



MAYANJA MEMORIAL MEDICAL TRAINING INSTITUTE

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JOB OPPORTUNITY

Mayanja Memorial Medical Training Institute (MTI) trains health workers (Nurses, Midwives, Clinical Officers and Medical Laboratory Scientists) at both Certificate and Diploma levels and has the following vacancies to fill:

- 1. Job Title: Health Tutor, Clinical Medicine and Community Health – 3 vacancies**
Reports to: Principal

Key Duties and Responsibilities

- Handle clinical teaching.
- Handle classroom teaching as appropriate.
- Helping students to develop appropriate study skills.
- Follow up students during their hospital practice.
- Providing students with the opportunity to review and reflect upon their progress.
- Providing feedback on assessed work and examination results and/or helping the students to reflect on feedback given by other staff members.
- Actively participating in the induction process of students.
- Participate in the examination process.

Qualifications/requirements:

- **Must** have a Bachelors degree in Medical Education or Post Graduate Diploma in Medical Education or a Diploma in Medical Education in Clinical Medicine and Community Health.
- Must be computer literate and able to prepare work documents.
- Having at least 2 years teaching experience is an added advantage.

- 2. Job Title: Secretary – Academic Registrar’s Office – 1 vacancy**
Reports to: Academic Registrar

Key Duties and Responsibilities

- Attend to visitors and callers, handle their inquiries and direct them to the appropriate persons according to their needs.
- Prepare students personal files and ensure all documents are there and keep them safely.
- Prepare students documents as may be directed by the supervisor.
- Collect and file clearance forms of students who have completed their courses and are leaving.
- Set up and maintain paper and electronic filing systems for records, correspondence and other material.
- Learn to operate new office technologies as they are developed and implemented.
- Carry out any other responsibility that may be assigned.

Qualifications/requirements:

- Must have a Diploma in Office practice and Secretarial Studies.
- Must be computer literate and able to prepare work documents.
- Should be able to multitask.
- Having at least 1 year of working experience in a busy office is an added advantage.

Application Process - for all positions:

Application letter with detailed CV, copies of academic papers and detailed contacts of 2 professional referees (tel. and e-mail) should be addressed to:

The Institute Director, Mayanja Memorial Medical Training Institute, P.O. Box 348 Mbarara and submitted to the office at the Institute Campus on Plot 163-169, Kizungu Road - off Masaka Road, Mbarara City, or emailed to info@mmti.ac.ug not later than **7th March 2025** at **5.00 p.m.**

Only short-listed candidates will be contacted.