

CATHOLIC DIOCESE OF GEITA



SENGEREMA HEALTH TRAINING INSTITUTE

P.O. Box 3,
Sengerema, Mwanza,
Tel: +255 028-2590008
Phone Number: , +255754832527
Email address: sengeremahti18@gmail.com
Web site: www.shti.ac.tz

25/08/2021

JOB ADVERTISEMENT

Sengerema Health Training Institute of the Catholic Diocese of Geita is one of the health training institutions in Mwanza located at Sengerema district council. The institute is looking to recruit qualified individuals to fill various vacant posts mentioned below.

1.1 TUTORS

1.1.1 Medical Officer II/ Assistant Medical Officer – 4 Posts

Duties and responsibilities

- Preparing lesson plan of the respected subject
- Preparation of course outline of the respected subject
- Teaching students in class and instructing students at clinical areas
- Providing assignments to students
- Setting of examination(s)
- Invigilation of examination
- Marking written examinations
- Examining clinical examination

Qualifications and requirements:

Qualifications: For the appointment to the post of tutor a candidate must have:

- A degree in Doctor of Medicine or Advanced Diploma in Clinical Medicine from any recognized institution
- An active practicing license

Other requirements

- Experience in teaching health training institution is an added advantage
- Should be self motivated
- Should have a good interpersonal and communication skills

HUMAN RESOURCE OFFICER
SENGEREMA HEALTH TRAINING INSTITUTE
P.O. BOX 3
SENGEREMA - MWANZA

1.1.2 Pharmacist - 2 Posts

Duties and responsibilities

- Preparing lesson plan of the respected subject
- Preparation of course outline of the respected subject
- Teaching students in class and at compounding laboratory
- Providing assignments to students
- Setting of examination(s)
- Invigilation of examinations
- Marking written examinations
- Examining practical examinations

Qualifications and requirements:

Qualifications: For the appointment to the post of tutor a candidate must have:

- A Bachelor of Pharmacy from any recognized university.

Other requirements

- Experience in teaching health training institution is an added advantage
- Should be self motivated
- Should have a good interpersonal and communication skills

1.2 SKILLS LABORATORY ATTENDANT – 1 POST

Duties and responsibilities

- To ensure safety of skills laboratory equipments
- To ensure cleanliness of the environment and equipments in the skills laboratory
- To instruct students in skills laboratory

Qualifications

Qualifications: For the appointment to the post candidate must have:

A one year course in nursing or certificate in community health from a recognized training institution in Tanzania.

Other requirements

- Experience in working at health training institution is an added advantage
- Should be self motivated.
- Should have a good interpersonal and communication skill.

HUMAN RESOURCE OFFICER
SENGEREMA HEALTH TRAINING INSTITUTE
P.O. BOX 3
SENGEREMA - MWANZA

1.3 SECRETARY

Duties and responsibilities

- Typewriting letters and any other related common official information.
- Receiving visitors in the office, assisting and channeling them accordingly.
- Keeping various records (special occasions, meetings, official travels, leaves and timetables of relevant activities) appropriately and in an easily accessible manner.
- Searching and handling the needed files and any other documents kept in the office.
- Assisting to channel instruction from Head of Department to staff members and vice versa whenever necessary.
- Receiving files, distributing to specific personnel, collecting and restoring them to their right allocations.
- Monitoring of office stationeries in collaboration with academic/examinations office.
- Ensuring cleanliness of the office and the surrounding area every working day.

Qualifications

Qualifications: For the appointment to the post candidate must be:

Holder of Secondary School Certificate who has attended a short secretarial course stage I and II with awarded secretarial certificates.

Other requirements

- Working experience in an added advantage
- Should be self motivated
- Should have a good interpersonal and communication skills

APPLICATION

Application should include cover letter, Curriculum vitae and copies of relevant certificates.

You will be required to bring original certificates if you are contacted for interview.

Application mode

Candidates can bring their applications physically or through contact address or via email.

Contact address;

Human Resource Officer

Sengerema Health Training Institute,

P.O. Box 3,

Sengerema.

E-mail address; sengeremahti18@gmail.com

Application deadline is 9th September 2021, 1600 hours. Short listed candidates will be contacted for interview.

HUMAN RESOURCE OFFICER
SENGEREMA HEALTH TRAINING INSTITUTE
P.O. BOX 3
SENGEREMA - MWANZA