



KILIMANJARO CHRISTIAN MEDICAL UNIVERSITY COLLEGE
(A Constituent College of Tumaini University Makumira)

VACANCY

The Kilimanjaro Christian Medical University College is a constituent College of Tumaini University Makumira, owned by the Evangelical Lutheran Church of Tanzania. The College trains health professionals for various University awards in clinical, biomedical and allied health sciences. It currently wishes to recruit competent and committed human resource to fill the following vacant position:

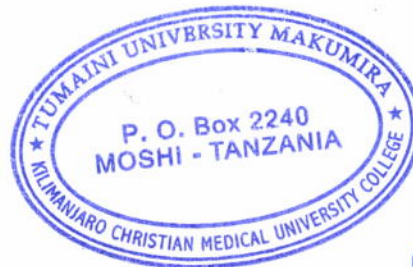
Accountant / Higher Education Students Loans Desk Officer

(i) Educational Qualifications:

Bachelor's degree in Accountancy, Bachelor of Commerce (Accounting), Business Administration (Major in Accounting) from an accredited College or University or any other qualification recognized as its equivalent. Must be registered with the National Board of Accountants and Auditors.

Attributes/qualities/knowledge/skills/abilities:

- a) Knowledge of statutory accounting practices, principles, procedures and auditing standards.
- b) Knowledge of relevant accounting policies and regulations.
- c) Excellent computer skills, including Accounting software packages, word processing, spreadsheet, systems documentation, and other business software to prepare work papers, reports, memos, summaries, and analyses.
- d) Financial reporting skills.
- e) Excellent customer service skills
- f) Excellent oral and written communication skills
- g) Ability to organize, prioritize and coordinate work activities.
- h) Ability to track, collect, analyse and reconcile accounting data.
- i) Ability to maintain high levels of integrity



(ii) Work Experience:

Minimum of **two (2) years** working experience in handling higher learning students' loans matters.

(iii) Duties and responsibilities shall include:

- a) Be custodian of loan disbursement records at the College
- b) Verify payments schedules received from the Boards against current studentship/status and recommend action to be taken.
- c) Follow up examination results from relevant offices and pass them to the Board.
- d) Verify disbursement claims received from students and forward them to the Board, otherwise advise the students accordingly.
- e) Follow up list of registered students together with their bank account numbers and forward them to the Board
- f) Coordinate exchange of any other loan disbursement information between students, HEIs and HESLB and Follow –up returns from the finance office and submit to the Board.

Remuneration for the Post

Competitive and attractive package of salary and fringe benefits will be offered to the successful candidate.

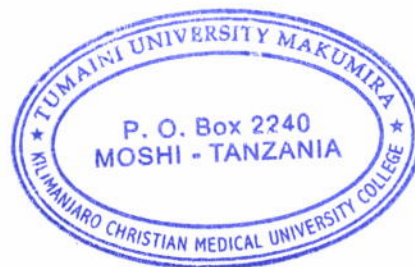
Mode of application

Applications enclosing detailed CV's, certified copies of all relevant academic certificates and transcripts, names and addresses of three referees should be sent to the undersigned on or before **Friday, 25th May 2021**.

Your applications should be sent to the undersigned via e-mail at info@kcmuco.ac.tz , OR through Post or hand-delivery to:

**The Provost
Kilimanjaro Christian Medical University College
P. O. Box 2240
MOSHI, Tanzania**

NB: Only short-listed candidates will be notified and called for an Interview.



A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.