

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. (a) **Job Title: Senior Administrative Officer I (1 post)**

(b) **Qualifications and Experience**

Holder of a Master's degree in business administration, finance, or human resource management, with at least four years relevant working experience in a similar position.

(c) **Main Duties:**

- Interprets financial regulations.
- Prepares salary structure for staff in the University
- Prepares salary entry points for different staff cadres.
- Computes salary changes as per government circulars.
- Advises on salary components
- Ensures that employees are fairly/adequately compensated.
- Advises on compensation policy
- Advises on incentive schemes of different staff categories
- Monitors staff salary deductions and manage the pay roll.
- Devises/introduces performance pay packages.
- Facilitates staff participation in different types of loan schemes.
- Manage the pay roll with respect to accuracy, timeliness, and equitability
- Closely monitors compensation packages of other similar organizations so as to remain competitive.
- Seeks and negotiates with donors and the government on supplementary benefits and performance based incentives for University staff.
- Performs any other duties assigned from time to time by one's reporting officer

2. (a) Job Title: Administrative Officer I (3 posts)

(b) Qualifications and Experience

Holder of a University degree in Public Administration, Human Resource Management, Sociology, or Law and any other relevant field with a minimum of four years relevant working experience in a similar position.

(c) Main Duties:

- Deals with personnel services as may be assigned by the respective Head of Department i.e. compilation of personal particulars for new employees.
- Allocates and communicates conditions of service to staff,
- Prepares human resource planning and training programmes,
- Deals with pension and terminal benefit schemes.
- Assists in collecting, analyzing and presenting human resource statistics.
- Assists in conducting periodic surveys to determine the prospective human resource demands and supply situation with respect to situations requiring the largest investment of time and money.
- Deals with staff welfare matters such as sports and games, burial services and any other welfare matters required for members of staff.
- Assists in conducting staff performance appraisal
- Assists in the provision of administrative services
- Performs any other duties assigned from time to time by one's reporting officer.

3. (a) Job Title: Legal Officer I (1 post)

(b) Qualifications and Experience

Holder of LLB degree from a recognized institution PLUS one year Intern-ship.

(c) Main Duties

- Indexes, files, and registers Government/College notices and all other legal documents and ensures their safe custody.

- Compiles evidence relevant for court cases involving the University/College.
- Attends to registration of all legal documents and probate matters.
- Performs other duties as may be assigned by one's supervisor.

4 (a) Job Title: Office Management Secretary III (8 posts)

(b) Qualifications and Experience

Holder of a Diploma in Secretarial studies from a recognized institution with relevant working experience of not less than four years in a similar position.

(c) Main Duties:

- Types confidential matters
- Works with heads of sections, units and departments
- Co-ordinates all office needs and requirements,
- Receives and distributes letters to respective officials;
- Receives and directs visitors,
- Keeps minutes/records of meetings
- Arranges and attends meeting where necessary and writes minutes
- Receives telephone calls and take messages
- Handles travel arrangement on duty for senior officers and other members of the unit/department
- Ensures expedient, accurate and clean execution of duties
- Ensures that copies of letters are filed in relevant files
- Types confidential letters, minutes, circulars, certificates, charts and stencils
- Co-ordinates and supervise typists in the unit
- ensuring cleanliness of the office(s) she works and those of the officers he/she works with
- takes proper care of facilities and equipment under her charge
- Performs any other duties assigned by one's reporting officer.

5. (a) Job Title: Security Guards (6 posts)

(b) Qualifications and Experience

Form IV certificate with passes in English, Kiswahili, History or Civics or Form VI with passes in English, Kiswahili and History 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

(c) **Main Duties:**

- Assists in the daily routine beats around the campus so as to maintain peace and order
- To guard the property of the University.
- Guards sensitive areas where security is highly required
- Is responsible for reporting 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 as assigned by one's reporting officer.

6. (a) **Job Title: Deputy Estates Manager (1 post)**

(b) **Qualifications and Experience**

Holder of M.Sc degree in Civil Engineering or Estates Management and Valuation or equivalent qualifications with a working experience of at least four years in a similar position and must have been registered as a Consulting Engineer with the relevant Board.

(c) **Main Duties:**

- Assists in formulation of policy related to Estates activities.
- Helps in the preparation, analysis and compilation of budgets for the Estates Department.
- Devises methods and procedure for monitoring and controlling Estates functions.
- Provides specialized advice on building maintenance related issues to senior staff.
- Performs any other duties as may be assigned by one's reporting officer.

7. (a) **Job Title: Inspector of Works I (3 posts)**

(b) **Qualifications and Experience**

Holder of B.Sc. in Building Economics, Architecture, or Civil Engineering with at least four years relevant experience in a similar position and must have been registered as a Quantity Surveyor with the relevant Board.

(c) Duties

- Implements maintenance policies pertaining to buildings.
- Evaluates maintenance progress reports and makes recommendations.
- Advises on issues related to the maintenance and repair of buildings.
- Maintains the necessary drawings and maintenance manuals required for effective and efficient maintenance operations on buildings and equipment.
- Performs any other duties assigned by one's reporting officer.

8. (a) Job Title: Laboratory Assistant II (4 posts)

(b) Qualifications and Experience

Holder of Form IV certificate plus Trade Test Grade I.

(c) Duties

- Performs general supervision and coordinates activities of Laboratory Assistants as may be directed by senior technical staff
- Carries out specified laboratory work requiring high degree of skills and understanding plus additional responsibility.
- Performs any other duties as may be assigned by one's reporting officer.
- Performs specified laboratory jobs under close supervision
- Performs general cleaning of laboratory glass ware
- Takes care of instruments and equipment in the laboratory
- Performs any other duties as may be assigned by one's reporting officer.

9. (a) Job Title: Library Assistants III (3 posts)

(b) Qualifications and Experience

Form VI certificate with two Principals Passes or Form IV certificate plus a Certificate in Library studies or successful completion of the Government Lower Standard Library examination with at least four years relevant working experience in a similar position.

(c) Main Duties:

This is essentially a training post and the candidate will be expected to undergo basic training in a variety of library duties under close supervision.

10. (a) Job Title: Office Attendant (1 post)

(b) Qualifications and Experience

Holder of Form Four School Certificate or equivalent.

(c) Duties:

After receiving appropriate orientation an Attendant will be assigned duties as per specific requirements of the area of deployment.

11. (a) Job Title: Clerical Officer I (4 posts)

(b) Qualifications and Experience

Holder of a Diploma in Records Management from a recognized Institution

(c) Main Duties:

- Maintains file movement record cards
- Looks for files and collects them whenever required;
- Returns files to the cabinets and arranges them in proper order
- Keeps ready files marked B.U. for the Supervisor.
- Weeds out inactive files i.e. old closed volumes, files for people who have died, resigned, retired and those who have been dismissed or terminated;
- Checks files in the cabinets periodically and ensures order and neatness.
- Performs any other duties as may be assigned by one's reporting officer

12. (a) Job Title: Technician I (2 posts)

(b) Qualifications and Experience

Holder of Full Technician Certificate (FTC) in Electrical or Mechanical Engineering or City & Guilds I & II (CGLT) or Higher National Cert. (HNC) or Diploma from a recognized institution with at least four years working experience in relevant field.

(c) Main Duties:

- Carries out specified tasks connected with rehabilitation, maintenance e.t.c under close supervision.
- Assists in the repair and maintenance of laboratory or workshop facilities
- Assists senior staff in relevant fields of operation.
- Performs any other duties assigned by one's reporting officer.

13. (a) Job Title: Driver III (3 posts)

(b) Qualifications and Experience

The candidate must have successfully completed Form IV Secondary Education with passes in Kiswahili and English. He/She must have a valid Class C Driving License and working experience of not less than four years with possession of Trade Test Grade I/STET I certificate from NIT or VETA plus four years relevant working experience in a similar position.

(c) Main Duties:

- Drives institutional vehicles
- Maintains log books
- Responsible for safe-keeping of the vehicle and tools entrusted to him/her
- Maintains disciplined behavior and proper conduct in rendering services to his/her assignees
- Maintains cleanliness of the vehicle and tools
- Reports promptly any defect or problems detected in the vehicle
- 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.

14. (a) Job Title: Systems Administrator I (2 posts)

(b) Qualifications and Experience

Holders of B.Sc in Computer Science, Information Systems, Telecommunications, Electrical Engineering, Electronics; OR B.Sc in relevant computer studies with at least four years relevant working experience in a similar position. An applicant with relevant professional certifications may also be considered.

(c) Main Duties:

- Manages server operating systems including web-servers, database servers, and mail servers
- Manages, coordinates and maintains assigned network segment
- Administers/coordinates and up-dates Faculty/Institute web-sites (web-master)
- Trains computer laboratory assistants/junior systems administrators
- Supervises computer laboratory assistants/junior systems administrators.
- Assists students and other users of ICT resources in the Faculty/Institute.
- Liaises with the UCC and escalates incidents/problems to UCC and to university information systems administrators like FIS, ARIS, LIBIS, etc.
- Performs any other duties assigned by one's supervisor

15. (a) Job Title: Deputy Dean of Students (1 post)

(b) Qualifications and Experience

Holder of Master's degree in Education Psychology/Divinity or Social Work with at least four years relevant working experience in a similar position

(c) 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 counselling and other administrative tasks as may be assigned from time to time.

16. (a) Job Title: Principal Supplies Officer (1 post)

(b) Qualifications and Experience

Holder of a Master's degree in the relevant field plus a full – Certified Supplies Professional Certificate (CSP (T), IPS (UK) or equivalent.

(c) Main Duties:

- In consultation with the Deputy Vice Chancellor (Administration) organizes and coordinates the University's procurement plan, ensuring that systems of purchases and stock control including movement of stocks between centres are operationally sound;
- Ensures compliance with the national legislations and policies on public procurement;
- Deals with stores, purchasing or clearing and forwarding and matters related to them
- Responsible for internal training of staff in the supplies Department
- Plans and controls inventories
- Reviews internal policies pertaining to materials management
- Supervises and co-ordinates the work of those under him/her
- Serves as Secretary to the Tender Board
- Performs any other duties as may be assigned by his/her senior.

17. TERMS OF SERVICE:

Permanent and Pensionable

18. REMUNERATION

Attractive Package will be offered to the right candidate commensurate with his/her qualification and experience.

19. MODE OF APPLICATION

Interested candidates should apply in confidence to the undersigned enclosing

- (i) Detailed CV
- (ii) Photocopy of relevant certificates. and transcripts
- (iii) Name and Address of two referees
- (iv) Indicate the mode of communication e.g. Telephone, email, etc.

The Deputy Vice Chancellor - Administration

University of Dar es Salaam
P.O. BOX 35091
DAR ES SALAAM.

20. DEADLINE

Three weeks from the date of this advertisement.