



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



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, reasearch and public services.

To enhance effective teaching and learning, research and provision of public services, the College invited applications from suitable qualified Public Servants who wish to be transferred to our College in the following positions:

1.0 Assistant Lecturer (6 Posts)

Qualifications and Experience

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 level.

Areas of Specialization

- (i) Educational Foundations Management and Life Long Learning (1)
- (ii) Development Studies (2)
- (iii) Linguistics (1)
- (iv) Political Science (2)

Duties and responsibilities

- (i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate Programmes;
- (ii) To prepare and present case studies;
- (iii) To conduct and publish/disseminate research results;
- (iv) To participate/contribute in curriculum development;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To guide students in various academic issues;
- (vii) To participate in consultancy and community services under supervision;
- (viii) To attend workshops, conferences and symposia; and
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PUTS 2

2.0 TUTORIAL ASSISTANT (1 Post)

Qualifications and Experience

A Bachelor Degree holder with a minimum GPA of 3.8 points out of 5;and a minimum of B⁺ in relevant subjects.

Areas of Specialization

Political Science and Public Administration (1)

Duties and responsibilities

This is a training post; hence, the staff is required to:

- (i) To undergo Masters Degree training programme;
- (ii) To undergo mentorship under senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) To conduct tutorials, seminars and practicals;
- (iv) To assist in research, consultancy and outreach activities; and
- (v) To perform any other duties that may be assigned by the Head of Department.

SALARY SCALE: PUTS 1

3.0 PUBLIC RELATIONS OFFICER II (1 Post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Marketing or equivalent qualifications from recognized institutions.

Duties and responsibilities

- (i) To assist in manning exhibitions stands (e.g. Trade Fairs, Open day exhibitions);
- (ii) To assist in facilitating conferences, seminars, ceremonies, production of Radio and TV programmes etc;
- (iii) To maintain photographic records of major events;
- (iv) To assist in the routine public relations and marketing activities such as the writing features for the Institution Newsletter, carrying out of photographic assignments, handling of advertisements;
- (v) To report public criticisms and complaints to relevant superiors; and
- (vi) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 6

4.0 SENIOR PROCUREMENT OFFICER II (1 Post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions plus CSP/CPSP registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Approved Procurement and Supplies Professional with working experience of at least seven (7) years in related field.

Duties and responsibilities

- (i) To assist in the analysis of purchasing equipment and undertake subsequent purchasing process of approved requisitions;
- (ii) To guide all junior staff on matters relating to storekeeping;
- (iii) To deal with stores, purchasing or clearing and forwarding matters related to them;
- (iv) To carry-out reconciliation of physical stocks against records;
- (v) To ensure maintenance and amendment of stock level figure;
- (vi) To ensure efficient stock control levels are maintained (Inventory Analysis and Control);
- (vii) To be responsible for clearing and forwarding activities;
- (viii) To make sure suppliers are paid timely; and
- (ix) To perform any other related duties as may be assigned by the supervisor

SALARY SCALE: PGSS 8

5.0 SENIOR ASSISTANT NURSING OFFICER I (1 Post)

Qualifications and Experience

Holder of Diploma in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and has been registered with Tanzania Nurses and Midwives Council with working experience of at least ten (10) years. Possession of Computer skills is an added advantage.

Duties and responsibilities

- (i) To plan nursing services provision to the work place community;
- (ii) To provide counselling services;
- (iii) To analyse statistics and other information collected at the work place;
- (iv) To supervise and train prospective nursing students;
- (v) To supervise and make a follow up on implementation of nursing and midwifery duties;
- (vi) To carry out research on health and nursing services and disseminate findings to improve health and nursing services; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PMGSS 7

6.0 PRINCIPAL ESTATES OFFICER II (1 Post)

Qualifications and Experience

Holder of a Master Degree in one of the following fields: Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification or any other related field with relevant working experience of at least thirteen (13) years as senior estate officer. Must be registered by respective Registration Board as Professional.

Duties and responsibilities

- (i) To assist in planning, organizing and controlling Estates maintenance activities;
- (ii) To supervise and guides junior staff;
- (iii) To plan consultancy services activities;
- (iv) To assist in maintaining coordinative work contacts with building and maintenance staff of the Estates Unit;
- (v) To prepare and compiling budget estimates for Capital Development;
- (vi) To assist in preparing departmental training and development plans;
- (vii) To assist in coordinating the preparation of the physical master plan;
- (viii) To assist in coordinating the effective maintenance and rehabilitation of the infrastructure; and
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 11

7.0 TEACHER GRADE IIIB (1 Post)

Holder of Advanced Certificate of Secondary Education Examination (Form 6) and Diploma in Education with two or more teaching subjects from a recognized Institutions.

Areas of Specialization

History and Geography Subjects (1)

Duties and responsibilities

- (i) To set and mark students' examinations;
- (ii) To assess the progress results of the students;
- (iii) To prepare and keep records of the continuous assessment of the students;
- (iv) To monitor student's examination;
- (v) To prepare and assist in maintaining proper storage of students' performance records;
- (vi) To prepare examination's time table and allocation of rooms; and
- (vii) To perform any other related duties as may be assigned by the supervisor

SALARY SCALE: PSTS 2

8.0 COOK I (1 Post)

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.

Duties and responsibilities

- (i) To prepare various foods as per available menu;
- (ii) To take care of Cafeteria/Canteen kitchen utensils/cookery;
- (iii) To prepare meals for special functions, and parties;
- (iv) To serve food; and
- (v) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 3

9.0 TEACHER GRADE IIB (1 Post)

Holder of Certificate of Secondary Education Examination (Form 4) and a 3 – year Ordinary Diploma in Education with two or more teaching subjects from a recognized Institutions or a 3 – year Diploma in Secondary Education in Science, Mathematics and ICT from the recognized Institutions.

Areas of Specialization

Science, Mathematics and ICT Subjects (1)

Duties and responsibilities

- (i) To set and mark students examinations;
- (ii) To assess the progress results of the students;
- (iii) To prepare and keep records of the continuous assessment of the students;
- (iv) To monitor student's examination;
- (v) To prepare and assist in maintaining proper storage of student's performance records;
- (vi) To prepare examination's time table and allocation of rooms;
- (vii) To prepare, administer, and grade tests and assignments in order to evaluate students' progress;
- (viii) To maintain accuracy, complete and correct student records as required by responsible Ministry;
- (ix) To observe and evaluate students' performance, behavior, social development, and physical health; and
- (x) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PSTS 3

General Instructions

- (i) An applicant must be a Public Servant;
- (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 CVs;
- (v) Applicants should attach certified copies of academic certificates and transcripts;
- (vi) Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- (vii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- (viii) Applicants should indicate in the application letter their willingness to cover the transfer costs;
- (ix) Only successful candidates will be contacted for further procedures; and
- (x) All applications 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

Deadline for submitting applications: 11th September 2023