



**KIGAMBONI CITY COLLEGE OF HEALTH AND ALLIED SCIENCES
(KICCoHAS)**

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JOB ANNOUNCEMENT

1.0 BACKGROUND

Kigamboni City Collage of Health and Allied Sciences (KICCoHAS) is a registered private College with registration number REG/HAS/168 to offer pharmaceutical and clinical courses to the level of diploma.

KICCoHAS has been established by its own Charter (Kigamboni City College of Health and Allied Sciences), Memorandum of understanding and Articles of Association, 2012), Registered under National Council for Technical Award of the United Republic of Tanzania on the 30th June, 2016.

KICCoHAS made significant achievements in terms of increased students enrolment and development of several new academic programmes, more than that KICCoHAS received full accreditation on 22rd June, 2017.

2.0 TUTOR II (MEDICAL DOCTOR) – 3 POSTS

2.1 QUALIFICATION AND EXPERIENCE:

- Holder of bachelor degree in Doctor of Medicine (M.D) from recognized Institution with three years experience of teaching in college or holder of advanced diploma in clinical medicine (A.M.O). GPA of 4.0 or above will be added value.

2.1.2 REMUNERATION

KICCoHAS-SS 7

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD/CLINICAL ROTATION SITE IF REQUIRED, FOR EXAMPLE;

- Explaining techniques of skilled interview during history taking
- Supervision of students in clerkship of patients
- Demonstration of skills of physical examination
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. GENERAL ROLES

- Ensure that all relevant Health & Safety protocols are followed
- Undertake any administration required, such as maintaining attendance records on each student
- Attend workshops , conferences and symposia

- Participate in curriculum development.
- Promote excellence in all service programmes of the department.
- Perform any other duties that may be assigned by a competent authority
- Any other reasonable duties as directed by the Head of College, department or their nominated representative subject.

3.0 ASSISTANT TUTOR (CLINICAL OFFICER) - 2 POSTS

3.1 QUALIFICATION AND EXPERIENCE:

- Holder of Diploma in Clinical medicine (C.O) from recognized Institution with three years experience of teaching in college. GPA of 4.0 or above will be added value.

3.1.2 REMUNERATION

KICCOHAS-SS 4

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT, FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD/CLINICAL ROTATION SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques of skilled interview during history taking

- Supervision of students in clerkship of patients
- Demonstration of skills of physical examination
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

E. GENERAL ROLES

- Ensure that all relevant Health & Safety protocols are followed
- Undertake any administration required, such as maintaining attendance records on each student
- Attend workshops , conferences and symposia
- Participate in curriculum development.
- Promote excellence in all service programmes of the department.
- Perform any other duties that may be assigned by a competent authority
- Any other reasonable duties as directed by the Head of College, department or their nominated representative subject.

4.0 ASSISTANT TUTOR (NURSE) - 2 POSTS

4.1 QUALIFICATION AND EXPERIENCE:

- Holder of Diploma in Nursing from recognized Institution with three years experience of teaching in college. GPA of 4.0 or above will be added value.

4.1.2 REMUNERATION

KICCOHAS-SS 4

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD/CLINICAL ROTATION SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques of skilled interview during history taking
- Supervision of students in clerkship of patients
- Demonstration of skills of physical examination
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. GENERAL ROLES

- Ensure that all relevant Health & Safety protocols are followed
- Undertake any administration required, such as maintaining attendance records on each student
- Attend workshops , conferences and symposia
- Participate in curriculum development.
- Promote excellence in all service programmes of the department.
- Perform any other duties that may be assigned by a competent authority
- Any other reasonable duties as directed by the Head of College, department or their nominated representative subject.

5.0 TUTOR II (PHARMACIST) - 3 POSTS

5.1 QUALIFICATION AND EXPERIENCE:

- Holder of Bachelor degree in Pharmacy with teaching methodology from recognized institution with three years experience. GPA of 4.0 or above will be added value.

5.2.1 REMUNERATION

KICCoHAS-SS 6

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques related to field practices
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. OTHER ROLES

- Ensure that all relevant Health & Safety protocols are followed
- Undertake any administration tasks as required, such as maintaining attendance records on each student
- Assist in research and consultancy projects.
- Participate in curriculum development.
- Assist in other service programmes of the department.
- Perform any other duties that may be assigned by a competent authority
- Any other reasonable duties as directed by the Head of College, department or their nominated representative subject.

6.0 ASSISTANT TUTOR (PHARMACEUTICAL TECHNICIAN) - 5 POSTS

6.1 QUALIFICATION AND EXPERIENCE:

- Holder of Diploma in Pharmaceutical Sciences with teaching methodology from recognized institution with three years experience. GPA of 4.0 or above will be added value.

6.2.1 REMUNERATION

KICCoHAS-SS 4

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A .ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area

- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques related to field practices
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. OTHER ROLES

- Ensure that all relevant Health & Safety protocols are followed
- Undertake any administration tasks as required, such as maintaining attendance records on each student
- Assist in research and consultancy projects.
- Participate in curriculum development.
- Assist in other service programmes of the department.
- Perform any other duties that may be assigned by a competent authority
- Any other reasonable duties as directed by the Head of College, department or their nominated representative subject.

7.0 TUTOR II - (MEDICAL LABORATORY SCIENTIST) - 3 POSTS

7.1.1 QUALIFICATION AND EXPERIENCE:

- Holder of Degree/Advance Diploma in medical laboratory, working experience in the relevant field of not less than three years. GPA of 3.5 or above will be added value.

7.2.2 REMUNERATION

KICCoHAS-SS 5

Responsibilities.

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A .ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques related to field practices
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. OTHER ROLES

Taking care in laboratory equipments and apparatus

- Plays a vital role in the overall safety of the laboratory and is responsible for managing the daily operation of the lab

- Takes responsibilities for all aspects of the lab, including but not limited to instructions/equipments, users of the lab, and supplies needed to ensure the lab runs smoothly with those standards
- Be familiar with the regulatory requirements specific to the lab and ensures all users are in compliance with those standards
- Ensures all reagents and supplies are available when needed
- Manages and updates chemical inventories and or/Risk Group Agent inventories.
- Ensures all users of the lab are wearing the appropriate PPE
- Attend and participate in staff and working group meetings and trainings as appropriate.
- Performs any other duties as may be assigned by one's reporting officer.

8.0 ASSISTANT TUTOR - (MEDICAL LABORATORY TECHNICIAN) - 2 POSTS

8.1.1 QUALIFICATION AND EXPERIENCE:

- Ordinary Diploma in Medical laboratory with working experience in the relevant field of not less than three years. GPA of 3.5 or above will be added value.

8.2.2 REMUNERATION

KICCoHAS-SS 4

Responsibilities.

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations

- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH DELIVERY OF TEACHING IN OFF CAMPUS i.e. ON FIELD SITE IF REQUIRED, FOR EXAMPLE

- Explaining techniques related to field practices
- Explaining relevant concepts and their application in the field

C. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

D. OTHER ROLES

Taking care in laboratory equipments and apparatus

- Carrying out and arranging for maintenance and repair resources
- Stock taking and organizing the storing of chemicals and equipments
- Obtaining materials by local purchase
- Trialing practical activities
- Making up solutions, assembling apparatus, delivering, and equipments to rooms.
- Occasionally assisting in class practical including carrying out demonstrations
- Collecting, checking and returning equipments to stores
- Disposing of waste materials
- Providing technical support to experience and trainee teachers including health and safety guidance
- Keeping up to date with development in practical sciences and health and safety requirements
- Carrying out health and safety checks on laboratories, prep rooms and stores General
- Clarifying problematic or difficult subject area

- Attend and participate in staff and working group meetings and trainings as appropriate.
- Performs any other duties as may be assigned by one's reporting officer.

9.0 TUTOR II (COMPUTER SCIENTIST) - 2 POSTS

9.1 QUALIFICATION AND EXPERIENCE:

- Holder of Bachelor Degree/Diploma in Computer Science from recognized Institution with at least three (3) years experience of teaching in college. GPA of 4.0 or above will be added value.

9.1.2 REMUNERATION

KICCOHAS-SS 4

Responsibilities:

Reporting to the Head of department, the following are the major responsibilities and duties of the Tutor:

A. ASSIST WITH DELIVERY OF TEACHING IN A TUTORIAL ENVIRONMENT, FOR EXAMPLE;

- Explaining concepts or ideas to students
- Answering queries from students
- Preparing handouts or other written materials.
- Assisting students in preparing for examinations
- Clarifying problematic or difficult subject area
- Explaining concepts or ideas to small groups of students
- Setting Tutorial assignments, such as essays, analysis of papers, statistical problems, etc

B. ASSIST WITH THE ASSESSMENT AND EXAMINATION PROCESS, FOR EXAMPLE:

- To assist in the setting, invigilation and marking of examinations
- To provide feedback to student following examinations

C. GENERAL ROLES

- To provide day-to-day support for staff and students.
- Undertake any administration required, such as maintaining attendance records on each student
- Maintains examination laptops or computers and prepare them for students
- Carry out routine maintenance of all computer hardware and network services to maintain agreed availability
- Maintain up-to-date hardware and software inventories to ensure legal and financial compliance
- Maintain printers
- Set up projectors and other classroom ICT facilities
- Manage the ICT suppliers budget
- Promote excellence in all service programmes of the department.
- Perform any other duties that may be assigned by a competent authority

10.0 DRIVER GRADE II - 2 POSTS

10.1.1 QUALIFICATION AND EXPERIENCE:

- Holder of Form IV Certificate or with passes in Kiswahili and English plus a clean valid Driving License at appropriate class and working experience of at least three (3) years in a similar position and must also have Trade Test Grade II in Motor Vehicle Mechanics and Driving Certificate Grade II from recognized institution such as NIT or VETA.

10.2.2 REMUNERATION

KICCoHAS-SS 1

Responsibilities.

- Drives pool College vehicle safety
- Maintains logbooks
- Ensure safety of passenger (s) during driving

- Ensure safe keeping of the vehicle and its tools
- Maintains disciplined behavior, smartness and proper conduct in rendering services
- Keeps record of movement of vehicles,
- Maintains cleanness of the vehicle and tools
- Advice on vehicles maintenance schedule
- Reports promptly any defects or problems detected in the vehicle.
- Undertakes minor repairs when necessary
- Performs messengerial duties such as dispatching documents/letters and collecting mail.
- Checks validity of insurance, TBL, Plying fees etc and reports the same to the Transport Officer for necessary action
- Performs any other duties as may be assigned by one's reporting officer.

HOW TO APPLY:

Interested candidates for any of the above positions should submit cover letter, Current resume, indicating clearly the position applied for, copy of certified academic certificates, Currently 2 passport size and certificate of registration with professional bodies in Tanzania, and names with contact information (email addresses and telephone numbers) of three work related referees.

Interested and qualified applicants should send their details to the Human Resources Manager by hand or by postal address at, Kigamboni City College of Health and Allied Sciences, P.O. BOX 90372, Kigamboni, Dar es Salaam.

Kindly note that only shortlisted applicants will be contacted on a date for interview. Deadline for application is 14th September, 2018.