NATIONAL HEALTH INSURANCE FUND

Dedicated to providing quality health care to its beneficiaries

CALL FOR WRITTEN INTERVIEW

Reference is made to the employment opportunities advertised in the Mtanzania June 8, 2012; Tanzania Daima June 8, 2012, The Guardian June 11, 2012, Daily News June 11, 2012 and Mwananchi June 8, 2012. The Fund now invites the applicants who meet the stated qualifications to attend written interview to be held at Tanzania Episcopal Conference (TEC)/Baraza la Maaskofu Tanzania, Kurasini, Dar es Salaam as per Time Table and conditions shown below:

INTERVIEW TIME TABLE

DATE	TIME	POST	NUMBER OF APPLICANTS	VENUE	HALL
14-08-12	9.00 AM	SENIOR ADMINISTRATIVE OFFICER II	389	TEC	AMECEA
		SENIOR HUMAN RESOURCE OFFICER II	351	TEC	No. 85
	2.00 PM	QUALITY ASSURANCE OFFICER III,	100	TEC	AMECEA
		ASSISTANT QUALITY ASSURANCE OFFICER III,	86	TEC	AMECEA
		PHARMACEUTICAL SERVICES OFFICER III	55		No. 85
		RISK OFFICER	119		No. 85
15.08.2012	9.00 AM	COMPLIANCE AND FIELD OPERATIONS OFFICER III	3405	TEC	AMECEA & No. 85
17.08.2012	9.00 AM	ASSISTANT ACCOUNTANT III	1824	TEC	AMECEA & No. 85
23.08.2012	9.00 AM	MEMBERSHIP OFFICER III	1421	TEC	No. 86 & 85
	2.00 PM	CLAIMS OFFICER III	850		No. 85& 86
24.08.2012	9.00 AM	DRIVER III	553	TEC	No. 85 & 86

The following are NOT supposed to appear for the interview:

1. Applicants whose age is above 40 years old
2. Applicants whose application letters were not handwritten
3. Applicants who did not submit their PHOTOGRAPHS with the application letter
4. Applicants with Masters Degree except for Risk Officer post
5. For the posts of Senior Administrative Officer and Senior Human Resource Officer -applicants who are not holders of Degree or Advanced Diploma in Human Resource Management, Public Administration or Sociology; and with less than three years experience as Senior Officer in those fields.
6. For the post of Assistant Quality Assurance Officer –applicants who are **NOT** Assistant Medical Officers **(AMO)**
7. For the post of Quality Assurance Officer-Applicants who are **NOT** Medical Doctors (MD)
8. For the post of Risk Officer-applicants who are less than 3 years experienced in Risk Management.
9. For the post of Driver-applicants who have less than Form Four education.

NB:

- Applicant should not appear for interview to more than **one post**. Those applied for more than one post should choose only one which suits the best.
- Applicants MUST come with their **original** academic and/or professional certificates
- Applicants should come with **Identification card** such as employer ID, Voter's ID, Driving License, Passport or any other recognized Identification which carries among other things a name and photograph.
- All applicants should observe time; those who come **15 minutes** after the indicated time shall not be allowed to enter into the interview room.
- **NHIF shall not be responsible for any cost** incurred by the applicants for the purpose of attending the interview**.**

Issued by:

DIRECTOR GENERAL
NATIONAL HEALTH INSURANCE FUND
P.O.BOX 11360
DAR ES SALAAM

Web site: www.nhif.or.tz