

ARUSHA INTERNATIONAL CONFERENCE CENTRE



VACANCY

The Arusha International Conference Centre (AICC) was established under the Public Corporations Act No. 17 of 1969 by a Presidential Order through Government Notice number 115, published on 25th August, 1978. The Centre is wholly owned by the Government of United Republic of Tanzania and operates under the purview of the Ministry of Foreign Affairs and East African Co-operation.

The AICC was established to manage and control the Headquarters' complex of the defunct East African Community in Arusha which belonged to the defunct East African Community. It also owns Julius Nyerere International Convention Centre as per Arusha International Conference Centre (Amendment) Order of 2014, dated 19th March, 2014; and provide facilities and services on the complex for purposes of conferences, meetings, seminars etc.

The Centre invites applications from suitably qualified Tanzanians to fill in the below mentioned vacant posts:-

1. ADMINISTRATIVE OFFICER II (ONE POST)

(a) Direct Entry Qualifications

Holder of Bachelor Degree/ Advanced Diploma in Public Administration, Management, Sociology, Manpower Planning, Human Resource Management or any other related fields from an accredited Institution

(b) Duties and Responsibilities

- (i) To assist in the preparation of periodic reports.
- (ii) To organize and check repairs and maintenance.
- (iii) To assist in maintaining regular servicing of office equipment in liaison with procurement unit.

- (iv) To coordinate cleanliness of office premises.
- (v) To assist in monitoring the implementation of the client service charter.
- (vi) To coordinate availability of utilities in the office
- (vii) Performing any duties relevant to the scope of work that may be assigned by the supervisor

2. ASSISTANT NURSING OFFICER II (ONE POST)

(a) Direct Entry Qualifications

Holder of three years Nursing Diploma or its equivalent from a recognized institution and licensed as a Staff Nurse by the Tanzania Nurses and Midwives Council.

(b) Duties and Responsibilities

- (i) Provide general nursing care to all patients
- (ii) Provide medications and injections as prescribed by the doctor.
- (iii) Monitor patient progress and identifies any changes in status, acting on those changes to insure patient comfort and safety.
- (iv) Provide frequent patient evaluations including monitoring vital signs and perform essential procedures.
- (v) Assist doctors during treatment and ward rounds.
- (vi) Performing any other duties relevant to the scope of work that may be assigned by the supervisor

3. NURSE II (TWO POSTS)

(a) Direct Entry Qualifications

Holder of Form Four/Six Certificate and Certificate in Nurse Midwife or its equivalent from a recognized Centre/institution must be registered with Nurses and Midwives Council.

(b) Duties and Responsibilities

- (i) Provide general Nursing care of patients
- (ii) Provide medications and injections as prescribed by the doctor.
- (iii) Provide frequent patient evaluations including monitoring vital signs and perform essential procedures.
- (iv) Refer any changes in patient's status or abnormal condition to the doctor.
- (v) Assist Nursing Officers and clinician in running clinics
- (vi) Performing any other duties relevant to the scope of work that may be the supervisor

General terms and Conditions

Terms of Employment: Permanent & Pensionable

Remuneration:

An attractive package commensurate with the qualifications and relevant experience will be availed to the successful candidate. The Arusha International Conference Centre (AICC) is an equal opportunities employer and female candidates are strongly encouraged to apply.

Applications:

Letter of application, curriculum vitae, copies of relevant certificates, testimonials, names and email addresses of three referees should be uploaded via recruitment.aicc.co.tz, so as to be received not later than 28th December, 2018

The Managing Director

Arusha International Conference Centre

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