



BUGANDO MEDICAL CENTRE

Ref.No. AC.13/15/01/Part "A"/50

06th March, 2025

EMPLOYMENT OPPORTUNITIES

Bugando Medical Centre is a tertiary referral, consultant, and teaching Hospital in the Lake and Western zones of the United Republic of Tanzania. It is located along the shores of Lake Victoria in the City of Mwanza. It has more than 1000 bed capacity with 2000 employees. It is a referral centre for tertiary specialist care for eight regions, namely: - Mwanza, Geita, Simiyu, Mara, Kagera, Shinyanga, Tabora and Kigoma. It serves a catchment's population of over 14 million people.

1. Dental Specialist II (4-Posts)

Qualifications

Holder of Master in Dentistry (M.Dent) from a recognized university and registered with the Medical Council of Tanganyika as Dental Surgeon. Must be a holder of Degree in Doctor of Dental Surgery (DDS).

Duties and Responsibilities

- i. To prepare training programs for Oral Health education to in patients and out patients.
- ii. To attend emergency medical duties on Oral health.
- iii. To carry out investigations of admitted patients.
- iv. To conduct operations on Orthodontics.
- v. To conduct specialized operation
- vi. To carry out service and participating in major ward rounds.
- vii. To supervise medical students and interns in clinical duties.
- viii. To participate fully in morning clinical sessions, patient presentation and journal

clubs.

- ix. To conduct Oral health research activities.
- x. To conduct outreach programs.
- xiv. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 11

2. Dental Surgeon II (3- Posts)

Qualifications

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

Duties and Responsibilities

- i. To conduct Oral Health education to in patients and out patients.
- ii. To attend emergency medical duties on Oral health.
- iii. To carry out investigations of admitted patients.
- iv. To ensure that prescribed instructions are carried out.
- v. To conduct minor operations on Orthodontics.
- vi. To assist senior physicians/surgeon at operations.
- vii. To carry out service and participating in major ward rounds.
- viii. To supervise medical students and interns in clinical duties.
- ix. To ensure that patients are properly prepared for surgery.
- x. To participate fully in morning clinical sessions, patient presentation and journal clubs.
- xi. To participate in research activities.
- xii. To assist in conducting outreach programs.
- xiii. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 8

3. Medical Specialist II (16- Posts)

Qualifications

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

Duties and Responsibilities

- i. To attend in and out patients.
- ii. To attend emergency medical duties.
- iii. To carry out specialized investigations of admitted patients.
- iv. To ensure that prescribed instructions are carried out.
- v. To conduct specialized operations of his specialized field of study.
- vi. To conduct on the job training to the junior staff
- vii. To carry out service and participating in major ward rounds.
- viii. To supervise medical students and interns in clinical duties.
- ix. To participate fully in morning clinical sessions, patient presentation and journal clubs.
- x. To participate in research activities.
- xi. To conduct outreach programs
- xii. To perform any other related duty assigned by the Supervisor

Salary Scale: PMGSS 11

4. Medical Officer II (25- Posts)

Qualifications

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

Duties and Responsibilities

- i. To attend in and out patients.
- ii. To attend in and out patient on clinical issues
- iii. To attend emergency medical duties.
- iv. To carry out investigations of admitted patients.
- v. To ensure that prescribed instructions are carried out.
- vi. To conduct minor operations.
- vii. To assist senior physicians/surgeon at operations.
- viii. To carry out service and participating in major ward rounds.
- ix. To supervise medical students and interns in clinical duties.
- x. To ensure that patients are properly prepared for surgery.
- xi. To participate fully in morning clinical sessions, patient presentation and journal

clubs.

- xii. To participate in research activities.
- xiii. To perform any other related duties as may be assigned by his Supervisor

Salary Scale: PMGSS 8

5. Assistant Nursing Officer II (21- Posts)

Qualifications

Holder of Diploma in one of the following fields; Nursing, Midwifery or equivalent qualifications from a reputable institution. Must be licensed by the Tanzania Nurses and Midwives Council.

Duties and Responsibilities

- i. To provide nursing care of patients
- ii. To administer medicine and treating patients as prescribed
- iii. To adhere to the rules and regulations of DDA
- iv. To give health education to patients and their relatives
- v. To supervise junior nurse cadres
- vi. To conduct ward rounds
- vii. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 4

6. Nurse II (2- Posts)

Qualifications

Holder of Certificate (NTA Level 5) in one of the following fields; Nursing, Midwifery or equivalent qualifications from a reputable institution, and enrolled with the Tanzania Nurses and Midwives Council.

Duties and Responsibilities

- i. To take general nursing care of patients
- ii. To take care of DDA
- iii. To administer drugs and other treatments as prescribed by medical doctors
- iv. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 2

7. Health Assistant II (30- Posts)

Qualifications

Holder of Form IV/VI Certificate and one year Certificate in Health related field from a reputable institution.

Duties and Responsibilities

- i. To clean wards, compounds, halls and equipment;
- ii. To clean and disinfect the mortuary daily;
- iii. To issue bed sheets, blankets, mattresses in the halls of residence;
- iv. To assist patients with disabilities when taking bath or toilets;
- v. To assist in feeding patients who are not able to feed themselves;
- vi. To collect and send clothes of the patients to the laundry and maintain safe custody of cleaning tools and equipment;
- vii. To collect and send patients' test samples to the laboratory; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMOSS 1

8. Health Laboratory Scientist II (5-Posts)

Qualifications

Holder of Bachelor Degree in one of the following fields: Health Laboratory Technology or any equivalent qualifications from any recognized Institution. He/She must be registered with the Health Laboratory Practitioners Council.

Duties and Responsibilities

- i. To carrying out laboratory tests and examinations as well as laboratory research.
- ii. To inspecting and storing laboratory reagents, equipment and chemicals.
- iii. To keeping and maintaining laboratory records.
- iv. To maintaining list of laboratory equipment in the section.
- v. To examining and transferring of laboratory samples for further examinations.
- vi. To perform any other duties as shall be assigned by his/her superior.

Salary Scale: PMGSS 5

9. Physiotherapy Officer II (4- Posts)

Qualifications

Holder of Bachelor Degree in Physiotherapy or in any related field from a recognized institution.

Duties and Responsibilities

- i. To treat patients through physiotherapy techniques under the supervision of Senior Physiotherapist Officer.
- ii. To conduct health education programme to in patients and out patients
- iii. To keep and maintain patients records
- iv. To ensure proper keep up of equipment in the department
- v. To conduct training and awareness of primary and secondary prevention of functional impairment of disabilities to paramedical staff and community. (Patient relatives or centers, which services orphans).
- vi. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 5

10. Orthotist/Prosthetist II (3-Posts)

Qualifications

Holder of Bachelor Degree in Orthotics/Prosthetics or its equivalent from a recognized Institution. Must be registered by the respective regulatory Board/Council.

Duties and Responsibilities

- i. To educate patients on how to use and maintain artificial limbs and body support devices.
- ii. To fabricate various related appliances.
- iii. To fit of patients under the supervision and modification of defective appliance.
- iv. To supervise and train students on field session.
- v. To advise patients on how to use and maintain artificial limbs and body support devices.
- vi. To perform any other related duties as assigned by the Supervisor.

Salary Scale: PMGSS 5

11. Optometry Scientist II (4- Posts)

Qualifications

Holder of Bachelor of Science Degree in Clinical Optometry or any related field from a recognized institution.

Duties and Responsibilities

- i. To conduct visual analysis;
- ii. To prescribe optical prescriptions;
- iii. To maintain optical aids, Proper handling, care and maintenance.
- iv. To keep and maintain patients statistics.
- v. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 5

12. Occupational Therapist II (1- Post)

Qualifications

Holder of Diploma in Occupational Therapy or in any related field from recognized institution.

Duties and Responsibilities

- i. To keep and maintain patients records and statistics.
- ii. To take care of equipment in the Unit/department and report any malfunctions;
- iii. To carry out occupational Therapist duties under supervision;
- iv. To maintain records and provide written and verbal reports as required;
- v. To maintain an accurate record of the services provided to patients; and
- vi. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 4

13. Speech Therapists II (1- Post)

Qualifications

Holder of Bachelor Degree in Speech Pathology or in any related field from a recognized institution.

Duties and Responsibilities

- i. To carry out Speech therapy on patients with Speech Pathology;
- ii. To compile case reports of each patient for monitoring treatment progress;
- iii. To interview relatives and gather information that can assist in the treatment of patients;

- iv. To maintain accurate records on all patients attended;
- v. To take care of equipment in the Unit/department and report any malfunctions; and
- vi. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 5

14. Assistant Audiologist II (2- Posts)

Qualifications

Holder of Diploma in Audiology, Audiometry or in any equivalent qualifications from recognized institution. Must be registered with the respective board.

Duties and Responsibilities

- i. To provide a full diagnostic audiology services to patients;
- ii. To provide screening services for children of school age and community at large;
- iii. To assist in the fitting and maintenance of hearing aids devices;
- iv. To participate in continue medical education as per requirements;
- v. To follow best practice principles with regard to infection control in the workplace;
- vi. To manage and prioritize own caseload;
- vii. To contribute as part of a clinical team and be willing to discuss client needs with others;
- viii. To understand the principles of clinical governance and its application to professional practice in Audiology; and
- ix. To perform any other related duties assigned by his Supervisor.

Salary Scale: PMGSS 4

15. Radiography Technician II (3 -Posts)

Qualifications

Holder of Diploma in one of the following fields: Radiography, Diagnostic Radiography, Medical Imaging or in any related field and registered by the Medical Radiology and Imaging Professional Council.

Duties and Responsibilities

- i. To make sure that the radiation protection in the department is maintained;

- ii. To assist Radiographer in-charge on the preparation and administration of contrast agents;
- iii. To prepare patients for further procedure;
- iv. To assist Radiographer in setting control for correct exposures; and
- v. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 4

16. Environmental Health Officer II (2- Posts)

Qualifications

Holder of Bachelor Degree in one of the following fields; Health Environment, Environmental Science and Conservation, Environmental Science and Management, Environmental Laboratory Science Technology or in any related field from a reputable institution.

Duties and Responsibilities

- i. To advice and ensure the best ways to distribute clean water and quality control;
- ii. To ensure proper collection disposal of clinical and non-clinical waste;
- iii. To educate the community on different ways to avoid and combat eruption of diseases;
- iv. To collect and assess statistics regarding Environment Health;
- v. To make sure there is implementation of the by-laws on the Environment Health;
- vi. To prepare information on the implementation and submit them to the responsible special unit;
- vii. To conduct inspection on food, water, chemicals in the working premises;
- viii. To inspect and advise on environmental management issues and vector control; and
- ix. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 5

17. Internal Auditor II (1- Post)

Qualifications

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or in any related field from recognized institutions plus either of CPA (T), ACCA, ACA, CIA, CIMA or equivalent professional qualification recognized by the NBAA.

Duties and Responsibilities

- i. To review internal controls and submit recommendations to superiors;
- ii. To execute audit programmes;
- iii. To ensure that internal control systems are adequate to avert perpetration of frauds, misappropriation and embezzlements;
- iv. To prepare audit reports based on the audit findings
- v. To review the effectiveness of managerial controls and implementation of systems, policies and practices of the hospital;
- vi. To prepare internal audit programmes in accordance with generally accepted audit standards;
- vii. To organize and supervise staff carrying out audit on expenditure and revenue transactions; and
- viii. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PGSS 7

18. Office Management Secretary II (1- Post)

Qualifications

Holder of Form IV Certificate with passes in English and Kiswahili and who holds Diploma in Secretarial Studies (NTA Level 6) who have passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with knowledge in computer programs (MS-Word, MS-Excel, Internet, Email, MS-Publisher) in from a recognized institution.

Duties and Responsibilities

- i. To handle and word process classified information;
- ii. To receive letters and other forms of correspondence directed to his/her office;

- iii. To receive visitors and directs them to relevant scheduled officers;
- iv. To keep records of important events such as functions, appointments, travels and meetings; and provide necessary reminders and facilitation arrangements;
- v. To receive calls, files and transmit messages to relevant recipients;
- vi. To provide information to the relevant scheduled officers;
- vii. To acquire office goods and supplies;
- viii. To collect/receive files and deliver to the addressed Officer;
- ix. To prepare documents for departmental meetings;
- x. To facilitate and service official meetings;
- xi. To report on faulty equipment and follow up on repairs or replacements;
- xii. To identify and prepare a list of office requirements and follow up on their acquisition or procurement; and
- xiii. To perform any other related duties that may be assigned by Supervisor.

Salary Scale: PGSS 4

19. Nursing Officer II (10- Posts)

Qualifications

Holder of Bachelor Degree in one of the following fields; Nursing, Midwifery or equivalent qualifications from reputable institution plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council.

Duties and Responsibilities

- i. To keep abreast with developments in the medical profession and related disciplines.
- ii. To give health education to patients and relatives.
- iii. To teach of student nurses and/or medical students.
- iv. To visit patients at homes and advising in primary health care.
- v. To apply the installed integrated hospital management information systems in all activities and reporting.
- vi. To communicate effectively internally and externally using the ICT
- vii. To adhere to the prescribed inpatients and outpatient treatment manual and procedures.

- viii. To ensure that prescribed instructions are carried out.
- ix. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 6

20. Laboratory Technologist II (4-Posts)

Qualifications

Holder of Diploma in one of the following fields: Health Laboratory Technology, Haematology, Parasitology Clinical Chemistry, Microbiology, Histopathology, Blood Transfusion, Molecular Biology or in any related field who has been registered by the Health Laboratory Practitioners Council

Duties and Responsibilities

- i. To receive, extract and record samples for laboratory examinations.
- ii. To prepare laboratory equipment and chemicals for laboratory tests and examinations
- iii. To keep and maintain patients records
- iv. To maintain list of laboratory equipment in the department
- v. To carry out laboratory examination of samples and recording the results under the supervision of a Senior laboratory Technologist
- vi. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 4

21. Physiotherapist II (2-Posts)

Qualifications

Holder of Diploma in Physiotherapy or any related field from a recognized institution

Duties and Responsibilities

- i. To treat patients through physiotherapy techniques under the supervision of Senior Physiotherapist.
- ii. To conduct health education programme to in patients and out patients
- iii. To keep and maintain patients records
- iv. To ensure proper keep up of equipment in the department
- v. To conduct training and awareness of primary and secondary prevention of

functional impairment of disabilities to paramedical staff and community.
(Patient relatives or centers, which services orphans).

- vi. To perform any other related duties as may be assigned by his Supervisor.

Salary Scale: PMGSS 4

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates: -
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth certificate
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant employed in the Public Service should route his application letter through his respective employer;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;

- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to **Director General, Bugando Medical Centre, Barabara ya Wurzburg 35, P.O.Box 1370, 33102 MWANZA.**
- xiii. Deadline for application is **25th March, 2025**;
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action.

