



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES(MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania
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Website: www.mihhas.ac.tz E-mail: info@mlimba.ac.tz

04th December 2023

JOB VACANCIES ANNOUNCEMENT

Mlimba institute of health and allied sciences is an institution established in 2017 being registered by NACTE and the Ministry of health to offer Certificate and diploma in Clinical Medicine and Pharmaceutical sciences, It is located in Kilombero District of Morogoro region.

Invites qualified Tanzanians to fill 2 vacant posts as mentioned hereunder.

1.0 Accountant (Bursar) (One Post)

- Reports to Deputy Principal of Finance and Administration.

1.1 Duties and Responsibilities.

- i. Execute the financial strategy of the institute
- ii. Manage financial controls and accounting procedures
- iii. Ensure full transparency over the financial performance of the institute
- iv. Provide advice on how to increase revenue and reduce costs
- v. Effectively and clearly communicate potential risks in a timely manner
- vi. Propose action plans to ensure that annual financial objectives are attained
- vii. Support the CEO with the preparation of monthly and annual financial plans
- viii. Maintain speed and accuracy of billings and client payments
- ix. Coordinate and produce all tax documentation as required
- x. Process monthly income tax, Provident, and pension contribution, Pay as you earn(Payee)
- xi. Teaching Entrepreneurship courses to first-year students.

1.2 QUALIFICATIONS AND EXPERIENCE

- i. Advanced diploma or Bachelor's degree with a major in Accounting /Finance,
- ii. At least 2 years' experience working in the finance area,
- iii. Working experience in the posting of financial data in accounting software.
- iv. Proficiency in standard office computer applications,
- v. Ability to work under pressure and meet deadlines.

- vi. Supervising and dealing with all college procurements
- vii. Excellent interpersonal and communication skills.
- viii. Fluency in English and Swahili.
- ix. Audit Experience is an added advantage.

AGE: Not above 45 years.

SALARY SCALE: Attractive remuneration package in accordance with the Institute's salary scale.



2.0 PERSONAL SECRETARY II- (One Post)

- Reports to the Mihas Principal.

2.1 DUTIES AND RESPONSIBILTIES

- i. Type both open and confidential correspondences;
- ii. Receive visitors and direct them to respective officers;
- iii. Attend to telephone calls and take messages;
- iv. File minutes, correspondences and other documents;
- v. Maintain diary of appointment for the officer he/she works with Ensure availability of office supplies and office services;
- vi. Ensure cleanliness of office;
- vii. Draft letters of simple routine nature;
- viii. Take proper care of facilities, equipment and documents; and
- ix. Perform any other duties as assigned by Supervisor.

2.2 QUALIFICATIONS AND EXPERIENCE

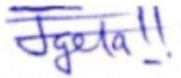
Diploma in Secretarial studies from a recognized institution.

Must be computer literate, with typing speed of 50 w.p.m. and shorthand of 100 or 120 w.p.m. AGE: Not above 45 years. SALARY SCALE: Attractive remuneration package in accordance with Institute's salary scale.

GENERAL CONDITIONS

- i. All applicants must be Tanzanian of the age indicated in each post.
- 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;
 - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - c) Form IV and Form VI National Examination Certificates;
 - d) Birth certificate.
- v. Attaching copies of the following certificates is strictly not accepted
 - a) Form IV and form VI results slips;
 - b) Testimonials and all Partial transcripts.
- viii. 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);
- ix. 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 letter** should be written either in Swahili or English and Addressed to
The Director,
Mlimba Institute of health and allied sciences,
P.O. Box 64,
Mlimba-Ifakara.
- xiii. The deadline for application is **19th Dec, 2023**
- xiv. Only short-listed candidates will be informed of a date for an interview;
- xv. Presentation of forged certificates and other information will necessitate legal action;

All applications Must be sent through this email address director@mlimba.ac.tz or mlimbacollege@gmail.com and not otherwise.

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Director
Mlimba institute of health and allied science



