



MAYANJA MEMORIAL MEDICAL TRAINING INSTITUTE

P. O. Box 348, Mbarara - Uganda Tel: +256-200-923468/0752-656665

Web: www.mmmti.ac.ug

Email: info@mmmti.ac.ug

JOB OPPORTUNITY

Mayanja Memorial Medical Training Institute (MTI) trains health workers - Nurses, Midwives, Clinical Officers and Medical Laboratory Scientists and has the following vacancy to be filled:

ACCOUNTANT

Reports to: Institute Director.

Key duties:

1. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
2. Prepare timely monthly bank reconciliation statements for the Institute accounts.
3. Monitor and review accounting and related system reports for accuracy and completeness.
4. Prepare and review budget, revenue, expense, payroll entries, invoices, tax deductions (PAYE and NSSF) and consequent remittance to the relevant authorities.
5. Budget planning, preparation, implementation and control and advise management of any revisions where appropriate.
6. Analyze revenue and expenditure trends and recommend appropriate budget levels, and ensure expenditure control.
7. Explain billing invoices and accounting policies to staff.
8. Record and safeguard the assets of the Institute.
9. Under take cash flow planning to ensure availability of funds for the smooth running and operation of the Institute.
10. Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
11. Interact with internal and external auditors in completing audits.
12. Prepare profit and loss statements and monthly closing and cost accounting reports.
13. Develop the annual operating budget in consultation with other departmental management.
14. Any other duties that may be assigned from time to time.

Qualifications:

- Must have a B. Com or BBA or relevant degree – Accounting option.
- Must be conversant with accounting packages – Tally, Quick Books and others.
- Should have a professional training (CPA or ACCA).
- Should have at least 2 years working experience.
- Should be knowledgeable in stores management.
- Should be over **40 years** of age.

Application Process:

Application letters 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, on Plot 2, Mile 2, Masaka Road, or emailed to info@mmti.ac.ug not later than **17th February 2018.**

Only short-listed candidates will be contacted.



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JOB OPPORTUNITY

Mayanja Memorial Medical Training Institute (MTI) trains health workers (Nurses, Midwives, Clinical Officers and Medical Laboratory Scientists) has the following vacancy to fill:

QUALITY ASSURANCE ASSISTANT

Reports to: Institute Director.

A. Key Duties and responsibilities

1. Monitoring and reviewing the way Tutors and Clinical Instructors deliver programmes.
2. Ensure that Tutors and Clinical Instructors adhere/comply to the set systems (teaching, practicum supervision & examination time tables, etc.) of the teaching process.
3. Data gathering by monitoring and tracking attendance of both Tutors and students in classroom and practicum sites.
4. Monitor the availability and maintenance of teaching facilities in all schools.
5. Regularly gather and monitor customer feedback.
6. Put in place a student and staff complaints procedure.
7. Submit collected and analysed data to the AR's office on a weekly basis or as may be required by the office.
8. Any other duties as may be assigned from time to time.

B. Requirements:

i) **Qualifications:** Bachelors in Statistics, Economics, Education, Information Technology and Social Sciences.

ii) Other Skills:

- 1- Experience of at least one year and interest in working with data and metrics.
- 2- Ability to safeguard confidential data, records, files and other matters internal to the office of AR
- 3- Commendable interpersonal and communication skills
- 4- Responsible and dependable
- 5- Strong organizational and administrative skills
- 6- Computer literate (Ms office, Power Point, Internet)
- 7- Ability to build rapport with stakeholders

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The Administrator, Mayanja Memorial Medical Training Institute, P.O. Box 348 Mbarara and submitted to the office, on Plot 2, Mile 2, Masaka Road, or emailed to info@mmti.ac.ug not later than 16th February 2018.

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