

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

ADVANCED PERSONNEL RECORDS MANAGEMENT, ARCHIVES MANAGEMENT, OFFICE MANAGEMENT AND CUSTOMER CARE SHORT COURSE ANNOUNCEMENT

Mbeya University of Science and Technology has organized a short course in Advanced Personnel Records Management, Archives Management, Office Management and Customer care Course for Office Supervisors, Personal Secretaries, and Records Management Assistant, Receptionist, Telephone operator, Archives Management Assistants, Records Officers, and Office Assistant.

The aim is to equip the intended personnel to providing skills on Paper-based and electronic Records Management, Effective Communication skills and Report writing Time Management; Stress Management, Ethics for Public Servants, Office Management and customer care so as to improve better service delivery to their clients.

The course will be conducted from **17th to 21st March 2025** at MUST- MBEYA.

The cost is TZS **450,000** (Four hundred fifty thousand only) per person, to be paid after requesting the payment **control number**. Fee shall cover training materials, breakfast, lunch and Certificate.

Looking forward for confirmation of your Participation before **15th March 2025** through the following contact 0745073417 and 0713844849.