



## **JOB OPPORTUNITIES**

**Mayanja Memorial Medical Training Institute (MTI)** located in Mbarara City, trains health workers (Nurses, Midwives, Clinical Officers and Medical Laboratory Scientists) at both Certificate and Diploma levels and has the following vacancies to fill:

**1. Job Title: Institute Counselor**  
**Reports to: Dean of Students**

**a. Job Purpose:**

To provide professional counseling services that support and promote the mental, emotional, psychological, and social well-being of students to enable them navigate the demands of healthcare education and clinical training, thereby enhancing their academic performance and personal development.

**b. Key Responsibilities**

1. Provide **individual and group counseling** to students on academic, social, and personal issues.
2. Offer **guidance on stress management, mental health, and coping strategies**
3. Identify students with **behavioral, emotional, or psychological challenges** and provide appropriate interventions
4. Handle **crisis situations** such as trauma, grief, or emergencies affecting students
5. Maintain **confidential and accurate counseling records**
6. Conduct **awareness sessions** on mental health, life skills, and personal development
7. Collaborate with **academic staff and administration** to support student welfare
8. Refer students to **specialized professionals or health facilities** when necessary.
9. Participate in **disciplinary and welfare committees** where required
10. Develop and implement **student support programs**
11. Monitor and follow up on students receiving counseling services
12. Perform any other related duties as maybe assigned by the Dean of Students.

**c. Qualifications**

- Bachelor's Degree in Guidance and Counseling, Psychology, or a related field.
- Professional certification in counseling is an added advantage.
- At least 2 years of relevant experience in a learning institution (preferred).

**d. Key Competencies and Skills**

- Strong interpersonal and communication skills
- Empathy, active listening, patience, and confidentiality
- Problem-solving, relationship-building and conflict resolution skills.

**2. Job Title: Assistant Warden - Female**  
**Reports to: Warden**

**a. Job Purpose:**

To ensure the **safety, welfare, discipline, and overall personal development** of female residents, creating a "home away from home" environment and to assist the warden in daily operations, acting as a guide and mentor to students, while ensuring that hostel rules and policies are strictly followed.

- b. Working Conditions:** Typically a residential role requiring the Assistant Warden to live in the hostel.
- c. Key Responsibilities**
- 1. Student Welfare and Support:** Serving as a resident mentor, providing counseling, and addressing student health and welfare issues. in coordination with nursing staff.
  - 2. Security and Discipline:** Maintaining a secure, harmonious, and ragging-free environment, which includes implementing security protocols and managing in/out attendance regarding student wellbeing and discipline and ensuring that the presence of students is checked individually and personally at the times required.
  - 3. Hostel Administration:** Managing daily operations, including room allocation, monitoring sanitation and hygiene, and supervising cleaning activities.
  - 4. Emergency Response:** Being available for on-call emergencies during evenings, weekends, or at night to address issues such as illness, accidents, or facility repairs.
  - 5. Communication Liaison:** Acting as a link between students, parents, and the Institute administration through maintaining accurate records of all personal information relevant to the care of individual students.
  - 6.** Perform any other duties as may be assigned by the Warden or senior management.
- d. Qualifications**
- A High School Certificate – A Level or its equivalent.
  - Basic training in a health related field will be an added advantage.
  - Should be aged between 35 – 50 years.
  - At least 2 years of relevant experience in a learning institution (preferred).

## **Application Process**

### **For both vacancies:**

- Application letter with detailed CV, copies of academic papers and detailed contacts of 2 professional referees (tel. and e-mail) should be addressed to:

**The Principal**, Mayanja Memorial Medical Training Institute, P.O. Box 348 Mbarara and submitted to the office at the Institute Campus on Plot 163-169, Kizungu Road - off Mbarara-Masaka Road, Mbarara City, or emailed to [info@mmmti.ac.ug](mailto:info@mmmti.ac.ug) not later than **30<sup>th</sup> April 2026** at **5.00 p.m.**

- Only short-listed candidates will be contacted.