

# MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



## EMPLOYMENT OPPORTUNITIES

Mbeya University of Science and Technology invites applications from suitably and competent persons to fill vacancies that exist in the Academic and Non Academic Departments of the University.

### **1. PROFESSOR/ASSOCIATE PROFESSOR (10 POSTS)**

#### **1.1 QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

Holder of PhD degree in the following fields:-

- Holder of PhD; a Masters Degree with at least a GPA of 3.8 out of 5, and a minimum GPA of 3.5 out of 5 or its equivalent in the First degree with minimum scores of B+ in the fields of Structural Engineering, Architecture, Quantity Survey, Mining Engineering, Civil Engineering, Highway Engineering, Computer Engineering / Science, Physics, Chemistry, Biology, Mathematics, Science with Education, Energy Engineering, Production Engineering, Materials Science Engineering, Economics, Food Science, Electronics and Telecommunication Engineering from recognized Institutions.
- Must have a proven applicable working experience in research and consultancy of at least ten years in the industry and have published at least fifteen peer reviewed papers.

#### **1.2 KEY RESPONSIBILITIES**

- Reviews methodology, content and quality of academic programmes for the purpose of improving quality of graduates
- Teaches both Undergraduate and Postgraduate students
- Carries out special instructional activities requiring high degree of competence and technological expertise and experience
- Designs and oversee construction of research equipments
- Assists students in building up their practical and research projects
- Conducts consultancy and community service jobs
- Plays a leadership role at the level of Department, School, Institute, College, Directorate, and University top Management
- Mentors junior staff in relevant matters
- Participate in curriculum development

- Provides advisory services to the public
- Prepares and publishes technical papers and books in relevant fields
- Formulates academic policies and offer technical assistance to University organs
- Supervises field practical, undergraduate special projects and Masters/PhD theses/dissertations
- Attends/organize workshops, conferences and symposia
- Performs any other duties as assigned by supervisors

|                         |                            |               |
|-------------------------|----------------------------|---------------|
| <b>1.3 SALARY SCALE</b> | <b>PROFESSOR</b>           | <b>PHTS 6</b> |
|                         | <b>ASSOCIATE PROFESSOR</b> | <b>PHTS 5</b> |

## **2. SENIOR LECTURER (5 POSTS)**

### **2.1 QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of PhD; a Masters Degree with at least a GPA of 3.8 out of 5 and a minimum GPA of 3.5 out of 5 or its equivalent in the First degree with minimum scores of B+ in the fields of Structural Engineering, Architecture, Quantity Survey, Mining Engineering, Civil Engineering, Highway Engineering, Computer Engineering / Science, Physics, Chemistry, Biology, Mathematics, Science with Education, Energy Engineering, Production Engineering, Materials Science Engineering, Economics, Food Science, Electronics and Telecommunication Engineering from recognized Institutions.
- In addition one must have experience of 3 years in a related field and 5 points from peer reviewed publications (from at least two sources including a minimum of 35% from journal publications).

### **2.2 KEY RESPONSIBILITIES**

- Teaches pedagogic skills for academic staff who had non before
- Carries out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes
- Plays a leadership role at the level of Department, School, Institute, College, Directorate, and University top Management
- Mentors junior staff in relevant matters
- Participates in curriculum development
- Participates in developing and managing various university activities
- Undertakes research and publish/disseminate results
- Carries out consultancy and community services
- Writes teaching manuals and compendia

- Supervises field practical's, undergraduate special projects and Masters/PhD thesis/Dissertations
- Attends/organizes workshops, conferences and symposia
- Performs any other duties that may be assigned by the Supervisor.

### **2.3 SALARY SCALE**

**PHTS 4**

## **3. LECTURER**

**( 8 POSTS)**

### **3.1 QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of PhD; a Masters Degree with at least a GPA of 3.8 out of 5 and a minimum GPA of 3.5 out of 5 or its equivalent in the First degree with minimum scores of B+ in the field of Structural Engineering, Architecture, Quantity Survey, Mining Engineering, Civil Engineering, Highway Engineering, Computer Engineering / Science, Physics, Chemistry, Biology, Mathematics, Science with Education, Energy Engineering, Production Engineering, Materials Science Engineering, Economics, Food Science, Electronics and Telecommunication Engineering from recognized Institutions.

### **3.2 KEY RESPONSIBILITIES**

- Teaches pedagogic skills for academic staff who had non before
- Carries out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes
- Mentors junior staff in relevant matters
- Participates in curriculum development
- Participates in developing and managing various University activities
- Undertakes research and publish/disseminate results
- Carries out consultancy and community services
- Writes teaching manuals and compendia
- Supervises field practicals, undergraduate special projects and Masters theses/Dissertations
- Attends/organizes workshops, conferences and symposia
- Performs any other duties that may be assigned by the Supervisor.

### **3.3 SALARY SCALE**

**PHTS 3**

#### **4. ASSISTANT LECTURER**

**(30 POSTS)**

##### **4.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holders of Masters Degree with at least a GPA of 3.5 at Bachelor level and GPA of 3.8 at Masters Level is required in the field of Mathematics, Physics, Chemistry, Biology, Science with Education, Environmental Engineering, Interior Design, Architecture, Quantity Survey, Mining Engineering, Geotechnical Engineering, Highway Engineering, Communication Skills, Computer Science/Engineering, Electromechanical Engineering, Entrepreneurship, Food Science, Law, Procurement, Accounting and Finance, Electrical & Electronics Engineering and Telecommunication Engineering from recognized Institution.
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

##### **4.2. KEY RESPONSIBILITIES**

- Teaches pedagogic skills for academic staff who had none before
- Carries out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes
- Mentors junior staff in relevant matters
- Participates in curriculum development
- Participates in developing and managing various University activities
- Undertakes research and publish/disseminate results
- Carries out consultancy and community services
- Writes teaching manuals and compendia
- Supervises field practicals, undergraduate special projects and Masters theses/Dissertations
- Attends/organizes workshops, conferences and symposia
- Performs any other duties that may be assigned by the Supervisor.

##### **4.3. SALARY SCALE:**

**PHTS 2**

#### **5. TUTORIAL ASSISTANT**

**(20 POSTS)**

##### **5.1 QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent and must have scored at least a B+ in the fields of Mathematics, Physics, Chemistry, Biology, Science with Education, Landscape Architecture, Mining Engineering, Highway Engineering, Computer Science/ Engineering, Communication Skills, Electromechanical Engineering, Air Conditioning and Refrigeration, Mechanical Engineering, Automotive Engineering, Chemical

Engineering, Food Science, Laboratory Technology, Telecommunication Engineering, Electrical and Electronics Engineering.

- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages.

## **5.2 KEY RESPONSIBILITIES**

- Undertakes an induction course in pedagogic skills for those who had none before
- Understudies senior members, including attending lectures and seminars, tutorials and practical training
- Conducts tutorials, seminars and practicals
- Assists in research, consultancy and outreach activities
- Performs any other duties which may be assigned by the Supervisor.

## **5.3 SALARY SCALE (PHTS 1)**

# **6. INSTRUCTOR II (24 POSTS)**

## **6.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holders of Bachelor Degree, Advanced Diploma or equivalents in the fields of Landscape Architecture, Mining Engineering, Highway Engineering, Computer Science/ Engineering, Communication Skills, Electromechanical Engineering, Air Conditioning and Refrigeration, Mechanical Engineering, Automotive Engineering, Chemical Engineering, Food Science, Laboratory Technology, Telecommunication Engineering, Electrical and Electronics Engineering.
- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages.

## **6.2. KEY RESPONSIBILITIES**

- Teaches up to NTA level 6 and may assist teaching in higher NTA levels;
- Administers examinations for NTA level 6 students
- Conducts and supports research and consultancy works
- Prepares learning resources
- Supervises field training
- Supervises and assists junior staff; and
- Performs any other duties as assigned by supervisors

## **6.3. SALARY SCALE: PTSS 10 – 11**

## **7. LABORATORY/WORKSHOP TECHNICIAN II**

**(15 POSTS)**

### **7.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Ordinary Diploma (NTA 6) or holder of Full Technician Certificate in Mining Engineering, Water Quality Engineering, Automotive Engineering, Mechanical Engineering, Food Science, Laboratory Technology, Civil Engineering, Electrical and Electronics Engineering.
- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages.

### **7.2. KEY RESPONSIBILITIES**

- Assists in specified tasks in connection with laboratory practical research and student's projects under close supervision
- Assists academic staff in their research, teaching and consultancy activities
- Assists in the repair and maintenance of laboratory and workshop facilities
- Performs any other duties assigned by the relevant senior staff.

### **7.3. SALARY SCALE**

**PGSS 6 – 7**

## **8. ARTISAN I**

**(10 POSTS)**

### **8.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holders of Certificate of Secondary Education with Trade Test I in the fields of Electrical, Carpentry, Plumbing, Masonry, Painting & Sign writing, Welding and Printing Technology from recognized Institutions.
- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages.

### **8.2. KEY RESPONSIBILITIES**

- Performs routine specified tasks that demand higher technical skills under supervision
- Keeps the work place tidy
- Collects and takes care of working tools
- Carries out minor repairs and maintenance
- Reports maintenance problems to senior staff
- Performs any other duties as assigned by Supervisor

### **8.3. SALARY SCALE**

**PGSS 4-5**

## **9. PLANNING OFFICER II**

**(2 POSTS)**

### **9.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree majoring in Economics, Educational Planning, Management, Statistics, Human Resource Management, Public Administration, Systems and any other relevant field from recognized Institutions.
- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages

### **9.2. KEY RESPONSIBILITIES**

- Collects and compiles data such as:-
  - Information on students and staff
  - Physical facilities (plant and equipment; by categories and functions educational programmes, goals and achievements)
  - Sources and application of financial resources and costs of relevant cost centres
- Prepares profiles to bring together available statistics on the activities and resources of University
- Combines and analyses categories of data as basis of plan formulation
- Perform any other duties as may be assigned by supervisor.

### **9.3. SALARY SCALE**

**PGSS 8-9**

## **10. HUMAN RESOURCES OFFICER II**

**(4 POSTS)**

### **10.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree majoring in Management, Business Administration, Public Administration, Human Resources Management, Sociology or equivalent qualification from recognized Institutions.
- Excellent English, written and oral communications skills;
- Knowledge in Computer application packages

### **10.2. KEY RESPONSIBILITIES**

- Prepares profiles to bring together available statistics on staff activities and human resources records
- Carries out preliminary screening and testing of job applicants as the case may be and recommends promising applicants to management.
- Compiles statistical personnel data on routine or special sources of information
- Checks on respective dates of confirmation of unconfirmed employees and advises heads of departments accordingly.
- Compiles manpower planning data, i.e. Up-to-date manpower inventory, staff list, etc.

- Performs any other duties that may be assigned from by Supervisor

### **10.3. SALARY SCALE**

**PGSS 8-9**

## **11. RECORDS ASSISTANT II**

**(4 POSTS)**

### **11.1. QUALIFICATIONS AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Basic Technicians Certificate in Higher Records Management Examination or equivalent qualifications from recognized Institutions plus ICT skills
- Excellent English, written and oral communications skills.

### **11.2. KEY RESPONSIBILITIES**

- Receives, sorts and distributes all incoming mails and enters them in the relevant registers
- Receives and distributes official publications according to standing instructions
- Maintains a register of sent or received files and file index books
- Sorts and dispatches all outgoing correspondence
- Distributes files to scheduled officers
- Files correspondence in appropriate files and ensures cross referencing
- Performs any other duties as may be assigned by supervisor.

### **11.3. SALARY SCALE**

**PGSS 4-5**

## **12. SECRETARY II**

**(7 POSTS)**

### **12.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Diploma in Secretarial studies from recognize Institutions plus 100/120 wpm in English or Swahili or 50 wpm typing, tabulation and manuscript stage III, Secretarial Duty and Office Procedure stage II and who has completed an Advanced Computer Course of not less than six months from recognized Institutions.
- Excellent English, written and oral communications skills

### **12.2. KEY RESPONSIBILITIES**

- Types all general correspondence and non-confidential matters
- Types letters, minutes, notes, bulletins, circulars, certificates, charts and stencils
- Duplicates reports, letter etc
- Takes proper care of all machines under his/her charge and make sure they are used for official work only
- File copies of typed letter in relevant files

- Receives and directs visitors
- Makes sure there are all necessary facilities for proper job performance e.g typewriters, different typing papers, carbon papers, erasing ink, ribbons etc
- Performs any other duties assigned by the Supervisor

### **12.3. SALARY SCALE**

**PGSS 6-7**

## **13. TELEPHONE OPERATOR**

**(1 POSTS)**

### **13.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Certificate of Secondary Education who has passed at credit level English and Swahili subjects, attended Telephone Operation Course and passed Lower Standard Operators Examination from recognized Institutions.
- Knowledge in Computer application packages.

### **13.2. KEY RESPONSIBILITIES**

- Answers calling signals
- Connects calls within the exchange area
- Makes booking calls and searches them as appropriate
- Performs any other duties as may be assigned by the Supervisor

### **13.3. SALARY SCALE**

**POSS 4**

## **14. OFFICE ATTENDANT**

**(6 POSTS)**

### **14.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Certificate of Secondary Education with passes in English and Kiswahili

### **14.2. KEY RESPONSIBILITIES**

- Cleaning and tidying offices and surroundings
- Collection and delivery of letters
- Dispatch letters
- Transmit official documents within the University
- Carry machinery/equipment
- Preparation and serving of tea/coffee etc
- Perform any other duties assigned by the Supervisor

### **14.3. SALARY SCALE**

**POSS 4**

## **15. ACCOUNTANT II**

**(4 POSTS)**

### **15.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of form VI with Intermediate qualification at the level of ADA, B.COM with module E or equivalent accounting qualifications

- Holder of Bachelor Degree majoring in Accountancy from recognized Institutions plus ICT skills.
- Excellent English, written and oral communications skills.

## **15.2. KEY RESPONSIBILITIES**

- Ensures that all accounting documents are properly filed
- Prepares invoices from bills
- Prepares revenue accounts schedules and reconciliation
- Prepares monthly pay slips for each employee, and keeping records and pay-roll registers
- Remit net salaries to the employees' respective banks or preparations of authorized lists for those employees to be paid in cash
- Maintain the employees' ledger for staff advances, loans and duty travel imprests
- Follows up on outstanding amounts
- Maintain registers for debtors accurately and up – to date
- Performs any other duties assigned by the Supervisor

## **15.3. SALARY SCALE**

**PGSS 9-10**

## **16. ASSISTANT ACCOUNTANT I**

**(1 POST)**

### **16.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Form VI with intermediate qualification at the level of ADA, B.COM with module D or equivalent accounting qualification with at least two years experience from recognized Institutions.
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

### **16.2. KEY RESPONSIBILITIES**

- Preparation of various accounting schedules as directed by Supervisor
- Preparation of project account journals
- Preparation of staff vacancies, loans and Imprest subsidiary ledger listings
- Maintaining petty cash journals
- Performs any other duties assigned by the Supervisor

## **16.3. SALARY SCALE**

**PGSS 7-8**

## **17. INTERNAL AUDITOR II**

**(2 POSTS)**

### **17.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree in Accounting/Finance or Advanced Diploma in Accounting, intermediate stage (both module C and D), professional level II or equivalent qualification from recognized Institutions plus ICT skills
- Excellent English, written and oral communications skills.

## **17.2. KEY RESPONSIBILITIES**

- Executes audit duties regarding:
  - Payment and retirement of imprests
  - Ordering and payment for local goods and services
  - Maintenance of vote-books
  - Bank reconciliation
  - Insurance covers and payments,
  - Capital expenditure
  - Investments accounts
  - Grants
- Carries out systems audit.
- Ensures that there is compliance with established policies, procedures, controls and other regulations.
- Checks the effectiveness of budgetary control system
- Detects fraud, theft, and waste of any kind of assets.
- Performs any other duties as may be assigned by supervisor

## **17.3. SALARY SCALE**

**PGSS 9-10**

## **18. SUPPLIES OFFICER II**

**(4 POSTS)**

### **18.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holders of Bachelor Degree in Business Administration, Material Management, Procurement and Logistics Management, Professional stage III or equivalent qualification from recognized Institutions.
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

### **18.2. KEY RESPONSIBILITIES**

- Manages warehousing functions including receipts, issues, storage, safety and delivery
- Deals with clearance and forwarding formalities in liaison with the administrative services section
- Ensures full responsibilities for the entire procurement of supplies function
- Coordinates and forecast stores requirements
- Ensure maintenance and amendment of stock level figures

- Performs any other duty assigned by Supervisor

**18.3. SALARY SCALE**

**PGSS 9-10**

**19. ASSISTANT SUPPLIES OFFICER**

**(3 POSTS)**

**19.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of BPSC, Pre Foundation and Basic store keeping Certificate issued by NBMM, Advanced Certificate in Stores supervision (CIPS), Lower Stores Management Certificate issued by TPSC, Full NABE, NTA 6 in Procurement and Supplies or Equivalent qualifications from recognized Institutions.
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

**19.2. KEY RESPONSIBILITIES**

- Checks transactions in stores accounting documents and registers.
- Receives and issues vouchers, delivery notes and invoices.
- Prepares purchase requisitions/orders upon approval by his/her supervisor.
- Performs any other duties as may be assigned by supervisor.

**19.3. SALARY SCALE**

**PGSS 7-8**

**20. DRIVER II**

**(12 POSTS)**

**20.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Class C, C1 to C3, D and E driving License and working experience of not less than 3 years, must also possess a relevant Trade Test Grade II/Level II certificate in Motor Vehicle Maintenance/Mechanics from recognized Institutions.

**20.2. KEY RESPONSIBILITIES**

- Driving of motor vehicles, cars, pick-ups buses and lorries as may be assigned
- Ensuring motor vehicles and their accessories are in good condition
- Making some minor repairs
- Maintaining and recording log sheets (books) for all journeys made
- Reporting promptly any defects or problems detected in the vehicles
- Maintaining disciplined behavior and proper conduct in rendering services to his/her assignees
- Performs any other duties assigned by the Supervisor

**20.3. SALARY SCALE**

**POSS 4**

**21. ESTATE OFFICER I (4 POSTS)**

**21.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree in the fields of Quantity Surveying, Land Valuation and Management, Mechanical Engineering and Electrical Engineering from recognized Institutions.
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

**21.2. KEY RESPONSIBILITIES**

- Ensures maintenance and cleaning of University properties and environment
- Examines bills of quantities
- Prepares work schedules
- Prepares budget for maintenance works
- Participates in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems
- Keeps and maintains relevant equipment in good working order
- Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment
- Assists in the planning, organizing, implementing and controlling of Estate activities and services
- Performs any other duties as may be assigned by supervisor.

**21.3. SALARY SCALE PGSS 10- 11**

**22. CLINICAL OFFICER II (2 POSTS)**

**22.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Form IV or VI certificate plus a Diploma in Clinical Medicine from a recognized institution
- Excellent English, written and oral communications skills.
- Knowledge in Computer application packages.

**22.2. KEY RESPONSIBILITIES**

- Makes proper diagnosis of disease,
- Prescribes treatments,
- Treats wounds,
- Gives First Aid to MCH problems,
- Gives anesthesia during operations
- Attends general outpatient clinics.
- Protects patients and employees by adhering to infection – control policies and protocols, medication administration and storage procedures and controlled substance regulations.

- Documents patient care services by writing and keeping patients records
- Maintains patient confidence and protects operations by keeping information confidential
- Ensures operation of equipment by completing preventive maintenance requirements, following manufacturer's instructions, calling for repairs, maintaining equipments inventories, evaluating new equipment and techniques
- Performs any other duties as may be assigned by supervisor.

**22.3. SALARY SCALE**

**PMGSS 4-5**

**23. NURSING OFFICER II**

**(2 POSTS)**

**23.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree in Nursing or its equivalent from a recognized institution plus successful completion of Internship and is registered with Tanzania Nurses and Midwives Council. Possession of Computer skills is an added advantage.
- Excellent English, written and oral communications skills.

**23.2. KEY RESPONSIBILITIES**

- Provides high quality nursing care using appropriate nursing process.
- Assesses patient's condition, plan, implement, document and evaluate individualized care using appropriate nursing model and according to the hospital nursing policy.
- Ensures all drugs and other treatments are given to the patients as prescribed and observe any adverse condition.
- Maintains a professional friendly atmosphere and create a dignified environment.
- Follows hospital policy in respect of custody and administration of all drugs, with special observation to Dangerous Drugs Act (DDA).
- Maintains personal contact with patients, their relatives and visitors to enhance the patient's quality of life, dignity and the good standing of the hospital.
- Ensures the safe care and custody of patients' property in accordance with the hospital policy.
- Reports any accident/incident, loss or theft to the Senior Graduate Nursing Officer and complete necessary statements promptly.
- Maintains Health and Safety at work by ensuring that infection prevention and control principles are followed
- Performs any other duties as assigned by supervisor

**23.3. SALARY SCALE**

**PMGSS 4-5**

**24. LIBRARY ASSISTANT II (3 POSTS)**

**24.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Form IV or Form VI certificate of Education with credit passes in English and Kiswahili and National Library Assistant Certificate (Lower Standard Library examination) by TLS or equivalent qualification.
- Knowledge in Computer application packages.

**24.2. KEY RESPONSIBILITIES**

- Performs library clerical duties
- Registration of readers
- Issuing of books to readers
- Receiving books from readers
- Performs any other duties as assigned by Supervisor

**24.3. SALARY SCALE PGSS 6**

**25. LIBRARIAN II (5 POSTS)**

**25.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree, Advanced Diploma or equivalent qualification in Librarianship from recognized Institutions plus ICT skills

**25.2. KEY RESPONSIBILITIES**

- Undertakes bibliographic searches on behalf of users
- Promotes the use of IT in meeting user needs
- Researches on the information needs of users
- Undertakes research and consultancy activities in Library/information matters
- Handles challenging professional and supervisory duties in the Library
- Participates in developing new library systems and procedures
- Identifies materials to be ordered by the Librarian
- Performs any other duties as assigned by the Supervisor

**25.3. SALARY SCALE PGSS 8-9**

**26. WARDEN II (5 POSTS)**

**26.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holders of Bachelor Degree or Advanced Diploma in Education, Social Welfare or Community Development plus ICT skills from recognized Institutions.

**26.2. KEY RESPONSIBILITIES**

- Assists the Dean of Students in student's counseling and guidance in his/her respective hall of residence
- Coordinates student's culture, recreational and sports activities in his/her hall of residence

- Takes care of student's welfare and ensures that the sick are urgently treated and taken care of satisfactorily
- Serves as an advisor to students Government at halls of residence
- Issues permits to students who may experience emergencies that need absence from campus
- Performs any other duties assigned by Supervisor

**26.3. SALARY SCALE**

**PGSS 8-9**

**27. SYSTEM ADMINISTRATOR II**

**(3 POSTS)**

**27.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor of Science or Advanced Diploma in Computer Science, Information Systems, Telecommunication, Electrical Engineering, Electronics or any other relevant Computer Studies from recognized Institutions.

**27.2. KEY RESPONSIBILITIES**

- Assists in standard software installation
- Assists in hardware installation
- Assists in troubleshooting LAN and hardware/software problems
- Assists students and other ICT users in the University
- Performs any other duties as assigned by Supervisor

**27.3. SALARY SCALE**

**PGSS 8-9**

**28. ADMISSION OFFICER II**

**(4 POSTS)**

**28.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree in Education, Statistics or equivalent qualification from recognized Institutions plus ICT skills

**28.2. KEY RESPONSIBILITIES**

- Implements admission policies, regulations and procedures
- Responsible for registration of students
- Makes correspondences regarding admission matters
- Receives and processes admission applications
- Responsible for planning, co-coordinating, directing and controlling students' admission matters.
- Keeps proper records of all students' admission matters
- Performs any other duties that may be assigned by Supervisor

**28.3. SALARY SCALE**

**PGSS 8-9**

**29. JANITOR II (4 POSTS)**

**29.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Diploma in Social work or Diploma in Education or Home Economics or equivalent plus ICT skills from recognized Institutions

**29.2. KEY RESPONSIBILITIES**

- In charge of all rooms, stores and common rooms in a hall of residence
- Supervises hall attendants in his/her hall of residence
- Enforces student's rules and regulations
- Answers questions from students, delegates and other visitors who may require certain information
- Maintains proper residence records
- Ensures security properly in and around hall of residence
- Performs any other duties assigned by Supervisor

**29.3. SALARY SCALE PGSS 5-6**

**30. EXAMINATION OFFICER II (4 POSTS)**

**30.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Bachelor Degree with bias in either Engineering or Science or equivalent qualification plus ICT Skills from recognized Institutions with over three years of teaching experience

**30.2. KEY RESPONSIBILITIES**

- Ensures that the University's TCU and NACTE examination policies, rules and procedures are followed
- Responsible for proper records of all examination results, minutes, rules and regulations
- Arranges the preparation and moderation of examination papers in accordance with the University's regulations
- Ensures examinations papers and materials are handled with utmost security
- Collects marks from the departments and compiles them for official approval and communication as per rules and regulations of the University
- Performs any other duties as assigned by Supervisor.

**30.3. SALARY SCALE PGSS 8-9**

**31. HEALTH LABORATORY TECHNOLOGIST II (2 POSTS)**

**31.1. QUALIFICATION AND PERSONAL ATTRIBUTES REQUIRED**

- Holder of Certificate of Secondary Education who have successfully completed three (3) years Diploma in Health Laboratory from recognized Institutions
- Possession of Computer skills is an added advantage.
- Excellent English, written and oral communications skills.

### **31.2. KEY RESPONSIBILITIES**

- Performs various tests in clinical laboratory
- Assist to diagnose and prevent all ailments and perform all tests with help of automated laboratory instruments
- Analyze all test results and maintain records of all results, documents same according to required quality control procedures and evaluate all data to ensure accuracy in same
- Monitor performance of all instruments, assist to calibrate all laboratory instruments and documents all results
- Maintain records of all repairs and maintenance work performed on equipments
- Performs any other duties as assigned by Supervisor.

### **31.3. SALARY SCALE**

**PMGSS 1-2**

### **NB: GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania
- ii. Applicants must attach an up – to – date /current Curriculum Vitae (CV) having reliable contact postal address, e-mail address and telephone numbers.
- iii. Applicants should indicate three reputable referees with their reliable contacts.
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants who are currently employed should channel their applications through their employers.
- vi. Applicants must attach their detailed relevant certified copies of Academic certificates:
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates.
  - Postgraduate/Degree/Advanced Diploma/Diploma Transcripts.
  - Form IV and Form VI National Examination Certificates.
  - Computer Certificate.
  - Professional Certificates from respective boards (if any).
  - One recent passport size picture
  - Birth certificate.
- vii. **Form IV and Form VI results slips are strictly not accepted**
- viii. **Testimonials, Partial transcripts and results slips will not be accepted.**
- ix. **Presentation of forged academic certificates and other information in the CV will necessitate legal action.**
- x. Applicants who have/were retired from the Public Service for whatever reason should not apply.

- xi. Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU).
- xii. Only short listed candidates will be informed on the date of interview
- xiii. Application letters should be hand written in English
- xiv. Women are highly encouraged to apply
- xv. **Dead line for application is 15<sup>th</sup>, September, 2014, at 3:30p.m.**
- xvi. **APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS;**  
  
**THE VICE CHANCELLOR,**  
  
MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY,  
  
P.O.BOX 131,  
  
**MBEYA.**