



## **HERMARGS INSTITUTE**

P. O. BOX 3086

**MOROGORO**

**TEL:** +255 742 759 220

**E-mail:** [hermargs.institute@gmail.com](mailto:hermargs.institute@gmail.com)

**Website:** [www.hermars.ac.tz](http://www.hermars.ac.tz)

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### **EMPLOYMENT OPPORTUNITY**

HERMARGS Institute (HI) is a reputable private registered institution aiming to provide quality technical tertiary education at technician level leading to the award of certificate, diploma and related qualifications. The Institutional obligation is to provide the best quality client centered transformative education that enhances intellectual development while equipping the students with appropriate knowledge and skills fit for the current and future job market, contributing to social and economic development. The Institution promotes equity and access by enabling academically gifted students, who would otherwise miss out tertiary education due to poverty and financial constraints. It promotes learning using digital technologies to meet the global need and enables candidates to go into the world, well prepared to find solutions for wicked challenges. Therefore, applications for employment are hereby invited from suitably qualified individuals (Tanzanians) to fill 4 academic positions. The required qualifications, salaries, areas of specialization, duties and responsibilities are shown below:-

#### **1. ASSISTANT TUTOR I - 4 POSITIONS**

**Reporting To:** Head of Department of Pharmacy and Pharmaceutical Sciences

**Tenure:** Contract

**Contract Duration:** 1 Year (Renewable)

**Duty Location:** HERMARGS Institute - Morogoro

**Experience:** An added advantage

#### **Duties and Responsibilities**

- i. To manage teaching modules to students NTA levels 4 to 6
- ii. To conduct academic seminars, tutorials and workshops
- iii. To prepare manuals and case studies for academic purposes
- iv. To provide close supervision and guidance to students
- v. To prepare, supervise the conduct, and manage Internal and External Examinations as per acceptable standards and Standard Operating Procedures
- vi. To mentor, supervise and maintain student attendances and acceptable standards of discipline
- vii. To carry out research, consultancy and outreach activities independently or under supervision.

#### **Qualification, Skills, Knowledge and Abilities**

A candidate should have the following:-

- i. Holder of a Bachelor Degree in Pharmacy (Pharmaceutical Sciences) or equivalent qualifications from a recognized University with a GPA of 3.5 or

above. Teaching experience of at least one year will be considered as an added advantage

- ii. Minimum age of 25-35 years
- iii. Teaching methodology course and computer literacy are added advantage
- iv. Not convicted with any offence
- v. Sound minded
- vi. Good leadership, motivational and organizational skills
- vii. Ability to work and interact with people from diverse, professional, social and cultural backgrounds
- viii. Good English language skills both in oral and written
- ix. Ability to work with minimum supervision

## **2. REMUNERATION:**

All positions have competitive and attractive remunerations commensurate to the qualifications and relevant experiences as per HERMARGS ACADEMY Scheme of Services.

## **3. MODE OF APPLICATION**

This advertisement is also available in our website [www.hermargs.ac.tz](http://www.hermargs.ac.tz) and interested applicants are required to submit their applications with the following:-

- i. Certified photocopies of relevant Certificates and Academic Transcripts
- ii. Certified copy of certificate from Profession bodies
- iii. Curriculum Vitae (Specifying the date of birth)
- iv. Names and addresses of at least two referees
- v. Contact details: postal address, day time telephone and e-mail addresses.
- vi. Those who are employed in any service should route their applications through their respective employers

All applications should be addressed to either of the following-:

### **A. POSTAL ADDRESS**

THE PRINCIPAL  
HERMARGS INSTITUTE  
P. O. BOX 3086  
MOROGORO

**B. E-MAIL:** [hermargs.institute@gmail.com](mailto:hermargs.institute@gmail.com) and [ceo@hermargs.ac.tz](mailto:ceo@hermargs.ac.tz)

## **4. CLOSING DATE FOR RECEIPT OF APPLICATIONS:**

The closing date is 15<sup>th</sup> August, 2022

**5. For any enquiries please call +255 742 759 220**