

TANZANIA FOOD AND DRUGS AUTHORITY



# JOB VACANCIES

The Tanzania Food and Drugs Authority (TFDA) is an Executive Agency under the Ministry of Health and Social Welfare which is responsible for the control of quality and safety of food, drugs, cosmetics and medical devices for the purpose of protecting public health.

It is established under Section 4 (1) of the Tanzania Food, Drugs and Cosmetics Act, 2003 and became operational on 1<sup>st</sup> July 2003.

TFDA seeks to recruit intelligent, competent, open-minded, result oriented with high integrity Tanzanians to fill the following vacancies.

Post	Duty station	Duties	Qualification
<b>Food Inspector- Fifteen posts</b>	8 TFDA HQ, 1 Mwanza, 1 Arusha, 1 Namanga, 1 Sirari, 1 Tunduma, 2 TFDA Eastern Zone, DSM.	<ul style="list-style-type: none"> <li>- Conduct inspections of food premises, and food products.</li> <li>- Conduct inspection of food imports and exports at ports of entry.</li> <li>- Prepare and submit inspection reports according to SOPs.</li> <li>- Process applications for registration of premises, licenses, import and export permits of foods.</li> <li>- Supervise destruction of unfit food products.</li> <li>- Prepare status reports on license, permit, import and export of food.</li> <li>- Update computer data base of food products.</li> </ul>	BSc in Food Science and Technology, Environmental Health Sciences, Veterinary Medicine or equivalent qualification in the related field from a recognized institution with at least three (3) years experience.
<b>Food Registration officer Five posts</b>	5 TFDA HQ	<ul style="list-style-type: none"> <li>- Review and evaluate documentation of food products applied for registration</li> <li>- Evaluate food products applied for registration</li> <li>- Evaluate food promotional materials</li> <li>- Prepare and submit evaluation and progress reports to the supervisor</li> <li>- Update the relevant food products registration database</li> <li>- Attend and respond to customer enquiries related to food products registration</li> </ul>	BSc. Food Science, Food Science and Technology, Human Nutrition or Food Chemistry from a recognized institution with at least three (3) years experience.
<b>Drug Inspector- Five Posts</b>	3 TFDA HQ, 1 Mwanza, 1 Arusha.	<ul style="list-style-type: none"> <li>- Conduct inspections of drug, pharmaceuticals, cosmetics and medical devices and respective premises.</li> <li>- Conduct inspections of drugs, cosmetics and medical devices imports and exports at ports of entry.</li> <li>- Process applications for registration of premises, licenses, import and export permits of drugs, cosmetics and medical devices.</li> <li>- Supervise destruction of unfit drugs and cosmetic products.</li> </ul>	Bachelor of Pharmacy, Veterinary or equivalent qualifications in the related field from a recognized institution with at least three (3) years experience.

<b>Drug Registration Officers</b> <b>Five Posts</b>	5 TFDA HQ	<ul style="list-style-type: none"> <li>-Conduct evaluation of medicines, cosmetics, clinical trials and medical devices</li> <li>-Conduct evaluations of promotional materials related to medicines, cosmetics and medical devices</li> </ul>	Bachelor of Pharmacy, Doctor of Medicine, Bachelor of Veterinary medicine or equivalent qualifications in the related field from a recognized institution with at least three (3) years experience.
<b>Laboratory Technician-</b> <b>Six Posts</b>	TFDA HQ	<ul style="list-style-type: none"> <li>- Analyze samples.</li> <li>- Keep samples in safe custody before analysis.</li> <li>- Train and give guidance to subordinates.</li> <li>- Keep the working bench clean and tidy before and after analysis.</li> <li>- Keep the laboratory equipment, instruments and apparatus in safe custody.</li> <li>- Report faults and breakage of equipment of laboratory.</li> <li>- Recording results prepare reports and submit to the superior.</li> </ul>	Ordinary Diploma in laboratory, Pharmacy, food sciences or its equivalent from recognized institution with at least 3 years experience.
<b>Internal Auditor-</b> <b>One Post.</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Conduct comprehensive audits/reviews that evaluate and report on the soundness of the existing financial controls.</li> <li>- Make recommendations to improve management controls, reduce costs and enhance efficiency and effectiveness of operations.</li> <li>- Conduct field reviews to assess the strength of the financial and administrative controls and accuracy of the financial returns.</li> <li>- Preparation of annual work plans.</li> <li>- Carry out monthly stock checks.</li> <li>- Draft audit reports.</li> </ul>	B.com (Accounts), Bachelor of Accounts, or Advanced Diploma in Accountancy or equivalent plus training in use of accounting computer application packages with three (3) years experience as an Auditor.
<b>Computer System Analyst-</b> <b>Two Posts</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Provide computer user support.</li> <li>- Installation and testing of both hardware and software.</li> <li>- Maintenance of ICT hardware.</li> <li>- Prepare ICT report.</li> <li>- Test for verification and validation of new or modified system.</li> <li>- Supervise daily MIS operations.</li> <li>- Institute security measures for computers and other ICT hardware as per ICT policy and guidelines.</li> <li>- Maintain registry of ICT equipment.</li> <li>- Implement systems security and reliability of procedure, such as back up user files, and anti virus programs.</li> </ul>	Advanced Diploma in Computer Science or Information Technology.  Knowledge of SQL Database Administration and Visual basic programming plus 3 years experience.
<b>Supplies Officer-</b> <b>One Post</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Prepare material requirement budget and procurement plan.</li> <li>- Prepare and maintain suppliers' database.</li> <li>- Supervise store operations.</li> <li>- Supervise procurement operations and expedite delivery of material from suppliers.</li> <li>- Design location index for stores.</li> <li>- Expedite clearance of consignment at ports of entry.</li> </ul>	Degree or Advanced Diploma in Materials Management or its equivalent from a organization institution and registered with National Board of Materials Management as Authorized Supplies Professional with (3) years experience.

		<ul style="list-style-type: none"> <li>- Supervise perpetual stock taking.</li> <li>- Carry out annual stock taking.</li> <li>- Carry out inventory analysis and control.</li> <li>- Initiate purchase of standard stock items and prepare reports.</li> </ul>	
<b>Accountant- Two Posts</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Check invoices, bills and other claims for validity, accuracy and approval before payments are effected to protect TFDA from theft and fraud.</li> <li>- Prepare payment vouchers and cheques and post them to ledgers according to Standard Accounting Principles.</li> <li>- Prepare lists of cheques according to SOPs.</li> <li>- Maintain accounts records according to standard accounting practices.</li> <li>- Issue receipts and keep in safe custody all payment vouchers and other supporting documents for verification of authenticity of transaction by auditors.</li> <li>- Reconcile cash and cheque receipts and bank them.</li> <li>- Collect bank statement and prepare Bank Reconciliation Statement.</li> </ul>	B.com (Accounts), Bachelor of Accounts, or Advanced Diploma in Accountancy or equivalent plus training in use of accounting computer application packages with three (3) years experience.
<b>Administrative Officer- One Post</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Make arrangements for meetings, conferences and training.</li> <li>- Facilitate travel on duty for officers.</li> <li>- Facilitate availability of stationery, refreshment and other office supplies.</li> <li>- Facilitate smooth provision of staff welfare on matters pertaining to health and safety, game and sports, funeral and canteen services.</li> <li>- Manage pension matters for TFDA staff.</li> <li>- Handle compensation matters for TFDA staff.</li> <li>- Administer cleaning, gardening and security services.</li> <li>- Maintenance and repair of building and structures.</li> <li>- Manage provision of utilities (electricity, water and telephone).</li> <li>- Manage TFDA vehicles.</li> </ul>	Degree or Advance Diploma in Public or Business Administration or its equivalent plus 3 years experience.
<b>Information and Education Officer- One post</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Gather and prepare news articles on TFDA matters</li> <li>- Cover TFDA events of public interest including photographing and uploading news into website</li> <li>- Coordinate press conferences and airing of press releases and TFDA advertisements.</li> <li>- Develop and deliver marketing materials</li> <li>- Develop and deliver public education materials on safety and quality of regulated products</li> <li>- Implement public education programs</li> <li>- Implement customer care programs</li> </ul>	Degree or its equivalent in Health Promotion, Marketing, Journalism, Public Health or Social Sciences or equivalent from a recognized institutions plus 3 years experience as a journalist.

<b>Office Assistant</b>  <b>Three Posts</b>	TFDA, HQ	<ul style="list-style-type: none"> <li>- Take files, document, parcels to relevant offices and /or collect them as instructed.</li> <li>- Prepare office tea</li> <li>- Open doors and windows in the morning, check and switch off electrical equipment, close windows and lock office doors at the end of office hours.</li> <li>- Photocopy documents</li> <li>- Keep office equipment safe and report faults.</li> </ul>	Form IV secondary education certificates with pass in English, Kiswahili and Mathematics and attended Office Assistant Course plus 3 years experience.
<b>Personal Secretary-</b>  <b>Three Posts</b>	1 Mwanza, 1 Mbeya, 1 Arusha.	<ul style="list-style-type: none"> <li>- Type documents accurately.</li> <li>- Prepare photocopies of documents.</li> <li>- Receive incoming calls, faxes, and E-mails.</li> <li>- Receive visitors and attend them courteously.</li> <li>- Handle confidential and sensitive information with integrity.</li> <li>- Make necessary arrangements and bookings for meetings.</li> </ul>	Form IV certificate with certificate in secretarial studies from Tanzania Public Service College (TPSC) or other recognised institutions plus training in MS Office applications. A good command of Kiswahili and English and Shorthand speed of 80 words per minute with at least 3 years experience.
<b>Driver-</b>  <b>Three Posts</b>	2 TFDA HQ, 1 Mwanza,	<ul style="list-style-type: none"> <li>- Raise requisition and account for fuel.</li> <li>- Drive and keep vehicles clean</li> <li>- Keep the vehicle and properties in a safe custody</li> <li>- Fill and Maintain vehicle log book.</li> <li>- Initiate maintenance of vehicles.</li> </ul>	Form IV certificate with class C driving license and trade test grade II in auto mechanics from a recognized institution plus at least 3 years of safe driving.

**Age:** Age limit for all positions is 35 years.

**Salary and fringe benefits:** All posts carry attractive salary and fringe benefits.

**Deadline:** 14 days from the date of first advertisement. Only short-listed candidates will be contacted.

**Duty Station:** Applicants should indicate preference of duty station.

**Mode of application:** Interested candidates should send their application letters, curriculum vitae, photocopies of certificates, transcripts, names and addresses of two referees and two passport size photographs to the:

**Director General,**  
**Tanzania Food and Drugs Authority (TFDA),**  
**P.O. Box 77150.**  
**DAR ES SALAAM.**

Email: [info@tfda.or.tz](mailto:info@tfda.or.tz)