



THE UNITED REPUBLIC OF TANZANIA  
**MINISTRY OF NATURAL RESOURCES AND TOURISM**  
COLLEGE OF AFRICAN WILDLIFE MANAGEMENT,  
MWEKA



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**EMPLOYMENT VACANCIES**

**15<sup>th</sup> January, 2024**

The College of African Wildlife Management, Mweka would like to invite applications from suitable qualified individuals who are interested to join the CAWM, Mweka on a one-year contract in the following positions:

**1. Position: Driver II, 1post**

**(a) Qualifications and Experience:**

Holder of an Ordinary or Advanced Certificate of Secondary Education with Class C1, C2, C3 or class C Driving License and should possess Certificate in Automotive Mechanics or Trade Test Grade II in Automotive Mechanics from recognized Institution.

**(b) Duties and responsibilities**

- i. To drive College vehicles for administration and training purposes
- ii. To maintain log-books for each and every trip
- iii. To be responsible for safe-keeping of the vehicle and tools entrusted to him/her.
- iv. To maintain driver's required discipline
- v. To maintain cleanliness of the vehicle and tools
- vi. To report promptly any defects or problems detected in the vehicle.
- vii. To attend minor repair and prepare vehicle reports
- viii. To adheres to maintenance schedules
- ix. To carry out other duties related to his/her field as assigned by immediate supervisor

**(c) Salary: PGSS 2.1**

**2 Janitor II, 1post**

**(a) Qualifications and Experience:**

Holder of form IV or VI certificate with Ordinary Diploma in one of the following fields; Education, House Keeping and Laundry or equivalent qualifications from recognized institution.

**(b) Duties and responsibilities**

- i. To receive, sort and mark incoming clothes and linen for laundry
- ii. To participate in cleaning the laundry and surrounding areas
- iii. To assist in preparation of classrooms, conference and meeting venues.
- iv. To be responsible for keeping the offices and classroom keys
- v. To arrange and distribute office furnitures after being issued from the main store
- vi. To carry out other related duties as assigned by the Supervisor.

**(c) Salary:** PGSS 4.1

### **3 Assistant Supplies Officer, 1post**

**(a)Qualifications and Experience:**

Holder of Ordinary Diploma in Procurement and Supplies Management or equivalent qualification from recognized institution. The candidate must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Procurement and Supplies Technician.

**(b) Duties and responsibilities**

- i. To receive and issue material goods as per authorized requisitions;
- ii. To arrange inventories in a store;
- iii. To undertake stock taking;
- iv. To write and keep bin cards in safe position;
- v. To write stores issue notes;
- vi. To keep stores records;
- vii. To undertake inspection to ensure that goods received are in conformity with required specifications;
- viii. To arrange for packing and deliveries;
- ix. To prepare the Goods Received Notes (GRNs);
- x. To put inventories and stocks in proper order;
- xi. To perform any other related duties as may be assigned by the supervisor.

**(c) Salary:** PGSS 4.1

### **4. Health Assistant, 1post**

**(a)Qualifications and Experience:**

Holder of Form IV Certificate who has completed a one-year pre-nursing course from a recognized Institution.

**(b) Duties and responsibilities**

- i. To maintain cleanliness of the infrastructure including floors, walls, windows lockers, toilets bathrooms and surroundings, as well as making beds and tidying rooms and wards.
- ii. To assist nurses in administering drugs and dressing wounds.
- iii. To dispose Biomedical wastes.
- iv. To incinerate medical disposables
- v. To maintain safe custody of medical laundry
- vi. To monitor and record temperature, blood pressure and pulse rate
- vii. To take specimen for laboratory investigations
- viii. To carry out other duties related to his/her field as may be assigned by immediate supervisor.

**(c) Salary Scale: PMOSS 1**

**5 Laboratory Technician II, 1 post**

**(a) Qualifications and Experience**

Holder of Diploma (NTA Level 6) in one of the following fields; Medical Laboratory Science, Laboratory Technology or equivalent qualifications from a recognized institution.

**(b) Duties and Responsibilities**

- i. To assist in collection of specimen for investigation and assigning accession number to specimens and requisition slip
- ii. To clean, sterilize and lubricate laboratory equipment
- iii. To assist in preparation of re-agents for routine laboratory investigations
- iv. To assist in preparation of specimens for analysis by diluting, filtrating, centrifuging, or staining
- v. To assist in recording tested specimen data after results are counter checked by supervisor
- vi. To assist in the preparation of quarterly laboratory investigation report
- vii To carry out other duties related to His/her field as assigned by immediate supervisor

**(c) Salary Scale: PGSS 4**

**NOTE THAT:**

- i. An applicant must have at least two years' experience of working in public service at similar position.
- ii. A signed application letter should be written in English;
- iii. Applicant should attach an up to date CV;

- iv. Applicant should attach certified copies of academic certificates, transcripts and birth certificates;
- v. Certificates from foreign Universities/Colleges must be verified by TCU;
- vi. Certificates from foreign Secondary School should have equivalent score from NECTA;
- vii. Only successful candidates will be contacted for further procedures.

**Interested candidates should submit their applications to the following address:**

*The Rector,  
College of African Wildlife Management, Mweka  
P. O. BOX 3031, Moshi.  
Email: [mweka@mwekawildlife.ac.tz](mailto:mweka@mwekawildlife.ac.tz)*

**Deadline for receiving applications is 30<sup>th</sup> January, 2024 at 1700 hrs.**