

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: Personal Secretary III (4 posts)

(b) Qualifications and Experience

Holder of Form IV certificate OR Form VI with principal passess in English and Kiswahili with credit passes in Kiswahili and English and must have completed a Certificate in Secretarial Studies with a minimum of four years relevant working experience in a similar position.

(c) Main Duties:

- Types all general correspondence and non-confidential matters
- Types letters, minutes, notices, bulletins, circulars, certificates and charts
- Prints reports, letters etc.
- Takes proper care of all machines under his/her charge and makes sure they are used for official work only
- Files copies of typed letters in relevant files
- Receives and directs visitors
- Attends telephone calls and takes messages
- Makes sure there are all necessary facilities for proper job performance
- Takes care of all facilities under one's charge
- Performs any other duties assigned by one's reporting officer.

2. (a) Job Title: Clerical Officer II (4 posts)

(b) Qualifications and Experience

Form VI certificate with two principal passes in Arts subjects and must have a credit pass in English at "O" level plus and has obtained Higher Records Management Certificates with four years experience in a similar field.

(c) Main Duties

- Receives correspondence and files sent by dispatch
- Receives and distributes official publications according to standing instructions

- Sorts outgoing correspondence in accordance with instructions or established means of dispatch and checks date and signature
- Records all outgoing registered correspondence and telegram
- Maintains a register of files sent out to or received from faculties and departments
- Dispatches mail going straight to faculties/departments mail clearing centre and post office in time according to instructions, classifications and current dispatch time tables of mail clearing centre and post office
- Assembles flimsy copies and files them for circulation to listed officers
- Re addresses mail and answers questions on dispatch postage and postal procedures and regulations
- Performs any other duties as may be assigned by one's reporting officer

3. (a) Job Title: Accountant (3 posts)

(b) Qualifications and Experience

Holder of Professional Level IV, CPA/ACCA or its equivalent with working experience of at least four years in the Accounting Field and must have been registered as an Approved/Authorized Accountant with N.B.A.A.

(c) Duties

- Preparing monthly trial balances and Bank reconciliation statements
- Maintaining debtors and creditors
- Prepares financial statements
- Check accuracy and payment vouchers
- Prepares periodic and/or annual financial statement of revenue and expenditure
- Performs any other duties assigned to him/her by supervisor

5. (a) Job Title: Senior Assistant Supplies Officer II (3 posts)

(b) Qualifications and Experience

Holder of a Bachelor Degree/Advanced Diploma in Material Management, NDMM. or Professional level II

(c) Duties

- Responsible for physical stocks under guidance of a Senior Officer.
- Conducts physical checks and accounts, receipted goods.
- Arranges for physical placement i.e. location and banning
- Arranges packing and deliveries.

- Performs any other duties as may be assigned by his/her senior
6. (a) **Job Title: Assistant Workshop Instructors (CoET) Carpentry 1, Electrical 1, Chemical and Process Engineering 1 (3 posts)**
- (b) **Qualifications and Experience**
- Holder of B.Sc. in Engineering with teaching instruction from a recognized institution, and at least four years relevant working experience.
- (c) **Main Duties**
- To instruct undergraduate students in Faculty Workshops under close supervision.
 - To prepare materials for practical exercises.
 - To carry out consultancy and service jobs
 - To carry out any other duties assigned by one's reporting Officer
7. (a) **Job Title: Senior Technician III in Electrical Engineering for the Estates Department (1 post)**
- (b) **Qualifications and Experience**
- Holder of Full Technician Certificate (FTC Electrical Engineering/ Installation), with specialized courses of minimum 12 months and relevant working experience of at least four years in a similar position.
- (c) **Main Duties:**
- Carries out specified tasks connected with research, laboratory practical, students' projects, consultancy and services under close supervision.
 - Assists in the repair and maintenance of laboratory or workshop facilitate
 - Assists senior staff in relevant fields of operation
 - Performs any other duties assigned by one's reporting officer.
8. (a) **Job Title: Senior Artisan II (CoET) Electrical and Computer Systems Engineering (1), Mechanical and Industrial Engineering (Auto Mechanic) (2)**
- (b) **Qualifications and Experience**
- Holder of Secondary School Examination certificate plus Trade Test Grade I with four years experience in a similar field
- (c) **Main Duties**

- Performs - with minimum supervision - large technical jobs requiring high levels of skills/craftsmanship.
- Maintains, overhauls, and installs relatively sophisticated equipment.
- Assists the Foreman in planning and supervising of routine (sectional) works.
- Guides junior artisans in their jobs.
- Performs any other duties as assigned by one's reporting officer.

9. (a) Job Title: Inspector of Works (Quantity Surveyor) (2 posts)

(b) Qualifications and Experience

The ideal person for the job should possess the following academic, professional qualifications.

Holder of a Degree or Advanced Diploma in Building Economics in Quantity surveying with four years experience in a similar field.

(c) Main Duties

- To carry out condition survey on existing infrastructure.
- To prepare tender document.
- To carry out contract management.
- To handle direct labour and supervision works.
- To organize and handle work force under him/her.
- To carry out planned maintenance on existing infrastructures.
- To report to the Estates Manager.
- Performs any other duties that may be assigned by one's reporting officer.

10. (a) Job Title: Games Tutor II (1 post)

(b) Qualifications and Experience

Holder of Degree or Advanced Diploma in Physical Education and Sports with four years experience in a similar field.

(c) Main Duties

- Assists senior games staff in their duties.
- Assists teaching physical education at elementary stage.
- Performs any other duties as may be assigned by one's reporting officer.

11. (a) Job Title: Multi Media Developer/ Producer (2 posts)

(b) Qualifications and Experience

Holder of Degree in Fine and Performing Arts or tertiary study in a media related field and/ or extensive experience in Educational Media.

(c) Main Duties:

- To be involved in developing effective and engaging web-based courseware for delivery via the distributed learning and other enterprise systems
- To be responsible for the production, coordination, and development of flexible learning materials, particularly those involving video, audio, and graphic representations targeted mainly for multimedia and web based courseware
- To be involved in the provision of advice and assistance to faculties, departments, course teams, and individual academics supporting flexible learning activities across the University
- To contribute to the development of overall skill base of the production team staff, particularly in areas of video and audio integration and developments

12. (a) Job Title: Sign Language Interpreter (1 post)

(b) Qualifications and Experience

Diploma or higher academic achievements preferably in languages,

Fluency in sign language English and Kiswahili and at least three years experience in sign language interpretation

(c) Main Duties

- To interpret in lectures and seminars for deaf students
- To facilitate communication between deaf students and lecturers/ Tutors consultations
- To facilitate communication during events like meetings, teaching practice and other academic activities involving deaf students
- To perform any other duties as may be directed by immediate or higher university authorities

31 TERMS OF SERVICE:
Permanent and Pensionable

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

33 MODE OF APPLICATION
Interested candidates should apply in confidence to the undersigned enclosing

- (i) Detailed CV.
- (ii) Photocopies of relevant certificates.
- (iii) Name and Address of two referees.

(iv) Indicate the mode of communications e.g. Telephone and email etc.

34 **DEADLINE**

Two weeks from the date of this Advertisement.

The Deputy Vice Chancellor
Administration
University of Dar es Salaam
P.O. BOX 35091
DAR ES SALAAM.