

JOB ADVERTISEMENT

KILIMANJARO CHRISTIAN MEDICAL CENTRE

Kilimanjaro Christian Medical Centre is located in the foothills of the Mount Kilimanjaro, Tanzania. Opened in March 1971 by the Good Samaritan Foundation, Evangelical Lutheran Church in Tanzania.

KCMC is a referral hospital for over 11 million people in Northern Tanzania. The hospital is a huge complex with 674 beds, Over 1300 staff are employed at the Centre and up to 1200 outpatients are seen daily.

As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

KCMC is hereby inviting applications from suitably qualified Tanzanians to fill the following vacant posts:

1) ESTATE MANAGER (1 POSITION)

QUALIFICATION AND EXPERIENCE:

Holder of Msc. Degree/Postgraduate Diploma in Environmental Engineering /Architectural and Estate Management or its equivalent in the related field.

DUTIES AND RESPONSIBILITIES:

- Drawing up a long term programme for the general improvement of the landscaping in the institution.
- Ensuring that Master Plan is in place and is adhered to.
- Ensuring that the institution's Land is well conserved and maintained.
- Ensuring that the boundaries of the institution's Land and plots are not encroached.
- Ensuring that Land rent and property tax on institution plots and land are paid promptly.
- Ensuring that all institution's Land and residential plots have valid Title Deeds.
- Preparing Bills of Materials for major repairs.
- Assisting in quotation analysis and recommend for approval.
- Assisting in allocation of houses.
- Supervising in new constructions.
- Carrying out regular inspection of gardens and buildings.
- Supervising repairs and renovations on residential houses, hospital and hostel buildings.
- Ensuring that houses are well furnished and inventory is taken periodically.
- Performing any other duties as assigned by his/her Superior.

REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale TGS.G

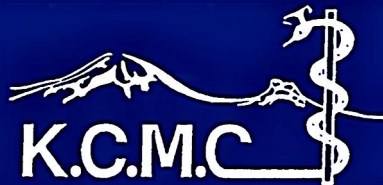


kcmc1971 **kilimanjaro Christian Medical Centre**

Email: kcmcadmin@kcmc.ac.tz

P.O.Box 3010 Moshi, Tanzania

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2) TRANSPORT OFFICER II (1 POSITION)

QUALIFICATION AND EXPERIENCE:

Holder of Bachelor Degree or Advanced Diploma in Transport and Logistics Management or its equivalent from any recognized institution with clean class "C" driving license and ICT skills.

DUTIES AND RESPONSIBILITIES:

- Coordinating transport services of the institution.
- Ensuring drivers are following up instructions in motor vehicles service manual.
- Following up repairs and maintenance of motor vehicles in co-operation with the garage supervisor.
- Checking log-books to ensure that fuel consumption recorded matches with the mileage clocked.
- Keeping record of motor vehicles usage.
- Scrutinizing and estimating transport statistics.
- Following up traffic cases in cooperation with the Institution's Legal Officer.
- Ensuring that all motor vehicles have valid insurance cover.
- Following up motor vehicle accident and submitting claims to the insurance company for compensation in liaison with the Management.
- Following up in acquisition of different Road Licenses, fire extinguishers and all other necessary documents for institutional motor vehicles.
- Ensuring safe custody of motor vehicle keys.
- Following up registration for new institutional motor vehicles.
- Making sure vehicles are clean all the time.
- Performing any other duties as assigned by his/her superior.

REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale TGS D

3) AGRICULTURAL OFFICER II (1 POSITION)

QUALIFICATION AND EXPERIENCE:

Holder of Bachelor Degree in one of the following fields; Agriculture General, Agriculture Extension and Education, Agronomy, Horticulture, Crop Science or in any related field from a reputable institution.

DUTIES AND RESPONSIBILITIES:

- To work in one of the Hospital's farms.
- To monitor and report on natural disasters.
- To identify crop pests and diseases and advise on control measures.
- To implement Agricultural Development Programmes that will assist in rehabilitating patients' health.
- To supervise labourers who work in agricultural projects; and
- To perform any other duty assigned by the Supervisor.

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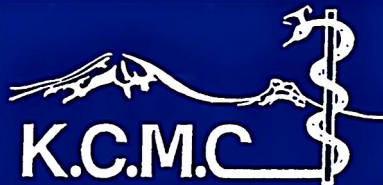


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4) MEDICAL PHYSICIST II – (1 POSITION)

QUALIFICATION AND EXPERIENCE:

A holder of Masters in Medical Physics or Masters in Physics. He/she should be registered by Medical Radiology and Imaging Professionals Council or by a foreign registration board as a medical physicist.

DUTIES AND RESPONSIBILITIES:

- Performs radiotherapy session preparations in collaboration with the Oncology department team.
- Collaborates with the cancer center staff in carrying out a continuous program of quality assessment and improvement for all radiotherapy treatment units and equipment.
- A radiation-safe environment, and compliance with regulatory standards.
- Performs acceptance setting out, testing and commissioning of new equipment, conventional simulator and treatment planning software and brachytherapy equipment in accordance with International standards where appropriate.
- Establishes and works with a radioactive safety committee.
- Exercises discretion and maintains high level of confidentiality.
- Maintains working relationships that are professional, collaborative, team-oriented, responsive, Thorough, and cordial and that demonstrate flexibility, innovation, a broad view of issues, acceptance of full responsibility for assignments, and a solutions orientation.
- Performs radioactive material leak tests, inventories, source calibration, and safe handling.
- Teaches junior staff and colleagues.
- Attends required meetings and participates in committees as requested.
- Collaborates with TAEC and International Commissions for Approvals.
- Performs related work as required and other duties as assigned by seniors. Participates in department quality improvement, radiation safety, clinic safety, infection control and hazardous materials programs/activities.
- Performs all other duties as required by the Superior and employer.

REMUNERATION:

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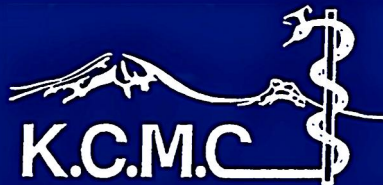


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5) OFFICE MANAGEMENT SECRETARY II (5 POSITIONS)

DIRECT ENTRY QUALIFICATIONS:

Holder of Diploma Certificate in Secretarial Studies. Should have a minimum typing speed of 50 w.p.m., shorthand/Hatimkato 100.120 w.p.m.

Should also possess advanced computer skills in word processing, spread sheet, Powerpoint, internet, Email and Publisher.

Must have a good command of English and Swahili.

Must have the knowledge of using modern equipment, including computer and other office machines.

DUTIES AND RESPONSIBILITIES:

- Receiving visitors and attending them.
- Dealing with all types of communications.
- Receiving, sorting and filling mails accordingly.
- Typing letters, minutes, reports and other documents as per instructions.
- Initiating and maintaining own filing system.
- Keeping record of file movement register in his/her office.
- Performing any other duties as assigned by his/her Superior.

REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale TGS.C

GENERAL CONDITIONS:

- I. All applicants must be Citizens of Tanzania.
- II. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts, postal address/post code, email 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;
 - Postgraduate/Degree/Advance Diploma/Diploma/Certificate;
 - Postgraduate/Degree/Advance Diploma/Diploma/Transcripts;
 - Form IV and Form VI National Examination Certificates and birth certificate
- V. Attaching copies of the following certificates is strictly not accepted
 - Form IV and Form VI results slips
 - Testimonials
 - and all partial transcripts.
- VI. Applicants should indicate three reputable referees with their reliable contracts;



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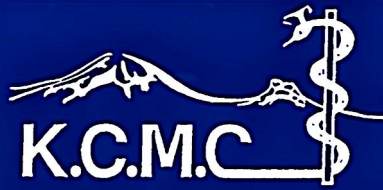


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- VII. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (**NECTA**) and National Council for Technical and Vocational Education and Training (**NACTVET**);
- VIII. Certificate from Foreign University should be verified by The Tanzania Commission for Universities (**TCU**)
- IX. A signed application letters should be written either in Swahili or English and Addressed to **Executive Director**
KCMC Hospital
P.O BOX 3010
MOSHI - TANZANIA
- X. Deadline for application is **30th November 2025 at 3:30pm**
- XI. Only short listed candidates will be informed on a date for interview;
- XII. Presentation of forged certificates and other information will necessitate to legal action;
- XIII. All application should be submitted through **Email: kcmcadmin@kcmc.ac.tz**



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