



looking for **Volunteer!**

OPEN POSITION

STORE KEEPER



Working Station
Kisarawe

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#Your Health & Safety
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Position Overview:

Tindwa Medical and Health Service is local registered company dealing with providing Medical Services, Emergence Medical Services, Medical Supplies, Production, Waste and environmental management, and OHS Occupation Health and safety. Currently, it is looking for Volunteer who will be developed on procurement specifically Store Management, who is self-motivated, committed, result driven and self-motivated to work with TMHS.

Key Responsibilities:

- Responsible for all stores documentation and filling up keep.
- Responsible for stores and stock security and key custodian.
- Responsible for issuing and receiving as per request.
- Take delivery of all incoming materials and reconcile with purchase orders.
- Track, document, and resolve any discrepancies on received orders.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Responsible for packing, labeling, arrangement and returning of stock to suppliers if they don't meet specification.
- Responsible for stock rotation and coordinate the disposal of surpluses.
- Responsible for all disposal process from documentation, verification and dispatching.
- Manage supplier relations and database as well as maintain high ethical relationships both internally and externally.
- Responsible for all procurement activities at a particular site.
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate



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Knowledge & Skills

- Demonstrates proficient computer skills with a high degree of accuracy- variety of computer tasks
- Demonstrates strong data analytical ability and/or advanced statistical techniques and concepts
- Effective oral and written communication skills.
- Ability to adapt to work environment changes.
- Ability to maintain confidentiality
- Ability to adjust work schedule to meet varying demands.

Minimum Qualification

- Diploma in Procurement and Logistics
- A minimum of 1 years of related experience

How to Apply



Interested applicants are required to submit a cover letter with current CV, send your application before 17th April 2025 to..

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We are **HIRING**

OPEN POSITION

Waste and Environmental Manager

DSM



Department :
Waste and Environmental
Management
Reports to :
Managing Director

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#Your Health & Safety
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Position Overview:

Tindwa medical and health service is local registered company dealing with providing Emergency Medical Services, Waste and Environmental Management, Occupation Health and safety both local and international and Medical Supplies Services. Currently, it is looking for Waste and Environmental Manager person who is self-motivated, committed, result driven to work with the company for the Waste and Environmental department

Required Qualifications

- Minimal qualification Bachelor Degree in Environmental Science and Management, Environmental Engineering, Environmental Health Sciences, Public Health Management or any related field
- Must be fluent in writing and speaking English language
- Must have computer skills
- Managerial skills
- At least three years working experience in the field of managerial position
- Experience working in waste management will be added advantage
- Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills



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Key Responsibilities:

- Manage statutory Compliance for all operations
- Overseeing collection, transportation and disposal of waste, to ensure its efficiency and prevent contamination – of air, land or water.
- Ensuring that health, safety, and security rules are followed.
- Formulating disposal methods and developing new approach/methods on waste management
- Ensuring a consistent standard of customer service.
- Supervising team and providing additional training and coaching as needed to ensure everyone is performing their job properly
- Coordinate and supervise effectively all disposal activities at site
- Perform evaluations and report all effect of our operations at site
- Implement all company procedures, policies, guidelines and plans at the plant
- Liaise with relevant bodies such as local authorities, public bodies and competent bodies
- Negotiate waste and environmental service agreements and manage associated costs and revenues
- Set organizational sustainability targets, developing plans to meet those targets and oversee their delivery.

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looking for **Volunteer!**

OPEN POSITION

System Engineer

DSM



Department :
HR & Administration
Department Reports to :
HR & Administration Manager

Deadline: 18th April 2025

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Position Overview:

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Key Responsibilities:

- Collaborating with management, departments and customers to identify end-user requirements and specifications
- Analyze the needs of TMHS for the required application
- Design, test and develop the software/application to meet those needs
- Recommend upgrades for existing systems and programs
- Develop separate elements of a software or application that work well in the program as a whole
- Ensure continued functionality of a program during maintenance and testing of software
- Document each aspect of a system or application as a reference for future upgrades and maintenance
- Designing algorithms and flowcharts to create new software programs and systems
- Producing efficient and elegant code based on requirements
- Testing and deploying programs and applications
- Troubleshooting, debugging, maintaining and improving existing software
- Compiling and assessing user feedback to improve software performance
- Observing user feedback to recommend improvements to existing software products
- Developing technical documentation to guide future software development projects
- Ensure that all developed system/application are secured all the time



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Required Qualifications

- Bachelor's degree in software engineering, computer science or another related field.
- 3 years proven experience working as System Engineer.
- Must be a Tanzanian
- Must be fluent in writing and speaking English language
- Must have managerial skills
- Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills

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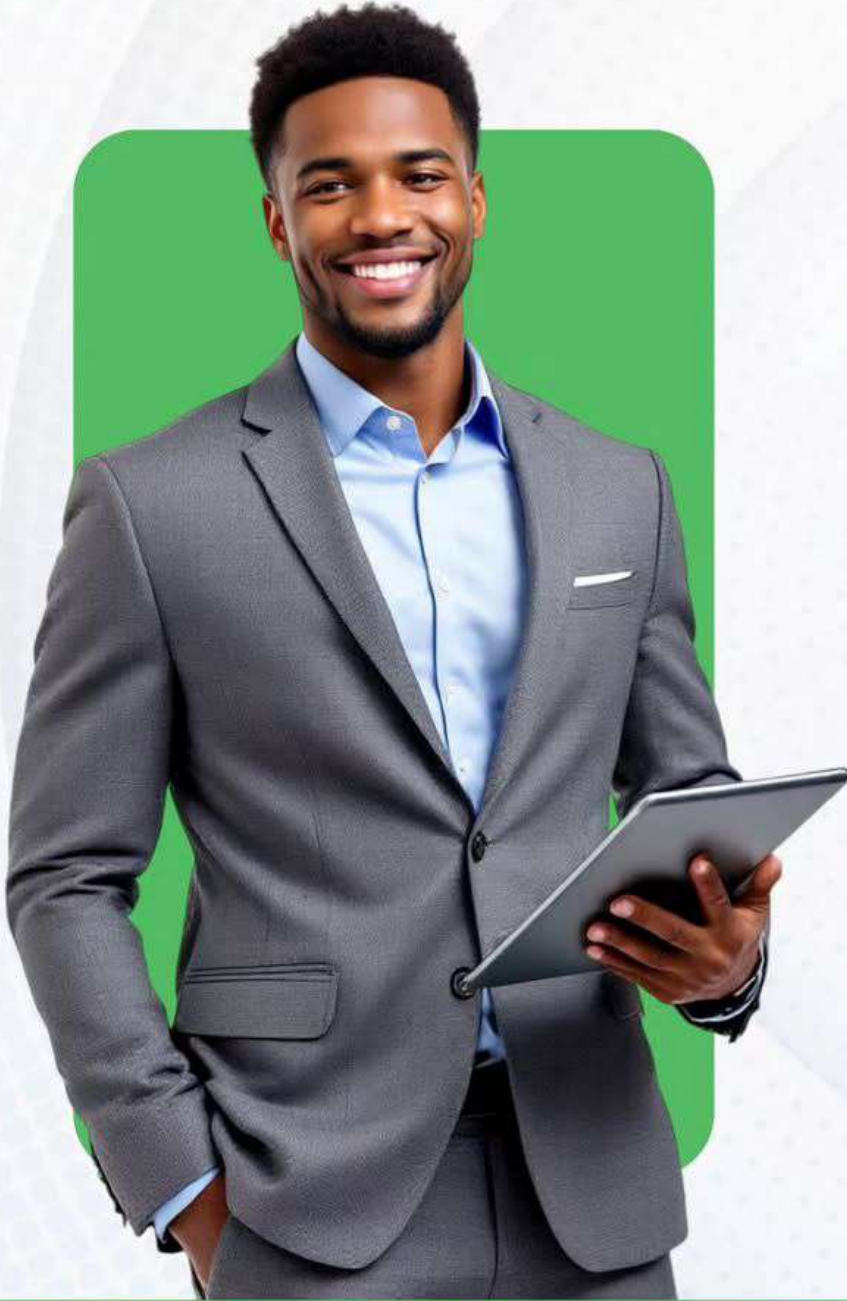


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OPEN POSITION

IT Officer

DSM



Department :
HR & Administration
Department Reports to :
HR & Administration Manager

Deadline: 18th April 2025

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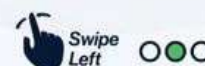


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Key Responsibilities:

- Carries out frequent inspection and testing of company and its allies network, databases, e-communication system, software's and hard wares to ensure they perform efficiently and effectively.
- Ensure the company and allies hardware, database and software's are always adequately repaired, secured and protected from virus, malwares, fraudulent attacks and hacking
- Advice his/her senior management on planning, supervising, purchasing and directing all company software and hardware
- Timely diagnose and solve all company and allies related software and hardware's malfunctions, within 24 hours' failure to that shall be communicated to Managing Director or appropriately for further actions.
- Plan, develop, maintain and upgrades various databases as may be required from time to time so as to facilitate company and its allies operations
- Develop, maintain and upgrade well secured full/semi-automated online data storage/backup system so that company's documents and data bases can be retrieved anytime upon loss of all soft/hardware in case of breakdowns, calamity or thefts.
- Monitor, evaluate and control company and its allies software and hardware use by other workers to ensure adherence to appropriate SOPs and respective best practice for long lasting and efficient performance of company and allies IT assets.
- Develop and update guidelines, manuals, forms and checklists to be adhered for during company and allies software and hardware use/operations.
- Develop and upgrades company and its allies excellent website, logos, blogs and graphic designs which are competitive, attractive and portray the best image
- Design, plan and maintain company and allies digital marketing system and social media as well as ensure that they are daily updated/executed so that to contribute over 30% to total sale
- To advice, monitor and coordinate all company and allies e-adverts so as to ensure best provider selection, adherence to agreed plan and maximum output.



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Required Qualifications

- Bachelor Degree in Information Technology/ Computer Science/ computer networking and hardware or any related field
- 3 years proven experience working as IT
- Must be a Tanzanian
- Must be fluent in writing and speaking English language
- Must have managerial skills
- Applicants should have a high level of discipline, communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills

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