

**THE UNITED REPUBLIC OF TANZANIA**



**PRESIDENT'S OFFICE  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

**Ref.No.JA.9/259/01/A/134**

**30<sup>th</sup> July, 2022**

**VACANCY ANNOUNCEMENT**

On behalf of Medical Stores Department (MSD), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill eight (**8**) vacant posts mentioned below;

**1.0 MEDICAL STORES DEPARTMENT (MSD)**

Medical Stores Department (MSD) is a pioneering autonomous Department under the Ministry of Health, established by Act of Parliament No.13 of 1993 with an objective of developing and maintaining an efficient and cost effective system of procurement, storage and distribution of health commodities required for use by the public and accredited faith based health facilities.

MSD is at a very exciting stage of reforming its operations, systems and processes with the aim of becoming a highly effective supply chain organization that is agile and flexible to meet health commodities demands in the market. MSD plans to implement these structural changes in order to attain the objectives of the medium terms strategic plan.

**1.0.1 DIRECTOR OF PROCUREMENT (1 POST)**

**1.0.2 REPORTS TO: DIRECTOR GENERAL**

**1.0.3 BROAD FUNCTION:**

Successful candidate will be responsible for overall management of contract compliance management, special procurement, clearing strategic business units ensuring MSD procures right goods in the correct quantities and good quality with increased availability of goods in cost effective manner.

#### **1.0.4 DUTIES AND RESPONSIBILITIES**

- i. To ensure timely availability of quality goods and services as requested from User Departments with agreed optimum stock and reduce stockholding values;
- ii. To manage clearing and forwarding functions to ensure no time loss on demurrage;
- iii. To manage all procurements ensuring it meets organization quality specifications and standards with observance to PPRA guidelines to ensure quality products;
- iv. To procure various goods and other supplies required by the organization at the most competitive prices and in accordance with approved MSD procedures;
- v. To organize and manages procurement through MSD Tender Board as a Secretary;
- vi. To oversee and implement MSD's strategic plan in relation to procurement and clearing objectives;
- vii. To be responsible for implementation of procurement and clearing performance contract and Strategic Management Office (SMO) targets in the directorate;
- viii. To ensure that all procurements meet MSD and country quality specifications and standards including PPRA, ISO and WHO guidelines;
- ix. To conduct Performance Review and Appraisal of subordinates and gives feedback; and
- x. To perform any other official duties as may be assigned by the immediate Supervisor.

#### **1.0.5 QUALIFICATIONS AND EXPERIENCE**

Master and Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Business Administration majoring in Procurement and Logistics Management, Logistics Management or equivalent qualifications from recognized institutions. **The Master Degree must be related to Bachelor Degree** with Certified Procurement and Supplies Professional (CPSP) plus ten years of working experience of which two (2) years must be in a managerial level. Candidate must be registered by PSPTB in the category of Authorized Supplies Professional.

**1.0.6 REMUNERATION:** Attractive remuneration package in accordance with Institute's salary scale (MSDS)

**1.0.7 DIRECTOR OF FINANCE (1 POST)**

**1.0.8 REPORTS TO: DIRECTOR GENERAL**

**1.0.9 BROAD FUNCTION:**

Successful candidate will ensure that MSD's financial resource requirements are met by providing professional and quality budgeting and forecasting processes and services.

**1.0.10 DUTIES AND RESPONSIBILITIES**

- i. To oversee implementation of MSD's strategic plan in relation to finance and planning objectives;
- ii. To be responsible for implementation of financial and planning performance contract and Strategic Management Office (SMO) targets in the directorate;
- iii. To coordinate the preparation and implementation of MSD's financial and annual business plans in line with the Medium Term Strategic Plan and other financial regulations;
- iv. To coordinate the preparation of monthly, quarterly and annual performance reports and other financial management information for management use;
- v. To review internal accounting systems, financial policies, rules and regulations to ensure internal controls are enhanced and audit issues are identified and closed;
- vi. To oversee the implementation of policies and strategies for the management of assets, debtors, cash resources, purchase and pricing of goods and services;
- vii. To oversee risk management process to ensure that all significant risks are identified and mitigated;
- viii. To oversee the treasury management function including banking, funds transfer, foreign exchange, overseas purchases and the management of excess cash resources;
- ix. To conduct Performance Review and Appraisal of subordinates and gives feedback;  
and
- x. To perform any other official duties as may be assigned by the immediate Supervisor.

### **1.0.11 QUALIFICATIONS AND EXPERIENCE**

Masters and Bachelor Degree in one of the following fields: Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance, Agricultural Economics and Agribusiness, Economics and Finance, Economics Planning, Project Planning and Management, Policy Planning, Development Finance and Investment Planning, Development Finance and Investment Planning, Economic Planning, Economics or equivalent qualifications from recognized institutions. **The Master Degree must be related to Bachelor Degree.** Candidate must be Certified Public Accountant (CPA) (T), ACCA, ACA, CIMA or equivalent recognized by NBAA plus ten years of working experience of which two (2) years must be in a managerial level.

**1.0.12 REMUNERATION:** Attractive remuneration package in accordance with Institute's salary scale (MSDS).

### **1.0.13 DIRECTOR OF LOGISTICS AND OPERATIONS (1 POST)**

#### **1.0.14 REPORTS TO: DIRECTOR GENERAL**

#### **1.0.15 BROAD FUNCTION:**

Successful candidate will ensure that effective warehouse management, fleet utilization and stock distribution procedures are in place to minimize costs and maximize order fulfilment of medicines and medical supplies across the country.

#### **1.0.16 DUTIES AND RESPONSIBILITIES**

- i.** To advise the Director General on all matters related to logistics and Operations of the organization pertaining to storage and distribution of products;
- ii.** To provide impeccable leadership and supervision of the entire zonal operations to ensure that all operations are conducted as per MSD mandate in concurrence with the strategic plan;
- iii.** To lead the department based quantification process in collaboration with the parent Ministry to ensure all goods procured, distributed and stored are of the right quantities;

- iv. To oversee and implements MSD's strategic plan in relation to logistics, operations and customer service objectives;
- v. To provide requisite advisory and leadership on implementation of logistics and operations performance contract and Strategic Management Office (SMO) targets in the directorate;
- vi. To manage the warehousing operations including vertical programs (donor-funded products) in accordance with the governing procedures;
- vii. To identify, plan, manage and implement projects within warehouse and distribution functions in line with MSD's strategic objectives which includes expansion, and modernization;
- viii. To establish and oversee implementation of effective inventory management procedures for cost-effective distribution, with minimal expiries and enhanced storage space;
- ix. To provide high level advisory and management of transport services and the outsourced transport in a cost effective manner and in a seamless function to ensure they are readily available for distribution with no loss time;
- x. To establish more platforms for stakeholder engagement to support increased funding, collaboration opportunities and information sharing between different stakeholders;
- xi. To conduct Performance Review and Appraisal of subordinates and gives feedback; and
- xii. To perform any other related duties as may be assigned by the supervisor.

#### **1.0.17 QUALIFICATIONS AND EXPERIENCE**

Masters and Bachelor Degree in one of the following fields: Logistics Management, Procurement and Supplies Management, Business Administration, Material Management, Business Administration majoring in Procurement and Logistics Management or equivalent qualifications from recognized institutions. **The Master Degree must be related to Bachelor Degree.** Candidate must be registered by the Procurement and Supplies Professional and Technicians Board (PSPTB) with ten years of working experience of which two (2) years must be in a managerial level.

**1.0.18 REMUNERATION:** Attractive remuneration package in accordance with Institute's salary scale (MSDS).

**1.0.19 DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCE MANAGEMENT  
(1 POST)**

**1.0.20 REPORTS TO: DIRECTOR GENERAL**

**1.0.21 BROAD FUNCTION:**

Successful candidate will be responsible for ensuring that MSD operational is efficient and effective by setting strategic administrative and human resource direction; providing a perspective on growth and expansion; and supporting and sustaining a culture of MSD as a great place to work; Coordinates construction, maintenance and refurbishment of MSD's physical assets; Guides and manages overall provisions of administrative and human resources services, policies and programs for the entire Department.

**1.0.22 DUTIES AND RESPONSIBILITIES**

- i.** To advise the Director General on all matters regarding administration, projects, human resource to ensure that MSD has motivated, committed, engaged and highly competent employees to achieve its set objectives;
- ii.** To oversee MSD capital expansion projects such as warehousing and office buildings, giving technical and administrative support in the project team and guide its execution according to budget and on time;
- iii.** To ensure MSD staff and contracted/outsourced staff, adhere to security and safety standards and have well equipped working tools to minimize incidents and accidents;
- iv.** To perform a strategic partner role to the executive management, ensuring that office administration services for the department are integrated and undertaken seamlessly;
- v.** To provide professional leadership and coordinates the development and implementation of the MSD's PPP strategy to support the execution of the corporate strategic plan to ensure efficient and effective execution of the mandate of MSD;
- vi.** To manage and supervise the human capital function to ensure that it contributes to the strategic effectiveness and operational efficiency of the organization and that it achieves its objectives as planned;

- vii. To associate with the executive and line management to ensure the creation of a workplace that promotes employee performance, health and total wellness to ensure sustainable levels of productivity;
- viii. To promote proactive and constructive management of employee relations by developing appropriate employee disciplinary and grievances procedures to encourage harmonious industrial relations in the workplace;
- ix. To be responsible for implementation of financial and planning performance contract and Strategic Management Office (SMO) targets in the directorate;
- x. To conduct Performance Review and Appraisal of subordinates and gives feedback; and
- xi. To perform any other related duties as may be assigned by the immediate Supervisor.

#### **1.0.23 QUALIFICATIONS AND EXPERIENCE**

Master and Bachelor Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Industrial Relations, Business Administration or Commerce majoring in Human Resources Management or equivalent qualification from recognized Institution. **Master Degree must be related to Bachelor Degree.** Candidate must possess certificate of Qualifying Law Examination for Administrative Officers or Proficiency Examination for Human Resource Officers with ten years of working experience of which two (2) years must be in a managerial level.

#### **1.0.24 REMUNERATION:**

Attractive remuneration package in accordance with Institute's salary scale (MSDS).

### **1.0.25 CHIEF INTERNAL AUDITOR (1 POST)**

### **1.0.26 REPORTS TO: DIRECTOR GENERAL**

### **1.0.27 BROAD FUNCTION:**

Responsible for Promoting accountability in the use of the Department resources through provision of effective assurance and consultancy services and to improve governance and control in accordance with the International Professional Practice Framework (IPPF) issued by the Institute of the Internal Auditors (IIA) and the MSD Internal Audit Charter.

### **1.0.28 DUTIES AND RESPONSIBILITIES**

- i.** To oversee the implementation of audit policies, standards and practices for MSD;
- ii.** To provide regular briefing to the Director General on evaluation of the adequacy of the internal control structure of MSD;
- iii.** To oversee the preparation of annual risk based internal Audit plans and fraud risks assessment;
- iv.** To advise management on risk prevention measures to reduce frequency or severity as per audit reports;
- v.** To oversee the preparation of quarterly reports for submission to the Audit and Risk Management Committee, Public Procurement Regulatory Authority (PPRA) and Ministry of Finance Internal Audit Division;
- vi.** To oversee the implementation of recommended/corrective actions on the findings of both internal and external quality assurance and Improvement Programme (QAIP);
- vii.** To oversee preparations and ensures proper execution of a comprehensive annual audit plan;
- viii.** To coordinate the review and report on proper control over MSD operations including the receipt, custody and utilization of all financial resources of the Department;
- ix.** To liaise with external auditors on issues of mutual interest;
- x.** To oversee implementation of MSD's strategic plan in relation to Internal Audit objectives;
- xi.** To be responsible for implementation of financial and planning performance contract and Strategic Management Office (SMO) targets in the Unit;



- xii. To conduct Performance Review and Appraisal of subordinates and gives feedback; and
- xiii. To perform any other related duties as may be assigned by the immediate Supervisor.

### **1.0.29 QUALIFICATIONS AND EXPERIENCE**

Master's and Bachelor degree in one of the following fields: Accounting, Finance, Business Administration or equivalent. Master Degree must be related to Bachelor Degree. Candidate must possess Certified Public Accountant (CPA) (T), ACCA, ACA, CIA, CIMA or equivalent professional qualifications recognized by NBAA) with eight years working experience in related field and should be at the rank of at least Senior Officer. Possession of either Certified Information System Auditor (CISA) or Certified Fraud Examiner (CFE) will be an added advantage.

### **1.0.30 REMUNERATION:**

Attractive remuneration package in accordance with Institute's salary scale (MSDS).

### **1.0.31 HEAD OF LEGAL SERVICES (1 POST)**

#### **1.0.32 REPORTS TO: DIRECTOR GENERAL**

#### **1.0.33 BROAD FUNCTION:**

Successful candidate will be responsible for ensuring that MSD operational is efficient and effective by providing advice on all legal matters to the Board of Trustee, Director General and Management, reviewing all draft contracts to ensure compliance with procurement procedures and protection of MSD's legal interests and keep custody of all legal documents and seal of the institution to ensure are maintained in safe and proper custody.

#### **1.0.34 DUTIES AND RESPONSIBILITIES**

- i. To control, manage, and direct the activities and functions related to legal services;
- ii. To provide advice to the Board of Trustee, Director General and Management in all legal matters;
- iii. To review all draft contracts to ensure compliance with procurement procedures and protection of MSD's legal interests;

- iv.** To plan for Board meeting and prepare Board calendar;
- v.** To arrange and coordinate all Board and Management meetings and implementation of resolutions;
- vi.** To coordinate preparation of Management performance reports for deliberation by the Board;
- vii.** To facilitate Board assessment, trainings and engagements;
- viii.** To act as Secretary to Executive Management Team meetings and records and keeps custody of all MSD proceedings and resolutions;
- ix.** To keep custody of all legal documents and seal of the institution to ensure are maintained in safe and proper custody;
- x.** To manage case register and co-ordinate law suits in which MSD is directly involved or is interested party;
- xi.** To participate in preparation and drafting of court briefs and pleadings;
- xii.** To manage MSD's relationships with the Attorney General and Solicitor General as external providers of legal services on an ongoing basis;
- xiii.** To prepare business plan and budget and ensure its implementation in line with thresholds set;
- xiv.** To identify risks and their mitigation;
- xv.** To conduct Performance Review and Appraisal (DRIVE) of subordinates and gives feedback; and
- xvi.** To perform any other related duties as may be assigned by the immediate Supervisor.

### **1.0.35 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in Law (LL.M) from any recognized Institution who has passed a recognized practical legal training or undergone internship program recognized by the Attorney General. He/she must be registered as Advocate of the High Court with eight (8) years work experience in related field or should be at the rank of at least senior officer.

### **1.0.36 REMUNERATION:**

Attractive remuneration package in accordance with Institute's salary scale (MSDS).

### **1.0.37 DIRECTOR OF ICT AND STATISTICS (1 POST)**

#### **1.0.38 REPORTS TO: DIRECTOR GENERAL**

#### **1.0.39 BROAD FUNCTION:**

Successful candidate will be responsible for Digitalize MSD functions, data, develop and implement effective enterprise resource planning system, network, and solutions to support and sustain MSD Business operations.

### **1.0.40 DUTIES AND RESPONSIBILITIES**

- i.** To advise the Director General on all matters related to ICT Systems and ICT governance;
- ii.** To coordinate and ensures that MSD ICT policies and guidelines are adhered to by all users;
- iii.** To oversee implementation of MSD's strategic plan in relations to ICT objectives;
- iv.** To be responsible for implementation of directorate performance contract and targets in the directorate;
- v.** To ensure optimal use of ICT systems in terms of value for the business units versus system related costs;
- vi.** To ensure that MSD staff have access to the required ICT facilities and services, and that the services are managed efficiently and periodically updates and specify user requirements;
- vii.** To manage security of networks, systems and organizations' information and setting organizational standards at all levels in regard to ICT;

- viii. To oversee implementation of ICT projects, including joint projects with stakeholders;
- ix. To conduct Performance Review and Appraisal of subordinates and gives feedback;
- x. To review and enforces Information Communication and Data Management standards, strategies, policies and procedures;
- xi. To undertake statistical analysis; and to update Information Communication and Data Management infrastructures up to standards; and
- xii. To perform any other related duties as may be assigned by the immediate Supervisor.

#### **1.0.41 QUALIFICATION AND EXPERIENCE**

Master Degree in one of the following fields: Computer Science, Computer Engineering, Information Technology, Information System and Network Engineering, Information and Communication Technology, Electronics and Communication Engineering, Information and Communication Systems Management or equivalent computer qualifications from recognized institutions. Bachelor Degree in any of the above fields with ten (10) years working experience in related field of which two (2) years should be served at a Managerial level.

#### **1.0.42 REMUNERATION:**

Attractive remuneration package in accordance with Institute's salary scale (MSDS).

#### **1.0.43 PLANNING, MONITORING AND EVALUATION MANAGER (1 POST)**

#### **1.0.44 REPORTS TO: DIRECTOR GENERAL**

#### **1.0.45 BROAD FUNCTION:**

Successful candidate will be responsible for ensuring presence of plans for both short and long term with adequacy mechanism for monitoring and evaluating operational and strategic plan implementation.

#### **1.0.46 DUTIES AND RESPONSIBILITIES**

- i.** To advise the Director General on all matters related to Department performance;
- ii.** To lead the preparation of annual MSD medium-term strategic plans, business plan and budget and assess adherence to the plan and approved budget in liaison with head of sections;
- iii.** To prepare and monitor implementation of investment and project;
- iv.** To prepare Medium-Term Expenditure Framework in line with Ministry of Finance and Planning guidelines;
- v.** To set and review performance standards and indicators for the Directorates and Units ensuring signing of Performance Contracts at the beginning of financial year;
- vi.** To assess periodic Directorate and Units performance and recommend areas for improvement;
- vii.** To identify challenges related to implementation of business plan and policies and provide recommendations to management;
- viii.** To review and submit periodic performance reports required the respective Ministry and other stakeholders;
- ix.** To coordinate implementation of SBU initiatives including proposals for new SBU formulation and downgrading of SBU;
- x.** To review recommendations on corporate policies from time to time ensuring they are supportive of MSD business plan and submit to management;
- xi.** To review submissions on suitable investment opportunities for the Department and recommends necessary criteria and guidelines;
- xii.** To oversee implementation of risk management activities throughout the Department;
- xiii.** To review and recommend MSD annual risk management plan and conduct effective monitoring and evaluation for the same;
- xiv.** To review and recommend quarterly risk management reports to EMT and the Board's Audit and Risk Committee;
- xv.** To administer periodic Institutional Self-Assessment (ISA) exercises and compile an evaluation report;
- xvi.** To monitor and review quality management system reports that are undertaken periodically;
- xvii.** To undertake researches on the impact of projects and programs undertaken by MSD;

- xviii.** To review analyzed statistics for the formulation and implementation of projects, policies, plans and budgetary proposals and provide recommendations;
- xix.** To evaluate performance of the Department and coordinate mid-year and annual performance reviews;
- xx.** To conduct Open Performance Review and Appraisal (OPRAS) of subordinates and gives feedback; and
- xxi.** To perform any other related duties as may be assigned by the immediate Supervisor.

#### **1.0.47 QUALIFICATIONS AND EXPERIENCE**

Holder of Master Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Economics and Finance, Economics and Statistics, Statistics, Planning, Project Planning and Management, Policy Planning, Investment Planning, Development Finance and Investment Planning or equivalent qualifications from recognized institution. Bachelor Degree in any of the above fields with eight (8) years working experience or should be at the rank of at least senior position.

#### **1.0.48 REMUNERATION:**

Attractive remuneration package in accordance with Institute's salary scale (MSDS)

**1.0.49 TERMS AND CONDITIONS:** The position attracts permanent and pensionable contract.

#### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- iii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers; **A CV should also indicate the size of the managed department in terms of portfolio, budget, geographical coverage, staff and listing names and contacts of 3 work related referees,**

- iv. Applicants should apply on the strength of the information given in this advertisement;
- v. 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;
- vi. Attaching copies of the following certificates is strictly not accepted:-
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **12<sup>th</sup> August, 2022;**
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

**NOTE:** *All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/>and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')*

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**