**JOB VACANCY**

Marion Meyenburg Vocational Training Center (MMVTC) is a newly established training center located in Kilimanjaro, Same – Ishinde Village. MMVTC is dedicated to providing high-quality vocational education in various skills, including masonry, carpentry, motor mechanics, driving, electrical, computer courses, tailoring, baking, and entrepreneurship. We are currently seeking qualified candidates to fill the roles of Principal and Secretary.

**Job Vacancies:** Principal and Secretary - Vocational Training Center

**Location:** Kilimanjaro, Same – Ishinde Village
**Type:** Full-time

1. **PRINCIPAL**

The principal will be responsible for providing visionary leadership, managing the administrative operations, and ensuring the delivery of high-quality vocational training programs. The successful candidate will have a passion for vocational education and a strong ability to lead and inspire both staff and students

**Key Responsibilities:**

* Provide strategic direction and leadership for the center by identifying current and future training needs that will align with marketing plan to continually improve the program offered by the MMVTC.
* Oversee curriculum development and program implementation for the vocational training center to meet industry standards and relevance.
* Manage and support faculty and staff, including hiring, training, development, and evaluation of teachers and staff to ensure high-quality education.
* Develop short-term strategic plans align with the MMVTCs vision, mission, and local job market trends, and lead staff and students in upholding them.
* Develop and implement policies and procedures that compliance with national policies, laws, and regulations related to communal living and educational facilities, for efficient operation of the MMVTC.
* Lead and participate in developing the annual work plan, overseeing its fulfillment, and providing quarterly reports to the MMVTC board.
* Ensure compliance with regulatory and accreditation standards.
* Foster a positive and inclusive learning environment.
* Develop and maintain partnerships with industry and community stakeholders.
* Effectively manage the center’s budget and resources

**Qualifications**

* At least diploma in education from well recognized technical collage/vocational teacher education with knowledge and certificate in any of the technical course.
* At least 2 to 3 years of experience in a managerial role in vocational/technical training institution.
* Age: 30-45 years.
1. **SECRETARY**

We are seeking a highly organized and professional Secretary to join our dynamic team at Marion Meyenburg Vocational Training Center. The ideal candidate will provide administrative support to ensure the smooth and efficient operation of our center. This role involves managing communications, organizing documentation, and assisting with various office tasks.

**Key Responsibilities:**

* Answer and direct phone calls, emails, and other correspondence.
* Schedule and coordinate meetings, appointments, and events.
* Maintain and update records, files, and databases.
* Prepare and edit reports, presentations, and other documents.
* Handle front desk duties, including greeting visitors and managing inquiries.
* Assist with bookkeeping and financial record-keeping.
* Support faculty and staff with administrative tasks and project management.
* Ensure the office environment is organized and efficient.

**Qualifications:**

* Certificate of secondary school, high school, or equivalent.
* Proven experience as a secretary or administrative assistant.
* Holder of certificate of basic computer, excellent in MS Office (Word, Excel, PowerPoint) and office management software.
* Excellent organizational and multitasking skills.
* Strong communication skills, both written and verbal.
* Ability to maintain confidentiality and handle sensitive information.

**How to Apply:**

Interested candidates are invited to submit their resume, cover letter, and three professional references to **hr@mmvtc.ac.tz**by **25th August 2024.** Please specify the position you are applying for in the subject line:

**Marion Meyenburg Vocational Training Center (MMVTC)**

**P. O Box 197 Same Kilimanjaro**

**Email;** **hr@mmvtc.ac.tz**