



MZUMBE UNIVERSITY (CHUO KIKUU MZUMBE)

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P.O.BOX1,
MZUMBE
MOROGORO, TANZANIA

Job Advertisement

Mzumbe University is looking for suitable candidates to apply for the vacancies for Lumumba Complex Hotel. Lumumba Complex is an independent business unit of Mzumbe University operating under its own source. The following are the vacancies needed to be filled by the qualified candidates.

HOTEL MANAGER

The Hotel Manager is responsible for the overall management of the Hotel. The following requirements (job specifications) were determined by job analysis and derived from the job description as crucial for success in the marketing role.

JOB DESCRIPTION FOR HOTEL MANAGER

- i. To receive reservations from customers/clients.
- ii. To receive requirements from Kitchen, Restaurant, Bar and Rooms
- iii. To ensure availability of materials on the right time.
- iv. To train, supervise, and coordinate hospitality trainees.
- v. To supervise revenue and expenditure of Restaurant.
- vi. To prepare budget for restaurant.

- vii. Train all trainees and employees to perform the standard procedures as applicable to their job positions.
- viii. Participate in production meetings.
- ix. Supervise preparation of maintenance requisition and maintain follow-up file to ensure that all public areas, guest rooms and restaurant do not deteriorate from standard.
- x. Schedule, train, recommend and discipline all department employees through management in accordance with labour regulations.
- xi. Handling of customer correspondences.
- xii. Allocate daily tasks to Restaurant staff.
- xiii. Responsible for various Production reports and supply to each department concerned.
- xiv. Ensure special handling of repeats guest and very VIP guest.
- xv. Maintain cordial relations with commercial clients.
- xvi. To prepare weekly, monthly and annual report.
- xvii. And any other duties which you may be assigned by your supervisor.

Required Qualification

- Holder of Form IV/VI certificate with passes in English and Swahili
- Holder of Diploma in Hotel Management from a recognized institution
- Minimum 3 years of working experience in Hotel, or Restaurant
- Experienced in Hotel management
- Good management/leadership skills

Salary: Tsh 805,000/=

RECEPTIONIST/FRONT OFFICE

Job Description of Front Office

- i. To consciously receive, answer and direct calls by connecting calls to the respective contact persons in order to facilitate smooth communication.
- ii. To receive, record and deliver messages from clients/customers using register and /or diary for onward contact to the relevant officer with a view to attend messages promptly.
- iii. To receive and attend visitors by directing them to the relevant offices, rooms and officers aimed at making the visitors get the proper courtesy and attention.
- iv. To promote the organisational image by maintaining frontline disposition and appearance in order to promote the corporate image of the Authority.
- v. And any other duties which you may be assigned by your supervisor.

Required Qualification

- Holder of National Form IV/VII certificate with passes in English and Swahili and Basic certificates of Front Office from VETA (Level 3).
- Minimum 3 years of working experience in Front Office at Restaurant/Hotel
- Good Communication skills

Salary: Tsh 358,000/=

MODE OF APPLICATION

Application letters with detailed curriculum vitae (CV) and copies of relevant certificate transcripts should reach the undersigned, in hard copies, not later than seven (7) days from the date of this advertisement. Candidates must also give names, contact addresses as well as telephone numbers of two referees best known to them.

Please Note:

- *All above positions require excellent communication skills in spoken and written English language.*
- *Only short-listed candidates will be contacted through their addresses and/or telephone numbers. If you do not hear from us till two weeks from the date of this advertisement consider yourself unsuccessful.*

Application should be sent to:

Deputy Vice Chancellor Administration and Finance,
Mzumbe University,
P. O. Box.1, Mzumbe,
Morogoro.

