

KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)

Kilimanjaro Christian Medical Centre is located in the foothills of the snow capped, Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation, who planned and raised large funds to build and equip it.

KCMC is a Zonal referral hospital for over 11 million people in Northern part of Tanzania. The hospital is a huge complex with over 670 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1,000 staff are employed at the Centre.

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 application from suitably Tanzanians to fill the following vacant posts:

1) MEDICAL SPECIALIST II - (5 POSITIONS)

Qualification and experience:

A holder of Doctor of Medicine and Masters Degree (M. Med or M. Dent) or its equivalent from any recognized University with working experience of 2 years in Anaesthesia, Radiology, Dermatology, ENT, Paediatric, General Surgery, Ophthalmology, Internal Medicine, Psychiatry, Oncology, Orthopaedic & Trauma, Obstetrics & Gynaecology, Urology or Dental. Must be registered with the Tanganyika Medical Council.

Duties and responsibilities:

- Attending in and out-patients on clinical issues.
- Assisting in teaching and supervising medical students.
- Attending emergency medical duties.
- Carrying out medical care to in and out-patients.
- Ensuring that prescribed instructions are carried out.
- Conducting major operations.
- Assisting senior physicians/surgeons at operations.
- Carrying out services and participating in major ward rounds.
- Supervising medical students and interns in clinical duties.
- Ensuring that patients are properly prepared for surgery.
- Participating fully in clinical sessions, patient presentations and journal clubs.
- Participating in research activities.
- Performing any other duties as assigned by his/her Superior.

Remuneration:

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

2) MEDICAL DOCTOR II – (1 POSITION)**Qualification and experience:**

A holder of a Doctor of Medicine (MD) Degree or its equivalent from any recognized institution with one (1) year of internship from any recognized University. Must be registered with the Tanganyika Medical Council.

Duties and responsibilities:

- ☐ Perform Medical duties and all daily ward rounds with specialists on call and prepare patients case notes
- ☐ Perform all investigations for patients.
- ☐ Attend general outpatient clinics and emergency medical duties;
- ☐ Prepare all patients for any surgery/procedure.
- ☐ Carryout post-operative follow ups.
- ☐ Participate fully in clinical sessions, patient presentations and journal clubs
- ☐ Participating in Medical research
- ☐ Performing any other duties as assigned by his/her Superior.

Remuneration:

Attractive remuneration package in accordance with the Government's salary scale
TGHS E

3) ASSISTANT NURSING OFFICER II – (2 POSITIONS)**QUALIFICATION AND EXPERIENCE:**

A holder of Diploma in Nursing from any recognized College and has been registered with the Nurses and Midwifery Council of Tanzania and has a valid license to practice.

DUTIES AND RESPONSIBILITIES:

- ☐ Delivering high quality nursing care to patients.
- ☐ Organizing and assisting clients and relatives towards patients' well-being.
- ☐ Creating and maintaining harmonious working environment to all personnel.
- ☐ Liaising with staff in other disciplines who are contributing towards promoting well-being of the patients.
- ☐ Involving patients and relatives in care and rehabilitation.
- ☐ Keeping and maintaining up-to date inventory and report any loss or damage promptly.

- Keeping records of all staff and leave schedule for all nursing staff in her unit.
- Planning and conducting ward rounds and carry out all instructions thereafter.
- Ordering and keeping proper records of DDA and other drugs to check on validity and expiry date for each drug.
- Assisting staff in practicing new trends of nursing care and participating in research.
- Demonstrating an attitude of faithfulness, love and compassion in the course of fulfilling the call to care and comfort the patients.
- Keeping abreast with new knowledge and skills through self-development and participation in various scientific activities.
- Performing any other duties as assigned by his/her Superior.

REMUNERATION:

Attractive remuneration package in accordance with the Government's salary scale **TGHS B**

4) OFFICE MANAGEMENT SECRETARY II (3 POSITIONS)

Qualification and experience:

Holder of Diploma Certificate in Secretarial Studies. Should have a minimum typing speed of 50 w.p.m., shorthand/Hatimkato 100 w.p.m. Should also possess advanced computer skills in word processing, spread sheet, Power point, 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**

5) 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" or "E" 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

6) DRIVER II (5 POSITIONS)

QUALIFICATION AND EXPERIENCE:

Holder of Form Four (Form IV) and obtained a Certificate of Secondary Education Examination (CSEE). Must have a Class 'E' or 'C' Driving License with at least one (1) year of driving experience without causing an accident, together with training certificates that qualified them to obtain the respective classes and must have attended a Basic Driving Course offered by the Vocational Education and Training Authority (VETA) or any other College recognized by the Government.

DUTIES AND RESPONSIBILITIES

- To inspect the vehicle before and after every trip to determine the safety condition of the vehicle;
- To transport staff to various areas on official trips;
- To carry out minor vehicle repairs;
- To collect and distribute various documents;
- To fill in and keep all trip information in the logbook;
- To clean the vehicle; and
- To perform any other duties as may be assigned by his/her Supervisor.

REMUNERATION:

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

General Conditions:

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age except for those who are already in public service;
- 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;
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - 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 employed in the Public Service should route their application letters through their respective employers;
- vii. Applicants who have/were retired from the Public Service for whatever reason should not apply;
- 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 letters should be written either in Swahili or English and Addressed to

Executive Secretary,

Good Samaritan Foundation, or

P.O. Box 545,

MOSHI.

Executive Director

KCMC Zonal referral Hospital

P.O. Box 3010,

MOSHI.

EMAIL: kcmcadmin@kcmc.ac.tz

xiii. Deadline for application is **21stSeptember, 2026** 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;