

Nafasi za Kazi Ministry of Health Zanzibar May 2025

(kwa matangazo ya kazi tembelea Kisiwa24 Blog)

Secretary – 1 Post

Ministry of Health Zanzibar

The Government of the United Republic of Tanzania obtained a loan from BADEA, Kuwait Fund, and Saudi Fund for the Rehabilitation and Expansion of Mnazi Mmoja Hospital Project – Zanzibar. The Ministry of Health-Zanzibar, representing the Government of the United Republic of Tanzania, intends to apply parts of this loan to finance the management of the project through the establishment of the Project Implementation Unit (PIU) for the rehabilitation and expansion of Mnazi Mmoja Hospital in Zanzibar.

The duration of the implementation phase is three years, and the Operation & Management phase is one year. The project is expected to be completed by the end of 2026. The following staff will be recruited to facilitate the project:

Secretary – One post

Main tasks and responsibilities

- Front desk management both for visitors and handling telephone communications.
- Prepare and manage correspondence, reports, and documents.
- Maintain updated address and phone lists of Government officials and stakeholders.
- Organize and coordinate program meetings, meetings for visiting missions/delegations, conferences, and travel arrangements.
- Implement and maintain office systems.
- Filing and safekeeping of project documentation and database to ensure timely and correct flow of information to all relevant stakeholders.
- Maintain a proper record of all incoming and outgoing documents to and from the project, which includes management of files, letters, memo scroll, hard-copy and soft-copy storage of all documents, etc.
- Communicate verbally and in writing to answer inquiries and provide information.
- Coordinate flow of information both internally and externally.
- Filing and safekeeping of project documentation and database to ensure timely and correct flow of information to all relevant stakeholders.

Evaluation criteria

a. Requirement and qualifications – 55% marks

- Intermediate degree in management, business/public administration, law, education, statistics, economics, marketing, and its equivalents (bachelor's degree preferred).
- Good command of basic computer skills supported with relevant certificates.

b. Experience – 40% marks

- At least 5 years of experience in secretarial and/or administration-related services.
- Experience in financial management and having worked on donor-funded projects (added advantage).

c. Language – 5% marks

- Excellent knowledge of English and Swahili languages.

Working conditions

The Secretary will be stationed at the premises of the Mnazi Mmoja Hospital.

Period of performance and remunerations

The Secretary will serve in a full-time position within the Project and will be offered a one-year contract, which includes a three-month probation period. The contract may be extended based on performance and project needs. Remuneration will be monthly.

Reporting

The Secretary of the PIU will report monthly to the Project Manager.

Ministry of Health Zanzibar Job Vacancy, Secretary

Mode of application

All applications should be addressed to the Principal Secretary, Ministry of Zanzibar, and must be submitted by hand to the Procurement and Disposal Management Unit, P.O. Box 236, Ministry of Health-Zanzibar, between 9:00 am and 3:30 pm, no later than 31-05-2025. Late applications will not be considered. This application is only for Tanzanian citizens.

A detailed Curriculum Vitae must be provided, showing how the requirements specified in this document match the capability, experience, and knowledge.

The application must be submitted in one original and one copy, and the envelope must be marked "Original" and "Copy" as appropriate. If there are any discrepancies between the original and the copy, the original governs. The outer envelope shall be labeled with the submission address, reference number, and title of the post.

The application must be submitted in the English language. All required information must be provided, responding clearly and concisely to all the points set out.

The application document should comprise the following:

- a. Covering Letter.
- b. An application letter duly signed on all pages by the applicant.

Applications shall be evaluated in accordance with the following criteria:

- a. Compliance with the required qualifications.
- b. Compliance with experience.
- c. Compliance with language (English and Kiswahili).