



## NEW VACANCIES

The **KCMC University** is a newly full-fledged University owned by the Good Samaritan Foundation. The University trains health professionals for various University awards in clinical, biomedical and allied health sciences. It currently wishes to recruit competent and committed human resource to fill the following vacant position within the **Deputy Vice Chancellor for Academic, Research and Consultancy Office**.

### 1. Senior Admissions Officer Grade III – 1 Position

#### **Educational Qualifications:**

Holders of Master's degree in Education, Educational Management and Administration, Educational Leadership and Management, Marketing or any equivalent qualification or Bachelor degree in Education, Educational Management and Administration, Educational Leadership and Management, Marketing from a recognized Institution.

#### **Working Experience:**

A minimum of five (5) years' work experience as an Admissions Officer in a recognized higher learning institution or reputable organization in a related field.

#### **Knowledge, Technical Skills and Abilities for Senior Admissions Officers Grade III:**

##### **Knowledge in:**

- **TCU, NACTVET, and NECTA Regulations**  
In-depth understanding of national regulatory frameworks governing university and medical college admissions.
- **University Admissions Policies**  
Strong knowledge of admission policies, selection criteria, program requirements, and fee structures for both undergraduate and postgraduate programs.
- **Curriculum and Credit Systems;** Awareness of course structures and credit systems will be an added advantage.
- **Documentation and Records Management**  
Understanding of best practices in secure handling, verification, and archiving of student application documents and academic records.
- **International Education Frameworks**  
Ability to interpret foreign qualifications and determine equivalency for admission into local programs.

- **Admissions Reporting and Documentation**

Proficient in preparing admission reports, summary documents, and minutes for admission committee meetings for both undergraduate and postgraduate levels.

#### **Technical Skills**

- **Student Information Systems (OSIM & ARIS/SARIS)**

Proficient in the use of the Online Student Information Management System (OSIM) and other platforms to manage applicant data, selection, registration, and records.

- **Microsoft Office Suite**

Advanced skills in Word, Excel, PowerPoint, and Outlook for correspondence, reports, presentations, and data analysis.

- **Admissions Portals and Email Systems**

Skilled in managing online applications, verifying uploaded documents, and communicating effectively through official email platforms.

- **Data Analysis and Report Generation**

Ability to use tools like Excel and statistical software to produce meaningful reports and insights on admissions trends and performance metrics.

- **Document Preparation and Editing**

Competent in drafting formal letters, reports, meeting minutes, and official admission-related documentation.

- **Digital Filing and Archiving**

Experience in organizing and maintaining digital applicant files securely and in line with institutional policies.

- **Website and Communication Tools**

Basic ability to update admissions-related content on the university website and post key updates on social media and internal portals.

#### **Abilities**

- **Communication and Presentation Skills**

Strong written and verbal communication skills for engaging with applicants, faculty, and administrative staff, and for presenting data or recommendations during meetings.

- **Analytical Judgment**

Ability to evaluate application files fairly, apply admission criteria consistently, and make informed decisions.

- **Preparation for Admissions Committees**

Able to prepare complete and accurate documentation, data summaries, and minutes for both undergraduate and postgraduate admissions committee meetings.

- **Confidentiality and Professionalism**

Trusted to handle sensitive personal and academic information with integrity and adherence to ethical standards.

- **Supervisory and Team Coordination**

Skilled in leading junior admissions staff, organizing schedules, and ensuring coordinated workflows during admission cycles.

- **Time and Priority Management**

Able to manage heavy workloads during admission periods, meet tight deadlines, and prioritize tasks effectively.

- **Customer Service and Public Relations**

Committed to providing clear, respectful, and timely service to applicants, parents, and other stakeholders.

- **Problem Solving and Adaptability**

Quick to resolve application-related issues, missing documents, or system errors, and adapt to changes in policies or technologies.

### **Duties of Admissions Officers**

As an Admissions Officers you will be responsible to the DVC-ARC all matters related to admission and specifically perform following activities; -

- i. Receiving applications and short list applicants based on the University admission regulations in liaison with the respective Deans, Directors, and programme coordinators.
- ii. Overseeing the registration of students in the schools, Directorate of Postgraduate Studies at the beginning of each semester or academic year.
- iii. Assisting in responding to inquiries from the Tanzania Commission for Universities (TCU), students and other external agencies.
- iv. Assisting in the preparation of academic transcripts for the finalists in all programmes.
- v. Maintaining statistics of applicants by year, programme, and gender.
- vi. Preparing and providing admission numbers to the newly admitted students and residents.
- vii. Assisting in the preparation of meetings related to the admissions office.
- viii. Implementing the bylaws, regulations and instructions issued on student admission and registration.
- ix. Creating a file for each student, keeping evidence of his/her acceptance and all documents pertaining to him/her.
- x. Keeping all documents including student transfer from other universities, postponement of study and dismissal.
- xi. Managing the online admission system.
- xii. Dealing with admission related queries from students and their sponsors.
- xiii. Issuing students' ID cards.
- xiv. Corresponding with prospective students, applicants, and others seeking information on admissions standards, academic and non-academic programmes, and student activities.
- xv. Participating in exhibitions and other marketing initiatives.
- xvi. Carrying out any other related duties assigned by the DVC-ARC or other competent University authority.

### **Remuneration for the Posts**

Competitive and attractive package of salary and fringe benefits will be offered to the successful candidate commensurate with his/her qualifications and work experience, and in accordance with the KCMC University Schemes of Service, and Staff Regulations and Conditions of Service.

## **Mode of Application**

Applications enclosing detailed CV's, certified copies of all relevant academic certificates and transcripts, including form IV and VI certificates, names and addresses of three referees should be sent to the undersigned on or before **25<sup>th</sup> July 2025**.

**All applications must be submitted via the [recruitment portal](#)**

The Vice Chancellor,  
KCMC University,  
P. O. Box 2240,  
Moshi, Tanzania.

**NB: Only short-listed candidates will be notified and called for an Interview**

## **2. Legal Officer Grade I – 1 Position**

### **Educational Qualifications:**

Holders of Bachelor of Laws Degree (LLB) who have completed the one-year Practical Legal Training Programme conducted by the Law School of Tanzania and awarded a Post-Graduate Diploma in Legal Practice, plus possession of Master of Laws Degree (LLM) or Master of Laws in Corporate and Commercial Law. He/she must be enrolled as an Advocate of the High Court of Tanzania and Courts subordinate to it.

### **Working Experience:**

At least **three (03) years** of work experience as a Legal Officer in a higher learning institution.

### **Knowledge, Technical Skills and Abilities of Legal Officer:**

1.
  1. Knowledge of all applicable laws, rules, and regulations
  2. Knowledge of substantive law and legal procedure
  3. Excellent written and verbal communication skills
  4. Excellent legal drafting skills
  5. Good coordination and organizational skills
  6. High attention to detail
  7. Strong negotiation skills
  8. Computer skills – especially Microsoft Office software
  9. Legal research skills

10. Dispute resolution skills
11. Customer service skills
12. Time management skills
13. Teamwork skills
14. Ability to prepare complex legal documents
15. Ability to analyse facts/information, develop rigorous arguments and provide sound advice
16. Ability to effectively compile and synthesize information
17. Ability to negotiate effectively
18. Ability to progress with work independently

**Duties and Responsibilities:**

- (a) Be responsible to the Corporate Counsel on all legal matters of the University
- (b) Assisting in the following activities of the Legal Unit:
  - (i) Providing legal advice and representation on routine matters, including moderately complex and sensitive matters, conducted in the University Legal Unit, and as allocated.
  - (ii) Preparing and reviewing various legal documents such as Contracts/Agreements, Memoranda of Understanding (MoUs), Deeds of Novation and legal documents relating to licenses, loan, grants, credits, leases, sales, purchases, real estate, and security instruments such as mortgage deeds, debenture, guarantees, etc.
  - (iii) Management of moderately complex legal files and the provision of advice in response to the Legal Unit's legal queries.
  - (iv) Developing and managing the University's litigations in liaison with the Head of Legal Unit or Corporate Counsel and / or External Lawyers.
  - (v) Providing legal expertise and support on legal issues relating to the functions, structures, and activities of the University, and support the University Management on issues pertaining to legal and regulatory framework and monitoring compliance with legal and regulatory corporate governance requirements.
  - (vi) Providing professional input(s) to any training and/or research requiring legal expertise as directed.
  - (vii) Drawing and vetting of contracts, agreements, and other legal documents.
  - (viii) Indexing, filing, registering of university notices and all other legal documents and ensuring their safekeeping.
  - (ix) Compiling evidence relevant for court cases involving the University.
  - (x) Attending to registration of legal documents.

- (xi) Taking charge of documents and correspondences of already assigned cases.
- (xii) Dealing with legal routine correspondences addressed to the University.
- (xiii) Drafting prescribed legal documents and forms.
- (xiv) Filing, appearing and defending civil cases pending in Courts/Tribunals against the University
- (xv) Preparing legal briefs and provide legal advice.
- (xvi) Liaising with retained external legal agencies.
- (xvii) Scrutinizing and effecting registration of leases and transfer of properties and participates in negotiations for writing up general contracts pertaining to such leases and transfer of properties.
- (xviii) Negotiating contracts.
- (xix) Following up on cases filed against the University and preparation of legal reports and opinions.
- (xx) Liaising with External Lawyers on all cases filed against the University to ensure instructions, witnesses and statements are procured on time.
- (xxi) Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislations.
- (xxii) Advising the University Management on the legislation that affect the University and changes made thereof.
- (xxiii) Monitoring compliance with legal and statutory requirements of the University.
- (xxiv) Ensure high-level secrecy and confidentiality of legal data of the University.
- (xxv) Carry out any other duties relating to National Laws, or the University as may be directed by the Corporate Counsel from time to time.
- (xxvi) Any other related duties as may be assigned to him/her by the Corporate Counsel or other competent University Authority.

**Remuneration for the Post:**

Competitive and attractive package of salary and fringe benefits will be offered to the successful candidate commensurate with his/her qualifications and work experience, and in accordance with the KCMC University Schemes of Service, and Staff Regulations and Conditions of Service.

**Mode of Application:**

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### **3. Senior Office Management Assistant Grade I – 1 Position**

The KCMC University is full-fledged University owned by the Good Samaritan Foundation. The University trains health professionals for various University awards in clinical, biomedical and allied health sciences. It currently wishes to recruit competent and committed human resource to fill the following vacant position within the Vice Chancellors Office

#### **1.0 Senior Office Management Assistant Grade 1-1 Position**

##### **1.1 Educational Qualifications**

A holder of Diploma in Secretarial Studies whereas bachelor's degree in Secretarial Studies, Public Administration, Office Management, Business Administration, or a related field from a recognized university is an added advantage. ICT certification (e.g., Computer Applications, Microsoft Office Suite, or equivalent) is required. Additional training in Executive Office Management, Records and Archives Management, or Customer Service is highly desirable.

##### **1.2 Working Experience:**

A work experience of at least five years as Office Management Assistant of a higher learning institution or in a Public Organization will be an added advantage.

##### **1.3 Knowledge, Technical Skills and Abilities of Senior Office Management Assistant:**

###### **Knowledge**

- (i) **Office management principles:** Proficient knowledge in office organization, workflow, scheduling, and coordination.
- (ii) **Records and information management:** Familiarity with proper filing, archiving, and handling of confidential documents.
- (iii) **Protocol and etiquette:** Knowledge of executive communication protocols, both internal and external.
- (iv) **Public administration:** Understanding government policies and how they relate to higher education institutions.
- (v) **Meeting and event coordination:** Knowledge of organizing high-level meetings, conferences, and University functions.
- (vi) **Regulatory compliance:** Awareness of University regulatory status, policies, procedures, and ethical requirements is added advantage.

###### **Technical Skills**

- (i) **ICT Proficiency:** Excellent command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), virtual meeting tools (Zoom, MS Teams), and document management systems.
- (ii) **Typing and transcription:** High-speed typing, including audio transcription and minute-taking.

- (iii) **Data entry and database management:** Accuracy in handling sensitive data related to university management.
- (iv) **Document drafting and editing:** Ability to draft memos, letters, reports, and speeches in a professional tone.
- (v) **Scheduling and calendar management:** Efficient use of scheduling tools to coordinate high-level executive engagements.
- (vi) **Reporting and analytics:** Ability to prepare executive summaries, briefs, and analytical reports.
- (vii) **Digital filing systems:** Use of cloud-based systems for secure and efficient document storage and retrieval.
- (viii) **Travel and logistics coordination:** Skills in organizing travel, accommodation, and protocol arrangements for the VC and guests.

### **Abilities**

- (i) **Confidentiality and discretion:** Ability to handle sensitive information with the utmost professionalism and privacy.
- (ii) **Time management and prioritization:** Capacity to work under pressure and meet strict deadlines with minimal supervision.
- (iii) **Interpersonal and communication skills:** Excellent verbal and written communication skills to interact with diverse stakeholders.
- (iv) **Problem-solving and initiative:** Ability to anticipate needs, propose solutions, and act proactively.
- (v) **Multitasking:** Efficiently manage multiple tasks, often with changing priorities.
- (vi) **Attention to detail:** Strong accuracy in preparing documents and managing schedules.
- (vii) **Team collaboration:** Ability to work with academic and administrative teams respectfully and supportively.
- (viii) **Adaptability:** Comfortable adjusting to changing priorities and executive directives.

### **1.4 Duties of Senior Office Management Assistant Grade I**

As a Senior Office Management Assistant in the office of the Vice Chancellor, be responsible to the Vice Chancellor in all secretarial matters of the University, and specifically perform the following activities of the Vice Chancellors.

- (i) Typing of both open and confidential letters/matters.
- (ii) Taking down dictations where necessary.
- (iii) Maintaining records of incoming and outgoing correspondences and files while maintaining confidentiality.
- (iv) Arranging and maintaining record of events including appointments, meetings, and visiting schedules by keeping an updated diary of events to facilitate working schedules of the respective department, Faculty, Directorate, and Institute.
- (v) Answering independently routine correspondence such as acknowledgement, following up outstanding replies.
- (vi) Maintaining a diary of appointments for the respective University executives, advising them of available time and reminding them of appointments and meetings as requested.
- (vii) Maintaining proper files, both for important paper documents as well as for the electronic ones.
- (viii) Attending visitors by welcoming them with courtesy and decorum, ascertaining the nature of the visitor's business, entertaining and providing them with relevant information and guidance in a view to meet their needs and maintain good image of the University.
- (ix) Answering telephone calls and intercom, giving information to callers or routing calls to appropriate



officials.

- (x) Relay oral messages and instructions from the respective executives to their subordinates.
- (xi) Assisting in arranging, organizing, and scheduling conferences and meetings, and inform the respective members about the meeting and its agenda.
- (xii) Deciding for providing refreshments during meetings or in a regular day's work.
- (xiii) Making travel arrangements for supervisors, University Executives and Guests.
- (xiv) Handling office stationery.
- (xv) Monitoring the mails and faxes.
- (xvi) Helping the immediate supervisor in developing computer presentations.
- (xvii) Assuming responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions
- (xviii) Perform other duties as may be assigned by the immediate Supervisor.

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