



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



Ref. No. CGB.281/318/01/27

27<sup>th</sup> June, 2025

**CONTRACT VACANCIES ANNOUNCEMENT**

The Benjamin Mkapa Hospital (BMH) was formally established under the Government Notice No.453 of 2015 which was gazetted 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 has established **Master Health Checkup and Royal Clinic**. Therefore, the hospital is looking for an energetic and dynamic Tanzanians to fill the following vacant positions on **contractual terms**: -

**1.0 RECEPTIONIST II - POST 1**

**1.1 DUTIES AND RESPONSIBILITIES**

- i. Receiving and interviewing visitors and direct them to various services delivery points.
- ii. Keeping visitor's register books.
- iii. Receiving incoming calls and allocating them to the relevant location.
- iv. Keeping and maintaining the switchboard cleanliness in his/her office.
- v. Ensuring that the visitors have appointment and get go ahead from the respective officer/staff.
- vi. Handling visitors with good customer care.
- vii. Making phone calls as requested by staff in accordance to the Institute directives.
- viii. Keeping incoming and outgoing phone calls registers.

- ix. Informing visitors on chain of services at the Institute.
- x. Ensure adherence to standard operating procedure and BMH business process.
- xi. To perform any duty assigned by his supervisors.
- xii. To perform any other related duties as may be assigned by supervisor.

## **1.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI certificate with Certificate in one of the following fields: Telephone Operations, Front Office, Customer Care or equivalent qualifications from recognized Institutions. The applicant should be fluent in English with proven ability to communicate both verbally and in writing, with clarity and accuracy, especially when interacting with english-speaking patients.

## **1.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **2.0 HEALTH ASSISTANT II – 3 POSTS**

### **2.1 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.

### **2.2 QUALIFICATION AND EXPERIENCE**

Holder of Form IV/VI Certificate and one-year Certificate in health-related field from a recognized institution. Also, the applicant should be fluent in English with proven ability to communicate both verbally and in writing, with clarity and accuracy, especially when interacting with English-speaking patients.

### **2.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

## **3.0 NURSING OFFICER II – 3 POSTS**

### **3.1 DUTIES AND RESPONSIBILITIES**

- i. Taking general nursing care of patients.
- ii. Collecting essential medical data.
- iii. Counselling patients.
- iv. Educating patients on their health problems.
- v. Ordering drugs from pharmacy and ward equipment from stores
- vi. Adhering to the rules and regulations of Dangerous Drug Act (DDA).
- vii. Giving health education to patients and relatives.
- viii. Apply the installed integrated hospital management information systems in all activities and reporting.
- ix. Communicating internally and externally by using the ICT.
- x. Adhering to the prescribed inpatients and outpatients' treatment manual and procedures.
- xi. Participating in carrying out prescribed instructions.
- xii. Ensure adherence to standard operating procedure and BMH business process; and
- xiii. To perform any other related official duties as may be assigned by higher authorities.

### **3.2 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council. Also, the applicant should be fluent in English with proven ability to communicate both verbally and in writing, with clarity and accuracy, especially when interacting with English-speaking patients.

### **3.3 REMUNERATION**

Attractive remuneration package in accordance to Hospital Scheme of Service

#### 4.0 GENERAL CONDITIONS

- (a) Applicant must attach an up-to-date Curriculum Vitae (CV) having reliable contact; postal address/post code, email and telephone numbers;
- (b) Applicants whose employment in Public Service was terminated for whatever reasons should NOT apply.
- (c) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU) and NACTVET
- (d) 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
- (e) Partial transcript and result slip will NOT be accepted
- (f) Deadline for application is **03<sup>rd</sup> July, 2025**
- (g) Only shortlisted candidate will be informed on the date of interview
- (h) Interested candidates should address their signed application letter to; **The Executive Director, Benjamin Mkapa Hospital, P.O. Box 11088, Dodoma.**
- (i) 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:

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