THE UNITED REPUBLIC OF TANZANIA

PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref. Na EA.7/96/01/B/49 **13th April, 2012**

VACANCIES ANNOUNCEMENT

The Public Service Recruitment Secretariat was established in accordance with section No.29 (1) of the Public Service (Amendment) Act No.18 of 2007. One of the main functions of this organ is to advertise vacant posts occurring in the Public Service and conduct recruitment process.

On behalf of the Ministry of Industry and Trade (College of Business Education - CBE), the **Public Service Recruitment Secretariat** invites qualified Tanzanians to fill vacant posts in various public institutions as shown below.

1.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education is established by Act of Parliament No. 31 of 1965.
CBE is a training Government Executive Agency operating 'semi' autonomously and commercially in providing education in Accountancy, Procurement & Supplies Management and other business related disciplines.

1.1 DEPUTY RECTOR – ACADEMIC, RESEARCH AND CONSULTANCY

1.1.1 DUTIES AND RESPONSIBILITIES

- Be responsible to the Rector in respect to such matters of education administration and delivery.
- Deputize as Rector during his/her absence.
- Supervises learning (by teaching) of academic programmes of the college.
- Be responsible for smooth running and development of academics in the college.

- Advises the Rector on all matters pertaining to academic management, quality, control and assurance.
- Evaluate current progress of academics in the college and recommend future programmes.
- Recommend appropriate budget for the academic directorates.
- Oversees research, publications and consultancy activities at the college.
- Coordinates the development and establishment of academic programmes and management of academic resources.
- Oversees admission and examination regulations.
- Secretary to the senate and reports to the Rector.

1.1.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Finance, Accounting, Management and other field related to the College of Business Education and be eligible for registration as technical teachers. He or she should be at least a Senior Lecturer from recognized higher learning institutions. He or she must possess at least ten (10) years experience in a senior managerial position in any reputable academic institution.

1.1.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 16 + 15%

1.2 DEPUTY RECTOR – PLANNING, FINANCE AND ADMINISTRATION

1.2.1 DUTIES AND RESPONSIBILITIES

- Responsible for the overall activities of the college's Planning, Finance and Administration.
- Supervise and maintain acceptable standards of discipline of staff accordingly.
- Coordinates policy and planning issues at the college.
- Be the recorder to the Governing Body.
- Be responsible to the Rector for the general administration and personnel management of the college.
- Advises the Rector in all administrative, legal, personnel and financial matters.
- Be responsible for formulation of accounting policies and procedures and other relevant policies of the college.
- Be responsible for submission of budgets and audited accounts to relevant organs.
- Safe custody and use of college's assets such as machines and vehicles.
- Custodian of the college's seal.

1.2.2 QUALIFICATIONS AND EXPERIENCE

- PhD in Finance, Accounting, Management and other field related to the College of Business Education and be eligible for registration as technical teachers. He or she should be at least a Senior Lecturer from a recognized higher learning institution. He or she must possess at least ten (10) years experience in a senior managerial position is any reputable academic institution.

1.2.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 16 + 15%

1.3 ASSOCIATE PROFESSOR – 1 POST - DAR ES SALAAM CAMPUS

1.3.1 DUTIES AND RESPONSIBILITIES

- Teaches students up to NTA level 10
- Reviews methodology, content and quality of academic programmes for the purpose of improving quality of graduates.
- Carries out special instructional activities requiring high degree of competence and technological expertise and experience;
- Guides and supervises under graduates and post graduates in research projects;
- Participates in planning, development, controlling and running of the curriculum;
- Designs and oversee construction of research equipment's;
- Assists and guide students in building up their practical and research projects;
- Conducts consultancy and community service jobs;
- Provides advisory services to the public;
- Prepares and published technical papers and books in relevant fields;
- Undertakes academic administration duties;
- Prepares learning resources and design training exercises for students;
- Undertakes individual research, guide junior staffs and participates in scientific/academic congregations;
- Prepares teaching manuals, simulations and case studies for training;
- Coaches junior teaching staff;
- Assumes managerial leadership roles e.g. coordination of academic programmes or major research projects and consultancy; and
- Performs any other relevant duties as assigned by supervisors.

1.3.2 QUALIFICATIONS AND EXPERIENCE

- Holder of similar position in related or allied institution with PhD registered as technical teachers with experience in research for at least ten (10) years and must

have published at least ten peer reviewed papers; Specialized in Business Management field.

1.3.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 15

1.4 SENIOR LECTURER - 1 - POST DODOMA

1.4.1 DUTIES AND RESPONSIBILITIES

- Teaches students up to NTA level 9
- Guides and supervises students in building up their practical and research projects;
- Prepares learning resources and design training exercise for students;
- Conducts consultancy and community services;
- Undertakes individual research and participates in scientific/academic congregations;
- Supervises and guides post-graduate students;
- Prepares teaching manuals, simulations and case studies of training;
- Coaches junior teaching staff;
- Assumes managerial leadership roles e.g. coordination of academic programmes or major research projects and consultancy; and
- Performs any other relevant duties as assigned by supervisors.

1.4.2 QUALIFICATIONS AND EXPERIENCE

- PhD in procurement field who is eligible for registration as technical teacher with a working experience in teaching, research and consultancy of at least three years in lectureship position or equivalent in a related or allied institution and has published at least three peer reviewed papers; Specialized in Procurement field.

1.4.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 13 - 14

1.5 ASSISTANT LECTURER - 8 - POSTS

- Law - 2 posts Mwanza & Dodoma
- Accountancy 2 posts Dodoma & Mwanza
- Metrology – Engineering subject related to metrology – 2 posts Dar es Salaam Campus
- ICT - 1 post – Dar es Salaam Campus

- Procurement and Supplies Management - 1 post – Dodoma Campus

1.5.1 DUTIES AND RESPONSIBILITIES

- Teaches up to NTA level 8 (Bachelor's Degree);
- Prepares learning resources for tutorial exercises;
- Conducts research, seminars and case studies;
- Carries out consultancy and community services under supervision;
- Prepares teaching manual; and
- Performs any other relevant duties as assigned by supervisor.

1.5.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree with a GPA of 3.5 or above at undergraduate level specializing in the above fields

1.5.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 8 - 9

1.6 TUTORIAL ASSISTANT – 3 POSTS

- Accountancy – 2 posts Dodoma & Mwanza campus
- ICT – 1 post, Dodoma campus

1.6.1 DUTIES AND RESPONSIBILITIES

- Teaching up to NTA level 6 (Ordinary Diploma);
- Assists in conducting tutorial and practical exercises for students under close supervision;
- Prepares learning resources for tutorial exercises;
- Assists in conducting research under close supervision;
- Carriers out consultancy and community services under close supervision; and
- Performs any other duties as assigned by supervisor.

1.6.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree with a GPA of 3.8 or above specializing in the above fields:

1.6.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PHTS 4 – 7

1.7 ACADEMIC OFFICER II - 1 POST (DAR ES SALAAM CAMPUS)

1.7.1 DUTIES AND RESPONSIBILITIES

- Ensures maximum security of examinations at all times.
- Keeps and distributes examinations scripts for marking.
- Allocates job assignments to juniors.
- Deals with graduation ceremony affairs.
- Analyses factors which influence students' academic performance and career development.
- Handles preparation of the College Matriculation Examinations.
- Ensures good up-keep of students' performance records.
- Handles students' academic complaints including examination complaints.
- Formulates and reviews examination regulations.
- Performs any other relevant duties as may be assigned by Supervisor.

1.7.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree in Education, Management or Administration

1.7.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 10 – 11

1.8 SENIOR HUMAN RESOURCES MANAGEMENT OFFICER I - 1 POST (DAR ES SALAAM)

1.8.1 DUTIES AND RESPONSIBILITIES

- Provides assistance and guidance to subordinate staff.
- Administers Staff Performance Appraisal exercise.
- Interprets and implements Labour Laws and other Circulars.
- Prepares and updates Staff directory.
- Performs any other relevant duties as may be assigned by Supervisor.

1.8.2 QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Public Administration or Human Resources Management with at least five (5) years of relevant working experience.

1.8.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 16 - 17

1.9 PROCUREMENT AND SUPPLIES OFFICER II – 1 POST (DAR ES SALAAM)

1.9.1 DUTIES AND RESPONSIBILITIES

- Manages warehousing functions including receipts, issues, storage, safety and delivery.
- Deals with clearing and forwarding formalities.
- Performs any other relevant duties as may be assigned by Supervisor.

1.9.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree or Advanced Diploma in Procurement and Supplies Management

1.9.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's salary scale PGSS 10 – 11

1.10 INTERNAL AUDITOR II – 1 POST (DAR ES SALAAM)

1.10.1 DUTIES AND RESPONSIBILITIES

- Audits control records
- Checks effectiveness of Budgetary Control System.
- Executes Audit regarding maintenance of vote Books
- Performs any other relevant duties assigned by Supervisor.

1.10.2 QUALIFICATIONS AND EXPERIENCE

- Degree/Advanced Diploma in Accountancy and must have obtained professional qualifications of CPA (T), ACCA, ACA, ICMA, etc.

1.10.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale PGSS 14

1.11 SENIOR ESTATES OFFICER II – 1 POST (DAR ES SALAAM)

1.11.1 DUTIES AND RESPONSIBILITIES

- Plans, co-ordinates, control and supervise estates maintenance activities.
- Participates in relevant consultancy and service activities.
- Designs and implements parks and drainage projects.
- Prepares sketches and designs for major modifications to existing buildings.
- Prepares various types of estimates for estates management projects.
- Participates in on-the-job training of junior staff.
- Supervises and assists junior estates staff.
- Performs any other relevant duties that may be assigned by Supervisor.

1.11.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Architecture, Building Economics, Land Management and Valuation with relevant working experience of at least four (4) years.

1.11.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale PGSS 14 – 15

1.12 SENIOR PLANNING OFFICER II - 1 POST (DAR ES SALAAM)

1.12.1 DUTIES AND RESPONSIBILITIES

- Participates in the preparation estimates for capital development,
- Liaises with Finance Department in preparing the recurrent budget,
- Compiles project profiles including sources of funding, custodian of agreements with donors and monitors reports,
- Performs any other relevant duties as assigned by Supervisor.

1.12.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in Economics, Economic Planning or Regional Planning with a relevant working experience for at least four (4) years.

1.12.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale PGSS 14 – 15

1.13 PLANNING OFFICER II – 1 POST (DAR ES SALAAM)

1.13.1 DUTIES AND RESPONSIBILITIES

- Collects and systematically compiles data on College activities, e.g: 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 each Department.
- Combines and analyses categories of data as basis of plan formulation.
- Performs any other relevant duties assigned by Supervisor.

1.13.2 QUALIFICATIONS AND EXPERIENCE

- Bachelor Degree/Advanced Diploma in any of the following: - Economics, Economic Planning or Regional Planning.

1.13.3 REMUNERATION

Attractive remuneration package in accordance with the Institution's Salary Scale PGSS 10 - 11

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 observe the age limit indicated for each position.
iv. The title of the position applied for should be marked on the envelope; short of which will make the application invalid.
v. 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
    - One recent passport size picture and birth certificate.
vi. **FORM IV AND FORM VI RESULTS SLIPS ARE STRICTLY NOT ACCEPTED**
vii. **Testimonials, Partial transcripts and results slips will not be accepted.**
viii. **Presentation of forged academic certificates and other information in the CV will necessitate to legal action**
ix. Applicants for senior positions currently employed in the public service should route their application letters through their respective employers.
x. **Applicants for entry levels currently employed in the Public Service should not apply, they have to adhere to Government Circular Na. CAC. 45/257/01/D/140 dated 30th November 2010.**
xi. Applicants who have/were retired from the Public Service for whatever reason should not apply.
xii. Applicants should indicate three reputable referees with their reliable contacts.
xiii. **Certificates from foreign Universities should be verified by Tanzania Commission for Universities (TCU)**
xiv. **Dead line for application is 27th April, 2012 at 3:30 p.m**

xv. Application letters should be written in Swahili or English

xvi. **APPLICATION LETTERS SHOULD BE POSTED TO THE FOLLOWING ADDRESS. HAND DELIVERY IS NOT ACCEPTABLE:**

Secretary **Public Service Recruitment Secretariat,** **P. O. Box 63100** **DAR ES SALAAM.**	**OR**	**Katibu** **Sekretarieti ya Ajira katika Utumishi wa Umma** **S. L. P 63100,** **DAR ES SALAAM.**

NB: This advert is also found in **www.ajira.go.tz**, **www.utumishi.go.tz**, **www.pmoralg.go.tz** and **www.cbe.ac.tz**