



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

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Website: E-mail: info@mlimba.ac.tz

Date: **05/03/2020**

Our Ref. MIHAS/HR/20/.....

VACANCIES ANNOUNCEMENT

Mlimba institute of health and allied sciences is an institution established in 2017 being registered by NACTE and the Ministry of health to offer Certificate and diploma in Clinical Medicine, It is located in Kilombero District of Morogoro region.

Invites qualified Tanzanians to fill **6** vacant posts as mentioned hereunder.

1.0 Chief Accountant (Bursar) (One Post)

Reports to Deputy Principal of finance and Administration.

1.1 Duties and Responsibilities.

- i. Execute the financial strategy of the institute
- ii. Manage financial controls and accounting procedures
- iii. Ensure full transparency over the financial performance of the institute
- iv. Provide advice on how to increase revenue and reduce costs
- v. Effectively and clearly communicate potential risks in a timely manner
- vi. Propose action plans to ensure that annual financial objectives are attained
- vii. Support the CEO with the preparation of monthly and annual financial plans
- viii. Maintain speed and accuracy of billings and client payments
- ix. Coordinate and produce all tax documentation as required
- x. Process monthly income tax, Provident and pension contribution, Pay as you earn (Payee)
- xi. Teaching Entrepreneurship course to first year students.

1.2 QUALIFICATIONS AND EXPERIENCE

- i. Advance diploma or Bachelor's degree with a major in Accounting /Finance,
- ii. At least 2 years' experience working in the finance area,
- iii. Working experience in posting of financial data in accounting software.
- iv. Proficiency in standard office computer applications,
- v. Ability to work under pressure and meet deadlines.
- vi. Excellent interpersonal and communication skills.
- vii. Fluency in English and Swahili.
- viii. Audit Experience is an added advantage.

AGE: Not above 45 years.

SALARY SCALE: Attractive remuneration package in accordance with Institute's salary scale.

2.0 PERSONAL SECRETARY II- (One Post)

Reports to the Mihas Principal.

2.1 DUTIES AND RESPONSIBILITIES

- i. Type both open and confidential correspondences;
- ii. Receive visitors and direct them to respective officers;
- iii. Attend to telephone calls and take messages;
- iv. File minutes, correspondences and other documents;
- v. Maintain diary of appointment for the officer he/she works with Ensure availability of office supplies and office services;
- vi. Ensure cleanliness of office;
- vii. Draft letters of simple routine nature;
- viii. Take proper care of facilities, equipment and documents; and
- ix. Perform any other duties as assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

Diploma in Secretarial studies from a recognized institution. Must be computer literate, with typing speed of 50 w.p.m. and shorthand of 100 or 120 w.p.m.

AGE: Not above 30 years.

SALARY SCALE: Attractive remuneration package in accordance with Institute's salary scale.

3.0 Tutor (1 Post)

3.1 DUTIES AND RESPONSIBILITIES:

- i. Travel to students' homes, libraries, or schools to conduct tutoring sessions.
- ii. Schedule tutoring appointments with students.

- iii. Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- iv. Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- v. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- vi. Organize tutoring environment to promote productivity and learning.
- vii. Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- viii. Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- ix. Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- x. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- xi. Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
- xii. Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- xiii. Develop teaching or training materials, such as handouts, study materials, or quizzes.
- xiv. Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
- xv. Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress.
- xvi. Assess students' progress throughout tutoring sessions.
- xvii. Administer, proctor, or score academic or diagnostic assessments.
- xviii. Teach students study skills, note-taking skills, and test-taking strategies.
- xix. Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
- xx. Supervising students in clinical rotations and duties.

3.2 QUALIFICATIONS AND EXPERIENCE

Doctor of Medicine (MD) degree or MBCHB or its equivalent. Must have completed one year Internship and be registered by the Medical council of Tanganyika. Must have Computer skills and at least one year teaching Experience.

3.4 SALARY SCALE: Attractive remuneration package in accordance with Institute's salary scale.

3.0 Clinical Officer (1 POST)

Report to the Mihas Dispensary In-charge.

3.1 DUTIES AND RESPONSIBILITIES:

- i. Makes proper diagnosis of disease, Prescribes treatments, Treats wounds,
- ii. Gives First Aid to MCH problems, Gives anesthesia during operations Attends general outpatient clinics.
- iii. Protects patients and employees by adhering to infection - control policies and protocols, medication administration and storage procedures and controlled substance regulations.
- iv. Documents patient care services by writing and keeping patients records
- v. Maintains patient confidence and protects operations by keeping information confidential.
- vi. Ensures operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, calling for repairs, maintaining equipment's inventories, evaluating new equipment and techniques.
- vii. Providing special treatment to all Mihas Staff and students with the sick sheet
- viii. Performs any other duties as may be assigned by Supervisor .

3.2 QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form IV or VI certificate plus a Diploma in Clinical Medicine from a recognized institution.
- ii. Excellent English, written and oral communications skills.
- iii. Knowledge in Computer application packages.
- iv. At least two years working Experience.

3.3 AGE: not above 30 years.

3.4 SALARY SCALE: Attractive remuneration package in accordance with Institute's salary scale.

4.0 MLINZI (SECURITY GUARD) – (NAFASI 2)

Reports to the principal.

4.1 MAJUKUMU YA KAZI

- i. Kuhakikisha kwamba mali yoyote ya ofisi inayotolewa langoni (nje ya ofisi) ina hati ya idhini.
- ii. Kuhahikisha kuwa mali yote inayoingizwa langoni inazo hati za uhalali wake.
- iii. Kulinda usalama wa majengo, ofisi na mali za ofisi mchana na usiku.
- iv. Kuhakikisha kwamba milango na madirisha yote yamefungwa ipasavyo mwisho wa saa za kazi.
- v. Kuhakikisha kwamba wageni wote wanaoingia katika eneo la ofisi wana idhini ya kufanya hivyo.
- vi. Kupambana na majanga yoyote yatakayotokea katika sehemu ya kazi kama vile, moto, mafuriko n.k na kutoa taarifa katika vyombo vinavyohusika kama vile, moto, mafuriko n.k na kutoa taarifa katika vyombo vinavyohusika.
- vii. Kutoa ushauri wa jinsi ya kuboresha huduma ya ulinzi mahali pa kazi

GENERAL CONDITIONS

- i. All applicants must be Tanzanian of the age indicated in each post.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates;
 - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - c) Form IV and Form VI National Examination Certificates;
 - d) Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - a) Form IV and form VI results slips;
 - b) Testimonials and all Partial transcripts.
- viii. Applicants should indicate three reputable referees with their reliable contacts;

- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) and National Council for Technical Education (NACTE);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. Applicants with special needs/case (disability) are supposed/advised to indicate;
- xii. A **signed application letter** should be written either in Swahili or English and Addressed to **The Director,**
Mlimba Institute of health and allied sciences,
P.O. Box 64,
Mlimba-Ifakara.
- xiii. Deadline for application is **05th April, 2020** and;
- xiv. Only short listed candidates will be informed on a date for interview;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

All applications Must be sent through this email address info@mlimba.ac.tz or mlimbacollege@gmail.com and not otherwise.



Director
Mlimba institute of health and allied sciences



