

INTERNAL JOB ADVERTISEMENT

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 15 million people in Northern Tanzania. The hospital is a huge complex with over 674 beds, with hundreds of outpatients and visitors coming to the Centre every day. Over 1300 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 post:

(1) 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**

(2) ESTATE MANAGER (1 POSITION)**DIRECT ENTRY QUALIFICATIONS:**

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 Quantities 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**

(3) HEALTH RECORDS TECHNOLOGY AND INFORMATION TECHNOLOGY – (10 POSITIONS)**QUALIFICATION AND EXPERIENCE:**

Holder of National form IV certificate with Ordinary Diploma in Health Records and Information Technology (NTA level 6) or from recognized Institution.

DUTIES AND RESPONSIBILITIES:

- Coordinate Institution Health Information System
- Classify diseases and ensure all data is properly coded
- Organise and manage medical records, equipment's, materials and health information in the health facility
- Practise professional ethics and medico-legal aspects of health records
- Manage and maintain health records storage, retrieval and control
- Prepare materials and forms and gather all pertinent data and information for in- and out-patient handling activities
- Use ICT packages in handling facility data
- Store and retrieve health records using various media of storage and methods of data capture and carry out data audits to ensure accuracy and completeness; report discrepancies to appropriate authorities for rectification of errors
- Prepare statistical, case and other types of reports and disseminate the same to appropriate users
- Provide First Aid measures when the need arises
- Organise and schedule patient clinics
- Supervise health records activities and clerical personnel in the medical records
- Performing any other duties as assigned by his/her Superior.

REMUNERATION:

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

(4) 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**

(5) COMPUTER SYSTEM ANALYST II (3 POSITIONS)**DIRECT ENTRY QUALIFICATIONS:**

Holder of a Bachelor Degree in Computer Science, Electronics, Telecommunications, and Information Technology or its equivalent from any recognized institution.

DUTIES AND RESPONSIBILITIES:

- Supporting and preparing standards for hardware, software, developments methods and security measures.
- Preparing Database for IT equipment inventory
- Assisting preparation of in-house computer training for users on mostly used software.
- Supervising the hospital electronic communication connectivity.
- Performing any other duties as assigned by his/her Superior.

REMUNERATION:

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

ASSISTANT NURSING OFFICER II – (4 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**

GENERAL CONDITIONS:

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
 - 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 must attach their certified copies of the following certificates:
 - Diploma /Certificates,
 - Diploma transcripts,
 - Form IV National Examination Certificates
 - Birth and NIDA certificates
 - Valid Licence to practice
 - iv. Applicants should indicate three reputable referees with their reliable contacts;
 - v. A signed application letters should be written and addressed to:
Executive Director,
KCMC Hospital,
P.O. Box 3010,
MOSHI.
- OR** EMAIL: kcmcadmin@kcmc.ac.tz
- vi. Deadline for application is **12th May 2025** and;
 - vii. Only short listed candidates will be informed on a date for interview.