



HERMARGS INSTITUTE
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VACANCIES FOR EMPLOYMENT OPPORTUNITIES RE-ADVERTISED

HERMARGS Institute, College of Health and Allied Sciences, established and registered by the National Council for Technical Education (NACTE) in Tanzania, REG/HAS/205P is located in Morogoro Region, Mvomero District, in Kinyenze Village, near Mzumbe University. It offers Technical Education in Pharmacy and Pharmaceutical Sciences at Certificate and Diploma levels. The Institute hereby invites applications from suitable, qualified, motivated and interested Tanzanians to fill the following vacant positions available at the Institute:

Job Title	Required	Qualification	Duties and Responsibilities
Accountant	1	Diploma in Accounting Experience; Not less than 3 Years	<ul style="list-style-type: none"> i. To prepare cheque and update cash book ii. To issue and acknowledge receipts on receiving cash and other Revenue receipts iii. To prepare and balance Analysis Cash book iv. To ensure daily banking of Cash and Cheques v. To prepare monthly trial balance and ledger
Assistant Tutors	2	Diploma in Pharmacy & Pharmaceutical Sciences. -Must possess a License issued by the Tanzanian Pharmacy Council. -A minimum GPA of 3.5 Experience: Not less than 2 Years	<ul style="list-style-type: none"> i. To teach and supervise NTA Level 4 & 5 Pharmaceutical Technician students ii. To prepare learning resources for tutorial exercises iii. To conduct research, seminars and case studies iv. To carry out Consultancy and community services under supervision v. To perform any other duties assigned by the Head of Department.
Cafeteria Supervisor/ Controller	1	Diploma in Hotel Management or Other relevant qualifications Experience; Not less than 2 Years.	<ul style="list-style-type: none"> i. To coordinate and control all relevant nodes in the Cafeteria/Canteen ii. To ensure food preparation, handling procedures, storage and delivery services are in accordance with sanitation, hygiene, health and safety standards and legislations iii. To ensure keeping of good and accurate records and accounts as required and agreed iv. To responsibly use resources and control expenses v. Ability to work with a flexible schedule including early morning, weekends and late evenings vi. To prepare accurate budgets and procurement schedule for the facility vii. To offer and maintain the courteous customer

			care service to students, staff and other facility users
Librarian	1	Diploma in Library, Records and Information Study. Experience; Not less than 2 years.	<ul style="list-style-type: none"> i. Providing support to members of an academic community including students, researchers and lecturing staff. ii. Responsible for the introduction, monitoring, review and evaluation of all systems and procedures associated with the library. iii. To be responsible for the general appearance of the libraries and to maintain an atmosphere conducive to study. iv. Creating, updating and managing on-line information resources. v. Instruct students and staff in the use of the libraries.

A competitive package will be offered as per HISS Salary Scale. Interested applicants should send their application letter together with CV, certified copies of relevant certificates and academic transcripts; and names with reliable contacts of three referees through hermargs.institute@gmail.com not later than 16:00 hours, March 13th, 2022. Previous applications for this call are still valid; hence respective candidates do not need to reapply. Only shortlisted candidates will be invited for the Interview. For further enquiry, please call +255 742 759 220 or write through the above email address.