



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

## **VACANCIES**

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 resources to fill the below-listed vacant positions. Interested candidates should provide information that demonstrates that they have the requisite qualifications and relevant experience for the respective position.

### **1.0 INTERNAL AUDITOR (1 Post)**

#### **1.1 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, plus Certified Public Accountant {CPA (T)} or Association of Chartered Certified Accountant (ACCA). Must be registered by the National Board of Accountants and Auditors as a Graduate Accountant (GA).

#### **1.2 Working Experience:**

A work, volunteer or internship experience of at least one year will be an added advantage.

#### **1.3 Knowledge, skills and abilities:**

- i. Analytical/Critical thinking skills
- ii. Data mining and analysis skills
- iii. Inquisitiveness
- iv. Integrity (honest, responsible, and diligent)
- v. Professionalism
- vi. Confidentiality
- vii. Objectivity
- viii. Impartiality
- ix. Dependable and reliable
- x. An ability to recognize and respond to diverse thinking styles, learning styles
- xi. A global mind-set
- xii. Good IT skills
- xiii. Good Communication skills
- xiv. Teamwork spirit

#### **1.4 Duties and Responsibilities:**

- i. Assisting the College Internal Auditor in reviewing the systems of internal control from time to time and for any improvements, modifications, or change.
- ii. Assist in executing financial and operational internal audits, including developing and performing specific audit procedures, prepare work papers documenting the audit procedures performed, and communicate audit findings to Chief Internal Auditor.
- iii. Assist in ensuring that accepted accounting and audit principles and policies are followed.
- iv. Assist in evaluating the adequacy and effectiveness of internal accounting procedures and operating systems and controls.
- v. Assist in ensuring that the procurement plan, the fiscal accountability plan, management operations and procedures manuals and related documents are adhered to.
- vi. Participate in reviewing and auditing the financial and para-financial activities of the College and submit quarterly reports to the Chief Internal Auditor and Provost.

- vii. Advising the Chief Internal Auditor from time to time on the efficient management and control of the College finances and assets.
- viii. Conducting investigations wherever necessary and reporting findings to the Chief Internal Auditor and Provost.
- ix. Assists in the preparation of Audit Committee meeting materials and other ad-hoc requests.
- x. Performs any other function as may be assigned by the Chief Internal Auditor or other competent College Authority.

## **2.0 HUMAN RESOURCES MANAGEMENT OFFICER GRADE I (1 Post)**

### **2.1 Educational qualifications:**

Bachelor's Degree in Human Resources Management, Public / Business Administration, Management, or any other equivalent/relevant qualifications from a recognized Institution.

### **2.2 Working Experience:**

At least five (5) years working experience in similar position at any reputable organisation. Experience in working in a higher learning institution will be an added advantage.

### **2.3 Knowledge, skills and abilities:**

- i. Ability to work both independently and in a team setting.
- ii. Excellent computer skills, including Word and Excel in a Microsoft Windows environment.
- iii. Effective oral and written communication skills.
- iv. General/up to date knowledge of Tanzania Labour Laws and practices.
- v. Excellent interpersonal skills.
- vi. Skills in employees' computerised database management and record keeping.
- vii. Able to exhibit a high level of confidentiality.
- viii. Excellent organisational skills.
- ix. Able to identify and resolve problems in a timely manner.
- x. Able to gather and analyse information skilfully.

### **2.4 Duties and Responsibilities:**

Assist with the day-to-day operations of the Human Resources Management and Administration Department in liaison / collaboration with other Human Resources Management Officers within the Department.

Specific duties shall include the following:

#### **2.4.1 Human Resource Planning, Recruitment and Selection**

- i. Participate in the College's recruitment and selection process.
- ii. Assist in collecting, analysing, planning and maintaining proper personnel records and statistics for human resources plans.
- iii. Participate in:
  - a. carrying out human resource planning and forecasting.
  - b. carrying out human resource gap analysis and identification of staffing needs.
  - c. analysing the utilisation of the human resource in the College and advise on proper deployment.
- iv. Assist in calculating human resource metrics, e.g., turnover rate, absenteeism rate, gender parity, attrition rate, etc.).
- v. Assist in the preparation of personnel emoluments and training budgets.
- vi. Assist in conducting staff performance review and appraisal.
- vii. Assist in the application of work and residence permits for foreign staff.

#### **2.4.2 Human Resource Training and Development**

Assist in:

- i. carrying out training needs assessment.
- ii. facilitating orientation/induction programmes for new employees.
- iii. developing mechanism to motivate staff to go for training for their career development through evening classes and distance learning.
- iv. preparing training and development programmes.
- v. organising in-house courses and on-the-job training.

### **2.4.3 Meetings**

Assist in the preparation of meeting reports and writing/recording minutes of the following College statutory committees' meetings:

- i. Administrative and Technical Staff Appointments Committee
- ii. Administrative and Technical Staff Performance Appraisal/Evaluation Committee
- iii. Management Human Resources and Students Affairs Committee (MHRSAAC)

### **2.4.4 Human Resource Policies and Regulations**

- i. Assist in developing and reviewing human resource policies, regulations and procedures.
- ii. Assist in implementing and disseminating College Policies and Regulations.
- iii. Interpreting and implementing relevant laws and regulations pertaining to staff rights and benefits.

### **2.4.5 Staff Matters and Welfare Concerns**

- i. Assist in processing employees' requests for leave (annual, maternity, paternity, compassionate, bereavement) and permission.
- ii. Assist in dealing with:
  - a. employee concerns/grievances.
  - b. staff welfare matters such as sport and games, canteen, burial services and any other welfare matters required by members of staff.

**2.4.6 Perform any other duties** assigned to you by Head of Human Resources Management and Administration Department, Deputy Provost Administration, Provost or other competent College Authority.

## **3.0 ADMINISTRATIVE ASSISTANT GRADE I (1 Posts)**

### **3.1 Educational qualifications:**

Bachelor's Degree in Secretarial Studies or any other equivalent / related qualifications from a recognised higher learning institution.

### **3.2 Working Experience:**

At least five (5) years working experience in similar position at any reputable organisation. Experience in working in a higher learning institution will be an added advantage.

### **3.3 Knowledge, skills and abilities:**

- i. Well-developed writing, transcription, editing and proofreading skills.
- ii. Ability to work with a high level of accuracy and attention to detail.
- iii. Typesetting skills.
- iv. Demonstrated skill in the use of a range of computing applications including Microsoft Word, Excel, and PowerPoint.
- v. Ability to use various office machines like fax, photocopiers, scanners, etc.
- vi. Proficiency in the use of e-mail and the Internet.
- vii. Professional skills to handle sensitive or difficult situations diplomatically.
- viii. Dependability: willing to go above and beyond when urgent situations arise without any complaints or hesitation.
- ix. Reliability: getting tasks done correctly without having to be micromanaged by their supervisors.
- x. Confidentiality: ability to handle sensitive and confidential information and data; as well as staying out of personal gossip with others in the office.
- xi. Ability to exercise independent judgement and personal initiative to constructively solve problems and make effective decisions based on knowledge of policy and procedures, relevant events and strategic priorities of the College.
- xii. Foresight and anticipation: ability to foresee and anticipate the solution before the problem even becomes a problem.
- xiii. Excellent oral and written communication skills.
- xiv. Exceptional organizational skills.
- xv. Excellent interpersonal skills that facilitate effective and professional communication with persons from varied cultural backgrounds and perspectives.
- xvi. High level administrative skills.
- xvii. Excellent customer care/service skills.
- xviii. Event management experience.
- xix. Ability to display grace under pressure.
- xx. Good manners and etiquette.

### **3.4 Duties and Responsibilities:**

#### **3.4.1 Main Responsibility**

To ensure the smooth running of the Provost's Office and that both administrative and secretarial tasks are produced to a high standard and within set deadlines; and provide a welcome to all visitors and enquirers, both over the telephone and in person.

#### **3.4.2 Specific Duties**

##### **(a) Administrative Duties**

- i. Keeping and maintaining an up to date filing system to ensure proper storage of documents and reports.
- ii. Maintaining proper files, both for important paper documents as well as for the electronic ones.
- iii. Managing office records in accordance with established security and records management procedures.
- iv. Liaising with Faculties/ Directorates/ Institutes/ Departments with regard to information required by the Office of the Provost.
- v. Answering routine correspondence such as acknowledgement, following up outstanding replies.
- vi. Assisting in arranging, organizing and scheduling conferences and meetings and informing the respective members about the meeting and its agenda.
- vii. Ensuring that relevant documents for meetings, speeches and reports are produced on time and properly organized.
- viii. Taking minutes of meetings.
- ix. Making arrangements for providing refreshments during meetings or in a regular day's work.
- x. Assisting in monitoring and keeping records of all expenditure incurred by the Office of the Provost.
- xi. Sending replies to invitations.
- xii. Supervising support personnel for the assigned Provost's Office.
- xiii. Supervising College Boardroom reservations.
- xiv. Performing other administrative duties as may be assigned by Provost and other competent College Authorities.

##### **(b) Secretarial Duties**

- i. Taking dictation, typing, transcribing, and presenting accurate and error-free work.
- ii. Working with word processing, spreadsheet, and database software to complete administrative tasks.
- iii. Compiling and typing statistical and budget related reports, maintains related databases and enters new data.
- iv. Receiving incoming mail and supervising the dispatch of outgoing mail.
- v. Composing and typing of routine correspondences.
- vi. Handling of sensitive and extensive confidential information.
- vii. Managing and scheduling office appointments.
- viii. Offering timely responses to inquiries and correspondence to and from the office.
- ix. Requisitioning and managing office stationery and equipment.
- x. Ensuring cleanliness and orderliness of the office.
- xi. Arranging travel schedule and reservations.
- xii. Performing other clerical duties as may be assigned by Provost and other competent College Authorities.

##### **(c) Events Organisation**

- i. Preparing materials for special events such as invitations, guest lists, schedules, etc.
- ii. Maintaining contact addresses for College guests.
- iii. Creating a list of invitees to log replies and guest details.
- iv. Updating spreadsheets to record attendees (external guests and staff).
- v. Issuing invitations.
- vi. Noting special dietary requirements.
- vii. Communicating details to caterer and florist.
- viii. Performing any other related duty assigned by Provost and other competent College Authorities.

### **4.0 OFFICE MANAGEMENT ASSISTANT GRADE III (1 Post)**

#### **4.1 Educational qualifications:**

Ordinary Diploma Course (NTA Level 6) in Secretarial Studies conducted by the Tanzania Public Service College or any other accredited institution, and has attended and passed a four-week Management Training Course for Office Management Assistants/Secretaries conducted by the Tanzania Public Service College or any other accredited institution.

#### **4.2 Working Experience:**

At least **five (5) years** working experience in a similar position. Experience in working in a higher learning institution will be an added advantage.

#### **4.3 Knowledge, skills and abilities:**

- i. Good command of English and Kiswahili grammar, spelling and punctuation.
- ii. Good written and verbal communication skills.
- iii. Able to be discreet – especially when dealing with confidential information.
- iv. Efficiency, organization and promptness.
- v. Knowledge about advanced software applications.
- vi. Administrative experience.
- vii. Customer care/service skills.
- viii. Good time management skills.
- ix. Problem-solving skills.

#### **4.4 Duties and Responsibilities:**

##### **4.4.1 Main Responsibility**

To ensure the smooth running of the Office of the Deputy Provost for Academic Affairs and that secretarial tasks are produced to a high standard and within set deadlines; and provide a welcome to all visitors and enquirers, both over the telephone and in person.

##### **3.4.2 Specific Duties**

- i. Typing of both open and confidential letters/matters.
- ii. Taking down dictations where necessary.
- iii. Maintaining records of incoming and outgoing correspondences and files while maintaining confidentiality.
- iv. Arranging and maintaining record of events including appointments, meetings, and visiting schedules by keeping an updated diary of events to facilitate working schedules of the Deputy Provost's Office.
- v. Answering independently routine correspondence Deputy Provost, advising them of available time and reminding them of appointments and meetings as requested.
- vi. Maintaining proper files, both for important paper documents as well as for the electronic ones.
- vii. Attending visitors by welcoming them with courtesy and decorum, ascertaining the nature of the visitor's business, entertaining and providing them with relevant information and guidance in a view to meet their needs and maintain good image of the College.
- viii. Answering telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- ix. Relay oral messages and instructions from the respective executives to their subordinates.
- x. Assisting in arranging, organizing, and scheduling conferences and meetings, and inform the respective members about the meeting and its agenda.
- xi. Making arrangements for providing refreshments during meetings or in a regular day's work.
- xii. Making travel arrangements for supervisors, College Executives and Guests.
- xiii. Handling office stationery.
- xiv. Monitoring the mails and faxes.
- xv. Helping the immediate supervisor in developing computer presentations.
- xvi. Ensuring that there is adequate efficiency in day-to-day operation of office functions.
- xvii. Perform other duties as may be assigned by College Authorities

#### **5.0 SENIOR PERSONAL SECRETARY GRADE III (1 Post)**

##### **5.1 Educational Qualifications:**

Ordinary Diploma (NTA Level 6) in Secretarial Studies conducted by the Tanzania Public Service College or any other accredited institution.

##### **5.2 Working Experience:**

At least **one year** of working experience after graduation. Experience in working in a higher learning institution will be an added advantage.

##### **5.3 Knowledge, skills, and abilities:**

- i. Good command of English and Kiswahili grammar, spelling, and punctuation.
- ii. Good written and verbal communication skills.
- iii. Able to be discreet – especially when dealing with confidential information.

- iv. Efficiency, organization, and promptness.
- v. Knowledge about advanced software applications.
- vi. Administrative experience.
- vii. Good customer care/service skills.
- viii. Good time management skills.
- ix. Problem-solving skills

#### **5.4 Duties and Responsibilities:**

- i. Typing of both open and confidential letters/matters.
- ii. Taking down dictations where necessary.
- iii. Maintaining records of incoming and outgoing correspondences and files while maintaining confidentiality.
- iv. Arranging and maintaining records of events including appointments, meetings, and visiting schedules by keeping an updated diary of events to facilitate working schedules of the respective department, Faculty, Directorate, and Institute.
- v. Answering independently routine correspondence such as acknowledgment, and following up outstanding replies.
- vi. Maintaining a diary of appointments for the respective College executives, advising them of available time and reminding them of appointments and meetings as requested.
- vii. Maintaining proper files, both for important paper documents as well as for electronic ones.
- viii. Attending visitors by welcoming them with courtesy and decorum, ascertaining the nature of the visitor's business, entertaining and providing them with relevant information and guidance in a view to meet their needs and maintain the good image of the College.
- ix. Answering telephone calls and intercom, giving information to callers, or routing calls to appropriate officials.
- x. Relay oral messages and instructions from the respective executives to their subordinates.
- xi. Assisting in arranging, organizing, and scheduling conferences and meetings, and informing the respective members about the meeting and its agenda.
- xii. Making arrangements for providing refreshments during meetings or in a regular day's work.
- xiii. Making travel arrangements for supervisors, College Executives, and Guests.
- xiv. Handling office stationery.
- xv. Monitoring the mails and faxes.
- xvi. Helping the immediate supervisor in developing computer presentations.
- xvii. Assuming responsibility for ensuring that there is adequate efficiency in the day-to-day operation of office functions
- xviii. Perform other duties as may be assigned by College Authorities.

### **6.0 SENIOR OFFICE ASSISTANT GRADE I (1 Post)**

#### **6.1 Educational qualifications:**

Possession of Certificate of Secondary Education (Form Four) with at least four passes including Kiswahili and English languages. Attendance of Office Assistants' seminar or course, and knowledge of computer applications will be an added advantage.

#### **6.2 Working Experience:**

A minimum of **seven (7)** years working experience in a similar position.

#### **6.3 Knowledge, skills and abilities:**

- i. Ability to handle multiple tasks efficiently
- ii. Ability to prioritize work and assignments effectively
- iii. Good communications skills
- iv. Time management skills
- v. Proactive (taking initiative)

#### **6.3 Duties and Responsibilities:**

- i. Dispatching/distributing files, letters, memos, faxes and other documents to respective Officers/Staff
- ii. Recording movement of files
- iii. Perform general clerical duties, e.g., photocopying, faxing, mailing, and filing.
- iv. Answer telephone and transfer calls to appropriate staff member, or take messages, when the respective personal secretary is away or occupied.
- v. Assist in making arrangements for meetings, in-house workshops (i.e. arranging tables, chairs, boards, etc. and re-arranging after completion of the event).

- vi. Attend clients and visitors as and when required.
- vii. Providing refreshments to staff and visitors.
- viii. Providing refreshments during meetings.
- ix. Handling postage services.
- x. Any other duties as may be assigned by his/her superior.

### **Remuneration for the Posts**

Competitive and attractive package of salary and fringe benefits will be offered to the successful candidates commensurate with their qualifications and work experience, and in accordance with the KCMUCo Schemes of Service, and Staff Regulations and Conditions of Service.

### **Mode of Application**

Applications enclosing detailed CV's, certified copies of all relevant academic certificates and transcripts, including form IV and VI certificates, names and addresses of three referees should be sent to the undersigned on or before **Friday, 24<sup>th</sup> May 2024**.

Your application should be sent to the undersigned via e-mail at [\*\*provost@kcmuco.ac.tz\*\*](mailto:provost@kcmuco.ac.tz) , **OR** through Post or hand-delivery addressed 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.**