



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF EDUCATION, SCIENCE AND  
TECHNOLOGY  
UNIVERSITY OF DAR ES SALAAM



## JOB VACANCY ADVERTISEMENTS

The University of Dar es Salaam (UDSM) was established on 25th October 1961 as the University College Dar es Salaam (UCD), an affiliate college of the University of London. UDSM became a full-fledged university on 1st July 1970 after being established under the Act No. 12 of 1970.

The major functions of the University are Academic, Research and Consultancy. Thus, consultancy being one of its functions, the University through its Bureau for Industrial cooperation (BICO), is currently implementing supervision of construction of District Vocational Training Centres projects within the country (see the list of sites below) using **Force Account** Mode of implementation.

Therefore, the Vice Chancellor of University of Dar es Salaam announces to all Tanzania citizens with competence, qualifications and experience to apply for the posts mentioned below:

### 1.0 CLERK OF WORKS -CIVIL ENGINEER (Posts: 10)

#### **Qualifications Required;**

Holder of Bachelor degree in Civil Engineering, the applicant **MUST** be registered by relevant Professional Boards which is Engineers Registration Board (ERB) as graduate Engineer. Experience of four (4) years and above in similar works will be added advantage.

### 2.0 CLERKS OF WORKS -QUANTITY SURVEYOR (Posts: 10)

#### **Qualifications Required;**

Holder of Bachelor degree in Quantity survey. The applicant **MUST** be registered by relevant Professional Boards which is Architects and Quantity Surveyor Registration Board (AQRB) in his/her appropriate academic qualification. Experience of four (4) years and above in similar works will be added advantage.

#### **Duties and Responsibilities**

- i. Supervise day to day activities/ works for the project under Force Account;
- ii. Conduct site meeting and update progress of work to project Manager;
- iii. Ensure quality, quantity and efficiency of work done on daily basis;
- iv. Ensure safety at the construction site;
- v. Monitoring financial cash flows for the project;
- vi. Prepare daily, weekly, monthly and completion/final project reports;
- vii. Prepare payment certificates to local fundi's for evaluated works by cooperating with



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- project committee;
- viii. Collaborate with Inspection and Acceptance Committee to inspect and accept the materials/tools/equipment delivered to the site.
  - ix. Advise the Project Committees on the quality and quantity of work done
  - x. Prepare final account at the practical completion of the project;
  - xi. Help in recruitments of Local Fundi in collaboration with Project Committee;
  - xii. Review the labor prices as per negotiations by considering the nature of work versus the filled prices.
  - xiii. Collaborate with project committees to identify list of materials to be used in every stage of construction/renovation and submit it to the Project Manager for approval;
  - xiv. Initiate materials to be procured (Call of Order) from approved list of materials above;
  - xv. Clarifying and interpreting materials specification including Laboratory testing results and;
  - xvi. Perform any other duty as directed by the Project Manager under project Team.

### 3.0 BENEFITS

Competitive package with other statutory benefits as per the law. The contract will be project based renewable upon successful performance and duration of the project.

### 4.0 GENERAL CONDITIONS FOR THE APPLICANT;

The applicant MUST be a Tanzanian citizen aged 18 years or above. The applicant MUST have an active bank Account. Applicant MUST be willing to work nights and weekends when required.

The applicant MUST submit application letter with the following attachment; CV (in the format attached with this advert with one passport size photo), Bachelor degree certificate, and registration certificate from relevant Professional Boards. Applications submitted electronically via this link: [bico\\_udsm@yahoo.co.uk](mailto:bico_udsm@yahoo.co.uk) & [bico@udsm.ac.tz](mailto:bico@udsm.ac.tz)

### 5.0 APPLICATION DEADLINE

The application should be submitted on or before 22nd March 2023 at 1600 hrs East Africa Time

Vice Chancellor  
University of Dar es Salaam



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**LIST OF SITES TO BE SUPERVISED**

SN	REGION	#	SITE / DISTRICT
A	DAR ES SALAAM	1	UBUNGO
		2	KINONDONI
B	MOROGORO	3	MALINYI
		4	KILOMBERO
		5	GAIRO
C	SINGIDA	6	MLAMA
		7	MANYONI
		8	IRAMBA
D	TABORA	9	NZEGA
		10	SIKONGE



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Insert  
Passport size  
photo

1	PROPOSED POSITION FOR THE PROJECT				
2	NAME OF PERSON				
3	DATE OF BIRTH				
4	NATIONALITY				
5	MEMBERSHIP PROFESSIONAL IN				
6	EDUCATION				
7	OTHER TRAINING/WORKSHOPS				
8	LANGUAGES & DEGREE OF PROFICIENCY	Language	Speaking	Reading	Writing
9	COUNTRIES OF WORK EXPERIENCE				
10	EMPLOYMENT RECORDS				
		FROM			TO
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES CAPABILITY TO HANDLE THIS ASSIGNMENT				
12	REFEREES				

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Name of Expert

Signature

Date