

# KIGAMBONI CITY COLLEGE



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P.O.BOX 36515 – Dar es salaam.

*Professionalism, Competence, Discipline*

## NEW JOB VACANCIES AT KIGAMBONI CITY COLLEGE OF HEALTH AND ALLIED SCIENCES (KICCOHAS) 13<sup>th</sup> September 2024

Kigamboni City College of Health and Allied Sciences (KICCoHAS) for building your good future you dreamed about. KICCOHAS is a private College of Health and Allied Sciences registered by [NACTVET](#) with registration number **REG/HAS/168** and approved with Ministry of Health, (MoH) to Offer various courses in Health Sciences.

### OUR VISION

To become a Centre of excellence for training, research and entrepreneurial training in Medical, Pharmaceutical and Biomedical sciences to support sustainable development of health and industrial sector in Tanzania.

### OUR MISSION

To promote the good health of the community by producing higher caliber health professional, provide entrepreneurial training in health care, Pharmaceutical and Biomedical sciences and by support sustainable development of health, industrial and socio-economic development of Tanzania.

### OUR CORE VALUES

- Integrity- to act ethically, honestly and with fairness
- Respect- to listen, value and acknowledge
- Courage- to lead, take responsibility and question
- Excellence- to strive for excellence and distinction
- Impact- to empower, enable and inspire

## **1. TUTOR (MEDICAL DOCTOR) – 10 POST**

### **Qualifications**

Holder of Bachelor degree in Doctor of Medicine (MD) from recognized Institution with full registration from Medical Council of Tanganyika, having being licensed to practice. A course in teaching methodology and assessment will be an added advantage.

### **Main duties and responsibilities**

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms
- Preparing handouts or other written materials for the students
- Supervision of field practices and clinical rotations of respective students
- To participate in the setting ,moderating ,invigilating and marking of examinations
- To provide feedback to the student after doing examinations
- Undertake any administrative tasks as required ,such as meetings, maintaining attendance records on each student
- To participate in research and consultancy projects
- Perform Counselling and mentorship programs to students
- Perform any other duties that may be assigned by the competent authority

Should not be above 45 years old.

**Remuneration:** Negotiable

## **2.TUTOR (PHARMACEUTICAL SCIENCES) – 8 POST**

### **Qualifications**

Holder of bachelor degree in Pharmaceutical sciences from recognized institution with full registration from Tanzania Pharmacy Council, having being licensed to practice. A course in teaching methodology and assessment will be an added advantage.

### **Main duties and responsibilities**

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms.
- Preparing handouts or other written materials for the students.
- Supervision of field practices and clinical rotations of respective students.
- To participate in the setting, moderating, invigilating and marking of examinations
- Perform Counselling and mentorship for students
- To provide feedback to the student after doing examinations.
- Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student.
- To participate in research and consultancy projects.
- Perform any other duties that may be assigned by senior staff member.

Should not be above 45 years old.

**Remuneration:** Negotiable

### 3. TUTOR (PHYSIOTHERAPY) - 5 POST

#### Qualifications

Holder of bachelor degree in Physiotherapy from recognized institution with full registration from recognized Board, having being licensed to practice. A course in teaching methodology and assessment will be an added advantage.

#### Main duties and responsibilities

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms.
- Preparing handouts or other written materials for the students.
- Supervision of field practices and clinical rotations of respective students.
- To participate in the setting, moderating, invigilating and marking of examinations
- Perform Counselling and mentorship for students
- To provide feedback to the student after doing examinations.
- Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student.
- To participate in research and consultancy projects.
- Perform any other duties that may be assigned by senior staff member.

Should not be above 45 years old.

**Remuneration:** Negotiable

### 4. TUTOR (DENTISTRY) - 5 POST

#### Qualifications

Holder of bachelor degree in Dental from recognized institution with full registration from recognized Board, having being licensed to practice. A course in teaching methodology will be an added advantage.

#### Main duties and responsibilities

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms.
- Preparing handouts or other written materials for the students.
- Supervision of field practices and clinical rotations of respective students.
- To participate in the setting, moderating, invigilating and marking of examinations
- Perform Counselling and mentorship for students
- To provide feedback to the student after doing examinations.
- Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student.
- To participate in research and consultancy projects.
- Perform any other duties that may be assigned by senior staff member.

Should not be above 45 years old.

**Remuneration:** Negotiable

## 5. TUTOR (RADIOGRAPHER) – 5 POST

### Qualifications

Holder of bachelor degree in Radiology from recognized institution with full registration from recognized Board, having being licensed to practice. A course in teaching methodology and assessment will be an added advantage.

### Main duties and responsibilities

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms.
- Preparing handouts or other written materials for the students.
- Supervision of field practices and clinical rotations of respective students.
- To participate in the setting, moderating, invigilating and marking of examinations
- Perform Counselling and mentorship for students
- To provide feedback to the student after doing examinations.
- Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student.
- To participate in research and consultancy projects.
- Perform any other duties that may be assigned by senior staff member.

Should not be above 45 years old.

**Remuneration:** Negotiable

## 6. TUTOR (MEDICAL LABORATORY) - 3 POST

### Qualifications

Holder of bachelor degree in Medical Laboratory from recognized institution with full registration from recognized Board, having being licensed to practice. A course in teaching methodology and assessment will be an added advantage.

### Main duties and responsibilities

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms.
- Preparing handouts or other written materials for the students.
- Supervision of field practices and clinical rotations of respective students.
- To participate in the setting, moderating, invigilating and marking of examinations
- Perform Counselling and mentorship for students
- To provide feedback to the student after doing examinations.
- Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student.
- To participate in research and consultancy projects.
- Perform any other duties that may be assigned by senior staff member.

Should not be above 45 years old.

**Remuneration:** Negotiable

## 7. ACCOUNTANT 1-POST

### Qualifications

Holder of Bachelor degree in accountant and finance or any other related field from recognized institution and registered by professional board with G.P.A of 3.5 or above will be added advantage.

### Main duties & Responsibility

- At least 3 years' experience in ACCOUNT, with 3 years in a supervisory role
- Ability in providing tax planning services based on current legislation
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Auditing financial information
- Prepare financial statements, including monthly and annual accounts
- Work in cooperation with other staff members on specific projects such as research and consultancy
- Participate in training both other staff and students, research and consultancy
- Ability to use Microsoft office programs such as MS word and MS Excel being helpful
- Perform and any other duty as may be assigned by the Principal.

Should not be above 45 years old.

**Remuneration:** Negotiable

## 7. ICT OFFICER – 1 POST

### Qualification

Holder of Degree in Information & Communication Technology or Bachelor in Computer Science or Bachelor in Computer Engineering or any other related field in recognized college with at least 2 years of experience in training facilities

### Duties & Responsibilities

- Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms
- Preparing handouts or other written materials for the students
- Supervision of field practices of respective students
- To participate in the setting ,moderating ,invigilating and marking of examinations
- To provide feedback to the student after doing examinations
- To provide technical support and advice as required
- To install, maintain, upgrade and repair a wide range of ICT equipment.

- Rectify problems relating to the malfunction of ICT equipment including software. □ Respond to ICT Support requests in a timely fashion to ensure minimum disruption □ Assist with the administration of the telephone system.
- Install and upgrade both systems and application software as required adhering to all licensing regulations.
- Maintain the college's ICT Online room booking system
- To maintain an inventory of computer hardware and software (including licences).  
Perform preventive maintenance duties on items of ICT hardware, including the cleaning of equipment.
- To provide support for the college information management system (CIMS) and associated software.
- To monitor and maintain general ICT consumable stock to ensure adequate supplies are available in a timely and cost effective manner
- To lead admission procedure of the college
- To assist with the design and maintenance of the college website and digital platform
- Create user accounts for staff/students to access the college network including other specific/departmental software used in college.
- To lead media team of the college

Should not be above 45 year old

**Remuneration:** Negotiable

## HOW TO APPLY

- Applicants must attach all relevant certified copies of certificates.
- Application letters should be sent via email [recruitmentkiccohas@outlook.com](mailto:recruitmentkiccohas@outlook.com)

**Address:**

**Principal Kigamboni City College P.O Box 36515, DAR ES SALAAM**

**Deadline for submitting the applications is 4<sup>th</sup> October 2024, at 10:00am**

**Only the shortlisted candidate shall be communicated**

Fredrick Erasto



Principal

KIGAMBONI CITY COLLEGE OF HEALTH AND ALLIED SCIENCES



