

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 to the following positions:

S/N	Positions	No. of Posts	Qualifications and Experience
1.	Senior Administrative Officer I (Re-advertised)	1	A holder of Bachelor Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience in a related field for at least ten (10) years. Must have sat for and pass Qualifying Law Examination for Administrative Officers. The possession of the knowledge of new Human Capital Management System (HCMIS) will be an added advantage.
2.	Principal Administrative Officer II (Re-advertised)	1	A holder of Master Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience in a related field for at least thirteen (13) years. Must have sat for and pass Qualifying Law Examination for Administrative Officers. The possession of the knowledge of new Human Capital Management System (HCMIS) will be an added advantage.
3	Information, Education and Communication Officer II	1	A holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Marketing or equivalent 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 (Administration)
Dar es Salaam University College of Education (DUCE)
P.O. Box 2329
DAR ES SALAAM

The deadline for submitting applications is Monday 13th September, 2021 at 3:00 PM