

JOB DESCRIPTION

I. ADMINISTRATIVE UNIT.

Office	Post	Job Description
Principal's office	Principal	
	Administrative	To be responsible for the day to day running of the reception office in an efficient and professional manner.

	Assistant	<p>To maintain a clean and well organized office</p> <p>To maintain a well organized filing and records system.</p> <p>To undertake all typing requiring to be done in the office</p> <p>To ensure the prompt dispatch of all outgoing documents from the office to the intended recipients and to record all dispatch details in order to ensure easy follow up;</p> <p>To receive all documents coming into the office and to ensure that they all reach their intended recipients promptly;</p> <p>To receive all telephone calls coming to the office and ensure that each respective caller is directed to the persons that can best serve his/her needs and to further maintain records of all official incoming and outgoing calls.</p>
	Internal Auditor	<p>Verify whether books of accountant are regularly maintained and ensure that operations are quickly registered with their exact amounts in the real accounts to ensure on one hand the preparation of financial information as required by the accountant</p>

		<p>methodologies and on the other hand to justify a good management of the property;</p> <p>To prepare a quarterly audit reports</p> <p>To carry out monthly cash book closing</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
	Procurement	<p>To receive duly authorized requisitions</p> <p>To obtain pro forma invoices for price comparison</p> <p>To show understanding of NTB policy and procedures</p> <p>To show competency in drafting and analyzing procurement contracts</p> <p>To purchase authorized goods, materials and services</p> <p>To ensure transparency of bidding as well as cost-effectiveness, quality and timely delivery of required goods, materials and services</p> <p>To work with all College units to forecast procurement requirements</p>

		<p>To coordinate all tendering activities of the College and prepare the College tender documents and reports.</p> <p>To develop and enhance College tendering procedures in accordance with RPPA regulations</p> <p>To perform other duties that may be assigned by his/her immediate supervisor.</p>
	<p>In Charge of Relation with Industries</p>	<p>To create a linkage between the College and the public and private sectors</p> <p>To maintain relations with the different companies. Supervise in collaboration with academic departments the activities of industrial attachment.</p> <p>Conceive and develop industrial attachment programs and tools.</p>

Finance	Director of Finance	<p>To provide leadership and expertise in maximizing the utilization of financial resources for quality services on the College</p> <p>To develop the College policy and coordinate all activities relating to the College planning</p> <p>To coordinate all activities relating to students bursary management</p> <p>To develop standards for financial reports and statements</p> <p>To prepare, examine and analyze accounting records, financial statements and reports to assess their accuracy, completeness and conformity to reporting and procedural.</p> <p>To perform other duties that may be assigned by the Principal</p>

	Accountant office	<p>To open, manage and monitor College bank accounts and keep records of signatories</p> <p>To prepare and write all cheques, manage and monitor cash flow as well as keep the cash book</p> <p>To verify and keep updated accounting records</p> <p>To monitor and keep the debtors' ledgers (private-sponsored students)</p> <p>To ensure that all cash receipts are banked intact on a daily basis</p> <p>To monitor and ensure that students' registration fees records are up-to-date</p> <p>To ensure the filing of all expenditure vouchers</p> <p>To pay out staff salaries</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
	Logistics office	<p>Making a regular inventory of assets both movable and immovable of the College and their security stock;</p>

	Budget Office	<p>Collecting supply and other equipment needs for the College smooth operations;</p> <p>Managing and issuing supplies and equipment to users;</p> <p>Managing and ensuring maintenance for both assets of the College</p> <p>Assessing on regular basis its assets value.</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p> <p>Participate in budgeting drawing up activities</p> <p>Evaluates the costs of planned activities</p> <p>Participates in budget execution</p> <p>Ensures regular follow up of budget execution</p> <p>Analyses budget discrepancy and gaps</p> <p>Compiles regular budget statistics</p> <p>Compiles and updates statistics relating to payment operations.</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
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Academic Services Directorate	Director	<p>To coordinate the implementation of policies and procedures that are in place with regard to students' admission, registration and records</p> <p>To participate in the College academic policy meetings</p> <p>To participate as Registrar in the College committees and boards</p> <p>To establish statistics and other students records</p> <p>To represent the College at regional and national conferences and meetings</p> <p>To supervise the preparation of the annual schedule of classes / teaching timetable</p> <p>To oversee daily operations including the production of student grade reports and transcripts, the organization of students' registration procedures, the scheduling of classes and the allocation</p>

		<p>of classrooms space.</p> <p>To make arrangements and facilitate the conduct of examinations.</p> <p>To analyze students general academic performance and present relevant data to the College Academic Committee.</p> <p>To perform other duties that may be assigned by the Principal</p>
	<p>In charge of Registration , Time Tables, Examination & Academic Records</p>	<p>To be assist ant to the Academic Registrar/ Director of Academic Services</p> <p>Keep the Academic Registrar informed of and advise on issues relevant to the procedures for admission and efficient regulation processes</p> <p>Participate in elaborating student's admissions, conditions and procedures.</p> <p>Time tabling</p> <p>Prepare and give general regulations information</p> <p>Give to students their identity card</p>

		<p>Create , keep and manage students files</p> <p>Liaising with Faculty and Academic Services Department</p> <p>Maintain accurate , confidential secure academic records for all enrolled student</p> <p>Manage Academic time tables as well as Examinations.</p> <p>To facilitate the orientation of students</p> <p>To implement all the activities in relation to admission and registration</p> <p>To draw the timetables for teaching-and-learning timetables</p> <p>To arrange for the examination procedures and timetabling</p>
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		To keep students' academic records both in hard and soft copies
	Librarian Assistant	<p>To select, order, acquire and manage the College library and information materials including electronic resources</p> <p>To elaborate budgets for the library including planned purchases and maintenance expenses on existing equipments.</p> <p>To maintain in good condition the library and its collections.</p> <p>To maintain inventories, compile statistics and generate reports as required.</p> <p>To avail required library materials and information services to and assist College staff, students and other authorised users in locating information and using it for professional and personal purposes.</p>

		<p>To establish and implement library and information policy and procedures.</p> <p>To search for information in preparation of manuals, handbooks and briefing documents</p> <p>To assist in preparing and drafting manuals, handbooks and briefing documents</p> <p>To monitor and check the validation of documents</p>
Students Services Directorate	Dean of Students	<p>To manage and coordinate all issues pertaining to students' welfare including accommodation and catering, social discipline and counseling as well as sports and culture.</p> <p>To support and monitor the growth of sporting, cultural and social</p>

		<p>activities that support both physical and social growth of students into mature, well adjusted responsible citizens of the nations.</p> <p>To support the setting up of various student bodies monitor and regulate their activities to ensure that they are consistent with the rules and regulations of the college and they comply with the rules of the land.</p> <p>To perform other duties that may be assigned by the Principal</p>
	<p>Social Discipline, Guidance, Counseling officer</p>	<p>To provide appropriate guidance to students</p> <p>To offer counseling to students especially those with psychosocial problems</p> <p>To gather and give appropriate information on key issues like HIV/AIDS, reproductive health, psychosocial tests, etc.</p> <p>To follow up students with various psychosocial problems</p> <p>To follow up and address all issues pertaining to students' behavior and report to relevant authorities whenever necessary</p>

		<p>To keep students' confidential information</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
	<p>In charge of Accommodation, catering and culture</p>	<p>To follow up and address all issues pertaining to students accommodation</p> <p>To follow up and address all issues pertaining to students catering</p> <p>To plan sport activities and cultural events in the College</p> <p>To plan and manage students' activities in the field of sports and games</p> <p>To organise students' teams and clubs and promote sports in the</p>

		<p>College</p> <p>To follow up appropriate purchase, handling and storage of sports equipment and costumes</p> <p>To liaise with various national/international institutions in charge of promoting sports activities,</p> <p>To organize and facilitate students' teams going out for sports and host teams visiting the College,</p> <p>To prepare reports and correspondences pertaining to College sports and games</p>
	In charge of health	<p>To manage the College clinic</p> <p>To make requisition of basic medicines and medical equipments</p> <p>To carry out basic medical consultation and treatment of College patients</p>

		<p>To advise on referral cases to appropriate hospitals</p> <p>To coordinate the College activities with regard to health</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
<p>Administrati on and Human Resources Directorate</p>	<p>Director</p>	<p>To provide leadership and expertise in maximizing the utilization of human resources for quality services on the College</p> <p>To ensure that the College is kept informed of all national events and to arrange and supervise over the participation of the College body in any such events</p>

		<p>To coordinate the staff assessment and evaluation process</p> <p>To ensure the prompt preparation of the college's monthly payroll and the remission of all statutory deductions</p> <p>Checking that TCT staff uphold laws ,rules and regulations</p> <p>To initiate and ensure the implementation of measures encouraging quality of services and staff performance.</p> <p>Managing staff leaves' schedule</p> <p>Drafting and issuing testimonials.</p> <p>Identifying training needs for TCT staff</p> <p>Managing staff administrative records.</p> <p>To perform other duties that may be assigned by the Principal</p>
	Human Resources Management	<p>To manage personnel's files</p> <p>Ensure regularity and discipline on working place</p>

	t office	<p>Manager supporting staff,</p> <p>Assure the management of administrative files and other Agency's literature archive,</p> <p>Prepare and monitor the budget allocated to the section</p> <p>Elaborate periodical administrative reports</p> <p>Prepare and monitor salaries of the personnel</p> <p>Assure a timely payment of TPR, SSFR, FARG, and RAMA contributions</p>
	Staff development office	<p>Coordinating the staff training and development and submitting regular reports regarding the progress of all staff on training;</p> <p>Serving as Secretary for the College's SDC and being responsible for carrying out decisions of the SDC;</p> <p>Advising the Committee on matters regarding training programmes;</p>

		<p>Reviewing and up-dating training policies, plans and budgets;</p> <p>Arranging appropriate induction programmes;</p> <p>Identifying training needs in liaison with all academic and administrative units;</p> <p>Arranging and carrying out training programmes, including course design (in consultation with experts);</p> <p>Measuring, evaluating and following up training activities;</p> <p>Liaising with educational establishments, governments and private training organizations, professional associations, and international training institutions,</p> <p>Providing training advice and information service;</p> <p>Coordinating all staff development-training activities;</p> <p>Playing an advisory role in the recruitment process;</p>
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		To process progress report forms from staff members engaged in the training abroad.
Alternative Energy, Electronics and Telecommunication, Information Technology, Common Courses	Assistant Tutors	<p>To deliver teaching for students' learning and undertake related activity including direct teaching, tutorial guidance, examining and assessment,</p> <p>To assist in the development of new curricula and engage in research and/or consultancy activities (including short courses) for knowledge transfer and/or income generation</p> <p>To engage in continuous professional development</p> <p>To engage in scholarly activity and continuous professional development.</p> <p>To undertake such other reasonable duties and/or working arrangements at Tumba College of Technology as may be required to meet the needs of the College.</p>

		<p>To engage in professional relations with his/her colleagues and his/her hierarchal supervisors necessary for the execution of the service;</p> <p>To perform any other related task as may be allocated by Head of Department , Dean of Academic Program or Principal</p>
III. TECHNICAL STAFF		
Alternative Energy		<p>To manage the day-to-day activities of AE workshop</p> <p>To collect and prepare appropriate Workshop equipments including handling and keeping in a condition that is suitable classroom presentation</p> <p>To maintain inventory of laboratory supplies, making orderings any time needed.</p> <p>To service and repair electrical laboratory equipments as required</p> <p>To assist students perform the necessary tasks while working in</p>

		<p>laboratory preparation.</p> <p>To install, maintain and repair cabling and electrical network at the College</p> <p>To maintain College electrical equipments such as Generators, etc</p> <p>To review and propose new laboratory exercises determining effectiveness in classroom use.</p> <p>To perform any other lab- related work as may be required assigned by his/her immediate supervisor</p>
<p>Electronics and Telecommunication</p>	<p>Technicians</p>	<p>To manage the day-to-day activities of ET Lab</p> <p>To collect and prepare appropriate laboratory equipments including handling and keeping in a condition that is suitable classroom presentation</p> <p>To maintain inventory of laboratory supplies, making orderings any time needed.</p> <p>To service and repair electrical laboratory equipments as required</p> <p>To assist students perform the necessary tasks while working in</p>

	Water Technician	<p>laboratory preparation.</p> <p>To review and propose new laboratory exercises determining effectiveness in classroom use.</p> <p>To perform any other lab- related work as may be required assigned by his/her immediate supervisor</p> <p>Handlin all plumbing repairs;</p> <p>Maintenance of water conduit and sewage pumps</p> <p>To perform other duties that may be assigned by his/her immediate supervisor</p>
Supporting staff	Drivers	<p>To drive and maintain the college's vehicle under his disposition</p> <p>To practice safe driving and obey all driving laws</p> <p>To maintain and upkeep of the vehicle and to conduct regular</p>

		errands as part of TCT's day – to day operations.
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Prepared by Wilson NZITATIRA

Director of Administration and Human Resources