



MAYANJA MEMORIAL MEDICAL TRAINING INSTITUTE

P. O. Box 348, Mbarara - Uganda Tel: +256-200-923468

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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. Administrative Assistant: 1 vacancy**
- 2. Health Tutors – Clinical Medicine, Nursing & Midwifery: 4 vacancies**

Details:

Job Title: Administrative Assistant

Reports to: Academic Registrar

Key Duties and Responsibilities

- Assisting with recruitment, public relations and marketing activities.
- Assisting in administering the 'student lifecycle' from registration/admission to completing/leaving and graduation.
- Providing administrative support to the academic team.
- Assisting in the examination processes – both internal and external.
- Assisting in drafting and interpreting regulations and dealing with queries and complaints procedures.
- Using information systems and preparing reports and statistics for internal and external use.
- Contributing to policy and planning.
- Liaising with other administrative staff, academic colleagues and students.
- Direct compilation of graduation requirements for circulation.
- Perform other related duties.

Qualifications:

- Must have a Bachelors degree in Administration and Management/Human Resource Management or in a similar and related field.
- Must be computer literate and able to prepare work documents.
- Should be able to multitask.
- Should have at least 2 years working experience.

Job Title: Health Tutor

Reports to: Principal (of respective School)

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:

- Must have a Bachelors degree in Medical Education or Post Graduate Diploma in Medical Education or a Diploma in Medical Education in the respective specialisation.
- Must be computer literate and able to prepare work documents.
- Should have at least 2 years teaching experience.

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 Administrator, Mayanja Memorial Medical Training Institute, P.O. Box 348 Mbarara and submitted to the office at the Institute Campus on Plot 163-169, Mile 2, Masaka Road/Kizungu Road, Mbarara, or emailed to info@mmti.ac.ug not later than **05th April 2019** at **5.00 p.m.**

Only short-listed candidates will be contacted.