



Hubert Kairuki Memorial University (HKMU) is looking for qualified and experienced Tanzanians, to fill the following positions:

1. JOB TITLE: FACULTY ADMINISTRATORS (2 POSTS)

Reporting to the Faculty Deans.

Duties and Responsibilities

- Responsible for day to day administration of the Faculty,
- Takes minutes of all Faculty level meetings,
- To act as the principal administrative assistant to the Dean,
- Prepares the annual budget for the Dean's office and submits to the planning office,
- Responsible for hosting of academic and social events of the Faculty,
- Oversees the performance of all junior administration staff in the Faculty through the respective Heads of Departments,

- Performs any other such duties as assigned by the Dean/DVCAC.

Qualifications and Experience:

- Holder of a University degree in Public Administration/ Education/Human resources or an equivalent qualification.

2. JOB TITLE: HUMAN RESOURCES AND ADMINISTRATION MANAGER (1 POST)

Reporting to the Deputy Vice Chancellor Planning Finance and Administration

Duties and Responsibilities

- Head Department of Human Resource and Administration.
- Formulating and implementing human resource corporate policies, procedures and strategies.
- Reviewing plans for human resource requirement and ensure proper development and utilization of the existing human resource.
- Reviewing and monitoring staff information including employment records and salary adjustment for incorporation in the payroll on monthly basis.
- Coordinating recruitment of all university staff and selection process making sure the employment permits for foreign staff are timely requested from relevant authorities.
- Overseeing pension matters, employees' benefits, plans and compliance with legislations.
- Ensuring that employee performance appraisals are conducted in a fair and transparent manner as per approved policies and procedures.

- Ensuring that training needs assessment is undertaken and used to review training and development programmes developed for each category of staff.
- Ensuring harmonious and productive labor relations.
- Establishing and maintenance of a Human Resource Management Information System (HRMIS).
- Developing and implementing rewards, policies and incentives systems.
- Ensuring that appropriate tools like Scheme of Service, Human Resource Policies and code of conduct are in place and are reviewed regularly.
- Ensuring effective a management of staff welfare.
- When required, participate in university meetings, which have impact on the HRM functions e.g. Council, Senate, FPC, AHRMC, CDD, etc.
- Supervising, appraising and identifying training and development needs of the Human Resource Department staff.
- Carrying out regular Human Resource accounting, audit and inventory of current knowledge and skill needs.
- Performing any other duties that may be assigned by the Vice Chancellor.

Qualifications and Experience

- Applicants must be in possession of a Masters degree in Human Resource or related field from an accredited University, and must have a minimum of eight (8) years working experience in a large and reputable institution, of which four (4) years must be at managerial level.

3. JOB TITLE: SECURITY GUARD (1 POST)

Reporting to the Human Resources and Administration Manager

Duties and Responsibilities

- Verifying of incoming and outgoing properties and goods as per the authorized gate pass.
- Ensuring safety and legality of all properties getting into the institute's premises.
- Ensuring day and night security of buildings and properties of the Institute.
- Making sure that, all the door and windows are properly closed/locked after working hours.
- Reporting on catastrophic incidents such fire, floods, theft, etc. to the relevant state organs like police and fire brigade.
- Advising on appropriate means of improving security within the University.

Qualifications and Experience:

- Form IV certificate with Basic Militia Training, Police/JKT/ Fire Brigade Certificate from recognized Institution and working experience of three years.

4. JOB TITLE: ASSISTANT ACCOUNTANT (1 POST)

Reporting to the Bursar

Duties and Responsibilities

- Checking/preparing payment vouchers.
- Preparing monthly expenditures and revenue reports.

- Writing tax invoices and cheques.
- Preparing cash accounts.
- Reconciling accounts including bank transactions.
- Performing any other duties as maybe assigned by supervisor.

Qualifications and Experience:

- Holder of Bachelor Degree in Accountancy or Advanced Diploma in Accounts or its equivalent plus three (3) years working experience.

5. JOB TITLE: SENIOR PLANNING OFFICER (1 POST)

Reporting to Planning Manager.

Duties and Responsibilities:

- Handling matters relating to planning and use of the University physical resources.
- Providing support to the University's planning processes
- Assisting in the development and implementation of the University's Strategic Plan
- Collecting and systematically compiling data on College activities
- Developing methodologies for data collection on various aspects of University operational programmes
- Finalizing out operational efficiency of the programme using costs and other indicators
- Assisting in the formulation of the University budget
- Preparing of estimates for capital development and recurrent budget

- Compiling of project profiles, including sources of funding, keeping in custody agreements with donors and monitoring reports.
- Supervising of all aspects regarding financing and investment
- Informing the University Management of educational priorities and needs and see that these are considered in all planning.
- Seeking advice from the various academic units in relation to planning for physical facilities, environmental resources, and the allocation of space, and make recommendations to assure effective and responsible use of resources.
- Attending of meetings of selected University Committees/Boards
- Performing of any other duties as assigned by the Supervisor.

Qualifications and Experience:

- Holder of University Bachelor degree in any of the following fields: – Economics/Educational Planning Management/ Engineering Management/ Statistics or any other relevant field with three (3) years relevant working experience in similar position.

REMUNERATION FOR ALL POSITIONS:

- According to the HKMU salary scales and fringe benefits.

APPLICATION INSTRUCTIONS:

Interested candidates may send their applications with comprehensive CVs and attached copies of their Academic Certificates to Vice Chancellor, HKMU through the following address:-

Vice Chancellor

Hubert Kairuki Memorial University,

70 Chwaku Street,

P. O. Box 65300,

Dar es Salaam.

Tel. 255-22-2700021/4, Fax: 255-22-2775591

or email: hram@hkmu.ac.tz

The deadline for submitting the application is 31 March 2021