

ELCT | EVANGELICAL LUTHERAN
CHURCH IN TANZANIA
NORTHERN DIOCESE

ELCT-ND|EVANGELICAL LUTHERAN CHURCH IN TANZANIA
MACHIAME HEALTH TRAINING INSTITUTE

P.O. BOX 3044, MOSHI,
TANZANIA.

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EMAIL ADDRESS: Info@mhti.ac.tz

WEBSITE: www.mhti.go.tz

20/02/2026

EMPLOYMENT OPPORTUNITIES

BACKGROUND

Machame Health Training Institute (MHTI) is fully registered and accredited to offer Clinical Medicine and Nursing and Midwifery courses at diploma level. The Institute is embarked on national recognition as the center of excellence in educating health providers to enhance wellbeing of the community

The Governing Board of the Institute invites applications from qualified individuals for the following positions;

1. TUTOR (NURSE OFFICER) - 1 POST

Qualifications

Holder of bachelor degree in Nursing (BScN) from recognized institution with three years' teaching experience in college with full registration and active practice license from Tanzania Nursing and Midwifery Council-TNMC

Main duties and responsibilities

- 1) Conducting/ Facilitating lectures and tutorials in class rooms/lecture rooms
- 2) Preparing handouts or other written materials for the students
- 3) Supervision of field practices and clinical rotations of respective students
- 4) To participate in the setting, moderating, invigilating and marking of examinations
- 5) To provide feedback to the student after doing examinations
- 6) Undertake any administrative tasks as required, such as meetings, maintaining attendance records on each student
- 7) To participate in research and consultancy projects
- 8) Be able to attend the patient in the institute's hospital as per allocated schedule
- 9) Perform any other duties that may be assigned by senior staff member

Should not be above 55 years old.

Remuneration: Negotiable

2. PROCUREMENT OFFICER – 1 POST

Qualifications

Holder of Degree in Procurement & logistics Management or similar related field from any other recognized College/Institution with at least 3 years of experience.

Duties and Responsibilities

- 1) Review procurement documents and prepare orders
- 2) Negotiate contracts with suppliers
- 3) Develop and monitor cost-reduction strategies
- 4) Develop and monitor inventory control procedures
- 5) Develop and monitor purchasing policies
- 6) Manage vendors
- 7) Monitor supplier performance
- 8) Meet with suppliers when needed
- 9) Understand, analyze, and evaluate enterprise-wide procurement requirements for products and services
- 10) Encourage continuous improvement in competitive bidding practices
- 11) Track and schedule all materials, equipment, and personnel purchase orders
- 12) Track inventory levels and manage purchasing activities
- 13) Develop and maintain inventory control procedures
- 14) Review supplier proposals and invoices
- 15) Develop and implement systems to monitor vendor performance
- 16) Coordinate with staff, operations personnel, and outside agencies to ensure materials, equipment, and services are available when needed

Should not be above 55 years old

Remuneration: Negotiable

HOW TO APPLY

Applicants must attach CV with all relevant certified copies of certificates.

Application letters should be sent via email info@mhti.ac.tz and

Address:

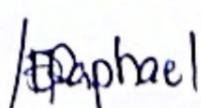
Principal

Machame Health Training Institute

P.O BOX 3044, Moshi, Kilimanjaro

Deadline for submitting the applications is 5th March 2026, at 03:00pm. Only the shortlisted candidate shall be communicated

Signed by:


Dr. Paul J. Shemdoe
PRINCIPAL

MACHAME HEALTH TRAINING INSTITUTE

