

ARCHBISHOP MIHAYO UNIVERSITY COLLEGE OF TABORA

(A Constituent College of St Augustine University of Tanzania)



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TABORA - TANZANIA

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VACANCIES ANNOUNCEMENT

Archbishop Mihayo University College of Tabora (AMUCTA) invites applications from suitably qualified and competent Tanzanians to fill the following vacant positions:

1. INTERNAL AUDITOR

Key Duties and Responsibilities

The successful candidate will be responsible for:

1. Preparing and implementing internal audit plans and programmes.
2. Conducting audits of financial, operational and administrative activities of the organization.
3. Reviewing financial records, transactions, procedures and internal controls to ensure compliance with approved policies and applicable laws.
4. Assessing the effectiveness of internal control systems and recommending improvements.
5. Identifying financial, operational, and compliance risks and advising management on appropriate corrective measures.
6. Conducting investigations into suspected fraud, irregularities and misuse of organizational resources when assigned.
7. Following up on the implementation of internal and external audit recommendations.
8. Preparing and submitting internal audit reports to management and relevant committees.
9. Maintaining proper and confidential audit working papers and records.
10. Advising management on risk management, governance, and control matters.
11. Performing any other duties as may be assigned by Principal/ Governing Board.

Qualifications and Experience

- Holder of a **Bachelor's Degree in Accounting, Finance, Auditing, or a related field** from a recognized institution.

- Must be a **Certified Public Accountant (CPA)** or hold an equivalent recognized professional accounting qualification.
- Membership of **NBAA** or eligibility for membership will be an added advantage.
- Relevant working experience in internal auditing, accounting, finance or a related field will be an added advantage.
- Must have good knowledge of accounting principles, auditing standards, internal controls, and applicable laws and regulations.
- Must possess good analytical, communication, and report-writing skills and good knowledge of IPSAS.
- Computer literacy, particularly in accounting/auditing software and Microsoft Office applications, is required.

2. ASSISTANT LABORATORY TECHNICIAN

Key Duties and Responsibilities

The successful candidate will be responsible for:

1. Assisting in receiving, registering and identifying patients and laboratory specimens.
2. Collecting, receiving, labeling and handling specimens such as blood, urine, stool and other clinical samples as directed.
3. Assisting in carrying out routine laboratory tests under the supervision of a qualified laboratory professional.
4. Preparing laboratory equipment, reagents and materials required for routine investigations.
5. Cleaning, disinfecting and maintaining laboratory equipment, work surfaces and working areas.
6. Assisting in the preparation and proper storage of reagents, specimens and other laboratory materials.
7. Ensuring proper handling, storage and disposal of laboratory waste in accordance with health and safety procedures.
8. Assisting in maintaining accurate laboratory records, registers and reports.
9. Reporting damaged equipment, expired reagents, shortages and other laboratory-related problems to the supervisor.
10. Observing infection prevention and control measures and maintaining laboratory safety standards.
11. Assisting in maintaining confidentiality of patients' information and laboratory results.
12. Supporting inventory-taking and monitoring the availability of laboratory supplies.
13. Assisting qualified laboratory personnel in providing efficient and timely laboratory services to patients.

14. Performing any other duties related to laboratory services as may be assigned by the Doctor-in-Charge.

Qualifications and Experience

- Holder of a **Certificate in Medical Laboratory Sciences/Medical Laboratory Technology or equivalent qualification from a recognized institution.**
- Must have basic knowledge and practical skills in **clinical laboratory procedures, specimen handling, laboratory equipment and safety procedures.**
- Relevant practical or working experience in a **medical laboratory, health center, hospital or dispensary** will be an added advantage.
- Must demonstrate good interpersonal and communication skills.
- Must be able to work effectively under supervision and as part of a healthcare team.
- Must observe professional ethics, confidentiality and infection prevention and control requirements.
- Registration with the relevant professional regulatory authority, where applicable, will be an added advantage.

3. ELECTRICIAN

Key Duties and Responsibilities

The successful candidate will be responsible for:

1. Installing, maintaining and repairing electrical systems, wiring, fittings and equipment.
2. Carrying out routine inspection of electrical installations and identifying electrical faults.
3. Diagnosing and repairing electrical faults in buildings, offices, classrooms, laboratories and other facilities.
4. Installing and maintaining lighting systems, sockets, switches, distribution boards and related electrical equipment.
5. Performing preventive maintenance of electrical installations and equipment.
6. Responding to electrical emergencies and breakdowns and undertaking necessary repairs.
7. Ensuring that electrical installations comply with applicable safety standards and requirements.
8. Maintaining records of electrical maintenance, repairs and materials used.
9. Assisting in electrical installation works during construction, renovation and expansion projects.
10. Advising the supervisor on electrical faults, maintenance requirements and materials needed.
11. Ensuring proper use and safe handling of electrical tools and equipment.

12. Performing any other duties related to electrical works as may be assigned by the supervisor.

Qualifications and Experience

- Holder of a **Certificate in Electrical Installation/Electrical Engineering or a related field** from a recognized institution.
- Must possess relevant practical skills in electrical installation, maintenance and repair.
- Registration/licensing with the relevant authority will be an added advantage, where applicable.
- Relevant working experience as an electrician will be an added advantage.
- Must know electrical safety procedures and occupational health and safety requirements.
- Must be physically capable of performing electrical maintenance and installation duties.
- Good problem-solving and teamwork skills are required.

GENERAL APPLICATION REQUIREMENTS

Applicants should submit:

1. A detailed and updated **Curriculum Vitae (CV)**.
2. Copies of relevant academic and professional certificates.
3. Copies of relevant professional registration/membership certificates, where applicable.
4. A copy of a valid National Identification Card (NIDA), where applicable.
5. Names and contact details of at least three referees.

Only shortlisted candidates will be contacted.

Application Deadline: 20th October 2026

Application Guidelines

Address all applications to the Deputy Principal for Administration and Finance, P.O. Box 801, Tabora, and submit them to amucta@amucta.ac.tz.

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