

Company: Tanzanian Training Centre for International Health (TTCIH)			
Situating in the outstanding natural beauty of Kilombero valley, Ifakara with its longstanding experience in health training offers quality facilities and services for course providers in a unique triangle of health training, research and medical practice. The centre is looking for a Business Assistant to join the Course Services, ICT & Marketing Unit of the TTCIH.			
VACANCY DETAILS			
Job Title	Business Assistant		
No. of Opening	1	Gender Preference	Any. Women encouraged to apply
Job Description	The Candidates Responsibility :		
	<ul style="list-style-type: none"> • Course administration: To assist in the planning and supervision of internal and external TTCIH courses • Computer maintenance and programming: To assist with daily maintenance of the LAN and computers. To assist with web updates and software configuration • Marketing of the centre: To assist in marketing the centre 		
	The Candidates Eligibility :		
	<ol style="list-style-type: none"> 1. A degree or Advanced diploma in business administration or similar field 2. Should have relevant working experience of not less than 3 years 3. Excellent computer knowledge 4. Mature, self-motivated and able to work under pressure 5. Less than 35 years of age 		
Remuneration	An attractive salary will be provided commiserate to qualifications. Other benefits as per TTCIH management manual		
JOB LOCATION			
Job Location	Ifakara		
Applications	Apply to: CSIMM, TTCIH, P.O. BOX 39, Ifakara, Tanzania <p style="text-align: center;">OR</p> Send an email (preferred) with relevant attachments to: admin@healthtrainingifakara.org		
Closing Date	4 weeks from the date of this advert		