United Republic of Tanzania

Ministry of Health and Social Welfare

ORIENTATION PACKAGE

FOR NEW EMPLOYEES OF THE LOCAL GOVERNMENT AUTHORITIES IN THE HEALTH SECTOR IN TANZANIA

Prepared by:

Disclaimer

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Foreword

competent health workers who are able to provide health services efficiently. The health sector in

is not consistent with the best practices in human resource management. This document gives specific

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Permanent Secretary
Ministry of Health and Social Welfare

Acronyms

DHRO	District Human Resources Officer
DMO	District Medical Officer
PMORALG	Prime Minister's Office Regional Administration and Local Government
POPSM	President's Office Public Service Management

Acknowledgment

Special mention is made to Prime Minister's Office Regional Administration and Local Government, President's Office Public Service Management, Ministry of Health and Social Welfare, Local Government

of Newala, Tandahimba and Njombe. We also thank Human Resources Personnel from Mufindi, Mbozi, Mafia and Masasi districts, the Tanzania Health Professional Registration Boards and the Muhimbili

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Introduction

Inadequate staffing of health workers is one of the impediments of performance of the health sector

The health sector in districts is constrained by the inability to attract and retain qualified staff. These

2010 suggests inadequate staff orientation as one of the contributory factors to staffing problems. In

Minister's Office Regional Administration and Local Government (PMO RALG), the Ministry of Health

accountabilities and ethics. Job specific guidelines and procedures will also form part of the orientation

Level i – Ministry of Health and Social Welfare

Detailed profiles of the respective LGAs

Level ii – Local Government Authority

Stages / Time	Activities	Expected Output	Responsible person
Before Joining	official registration to the council's payroll	time of filling	Officer

Stages / Time	Activities	Expected Output	Responsible person
1st week	(respective offices –DHRO, HR, Accounts, schools, court offices, recreation centers). Open staff personal file		
2nd Week	Briefing sessions on: & financial arrangements, supportive		

Stages / Time	Activities	Expected Output	Responsible person
	• Invite gender focal person to provide confidential complaint procedures and		
1st 2nd -4th Months	• Evaluate the implementation of the • Analyze the findings and develop tentative plans to address the identified	gaps identified,	

Level iii – Hospitals/ Health Centers/ Dispensaries

Stages / Time	Activities	Expected Output	Responsible person
Before Joining	Preparation of a space/office, and duty office/area like maternity specific duties and responsibilities Develop specific duties and Identification of a mentor.		

Stages / Time	Activities	Expected Output	Responsible person
1st Week Stages / Time	Confirm on the staff accommodation/ Facility tour with briefings on the function of each section (offices, water authority, schools, court offices, rights, benefits, and accountabilities. their eligible rights and benefits (i.e. all forms of leave, confirmation of Supplied with written specific duties Shown place to sit, e.g. office, wards,		

Stages / Time	Activities	Expected Output	Responsible person
2nd Week	general job description to specific P4P, CCHP etc. specifically at District definition of all the foregoing.	identification of	
1st 2nd -3rd Months	as it was identified while setting		
1st Quarter			

Annexes

5.1 MOHSW current letter of posting

Attached detailed profiles of the respective LGAs

Sample letter of posting

WIZARA YA AFYA NA USTAWI WA JAMII

YAH: KUPANGIWA VITUO VYA KAZI

Tafadhali rejea barua Kumb. Na. ……. ya tarehe …… na kibali Kumb…… cha tarehe ……... kutoka kwa Katibu Mkuu, Ofisi ya Rais, Menejiment

Wakati wa kuwaajiri wahusika watatakiwa kuonyesha vyeti halisi vya shule na vya taaluma (Academic and Professional Certificates).Kwa watumishi ambao

KATIBU MKUU

Ofisi ya Rais, Menejiment ya Utumishi wa Umma
DAR ES SALAAM

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INTERNATIONAL
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