

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/263

30th March, 2023

1.0 BACKGROUND INFORMATION

On behalf of National Health Insurance Fund (NHIF), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill **two (2)** vacant posts of the Director of Human Resources and Administration and that of Chief Internal Auditor.

2.0 NATIONAL HEALTH INSURANCE FUND (NHIF)

The National Health Insurance Fund (NHIF) is a statutory Health Insurance Scheme established by Act of Parliament No.9 of 1999, to undertake the responsibility of insuring medical care services to its members. The Fund is dedicated to proving support to its beneficiaries to access health care services through a wide network of accredited quality health facilities throughout Tanzania. The NHIF envision on becoming the leading Health Assurance Scheme of choice in the Sub-Saharan region.

POST	DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION
EMPLOYER	NATIONAL HEALTH INSURANCE FUND (NHIF)
REPORTS TO	DIRECTOR GENERAL
JOB SUMMARY	To provide overall direction and supervision of the Human Resources and Administration issues

DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To provide advice on administrative and human resources matters and formulate internal working documents on such matters; ii. To provide strategic inputs on Administration and Human Resources Management issues; iii. To ensure optimal, efficient and effective management and utilization of human resources within the Fund; iv. To oversee employees' welfare; v. To oversee the review and implementation of human resources and administrative policies, procedures and practices; vi. To develop and implement strategic human resources and administrative plans; vii. To manage industrial relations, disciplinary, grievances and disputes procedures; viii. To advise on the remuneration policy and reward management; ix. To oversee the implementation of human resources systems and practices; x. To formulate, implement and evaluate training and development programmes; xi. To manage estates, logistics and support services; xii. To ensure the implementation of performance appraisal of all staff in the Fund; xiii. To prepare periodic reports of the directorate; and xiv. To perform other duties as may be assigned by the Director General from time to time.
QUALIFICATIONS	<p>Holder of Bachelor Degree in Public Administration, Human Resources Management, Business Administration majoring in Human Resources or Commerce majoring in Human Resources and a Master Degree in one of the following fields: Public Administration, Human Resources Management, Business Administration majoring in Human Resources or Commerce majoring in Human Resources from recognized University.</p>
WORK EXPERIENCE	<p>Working experience of at least ten (10) years of which two (2) years must be in Managerial Position.</p>

AGE LIMIT	Not more than fifty (55) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/SALARY SCALE	NHIF 12
APPLICATION TIME LINE	Twenty One (21) days from the date of the advertisement.

POST	CHIEF INTERNAL AUDITOR
EMPLOYER	NATIONAL HEALTH INSURANCE FUND (NHIF)
REPORTS TO	DIRECTOR GENERAL
JOB SUMMARY	Oversee Financial performance internal audit and provide assurance to both Board of Directors and Management on soundness and adequacy of internal controls and governance structure.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> i. To prepare Annual Internal Audit Plan and supervise its execution; ii. To manage and appraise progressively the soundness, adequacy and application of the internal control systems; iii. To advise the Audit Committee and Director General on all matters pertaining to internal controls, proper management of assets and the level of compliance with financial and other regulations of the Fund; iv. To supervise operational/value for money audits; v. To ascertain the reliability of management data developed within the NHIF as well as the extent of compliance with the Fund policies, plans, procedures and other directives; vi. To liaise with external auditors for timely completion of accounts and management reports; vii. To carry out special investigation as may be directed by Director General, Board's Committee for Audit and Risk Management or Board of Directors; viii. To manage and monitor risks to which the Directorate is exposed;

	<p>ix. To conduct and advise the Director General accordingly on performance and Governance Audit;</p> <p>x. To prepare periodic reports of the unit; and</p> <p>xi. To perform other duties which may be assigned by the Director General or Board Audit Committee from time to time.</p>
QUALIFICATIONS	Holder of Master Degree in one of the following fields: Accounting, Finance, Business Administration majoring in Accounting or Finance and a related Bachelor Degree from recognized Institution. The candidate must possess either CPA (T), ACCA, ACA, ICMA or any equivalent professional qualifications recognized by NBAA.
WORK EXPERIENCE	Working experience of at least eight (8) years in related field at Senior level.
AGE LIMIT	Not more than fifty (55) years.
TERMS OF EMPLOYMENT	Unspecified
REMUNERATION/SALARY SCALE	NHIF 11
APPLICATION TIME LINE	Twenty One (21) days from the date of the advertisement.

3.0 GENERAL CONDITIONS

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- 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); and**
 - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
- Form IV and Form VI results slips; and
 - Testimonials and Partial transcripts.
- vii. An applicant must upload a 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. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- xii. 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);
- 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-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.
- xiv. Deadline for application is **19th April, 2023**;
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate 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