

COLLEGE OF AFRICAN WILDLIFE MANAGEMENT, MWEKA



INTERNAL VACANCIES ADVERTISEMENT

The College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applies research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC). The College is located on the slopes of Mount Kilimanjaro, 14kms north of Moshi Municipality. The College would like to fill the following vacant posts:-

1. Assistant Supplies – one (1) Post

Tenure of service - one (1) Year Contract

Reporting Relationship - HPMU

Education Qualifications:

Holder of Diploma in Materials Management or Procurement and Supplies Management from recognized institution with working experience of at least two (2) years in a similar field plus ICT skills.

Other Qualifications:

1. Analytical skills;
2. Person of high integrity;
3. Ability to handle customers professionally
4. Good Communication Skills in both Kiswahili and English
5. Ability to deliver accurate and high quality output timely

Duties and Responsibilities:

- i. Receive store requisitions;
- ii. Arrange that store records and properly kept;
- iii. Supervise the writing of stores issue note;
- iv. Assist in stocking, bonding and storing goods;

- v. Assist in receiving and issuing goods to users;
- vi. Assist in preparation of the Goods Received Notes (GRN);
- vii. Assist in maintaining stock controls and accounts;
- viii. Assist in keeping bin-card in proper position;
- ix. Receive, inspect and report deficiencies, damages and quality of goods received;
- x. Arrange stock and inventories in a store; and
- xi. Perform and other related duties as may be assigned by the supervisor.

Salary Scale PGSS 4.1

2. Principal Driver – five (5) Posts

Tenure of service - one (1) Year Contract

Reporting Relationship - Workshop In-charge

Education Qualifications:

Holder of an Advanced or Ordinary Certificate of Secondary Education with (8) years of working experience in the relevant field and should possess a Trade Test Grade II and III on Mechanics from any recognized training institution. Holder of Class C driving licence.

Duties and Responsibilities:

- i. Driving College Vehicles for Administration and training purposes;
- ii. Ensure motor vehicle and their accessories are in good conditions;
- iii. Maintaining discipline, good behavior and proper conduct in rendering services to his/her assignee;
- iv. Maintaining log books for each and every trip;
- v. Carries out minor repairs and services;
- vi. Monitors, evaluates, and reports vehicles performance;
- vii. Conducting driving orientation to junior drivers;
- viii. Participates in repair and maintenance of the College Vehicles;
- ix. Performs any other duties as assigned by supervisor;
- x. Ensure cleanliness and proper upkeep of the College vehicles.

Salary Scale POSS 6.1

3. Senior Office Attendant – one (1) post

Tenure of service - one (1) Year Contract

Reporting Relationship - Human Resource Officer

Education Qualifications:

Holder of National Form IV/VI Examination Certificate in Secondary Education and proven practical working experience of at least eight (8) years;

Duties and Responsibilities:

- i. Ensure offices are opened and cleaned in time, and that all items required for work are available;
- ii. Assist with basic office duties such as photocopying, filing and assisting superior's upon their demand;
- iii. Answer phones and transfer to the appropriate staff member
- iv. Receive, attend and direct visitors;
- v. Circulate and collect files and messages to and from relevant officers in various offices;
- vi. Sort, address and dispatch incoming and outgoing mails
- vii. Keep office area clean and tidy;
- viii. Ensure all office matters are kept confidential;
- ix. Carry out any other duties related to his/her field as assigned by immediate supervisor.

Salary Scale POSS 6.1

MODE OF APPLICATION AND GENERAL CONDITIONS

1. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers and should indicate three reputable referees with their reliable contacts;
2. Applicants should apply on the strength of the information given in this advertisement;
3. Applicants must attach their copies of relevant academic of the following certificates
 - i. Form IV and Form VI National Examination certificates;
 - ii. Diploma certificates;
 - iii. Driving school attended;
 - iv. **VALID** driving license;
 - v. Birth certificates.
4. Attaching copies of form IV, form VI results slips, testimonials, particle transcripts and provisional results is strictly NOT accepted
5. 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 of Technical Education (NACTE) for certificates and Diploma;

6. A signed application letter should be written in English or Kiswahili and addressed to

The Rector,

College of African Wildlife Management, Mweka,

P. O.Box 3031,

Moshi.

7. Deadline for application is **8th October 2020**

8. Only short listed candidates will be contacted for interview;