

DAR ES SALAAM UNIVERSITY PRESS



VACANCIES

Dar es Salaam University Press (DUP) invites applications from qualified Tanzanians to be considered for immediate employment to fill the following vacant posts:

1. JOB TITLE: EDITORS – 2 POSTS

A. REQUIRED QUALIFICATIONS AND EXPERIENCE

Holder of Bachelor Degree in Language Studies, Linguistics, Kiswahili, Literature or equivalent qualifications from a recognized institution with a working experience of three (3) years in editing and publishing. A master's degree in the similar field is an added advantage.

B. REQUIRED SKILLS

The applicant should also possess the following qualities:

- i. A Very good command of English Language;
- ii. Strong analytical skills and the ability to synthesize complex concepts and communicate them effectively;
- iii. Good communication skills;
- iv. Strong organizational skills and ability to work in a team-oriented and culturally diverse environment; and
- v. Ability to handle multiple tasks, set priorities and work independently or with minimum supervision.

C. DUTIES AND RESPONSIBILITIES

- i. To assess, evaluate and edit manuscripts;
- ii. To assist in providing specialised advice and service to the Managing Editor on all editorial matters;
- iii. To assist the Publishing Editor in manuscript preparation following the designer's layout;
- iv. To prepare descriptive copies (blurbs) for jackets, covers and catalogues;
- v. To analyse reports and manuscripts and prepare interpretative commentaries on salient features of publication;

- vi. To design manuscript handling techniques and procedures, and secure their approval for use;
- vii. To secure approval for art work in collaboration with authors;
- viii. To handle sophisticated translation operations;
- ix. To assist in indexing and/or abridging;
- x. To check proof-corrections before returning proofs to printers; and
- xi. To perform any other duties and responsibilities assigned by one's reporting officer.

D. REMUNERATION

This position is attached to a good salary as per DUP scales.

E. TERMS OF SERVICE

A one (1) year contract which is renewable subject to satisfactory performance.

2. MODE OF APPLICATION

Interested candidates should enclose the following in their applications:

- i. Signed application letter.
- ii. Detailed CV which includes names and addresses of two referees.
- iii. Certified copies of relevant academic certificates, transcripts and professional certificates.
- iv. Photocopy of birth certificate.
- v. Preferred mode of communication, e.g. telephone, fax, email.

Applications shall be addressed to:

The Manager
Dar es Salaam University Press (DUP)
Mwalimu J. K. Nyerere Mlimani Campus
University of Dar es Salaam
P. O. Box 35182
Dar es Salaam, Tanzania
Tel: +255 22 240093, +255738 921 648
Fax: +255 22 240718
E-mail: dup@udsm.ac.tz

APPLICATION SUBMISSION

Applications should be submitted through UDSM recruitment portal by using the following address and not otherwise:

https://hrmis.udsm.ac.tz/hrportal/index.php/application_list

NOTE

Only shortlisted candidates will be contacted for an interview. Shortlisted candidates with certificates from foreign universities and secondary schools will be required to bring with them certificates of verification by TCU and NECTA respectively at the time of interview.

DEADLINE

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

**Released by the Manager – Dar es Salaam University Press
17th May 2023**