

UNIVERSITY OF DAR ES SALAAM



VACANCIES

The University of Dar es Salaam invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following vacant positions:

ACADEMIC POSITIONS

(a) Positions

COLLEGE OF AGRICULTURAL SCIENCES AND FISHERIES TECHNOLOGY (CoAF):

Department of Agricultural Entomology and Apiculture

(i) Field: Bee Genetics and Breeding

1 position - Assistant Lecturer

Department of Agricultural Engineering

(i) Field: Irrigation and Water Resources Engineering

1 position - Assistant Lecturer

(ii) Field: Post Harvest Technology

1 position - Assistant Lecturer

Department of Agricultural Economics and Business

(i) Agriculture and Livestock Production Economics

1 position - Assistant Lecturer

Department of Food Science and Technology

(i) Field: Food Processing and Preservation

1 position - Tutorial Assistant

(ii) Field: Food Nutrition

1 position - Assistant Lecturer

COLLEGE OF ENGINEERING AND TECHNOLOGY (CoET):

Department of Electrical Engineering

(i) Field: Electrical Engineering General

2 positions - Tutorial Assistants

Department of Structural and Construction Engineering

(i) Field: Structural Engineering

1 position - Assistant Lecturer

- (ii) Field: Quantity Surveying**
1 position - Assistant Lecturer

SCHOOL OF HEALTH SCIENCES:

- (i) Field: Physiology**
1 position - Assistant Lecturer

COLLEGE OF NATURAL AND APPLIED SCIENCES (CoNAS):

Department of Physics

- (i) Field: Meteorology**
1 position - Tutorial Assistant

Department of Geology

- (i) Field: Volcanology**
1 position - Assistant Lecturer

COLLEGE OF SOCIAL SCIENCES (CoSS):

Department of Statistics

- (i) Field: Design of Experiment and Sampling Theory**
1 position - Assistant Lecturer

- (ii) Field: Operations Research**
1 position - Tutorial Assistant

COLLEGE OF HUMANITIES (CoHU)

Department of Philosophy and Religious Studies

- (i) Field: Philosophy**
1 position - Tutorial Assistant

Department of Linguistics and Foreign Languages

- (i) Field: Foreign Languages (French)**
1 position - Tutorial Assistant

- (ii) Field: Foreign Languages (German)**
1 position - Tutorial Assistant

(b) Qualifications and Experience

Applicants for:

- (i) Assistant Lecturer** position must possess a minimum GPA of 4.0 or a B+ average at Master's degree level and an undergraduate degree from a recognized and reputable institution with an overall GPA of 3.8 or higher. They must be potentially good academically.
- (ii) Tutorial Assistant** position must possess a Bachelor's degree with a minimum GPA of 3.8.

(c) Main Duties

(i) For Tutorial Assistants:

- Under-studies senior members of academic staff by attending their lectures, seminars, tutorials and practicals;
- Carries out seminars, tutorials and practicals;
- Assists in research, consultancy and public service;
- Performs any other relevant duties assigned by one's superior;
- Undergoes postgraduate training for the master's degree; and
- Performs any other relevant duties assigned by one's superior.

(ii) For Assistant Lecturers:

- Carries out lectures, seminars, tutorials and practicals for undergraduate programmes;
- Sets, invigilates and marks undergraduate examinations;
- Assists senior staff in lectures, seminars, tutorials, and practicals for postgraduate programmes;
- Supervises projects and practical training for undergraduate students;
- Conducts research and publishes results;
- Carries out consultancy and public service;
- Undergoes postgraduate training to PhD level;
- Participates in relevant workshops and conferences; and
- Performs any other relevant duties assigned by one's superior.

(d) Salary Scales

(i) For Tutorial Assistants: PUTS 1

(ii) For Assistant Lecturers: PUTS 2

ADMINISTRATIVE POSITIONS

1. Job Title: Accounts Assistant - 2 positions

(a) Minimum Entry Qualifications and Experience:

Applicants should possess Form IV Certificate of Secondary Education with ATEC II/NABOCE/Ordinary Diploma from a recognized and reputable institution or equivalent professional qualifications.

(b) Main Duties and Responsibilities:

- Prepares journal voucher/batches;
- Prepares various payment schedules;
- Receives and pays out cash and cheques;
- Maintains accountable documents (Register);
- Performs any other duties assigned to him/her by superiors.

(c) Salary Scale: PGSS 4.1

2. Job Title: Administrative Assistant II - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess Form VI or Form IV Certificate of Secondary Education with passes in Kiswahili and English plus a Diploma in Office Management/Secretarial Studies (NTA 6) from a recognized and reputable institution with a typing speed of 50 wpm, manuscript and tabulation I, office practice and secretarial duties II with shorthand speed of 120 wpm or Stage I Computer Course with a relevant working experience of at least thirteen (13) years in a reputable organization with at least four (4) years in similar position.

(b) Main Duties:

- Serves in offices of top executives of the University;
- Types confidential matters;
- Assists in drafting and proof-reading speeches and write-ups for the executives;
- Undertakes routine correspondence with prior approval of one's reporting officer;
- Deals with confidential matters in the office of the executives;
- Arranges meetings and appointment schedules for the senior executives;
- Answers independently routine correspondences such as acknowledgements and follows up outstanding replies;
- Co-ordinates all office needs and requirements;
- Receives and distributes letters to respective officials;
- Receives and directs visitors;
- Handles travel arrangement on duty for senior officers and other members of the unit/department;
- Co-ordinates and supervises junior staff in the unit;
- Ensures cleanliness of the office(s) he/she works and those of the officers he/she works with;
- Ensures proper care of facilities and equipment under her charge;
- Ensures cleanliness of the office(s) he/she works and those of the officers he/she works with;
- Handles the office petty cash;
- Guides and supervises junior staff and where necessary give counsel;
- Performs any other duties and responsibilities assigned by one's reporting officer.

(c) Salary Scale: PGSS 11.1

3. Job Title: Planning Officer II - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Bachelor's degree with minimum of Lower Second Class in any of the following:-Economics, Engineering/General Management, Commerce, Statistics, Computing or any other relevant field from a recognized and reputable Institution with relevant working experience in a similar position for not less than four years.

(b) Main Duties:

- Develops methodologies for data collection on various aspects of University operational programmes;
- Designs and reviews data collection instruments;
- Analyses and evaluates information gathered;
- Assesses the systems clientele needs;
- Analyses programme loads and implementation techniques;

- Finds out operational efficiency of the programme using costs and other indicators; and
- Performs any other duties as assigned by one's reporting officer.

(c) Salary Scale: PGSS 6.1

4. Job Title: Assistant Nursing Officer II - 3 positions

(a) Minimum Entry Qualifications:

Applicants should possess Form VI certificate of Secondary Education plus a Diploma in Nursing from a recognized and reputable institution.

(b) Main Duties:

- Assists in solving problems of patients in line with nursing ethics and general nursing services;
- Assists in supervising Nursing Attendants and Trained Nurses/Midwives;
- Performs any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary Scale: PMGSS 3.1

5. Job Title: Clinical Officer II (Zanzibar) - 1 position

(a) Location:

This position is designated for the Institute of Marine Science (IMS) which is in Zanzibar. Applicants should therefore be willing and ready to work in Zanzibar without the possibility of transfer to mainland.

(b) Minimum Entry Qualifications and Experience:

Applicants should possess Form IV or VI certificate of Secondary Education plus a Diploma in Clinical Medicine from a recognized and reputable institution with at least seven years in similar position.

(c) Main Duties:

- Assists in diagnosis and treatment of simple disease conditions;
- Assists in procedures performed by senior medical officers;
- Keeps proper records according to the national guidelines and reporting;
- Refers patients to senior medical personnel;
- Participates in implementation of primary health care;
- Attends general outpatient clinics; and
- Performs any other duties as may be assigned from time to time by his/her senior.

(d) Salary Scale: PGSS 3.1

6. Job Title: Health Officer III - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess Form VI certificate with a Diploma in Public Health/Health Sciences/Environmental Health Sciences from a recognized and reputable institution with at least four years relevant working experience in a similar position.

(b) Main Duties:

- Inspects environmental sanitation around campus;

- Inspects sanitary of building and Cafeteria;
- Inspects food taken by students according to standards set by Government;
- Performs any other duties as may be assigned from time to time by one's reporting officer.

(c) Salary Scale: PMGSS 3.1

7. Job Title: Auxiliary Police Constable - 6 positions

(a) Minimum Entry Qualifications and Experience:

Applicants should possess Form IV certificate of Secondary Education with at least two passes in any subjects and National Service Training or Peoples military Training Phase I or any form of military training plus Basic Auxiliary Police Training Certificate from Police Training College and has a working experience of at least four (4) years. The candidate must be vetted by the Police.

(b) Main Duties:

- Guards sensitive areas where security is highly required;
- Searches vehicles and suspected visitors or employees;
- Assists in firefighting;
- Reports occurrences in his/her area and other matters relating to security to his/her supervisors;
- Takes preventive measures against possible theft and insecurity;
- Performs any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 3.1

8. Job Title: Drivers III - 5 positions

(a) Location:

- (i) Zanzibar (IMS) - 1 positions
- (ii) Dar es Salaam (Mwl J.K. Nyerere Campus) - 4 positions

(b) Minimum Entry Qualifications and Experience:

Applicants should possess Form IV certificate of Secondary Education with passes in Kiswahili and English. He/She must have a valid Class C Driving License with possession of Trade Test Grade I/Drivers Grade I certificate from NIT or VETA plus four years relevant working experience in a similar position.

(c) Main Duties:

- Drives institutional vehicles;
- Maintains logbooks;
- Responsible for safe-keeping of the vehicle and tools entrusted to him/her;
- Maintains disciplined behaviour and proper conduct in rendering services to his/her assignees;
- Maintains cleanliness of the vehicle and tools;
- Keeps motor vehicle in good running conditions and reports immediately faults and defects to Transport officer;
- Performs messengerial duties such as dispatching documents/letters, collecting mail, photocopying of documents and any other duties as may be assigned by one's reporting officer; and

- Performs any other related duties and responsibilities as may be assigned by one's reporting officer.

(d) Salary Scale: PGSS 2.1

9. Job Title: Transport Officer II - 1 position

(a) Qualifications and Experience:

Applicants should possess a Bachelor's Degree in Transport/Logistics Management from a recognized and reputable institution with clean valid driving license at an appropriate class.

(b) Main Duties:

- Assists drivers to make periodic follow-up on motor vehicles service manuals;
- Assists in arranging oral and practical interviews for drivers;
- Assists in checking log books and making sure fuel consumption corresponds with mileage;
- Assists in following up registration of new institutional vehicles;
- Assists in following up insurance of vehicles; and
- Performs any other duties as may be assigned by one's reporting officer

(d) Salary Scale: PGSS 6.1

10. Job Title: Field Officer II - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess Form IV or Form VI certificate plus a Diploma in Statistics or Planning or Agriculture or Social Welfare, etc. from a recognized and reputable institution with four years relevant working experience in a similar position.

(b) Main Duties:

- Assists in taking charge of medium enterprises such as piggery, dairy, crop production, forestry units under the direction of senior officers;
- Assists in supervising juniors and ensuring the implementation of entrusted tasks;
- Assists Researchers in research activities;
- Assists in administering questionnaires in relevant field;
- Processes data provided by research;
- Prepares field equipments/materials for research work; and
- Performs any other duties assigned by one's reporting officer.

(c) Salary Scale: PGSS 5.1

11. Job Title: Janitor III - 5 positions

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Diploma in Education or Home Economics or equivalent qualification from a recognized and reputable institution with three years past experience in related field.

(b) Main Duties

- Assists in supervising hall attendants;
- Assists in enforcing students' rules and regulations;
- Assists in keeping and maintaining proper residence records;

- Assists in ensuring security in and around halls of residence;
- Assists in administration of halls of residence affairs; and
- Performs any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 2.1

12. Job Title: Warden IV - 2 positions

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Bachelor's degree in Education with a bias in Educational Psychology or Social Welfare or possess an Advanced Diploma in Social Welfare or Community Development from a recognized and reputable institution. Relevant working experience in a similar position is an added advantage.

(b) Main Duties:

- Assists the Dean of Students in students' counseling and guidance in one's respective Hall of Residence;
- Co-ordinates academic advice for students in his/her respective Hall of Residence in collaboration with academic advisors;
- Co-ordinates students' cultural, recreational and sports activities in his/her Hall of Residence;
- Serves as an advisor to students' government at the Hall of Residence level and attends meetings of the Health Committee and the Hall Assembly;
- Issues permits to students who may experience emergencies that need absences from the Campus for some days;
- Takes care of students' welfare and ensures that the sick are urgently treated and taken care of satisfactorily; and
- Performs any other duties as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 3.5

13. Job Title: Warden III - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Bachelor's degree in Education with a bias in Educational Psychology or Social Welfare or possess an Advanced Diploma in Social Welfare or Community Development from a recognized and reputable institution with four years relevant working experience in a similar position.

(b) Main Duties:

- Assists the Dean of Students in students' counseling and guidance in one's respective Hall of Residence;
- Co-ordinates academic advice for students in his/her respective Hall of Residence in collaboration with academic advisors;
- Co-ordinates students' cultural, recreational and sports activities in his/her Hall of Residence;
- Serves as an advisor to students' government at the Hall of Residence level and attends meetings of the Health Committee and the Hall Assembly;
- Issues permits to students who may experience emergencies that need absences from the Campus for some days;
- Takes care of students' welfare and ensures that the sick are urgently treated and taken care of satisfactorily; and

- Performs any other duties as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 4.1

14. Job Title: Assistant Dean of Students II - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Master's degree in Education Psychology or Social Work a recognized and reputable institution with at least four years relevant working experience in a similar position.

(b) Main Duties:

- Undertakes the administration of students' welfare services in the areas of accommodation; catering, health and recreation;
- Acts as advisor of the students' organization on campus;
- Supervises the general elections of the students government;
- Assists the Dean of Students in counseling and other administrative tasks as may be assigned from time to time; and
- Performs any other duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 8.1

15. Job Title: Artisan IV - 4 positions

(a) Fields:

- | | | |
|---------------------|---|------------|
| (i) Plumbing | - | 1 position |
| (ii) Electrical | - | 1 position |
| (iii) Carpentry | - | 1 position |
| (iv) Masonry (Road) | - | 1 position |

(b) Minimum Entry Qualifications:

Applicants should possess Form IV certificate plus Competence Based Education and Training (CBET) Level II or Trade Test Grade II from VETA or other Institutions recognized by VETA.

(c) Main Duties:

- Performs specified craft jobs under close supervision;
- Performs (technical) cleaning of the work environment;
- Takes care of tools and equipment;
- Assists in operational repairs of machinery and buildings;
- Assists in fitting and turning;
- Performs any other duties as assigned by one's reporting officer.

(d) Salary Scale: PGSS 2.1

16. Job Title: Technician IV - 3 positions

(a) Fields:

- | | | |
|-----------------|---|------------|
| (i) Plumbing | - | 1 position |
| (ii) Electrical | - | 1 position |
| (iii) Carpentry | - | 1 position |

(b) Minimum Entry Qualifications and Experience:

Applicants should possess an Ordinary Diploma (NTA 6) or equivalent in relevant subject area from a recognized and reputable institution.

(c) Main Duties

- Performs daily plumbing works, electrical works or carpentry works including installation and fixing broken units in the system;
- Participates in simple repair and maintenance of facilities;
- Identifies and reports on areas that needs rehabilitation in the system including the quantity of material required for repair work;
- Identifies the likely defects that might cause damage in electric, masonry or plumbing systems;
- Performs any other duties and responsibilities as may be assigned by one's reporting officer.

(d) Salary Scale: PGSS 2.1

17. Job Title: Estates Officer II - 1 position

(a) Minimum Entry Qualifications and Experience:

Applicants should possess a Bachelor's Degree in Land Management and Valuation or equivalent from a recognized and reputable institution with at least four years relevant working experience in a similar position.

(b) Main Duties:

- Supervises maintenance and cleaning of campus grounds and drainage systems;
- Participates in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage system;
- Keeps and maintains relevant equipment in good working order;
- Assists in preparing sketches and designs for major modifications to existing buildings;
- Prepares various types of estimates for Estates Management projects; and
- Performs any other related Duties and responsibilities as may be assigned by one's reporting officer.

(c) Salary Scale: PGSS 8.1

18. Job Title: Transcribers (Sign Language Interpreter) II at the School of Education - 1 position

(a) Minimum Entry Qualifications:

Applicants should possess a Bachelor's Degree in Special Education for the Deaf from a recognized and reputable institution.

(b) Main Duties:

- Assists in facilitating communication between hearing and deaf/hard-of-hearing consumers;
- Provides students with sign language interpreter services in educational settings, including classrooms, conferences, field trips, meetings with school staff, telephone calls, after-school and extracurricular activities, and other school-related functions and activities for students and staff;
- Translates sign language into English and Swahili in Academic presentation i.e. Seminars, Workshops and Conferences;
- Becomes aware of students' language and skill levels, ensuring appropriate interpreting techniques;

- Reviews students Individualized Education Plan (IEP), as appropriate;
- Monitors the need for assistive technology, including hearing aids, cochlear implants, teletypewriter (TTY), closed captioning systems, frequency modulation (FM) amplification systems, and other assistive technology;
- Facilitates communication between hearing and deaf/hard-of-hearing consumers; and
- Performs any other duties as may be assigned by one's reporting officer.

(c) Salary Scale: PUSS 5.1

TERMS OF SERVICE

Permanent and pensionable.

MODE OF APPLICATION

Interested candidates should apply in confidence enclosing:

- (i) Detailed CV.
- (ii) Photocopy of relevant certificates and transcripts.
- (iii) Names and addresses of two referees.
- (iv) Mode of communication, e.g. Telephone, fax, email, etc.

NOTE:

- (i) For Academic positions candidates should indicate Departments/Disciplines for which they are applying;
- (ii) For the positions of Artisans and Technicians, candidates should indicate the fields for which they are applying;
- (iii) For the positions of Driver, candidates should indicate the location for which they are applying;
- (iv) Applicants currently employed in the Public Service **MUST** channel their application letters through their respective employers. Non-disclosure of such status will lead to automatic disqualification;
- (v) All applicants should indicate the positions they apply on top of the envelope;
- (vi) Only shortlisted candidates will be contacted for interview.

Interested applicants should submit their applications to the following address:

For Administrative positions

Deputy Vice Chancellor (Administration)
University of Dar es Salaam
P.O. Box 35091

DAR ES SALAAM

For Academic positions

Deputy Vice Chancellor (Academic),
University of Dar es Salaam,
P.O. Box 35091,

DAR ES SALAAM

DEADLINE

Two weeks from the date of first appearance of this advertisement.

14th August, 2017