

**INTERNAL JOB ADVERTISEMENT**  
**RE- ADVERTISED**  
**KILIMANJARO CHRISTIAN MEDICAL CENTRE (KCMC)**

Kilimanjaro Christian Medical Centre is located in the foothills of the snow Mount Kilimanjaro, Tanzania. It was opened in March 1971 by the Good Samaritan Foundation who planned and raised large funds to build and equip it. KCMC is a zonal referral hospital for over 15 million people in Northern Tanzania. The hospital is a huge complex with over 674 beds with hundreds of patients and visitors coming to the Centre every day. Over 1300 staff are employed at the Centre. As a Christian institution, KCMC is committed to proclaim Christ through healing, teaching and research. It strives to combine professional excellence with a spirit of compassion.

KCMC is hereby inviting application from suitably Tanzanians to fill the following vacant post:

**OFFICE MANAGEMENT SECRETARY II (5 POSITIONS)**

**Direct entry qualifications:**

Holder of Diploma Certificate in Secretarial Studies. Should have a minimum typing speed of 50 w.p.m, shorthand/Hatimkato 100.120 w.p.m. Should also possess advanced computer skills in word processing, Spread Sheet , Powerpoint, Internet, Email and Publisher. Must have a good command of English and Swahili. Must have knowledge of using modern equipment, including computer and other office machines.

**Duties and responsibilities:**

- ☐ Receiving visitors and attending them.
- ☐ Dealing with all types of communications.
- ☐ Receiving, sorting and filling mails accordingly.
- ☐ Typing letters, minutes, reports and other documents as per instructions.
- ☐ Initiating and maintaining own filing system.
- ☐ Keeping record of file movement register in his/her office.
- ☐ Performing any other duties as assigned by his/her Superior.

**REMUNERATION:**

Attractive remuneration package in accordance with the Government's salary scale **TGS.C**

**GENERAL CONDITIONS:**

- i. All applicants must be Citizens of Tanzania of not more than 45 years of age;
  - ii. Applicants must attach an up -to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
  - iii. Applicants must attach their certified copies of the following certificates:
    - ☐ Diploma Certificates,
    - ☐ Diploma transcripts,
    - ☐ Form IV National Examination Certificates
    - ☐ Birth and NIDA certificates
  - iv. Applicants should indicate three reputable referees with their reliable contacts.
  - v. A signed application letters should be written and addressed to:  
Executive Director,  
KCMC Hospital,  
P.O. Box 3010,  
**MOSHI.**
- OR EMAIL:** [kcmcadmin@kcmc.ac.tz](mailto:kcmcadmin@kcmc.ac.tz)
- vi. Deadline for application is **15<sup>th</sup> August 2025** and;
  - vii. Only short listed candidates will be informed on a date for interview.