



**THE UNITED REPUBLIC OF TANZANIA**



**MINISTRY OF HEALTH**

**PHARMACY COUNCIL**

**Ref. No. CDA.364/415/01/44**

**9<sup>th</sup> October, 2025**

**VACANCY ANNOUNCEMENT**

Pharmacy Council is a semi-autonomous institution under the Ministry of Health which was established under the Pharmacy Act, Cap 311 as a body corporate for regulating and control of pharmacy profession and practice. The Council invites dynamic and suitable qualified Tanzanians to fill vacant posts as mentioned below: -

**1.0 PHARMACIST II (03 Positions)**

**1.1 DUTY POST**

Pharmacy Council Zonal Offices Mwanza (01) & Dodoma (02)

**1.2 REPORTS TO/IMMEDIATE SUPERVISOR**

Head of Zone Office

**1.3 DUTIES AND RESPONSIBILITIES**

- a) To receive, scrutinize and submit to head of zone office all applications for registration, enrolment and enlisting of Pharmacists, Pharmaceutical Technicians and Pharmaceutical Dispensers respectively and renewal of business permit of pharmacies;
- b) To receive, scrutinize and submit to head of zonal office all applications for approval of pharmacy training institution;
- c) To conduct inspection of premises, internship centres and Pharmacy Training Institutions;
- d) To conduct inspection in public and private health facilities including intern centres;
- e) To keep and update registers for all personnel and premises registered under the Act;
- f) To assist other professionals on matters related to pharmacy practice;
- g) To prepare monthly and quarterly progressive reports and submit to immediate supervisor;
- h) To perform any other duties as may be assigned by the immediate supervisor.

#### **1.4 QUALIFICATIONS AND EXPERIENCE**

- a) Holder of Bachelor Degree in Pharmacy from an accredited institution and must be registered by the Pharmacy Council of Tanzania;
- b) Must have a valid license to practice;
- c) Have experience of minimum two (02) years in performing some of the above duties or responsibilities;
- d) Able to work with automated business processes; and
- e) Conversant in basic office applications especially word and excel.

#### **1.5 RENUMERATION**

Remuneration package in accordance to Pharmacy Council's Salary Scale.

### **2.0 PHARMACEUTICAL TECHNICIAN/TECHNOLOGIST (DRUG) II (07) Positions)**

#### **2.1 DUTY POST:**

Pharmacy Council Zonal Offices (Mwanza (02), Arusha (01), Mbeya (02) and Dar es Salaam (02)

#### **2.2 REPORTS TO/IMMEDIATE SUPERVISOR:**

Head of Zonal Office

#### **2.3 DUTIES AND RESPONSIBILITIES**

- a) To receive, scrutinize and submit to head of zonal office all applications for enrolment and enlisting of Pharmaceutical Technicians and Pharmaceutical Dispensers and subsequently accreditation and renewal of business permit for Drug Dispensing Outlets (ADDO);
- b) To conduct and keep records for audit inspection of Accredited Drug Dispensing outlets (ADDOs) in District Councils;
- c) To assist pharmacist in conducting supervision in public and private health facilities including intern centres;
- d) To conduct inspection and supervision in public and private primary health facilities (Health centres and Dispensaries);
- e) To keep and update records and registers for;
  - i. Pharmaceutical Technicians and Assistants in both public and private sector;
  - ii. Premises (ADDOs) and ADDO Dispensers;
- f) To prepare monthly and quarterly progressive reports and submit to immediate supervisor;
- g) To perform any other duties as may be assigned by the immediate supervisor.

#### **3.0 QUALIFICATIONS AND EXPERIENCE**

- a) Holder of Diploma in Pharmacy or Pharmaceutical Sciences from an accredited institution and must be enrolled by the Pharmacy Council of Tanzania;
- b) Must have a valid license to practice;
- c) Have experience of minimum two (02) years in performing some of the above duties or responsibilities;
- d) Conversant in basic office applications especially word and excel; and

- e) Able to work with automated business processes systems.

#### **4.0 RENUMERATION**

Remuneration package in accordance to Government's Salary Scale.

#### **5.0 GENERAL CONDITIONS: -**

- i. All applicants must be Citizens of Tanzania of less than 45 years of age;
- ii. Applicants must attach certified copies of: -
  - a) Degree /Diploma Certificates;
  - b) Academic Transcripts;
  - c) Form IV and/or Form VI National Examination Certificates;
  - d) Professional registration certificate and licence to practice;
  - e) Birth certificate/Affidavit; and
  - f) An up-to-date Curriculum Vitae (CV) having reliable contacts postal address /post code, e-mail and telephone numbers.
- iii. An applicant should indicate three (03) reputable referees with their contacts;
- iv. The National Examination Council of Tanzania (NECTA) should verify certificates from foreign examination bodies for Ordinary or Advanced level education;
- v. The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE) should verify certificates from foreign Universities and other training institutions;
- vi. Deadline for application is **22<sup>nd</sup> October, 2025 at 15:30 Hours**;
- vii. Duration of employment shall be a one-year contract;
- viii. Only short-listed candidates will be communicated;
- ix. All applications must be sent through Pharmacy Council's Portal by using the following link; <https://www.pc.go.tz/vacancies/> and not otherwise.