



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania | Tel +255 621119544 | +255 767053697 | 0718240555
Website: www.mihac.ac.tz | E-mail: info@mlimba.ac.tz

VACANCIES ANNOUNCEMENT

DESCRIPTION

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, Pharmaceutical Sciences, Physiotherapy, Health Information sciences and Social work. It is located in Kilombero District of Morogoro region.

Invites qualified Tanzanians to fill 5 vacant posts as mentioned hereunder.

Tutor Physiotherapy department (2 Post)

DUTIES AND RESPONSIBILITIES:

- i. Schedule tutoring appointments with students.
- ii. Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- iii. Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- iv. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- v. Organize tutoring environment to promote productivity and learning.
- vi. Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- vii. Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- viii. Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- ix. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- x. Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
- xi. Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- xii. Develop teaching or training materials, such as handouts, study materials, or quizzes.
- xiii. Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
- xiv. Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress.
- xv. Assess students' progress throughout tutoring sessions.
- xvi. Administer, proctor, or score academic or diagnostic assessments.
- xvii. Teach students study skills, note-taking skills, and test-taking strategies.
- xviii. Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
- xix. Supervising students in clinical rotations and duties.



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania | Tel +255 621119544 | +255 767053697 | 0718240555
Website: www.mih.ac.tz | E-mail: info@mlimba.ac.tz

Tutor Physiotherapy department (2 Post)

QUALIFICATIONS AND EXPERIENCE

Degree in physiotherapy or its equivalent. Must be competent in teaching and be registered by the Medical council of Tanganyika. Must have Computer skills and at least one year teaching Experience.

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.

Tutor Clinical Medicine department (2 Post)

DUTIES AND RESPONSIBILITIES:

- i. Schedule tutoring appointments with students.
- ii. Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- iii. Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- iv. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- v. Organize tutoring environment to promote productivity and learning.
- vi. Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- vii. Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- viii. Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- ix. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- x. Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.
- xi. Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students.
- xii. Develop teaching or training materials, such as handouts, study materials, or quizzes.
- xiii. Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
- xiv. Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, or assess student progress.
- xv. Assess students' progress throughout tutoring sessions.
- xvi. Administer, proctor, or score academic or diagnostic assessments.
- xvii. Teach students study skills, note-taking skills, and test-taking strategies.
- xviii. Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests.
- xix. Supervising students in clinical rotations and duties.

QUALIFICATIONS AND EXPERIENCE

Advanced Diploma or Degree in Medical Doctor or its equivalent. Must be competent in teaching and be registered by the Medical council of Tanganyika. Must have Computer skills and at least one year teaching Experience.

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania | Tel +255 621119544 | +255 767053697 | 0718240555
Website: www.mihac.ac.tz | E-mail: info@mihac.ac.tz

Pharmaceutical Technician (2 POST)

Report to the Pharmacy head of the department.

DUTIES AND RESPONSIBILITIES:

- i. Dispensing, Stock management, Compounding, Quantification of pharmaceutical formulations, and laboratory work.
- ii. Providing special treatment to all Mihac Staff and students with the sick sheet
- iii. Performs any other duties as may be assigned by the Supervisor.

QUALIFICATIONS AND EXPERIENCE

- i. Holder of Form IV or VI certificate plus a Diploma in Pharmaceutical sciences from a recognized institution.
- ii. Excellent English, written, and oral communication skills. iii. Knowledge of Computer application packages.
- iii. At least two years of working Experience.

AGE:

Not above 45 years.

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.

Physiotherapy Technician (2 POST)

Report to the Mihac Academic.

DUTIES AND RESPONSIBILITIES:

- i. Schedule tutoring appointments with students.
- ii. Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- iii. Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- iv. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- v. Organize tutoring environment to promote productivity and learning.
- vi. Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- vii. Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- viii. Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- ix. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- x. Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.

QUALIFICATIONS AND EXPERIENCE

Holder of Form IV or VI certificate plus a Diploma in physiotherapy from a recognized institution. Excellent English, written and oral communications skills. Knowledge in Computer application packages. At least two years working Experience.

AGE: Not above 45 years.

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania | Tel +255 621119544 | +255 767053697 | 0718240555
Website: www.mih.ac.tz | E-mail: info@mlimba.ac.tz

Tutor Health Information Sciences department (2 Post)

DUTIES AND RESPONSIBILITIES:

- i. Schedule tutoring appointments with students.
- ii. Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- iii. Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- iv. Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- v. Organize tutoring environment to promote productivity and learning.
- vi. Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- vii. Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- viii. Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- ix. Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- x. Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.

QUALIFICATIONS AND EXPERIENCE

Degree or Diploma in Health information Sciences or its equivalent. Must be competent in teaching and experience of not less than one year. Must have Computer skills and at least one year teaching Experience.

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.

Clinical Officer (2 Post)

DUTIES AND RESPONSIBILITIES:

- 1: Schedule tutoring appointments with students.
- 2: Research or recommend textbooks, software, equipment, or other learning materials to complement tutoring.
- 3: Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students.
- 4: Participate in training and development sessions to improve tutoring practices or learn new tutoring techniques.
- 5: Organize tutoring environment to promote productivity and learning.
- 6: Monitor student performance or assist students in academic environments, such as classrooms, laboratories, or computing centers.
- 7: Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments.
- 8: Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.
- 9: Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals.
- 10: Maintain records of students' assessment results, progress, feedback, or school performance, ensuring confidentiality of all records.

QUALIFICATIONS AND EXPERIENCE

Diploma in clinical Medicine with at least two years working experience in teaching

SALARY SCALE:

Attractive remuneration package in accordance with Institute's salary scale.



MLIMBA INSTITUTE OF HEALTH AND ALLIED SCIENCES (MIHAS)

P. O. Box 64, Mlimba-Ifakara-Morogoro – Tanzania | Tel +255 621119544 | +255 767053697 | 0718240555
Website: www.mih.ac.tz | E-mail: info@mlimba.ac.tz

GENERAL CONDITIONS

- 1: All applicants must be Tanzanian of the age indicated in each post.
- 2: Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- 3: Applicants should apply on the strength of the information given in this advertisement;
- 4: 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.
- 5: Attaching copies of the following certificates is strictly not accepted
 - a) Form IV and form VI results slips;
 - b) Testimonials and all Partial transcripts.
- 6: Applicants should indicate three reputable referees with their reliable contacts;
- 7: 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);
- 8: Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- 9: Applicants with special needs/case (disability) are supposed/advised to indicate;
- 10: 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.**
- 11: **Deadline for application is 23rd November, 2024**
- 12: Only short listed candidates will be informed on a date for interview.
- 13: Presentation of forged certificates and other information will necessitate to legal action.

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

Jgeta!!

Director
Mlimba institute of health and allied science

