



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



Ref. No. CGB.281/318/01/68

20th July, 2026

CONTRACT AND VOLUNTEER 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 16th 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 and Volunteer*** terms: -

1.0 NURSING OFFICERS II - 15 POSTS (Volunteers)

1.1 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.

1.2 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.

1.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

2.0 MEDICAL OFFICERS II - 10 POSTS (Volunteers)

2.1 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

2.2 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.

2.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

3.0 ASSISTANT NURSING OFFICERS II - 10 POSTS (Volunteers)

3.1 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.

3.2 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. An applicant with ***training in Audiologist, Speech Therapist, Anesthesia, Critical Care, Paediatric Nursing, Cardiovascular Nursing, Nephrology Nursing and Oncology Nursing*** will be given priority

3.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

4.0 PHARMACEUTICAL TECHNICIAN II – 10 POSTS (Volunteers)

4.1 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

4.2 QUALIFICATION AND EXPERIENCE

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

4.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

5.0 PHARMACIST II – 5 POSTS (Volunteer)

5.1 DUTIES AND RESPONSIBILITIES

- i. Assist in preparing annual drugs and treatment instruments requirements and its budget.
- ii. Ordering, storing and dispensing drugs and treatment instruments in the Institute.

- iii. Keeping various records of drugs and treatment instruments.
- iv. Assist in preparing list of drugs and treatment instruments for Institute's use.
- v. Assist in making regular reconciliation of drugs dispensed against issues
- vi. Sorting out and listing drugs expiring within three months for the attention of supervisor.
- vii. Ensure adherence to standard operating procedure and MOI business process; and
- viii. To perform other duties assigned by the supervisor

5.2 QUALIFICATION AND EXPERIENCE

Holder of a Bachelor Degree in Pharmacy and who has successfully completed one year internship and registered by the Pharmacy Council.

5.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

6.0 HEALTH LABORATORY TECHNOLOGIST II – 5 POSTS (Volunteers)

6.1 DUTIES AND RESPONSIBILITIES

- i. Assisting in receiving, extracting and recording samples for laboratory examinations.
- ii. Assisting in preparing laboratory equipment and chemicals for laboratory tests and examinations.
- iii. Assisting in inspecting and storing laboratory reagents, equipment and chemicals used in laboratory tests and examinations.
- iv. Assisting in keeping and maintaining laboratory records.
- v. Assisting in maintaining list of laboratory equipment in the unit.
- vi. Assisting in carrying out laboratory examination of samples and recording the results under the supervision of a senior laboratory Technologist.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. To perform other duties assigned by the supervisor

6.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in one of the following fields: in Health Laboratory, Medical Laboratory Technology, Medical Laboratory Science from a recognized Institution

6.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

7.0 HEALTH LABORATORY SCIENTISTS II - 5 POSTS (Volunteers)

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 HEALTH ASSISTANTS II – 5 POSTS (Volunteers)

8.1 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

8.2 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.

8.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

9.0 MEDICAL SPECIALISTS II (*Radiologist, Pathologist and Anesthesiologist*) – 3 POSTS (*On contract Terms*)

9.1 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

9.2 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.

9.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

10.0 RADIOLOGRAPHIC TECHNICIAN II – 2 POSTS (Volunteers)

10.1 DUTIES AND RESPONSIBILITIES

- i. Taking patients' x-rays.
- ii. Up-keeping and maintaining x-ray equipment and supervising sterilized radiology instruments in the unit.
- iii. Ensuring quality diagnosis of x-rays taken.
- iv. Keeping and maintaining patients x-ray waiting for seniors to interpret and give results.
- v. Supervising and training junior staff in the unit.
- vi. Providing technical advice on radiation in the unit.
- vii. Preparing contrast media and chemicals for x-rays.
- viii. Processing x-ray films.
- ix. Keeping and maintaining patient's records.
- x. Ensure adherence to standard operating procedure and BMH business process.
- xi. To perform other duties assigned by the supervisor.

10.2 QUALIFICATION AND EXPERIENCE

Holder of Diploma in Diagnostic Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council.

10.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

11.0 RADIOLOGY SCIENTIST II – 2 POSTS (Volunteers)

11.1 DUTIES AND RESPONSIBILITIES

- i. Carrying out various x-ray examinations.
- ii. Keeping and maintaining Radiology equipment.
- iii. Ensuring quality of x-rays.
- iv. Keeping and maintaining patients x-ray waiting for seniors to interpret and give results.

- v. Supervising and training junior staff in the unit.
- vi. Up-keeping and maintaining x-ray equipment and sterilizing radiology instruments in the unit.
- vii. Ensure adherence to standard operating procedure and BMH business process.
- viii. To perform other duties assigned by the supervisor

11.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Radiography, Diagnostic Radiography or in any related field who is registered by the Medical Radiology and Imaging Professional Council

11.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

12.0 CUSTOMER CARE OFFICER II – 3 POSTS (Volunteers)

12.1 DUTIES AND RESPONSIBILITIES

- i. To participate in attending and responding to customers' inquiries;
- ii. To participate in handling and resolving customer complaints;
- iii. To participate in obtaining information requested by customers
- iv. To respond to customer calls and inquiries;
- v. To receive and forward customer complaints to relevant officers;
- vi. To keep records of interactions and transactions with customers;
- vii. To participate in educating customers on the services provided by BMH; and
- viii. To perform any other related duties as may be assigned by supervisor.

12.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Entrepreneurship, Customer Service Management, Business Administration majoring in Marketing, Marketing, Public Relations, Business Communications, Journalism, Mass Communications or any other related qualifications from a recognized Institution.

12.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

13.0 ICT OFFICER II – 3 POSTS (Volunteer)

13.1 DUTIES AND RESPONSIBILITIES

- i. To design computer systems charts and to provide the necessary systems documentation.
- ii. To assist users in systems analysis and design.
- iii. To execute and document test plans according to quality management standards and methods.
- iv. To prepare systems flow charts of information movements.
- v. To undertake low level routine maintenance of ICT equipment.
- vi. To perform any other related duties as may be assigned by the supervisor.

13.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Informatics or equivalent computer qualifications from recognized institutions.

13.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

14.0 PUBLIC RELATIONS OFFICERS – 2 POSTS (Volunteers)

14.1 DUTIES AND RESPONSIBILITIES

- i. To collect and compile news relevant to the hospital.
- ii. To collect and compile information to assist in the preparation of annual reports, booklets, speeches etc.
- iii. To ensure proper recording and filing of press cuttings for public relations and responding to public queries.
- iv. To prepare responses to public queries on matters relating to the hospital.
- v. To draft replies to general correspondences and queries directed at the hospital.
- vi. To perform any other related duties as may be assigned by supervisor.

14.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Public Relations, International Relations, Business Communication or equivalent qualifications from a recognized institution. An applicant with ***training or majoring in Graphics, Video and News*** will be given priority.

14.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service.

15.0 ENGINEER II (CIVIL ENGINEER) – 1 POSTS (On Contract Terms)

15.1 DUTIES AND RESPONSIBILITIES

- i. Establishing and implementing preventive maintenance plans for the Institute's facilities.
- ii. Maintaining Institute's machines, equipment and building equipment as per manufacturer standards.
- iii. Carrying out independently specified routine technical tasks which require a higher degree of technical knowledge and skills.
- iv. Ensuring the communication System of BMH is smoothly operating
- v. Carrying out installations of machines and equipment.
- vi. Implementing specified maintenance plans for machines, equipment and building.
- vii. Supervising Technicians in maintenance of equipment in the theatres, or sterilization center, or generator, or hospital equipment, or building depending where he/she is assigned according to specialty
- viii. Giving professional advice and guidance to hospital equipment users.
- ix. Assisting in formulation of policies relating to maintenance of hospital equipment.
- x. Ensure adherence to standard operating procedures and BMH business process.
- xi. Performs any other related duties as may be assigned by immediate Supervisor.

15.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Civil Engineering or equivalent qualification from reputable institution. Must be registered by ERB as Graduate Engineer.

15.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

16.0 ESTATE OFFICER II – 2 POSTS (On Contract Terms)

16.1 DUTIES AND RESPONSIBILITIES

- i. Establishing and implementing preventive maintenance plans for the Institute's facilities.
- ii. Maintaining Institute's machines, equipment and building equipment as per manufacturer standards.
- iii. Carrying out independently specified routine technical tasks which require a higher degree of technical knowledge and skills.
- iv. Ensuring the communication System of BMH is smoothly operating
- v. Carrying out installations of machines and equipment.
- vi. Implementing specified maintenance plans for machines, equipment and building.
- vii. Supervising Technicians in maintenance of equipment in the theatres, or sterilization center, or generator, or hospital equipment, or building depending where he/she is assigned according to specialty
- viii. Giving professional advice and guidance to hospital equipment users.
- ix. Assisting in formulation of policies relating to maintenance of hospital equipment.
- x. Ensure adherence to standard operating procedures and BMH business process.
- xi. Performs any other related duties as may be assigned by immediate Supervisor.

16.2 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Architecture, Building Economics or equivalent qualification from reputable institution. Must be registered by Professional Board as Architecture or Quantity Surveyor.

16.3 REMUNERATION

Attractive remuneration package in accordance to Hospital Scheme of Service

17.0 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 30th July, 2026;
- 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**
or submitting the hard copy at the Hospital registry.

Released by:

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