



UNIVERSITY OF DAR ES SALAAM

DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

INTERNSHIP OPPORTUNITIES

The Dar es Salaam University College of Education (DUCE) invites applicants for internship programme in various positions. The aim of internship programme is to expose interns to experimental learning by integrating knowledge and theory with practical application and skills development before entering into the employment market. The College has a social responsibility to train and provide internship services to graduating students as they prepare to enter the employment market. The internship programme at DUCE is open to unemployed Tanzanian graduates from recognised and reputable training institutions who have completed their studies within three years. Also, the programme provides an opportunity to any Tanzanian with Diploma and Certificate to translate the skills acquired from their institutions into practical on the job experience. The Internship Programme for the academic year 2020/2021 is open to seven (7) positions as follows:

<p>1. Internship Position: Education Officer II - (1 post)</p> <p>Areas of Specialization</p> <ul style="list-style-type: none">• French (1) <p>(a) Qualifications and Experience: Applicant must be a holder of BA degree in/or with Education or Childcare</p> <p>(b) Duties and Responsibilities:</p> <ul style="list-style-type: none">(i) Give instructions in ones specialised content subject(ii) Prepare plan of work, course preparation, teaching aides, pupil exercises, tests and examinations(iii) Supervise school examinations(iv) Keep and control all school resources(v) Prepare and submit reports to relevant authorities(vi) Encourage, supervise, follow up on school attendance and report to the school management and parents/guardians	<ul style="list-style-type: none">(iv) Take proper care of all machines under his/her charge and make sure they are used for official work only(v) File copies of typed letter in relevant files(vi) Receive and direct visitors(vii) Make sure there are all necessary facilities for proper job performance(viii) Perform any other duties as may be assigned by his superiors. <p>4. Internship Position: Laboratory Technician II (1 post)</p> <p>(a) Qualifications and Experience: Holder of Ordinary Diploma (NTA 6) or equivalent in relevant subject area.</p> <p>(b) Duties and Responsibilities</p> <ul style="list-style-type: none">(i) Carry out specified tasks connected with laboratory practical, students projects, research, consultancy and
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- (vii) Care for the students' welfare in and outside the classroom
- (viii) Provide guidance and counselling services to students
- (ix) Perform any other duties as may be assigned by relevant authority.

2. Internship Position: Artisan II (3 Posts)

- Plumber (Waste Water (1));
- Public Addressing System (1) and;
- Electromechanical (1)

(a) Qualifications and Experience:

Applicant must be a holder of form four CSE and NVTA1 or Trade Test Grade III

(b) Duties and Responsibilities

- (i) Perform routine specified tasks that demand higher technical skills under supervision.
- (ii) Keep the work place tidy.
- (iii) Collect and take care of working tools.
- (iv) Carry out minor repairs and maintenance.
- (v) Report maintenance problems to senior staff
- (vi) Perform any other duties as may be assigned by relevant authority.

3. Internship Position: Personal Secretary II (2 Posts)

(a) Qualifications and Experience:

Applicant must a holder of CSEE with four passes including English and Kiswahili and holder of Technician Certificate (NTA 5) or equivalent.

(b) Duties and Responsibilities

- (i) Type all general correspondence and non-confidential matters
- (ii) Type letters, minutes, notes, bulletins, circulars, certificates, charts and stencils
- (iii) Duplicate reports, letter etc.

services under supervision

- (ii) Assist in the repair and maintenance of laboratory facilities
- (iii) Assist senior staff in relevant fields of laboratory operations
- (iv) Perform any other duties assigned to him by his seniors

ELIGIBILITY AND CRITERIA

- Qualification/competency in the specified area;
- Applicant should be a Tanzanian Citizen;
- University Graduate, Holder of Diploma or Certificate;
- The applicant should have completed their studies within three years.

MODE OF APPLICATION

Interested applicants should submit their handwritten applications to the undersigned attaching two recent passport size photos, certified copies of academic certificates, transcripts and the birth certificate, detailed Curriculum Vitae/Resume with names, positions and contact addresses (including telephone numbers) of three referees.

NOTE: Only short listed candidates will be contacted.

Deputy Principal (Administration)
Dar es Salaam University College of Education
P. O. Box 2329

DAR ES SALAAM

Deadline of Application is 24th August 2020

