



## UNIVERSITY OF DAR ES SALAAM

### DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

#### TRANSFER VACANCIES

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010 are to provide integrated teaching, research and public service.

The College invites applications from suitable qualified Public Servants who wish to be transferred in the following positions:

S/N	Positions	No. of Posts	Qualifications and Experience
1	Assistant Lecturer	3	<p>A holder of a Masters degree in a relevant field with at least a GPA of 4.0 points at Masters level and a minimum GPA of 3.8 points (out of 5 points) at undergraduate degree.</p> <p><b>Areas of Specialization</b></p> <ul style="list-style-type: none"> <li>(i) Development Studies (1)</li> <li>(ii) Languages and Literature (1)</li> <li>(iii) French subjects (1)</li> </ul>
2	Tutorial Assistant	2	<p>A first degree holder with a minimum GPA of 3.8 points (out of 5 points) and a minimum of B<sup>+</sup> in relevant subjects.</p> <p><b>Areas of Specialization</b></p> <ul style="list-style-type: none"> <li>(i) Literature Teaching Methods (1)</li> <li>(ii) Educational Psychology and Curriculum Studies (1)</li> </ul>
3	Medical Officer II	1	<p>Holder of Bachelor of Medicine from recognized institution plus successful completion of internship and register with Medical Council of Tanganyika.</p>
4	Teacher IIIC	2	<p>Holder of Bachelor of Education or Bachelor Degree with Education with one or more teaching subjects or Bachelor Degree in any Discipline with one or more teaching subjects plus Postgraduate Diploma in Education or equivalent qualification from recognized institutions.</p> <p><b>Area of Specialization</b></p> <ul style="list-style-type: none"> <li>(i) Commerce and Book keeping (1)</li> <li>(ii) Civics and General Studies (1)</li> </ul>

5	Personal Secretary I	2	Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies who has passed Shorthand (English) and <i>Hati Mkato</i> (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution with working experience of at least four (4) years
6	Teacher Grade IIIB	1	Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with two or more teaching subjects from a recognized Institutions.  <b>Areas of Specialization</b> History and Geography Subjects (1)
7	Records Management Assistant I	1	Holder of a Diploma in one of the following fields: Records Management, Archives or equivalent qualifications from recognized institution with relevant working experience of four (4) years. The candidate should have relevant computer knowledge.
8	Cook I	1	Holder of Form IV Certificate plus Certificate (NTA 5) in one of the following fields; Food Production, Cookery, Domestic Science, Home Economics or equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field.
9	Planning Officer II	1	Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Project Planning and Management, Educational Planning, Statistics or equivalent qualifications from recognized institutions.

**Note:**

- (i) Applicants must be Public Servants;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) Applicants must channel their application letters through their respective employers;
- (iv) Applicants should attach up to date detailed CV;
- (v) Applicants should attach certified copies of academic certificates and transcripts;
- (vi) Certificates from foreign Universities must be verified by TCU;
- (vii) Applicants should indicate their willingness to cover the transfer costs;
- (viii) Only successful candidates will be contacted; and
- (ix) All application letters should be addressed to:

Deputy Principal (Planning, Finance and Administration)  
Dar es Salaam University College of Education (DUCE)  
P.O. Box 2329

**DAR ES SALAAM**

**The deadline for submitting applications is 14<sup>th</sup> March 2023 at 3.00 PM**