



## **JOB TITLE: Senior Office Management Assistant Grade I – 1 Position**

The KCMC University is full-fledged University owned by the Good Samaritan Foundation. The University trains health professionals for various University awards in clinical, biomedical and allied health sciences. It currently wishes to recruit competent and committed human resource to fill the following vacant position within the Vice Chancellors Office

### **1.0 Senior Office Management Assistant Grade 1-1 Position**

#### **1.1 Educational Qualifications**

A holder of Diploma in Secretarial Studies whereas bachelor's degree in Secretarial Studies, Public Administration, Office Management, Business Administration, or a related field from a recognized university is an added advantage. ICT certification (e.g., Computer Applications, Microsoft Office Suite, or equivalent) is required. Additional training in Executive Office Management, Records and Archives Management, or Customer Service is highly desirable.

#### **1.2 Working Experience:**

A work experience of at least five years as Office Management Assistant of a higher learning institution or in a Public Organization will be an added advantage.

#### **1.3 Knowledge, Technical Skills and Abilities of Senior Office Management Assistant: Knowledge**

- (i) **Office management principles:** Proficient knowledge in office organization, workflow, scheduling, and coordination.
- (ii) **Records and information management:** Familiarity with proper filing, archiving, and handling of confidential documents.
- (iii) **Protocol and etiquette:** Knowledge of executive communication protocols, both internal and external.
- (iv) **Public administration:** Understanding government policies and how they relate to higher education institutions.

- (v) **Meeting and event coordination:** Knowledge of organizing high-level meetings, conferences, and University functions.
- (vi) **Regulatory compliance:** Awareness of University regulatory status, policies, procedures, and ethical requirements is added advantage.

### Technical Skills

- (i) **ICT Proficiency:** Excellent command of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), virtual meeting tools (Zoom, MS Teams), and document management systems.
- (ii) **Typing and transcription:** High-speed typing, including audio transcription and minute-taking.
- (iii) **Data entry and database management:** Accuracy in handling sensitive data related to university management.
- (iv) **Document drafting and editing:** Ability to draft memos, letters, reports, and speeches in a professional tone.
- (v) **Scheduling and calendar management:** Efficient use of scheduling tools to coordinate high-level executive engagements.
- (vi) **Reporting and analytics:** Ability to prepare executive summaries, briefs, and analytical reports.
- (vii) **Digital filing systems:** Use of cloud-based systems for secure and efficient document storage and retrieval.
- (viii) **Travel and logistics coordination:** Skills in organizing travel, accommodation, and protocol arrangements for the VC and guests.

### Abilities

- (i) **Confidentiality and discretion:** Ability to handle sensitive information with the utmost professionalism and privacy.
- (ii) **Time management and prioritization:** Capacity to work under pressure and meet strict deadlines with minimal supervision.
- (iii) **Interpersonal and communication skills:** Excellent verbal and written communication skills to interact with diverse stakeholders.
- (iv) **Problem-solving and initiative:** Ability to anticipate needs, propose solutions, and act proactively.
- (v) **Multitasking:** Efficiently manage multiple tasks, often with changing priorities.
- (vi) **Attention to detail:** Strong accuracy in preparing documents and managing schedules.
- (vii) **Team collaboration:** Ability to work with academic and administrative teams respectfully and supportively.
- (viii) **Adaptability:** Comfortable adjusting to changing priorities and executive directives.

### 1.4 Duties of Senior Office Management Assistant Grade I

As a Senior Office Management Assistant in the office of the Vice Chancellor, be responsible to the Vice Chancellor in all secretarial matters of the University, and specifically perform the following activities of the Vice Chancellors.

- (i) Typing of both open and confidential letters/matters.
- (ii) Taking down dictations where necessary.
- (iii) Maintaining records of incoming and outgoing correspondences and files while maintaining confidentiality.
- (iv) Arranging and maintaining record of events including appointments, meetings, and visiting schedules by keeping an updated diary of events to facilitate working schedules of the respective department, Faculty, Directorate, and Institute.
- (v) Answering independently routine correspondence such as acknowledgement, following up outstanding replies.
- (vi) Maintaining a diary of appointments for the respective University executives, advising them of available time and reminding them of appointments and meetings as requested.
- (vii) Maintaining proper files, both for important paper documents as well as for the electronic ones.
- (viii) Attending visitors by welcoming them with courtesy and decorum, ascertaining the nature of the visitor's business, entertaining and providing them with relevant information and guidance in a view to meet their needs and maintain good image of the University.
- (ix) Answering telephone calls and intercom, giving information to callers or routing calls to appropriate officials.
- (x) Relay oral messages and instructions from the respective executives to their subordinates.
- (xi) Assisting in arranging, organizing, and scheduling conferences and meetings, and inform the respective members about the meeting and its agenda.
- (xii) Deciding for providing refreshments during meetings or in a regular day's work.
- (xiii) Making travel arrangements for supervisors, University Executives and Guests.
- (xiv) Handling office stationery.
- (xv) Monitoring the mails and faxes.
- (xvi) Helping the immediate supervisor in developing computer presentations.
- (xvii) Assuming responsibility for ensuring that there is adequate efficiency in day-to-day operation of office functions
- (xviii) Perform other duties as may be assigned by the immediate Supervisor.

### **Remuneration for the Posts**

Competitive and attractive package of salary and fringe benefits will be offered to the successful candidate commensurate with his/her qualifications and work experience, and in accordance with the KCMC University Schemes of Service, and Staff Regulations and Conditions of Service.

### **Mode of Application**

Applications enclosing detailed **CV's, certified copies of all relevant academic certificates and transcripts, including form IV and VI certificates, names and addresses of three referees** should be sent to the undersigned on or before **25th July 2025**.

Your application should be sent to the undersigned via e-mail at [vc@kcmcu.ac.tz](mailto:vc@kcmcu.ac.tz)

, OR through Post or hand-delivery addressed to:

The Vice Chancellor,  
KCMC University,  
P. O. Box 2240, Moshi, Tanzania.

**NB: Only short-listed candidates will be notified and called for an Interview.**