

# 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 posts:

### **1. Job Title: Security Guard (5 posts) Auxiliary Police Unit**

#### **A: Qualifications and Experience**

Holder of Form IV or VI certificate plus National Service Training and/or People's Militia Training Phase II and/or any other form of military training. The candidate must be vetted by the police.

#### **B: Duties and Responsibilities**

- (i) To assist in the daily routine beats around the campus so as to maintain peace and order.
- (ii) To guard the property of the Institution.
- (iii) To control movement of visitors to and from University premises with the aim of preventing burglary and theft.
- (iv) To control the movement of motor vehicles and parking at the University compound.
- (v) To report to senior security guard/Auxiliary Police on any unusual occurrences within the University compound.
- (vi) To perform any other duties and responsibilities as assigned by one's reporting officer.

#### **C: Salary Scale: POSS 1**

#### **TERMS OF SERVICE**

One (1) year fixed Contract.

#### **MODE OF APPLICATION**

Interested candidates should apply in confidence enclosing:

- i. Detailed CV which includes names and addresses of three reputable referees with their reliable contacts.
- ii. Certified copies of relevant secondary education and training certificates.

- iii. Photocopy of birth certificate.
- iv. Introduction letter from Village/Mtaa/Ward Executive Officer.
- v. Preferred mode of communication, e.g. telephone, email.
- vi. Recent one (1) Passport Size Photos.

**NOTE:**

- i. Certificate from foreign examination bodies for Ordinary or Advance level education should be verified by the National Examination Council of Tanzania (NECTA).
- ii. Applicants currently employed in Public Service should not apply.
- iii. Applicants must be citizens of Tanzania at the age between 18 and 25 years.
- iv. Applicants must indicate their National Identification Numbers (NIDA Number).
- v. Presentation of forged certificates and other information will result in disqualification and legal action.
- vi. Applicants retired or terminated from public service for whatever reason should not apply.
- vii. Only shortlisted candidates will be contacted for an interview.
- viii. A signed application letter should be written either in Swahili or English and Addressed to Deputy Vice Chancellor - Planning, Finance and Administration, P.O. Box 35091, University of Dar es Salaam.
- ix. **Deadline for application is 31<sup>st</sup> October, 2022.**
- x. Attaching copies of Form IV and form VI results slips is strictly not accepted.

***NB:*** All applications must be sent through UDSM recruitment portal by using the following address:

***[https://hrmis.udsm.ac.tz/hrportal/index.php/application\\_list](https://hrmis.udsm.ac.tz/hrportal/index.php/application_list) and not otherwise.***

Released by  
**Deputy Vice Chancellor – Planning, Finance and Administration**  
**University of Dar es Salaam**

Released on  
**17<sup>th</sup> October, 2022**