

# MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES



16<sup>th</sup> January 2024

## EMPLOYMENT OPPORTUNITY

Muhimbili University of Health and Allied Sciences (MUHAS) is inviting applications from suitably qualified Tanzanians to be considered for employment to fill vacant posts for the Institute of Traditional Medicine on contract basis (2 years) as illustrated herein below;

### ASSISTANT CLINICAL OFFICER- 1 POST

#### a. Entry Qualifications

Holder of certificate in Clinical Medicine from NACTE, must be registered by the respective Professional Board, he or she must be computer literate and a working experience in herbal medicines will be an added advantage.

#### b. Duties and Responsibilities

- i. Provide counseling to the clients before dispensing herbal medicines.
- ii. Give health education to clients.
- iii. Sell herbal medicines and keep sell records
- iv. Maintains and updates inventory of herbal medicines in the dispensing unit.
- v. Keep records of clients visiting at ITM for consultation and/or purchase of herbal medicines
- vi. Performs any other Duties and Responsibilities within the scope of practice as assigned by the Head of section

#### c. Salary scale: POSS I

## **GENERAL CONDITIONS FOR THE POST:**

- (i) Applicants must be Citizens of Tanzania of not more than 45 Years of Age
- (ii) Applicants must attach an up to date Curriculum Vitae (CV) including a reliable contact postal address, post code, email address and telephone numbers.
- (iii) Applicants must apply on the strength of the information given in this Advertisement
- (iv) The title of the position applied for shall be written in the subject of the application letter and marked on the envelope.
- (v) Applicants must attach relevant copies of the following certificates.
  - (a) Academic Certificates.
  - (b) Academic Transcripts
  - (c) Form IV and Form VI National Examination Certificates if available.
  - (d) Computer Certificates where applicable.
  - (e) Professional Certificates from respective councils where applicable.
  - (f) One recent passport size picture and copy of birth certificate.
- (vi) Form IV and Form VI result slips are strictly not accepted. Presentation of forged academic certificates and other information in the CV will lead to legal action.
- (vii) Applicants shall indicate three reputable referees with their reliable contacts.
- (viii) Applicants must consider that their Colleges/Universities are recognized and registered by Government Authorities.
- (ix) Only shortlisted candidates will be informed about the date of the interview.
- (x) Applicants with special needs/ case (disability) are supposed / advised to indicate.
- (xi) Applicants who have/were retired from the public service for whatever reason should not apply.
- (xii) Deadline of receiving Applications is **23<sup>rd</sup> January, 2024** and only shortlisted candidates will be informed on the date for Interview.
- (xiii) Presentation of forged certificates and other information will necessitate to legal action
- (xiv) All applications should be sent to the address below.

**THE DIRECTOR – THE INSTITUTE OF TRADITIONAL MEDICINE,  
MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES – MUHAS,  
P.O. BOX 65001,  
DAR ES SALAAM - TANZANIA.  
E-MAIL: [ditm@muhas.ac.tz](mailto:ditm@muhas.ac.tz)**