



BUGANDO MEDICAL TRAINING COLLEGE

EMPLOYMENT OPPORTUNITY

Bugando Medical Training College (BMTC) is a private Health Training Institution aspiring to become a national player in the provision of health education, owned by Bugando Medical Training College Limited. The College is seeking to recruit and bring onboard suitable individuals to provide effective leadership and contribute to the realization of the aspirations of the College. The College is located at Bweri area in Musoma Municipal, about 1km southwest of the town centre and about 0.5km north of Bweri Bus Terminal.

The College invites applications from suitably qualified candidates to fill the following positions:

1. DEPARTMENT OF CLINICAL MEDICINE

- a) **Job Title: MEDICAL DOCTOR (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Doctor of Medicine from a recognized University. Must be registered with his/her relevant profession board and having a license to practice. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

2. DEPARTMENT OF PHARMACEUTICAL SCIENCES

- a) **Job Title: PHARMACIST (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Pharmacy from a recognized University. Must be registered with his/her relevant profession board and having a license to practice. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

3. DEPARTMENT OF MEDICAL LABORATORY SCIENCES

- a) **Job Title: LABORATORY SCIENTIST (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Medical Laboratory Sciences from a recognized University. Must be registered with his/her relevant profession board and having a license to practice. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

4. DEPARTMENT OF ENVIRONMENTAL HEALTH SCIENCES

- a) **Job Title: ENVIRONMENTAL HEALTH SCIENTIST (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Environmental Health Sciences from a recognized University. Must be registered with his/her relevant profession board and having a license to practice. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.

- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

5. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: TECHNICIANS FOR PST, CMT, EHS and MLT (1 post each)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Instructs students in practical classes, tests & examinations.
- d) **Qualification:** Holder of Ordinary Diploma in Pharmaceutical Sciences, Clinical Medicine, Environmental Health Sciences, Medical Laboratory Sciences respectively from a recognized University/Institution. Must be registered with his/her relevant profession board and having a license to practice. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** With a minimum of one (1) year working experience.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

6. DEPARTMENT OF SOCIAL WORK

- a) **Job Title: SOCIAL WELFARE OFFICER (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Social Work from a recognized University. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

7. DEPARTMENT OF COMMUNITY DEVELOPMENT

- a) **Job Title: COMMUNITY DEVELOPMENT OFFICER (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Community Development from a recognized University. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

8. DEPARTMENT OF HEALTH RECORD AND INFORMATION TECHNOLOGY

- a) **Job Title: HEALTH RECORD OFFICER (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Health Record & Information Technology from a recognized University. Candidates with certificate in Teaching Methodology Course for Health Care Professionals or CBET Training will be considered more.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

9. DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY

- a) **Job Title: COMPUTER ANALYST (4 Posts)**
- b) **Reports to:** Head of Department
- c) **Job Summary:** Conducting lectures.
- d) **Qualification:** Holder of bachelor degree in Computer Sciences from a recognized University.
- e) **Experience:** At least 1 year of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

10. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: ACCOUNTANT (1 Post)**
- b) **Reports to:** Deputy Principal - PFA
- c) **Job Summary:** Perform a variety of accounting tasks.
- d) **Qualification:** Bachelor Degree or Advanced Diploma in Accountancy or Accounting and Finance or Professional Module C and D of NBAA plus ICT skills from a recognized University/Institution.
- e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

11. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: ACCOUNTS ASSISTANT (1 Post)**
- b) **Reports to:** Deputy Principal - PFA
- c) **Job Summary:** Maintains accounting records.
- d) **Qualification:** Holder of Form IV/VI Certificate with NABE III/ATEC II/Diploma in Accountancy/Module A and B plus ICT skills from a recognized University/Institution.
- e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

12. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: GAMES COACH (1 Post)**
- b) **Reports to:** Human Resource Officer
- c) **Job Summary:** Programmes and organizes sports and games for staff and students at the College.
- d) **Qualification:** Holder of Bachelor degree in physical education with a major in sports from a recognized University/Institution.
- e) **Experience:** 2 - 3 years of working experience is required.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

13. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: MARKETING & COMMUNICATION OFFICER (2 Posts)**
- b) **Reports to:** Deputy Principal- PFA
- c) **Job Summary:** Assists in the routine public relations activities.
- d) **Qualification:** Holder of College Bachelor Degree in Journalism, Mass Communication, Public Relations, or any degree in social Sciences with a major in communication from a recognized University.
- e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

14. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: OFFICE ASSISTANT/ GARDENER (10 Posts)**
- b) **Reports to:** Warden
- c) **Job Summary:** Cleaning offices and College environment.
- d) **Qualification:** Holders of Form IV Certificate with three (3) years relevant working experience and appropriate certificate from VETA or any recognized institute.
- e) **Experience:** With a minimum of three (3) years working experience in tertiary education institutions.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

15. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title: OFFICE MANAGEMENT SECRETARY (1 Post)**
- b) **Reports to:** Human Resource Officer
- c) **Job Summary:** Co-ordinates all Office needs and requirements.
- d) **Qualification:** Form VI certificate OR Form IV certificate credit passes in Kiswahili and English, plus 120w.p.m. shorthand in English or Kiswahili and 60 w.p.m. typing speed, tabulation and manuscript stage III, Secretarial duties and office procedure stage II plus a Diploma in Secretarial Studies from recognized Institution.
- e) **Experience:** With a minimum of one (1) year working experience.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

16. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title:** LIBRARY ASSISTANT (1 Post)
- b) **Reports to:** Human Resource Officer
- c) **Job Summary:** Carries out routine professional duties.
- d) **Qualification:** Holder of Form IV or Form VI Certificate with Diploma in Library and Information Studies.
- e) **Experience:** With a minimum of one (1) year working experience.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

17. DEPARTMENT OF PLANNING, FINANCE AND ADMINISTRATION

- a) **Job Title:** COMPUTER PROGRAMMER/SYSTEMS ANALYST (1 Post)
- b) **Reports to:** Human Resource Officer
- c) **Job Summary:** Manages ICT department.
- d) **Qualification:** Holders of B.Sc. degree in Computer Science or Information Systems, Telecommunication, Electronics, or related computer studies.
- e) **Experience:** With a minimum of one (1) year working experience.
- f) **Salary Scale:** Staff salary rank according to BMTC Scheme of Service
- g) **Tenure:** Fixed terms contract of three (3) years renewable on satisfactory performance.

18. Mode of Application

Complete application package that consists of application letter supported with detailed Curriculum Vitae (CV) with three referees and their contact details, **certified** relevant copies of certificates i.e. Degree/Diploma certificates, academic transcripts plus secondary school certificates should be submitted not later than Monday 14th April, 2024 at 04:00 p.m. to:

Principal

Bugando Medical Training College

P.O. BOX 1024 Musoma, Mara

Email: bugandomtc@gmail.com

Please Note:

- i. "Testimonials", "Provisional Results", "Statement of Results", and FORM IV and FORM VI Results Slips will not be accepted.
- ii. Applicants who have studied abroad, outside Tanzania, have to show evidence of recognition of their foreign awards by relevant authorities (TCU, NACTE and NECTA).
- iii. When you apply through email, please put the job title on the subject line and attach only 2 files, one being application letter and curriculum vitae, and the second academic certificates.

