

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: Director of Human Resource and Administration

(1 Post)

(b) Qualifications and Experience

Possession of Masters Degree in Human Resources Management, Public Administration, Law or any other relevant field with a minimum of ten years of working experience, five years of which must be at high managerial position in a reputable Institution.

(c) Main Duties

- Responsible to the Deputy Vice Chancellor (Administration) for all matters related to human resource management and Administration of the University.
- Heads the Directorate of Human Resource and Administration.
- Provides professional advice to the University Management on all matters concerning strategic Human Resource Management.
- Develops and administers periodic performance and salary reviews.
- Organizes and directs staff compensation, development and staff relations in accordance with the approved policies.
- Develops and implements programmes and methods to document the University's human resource and administration policies and informs employees accordingly.
- Maintains staff discipline and ensures that justice is done.
- Oversees the administration of schemes of service, compensations and staff benefit schemes.
- Prepares annual personal emoluments budget proposals for the University for approval by relevant university organs.
- Coordinates the performance appraisal systems for university staff.
- Develops effective HRM policies, plans and procedures for hiring, training, deployment, development, succession and retention of staff.

- Carries out regular human resources audit and inventory of current and needed skills.
- Develops comprehensive human resources management manual.
- Performs any other duties as may be directed by the Management.

**2. (a) Job Title: Administrative Officer I (7 posts)
(Institute of Marine Sciences, Zanzibar-1 post)**

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holder of a University degree in Public Administration, Management, Sociology, Human Resource Management, Law or any other relevant field.

- At least four (4) years relevant working experience serving in a similar position.

(c) Main Duties:

- Deals with general office administration with minimum supervision in one among sections falling within human resource and administration functions.
- Assists in collecting, analysing and presenting human resource statistics.
- Assists in handling various correspondence especially from staff members on various human resource and welfare matters;
- Assists in conducting staff performance appraisal.
- Assists in the provision of administrative services.
- Performs any other duties assigned from time to time by one's reporting officer.

3. (a) Job Title: Secretary II (10 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Form IV certificate OR Form VI with principal passes in English and Kiswahili with credit passes in Kiswahili and English, must have Certificate in full Secretarial Course plus 100/120 w.p.m. shorthand in English or Kiswahili and 50 w.p.m. typing, tabulation and manuscript stage III, secretarial duties and office procedure stage II and has completed Advanced Computer Course from a recognized institution.
- At least four (4) years relevant working experience serving in a similar position.

(b) Main Duties:

- Types all general correspondence and non-confidential matters
 - Types letters, minutes, notices, bulletins, circulars, certificates, charts and stencils.
- 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 dictation by shorthand
- Performs any other duties assigned by one's reporting officer.

4. (a) Job Title: Artisan I (2 posts)
Department: Estates - Carpentry (1 post)
- Plumbing (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Holder of Form IV certificate plus Trade Test Grade I in Carpentry/ Plumbing and a relevant working experience of at least four years in a similar position.

(c) Main Duties:

- Performs more challenging craft jobs under close supervision.
- Performs routine technical cleaning of the work environment.
- Collects and takes care of tools and equipment.
- Carries-out minor repairs and maintenance and reports all other problems to superiors.
- Performs any other duties that may be assigned to her/him from time to time.

5. (a) Job Title: Senior Assistant Internal Auditor II (2 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Possession of a University Degree in Accountancy or Advanced Diploma in Accountancy or Professional Level III or Module E with not less than four years working experience in a similar position.

(c) Main Duties:

- Execute audit programmes regarding:
 - Payment and retirement of imprests
 - Ordering and payment for local goods and services
 - Maintenance of vote-books
 - Bank reconciliation
- Performs any other duties as may be assigned by one's reporting officer.

6. (a) Job Title: Security Guard I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Form IV certificate with passes in English, Kiswahili, History or Civics plus National Service Training and/or People's

Militia Training Phase II and/or any other form of military training with not less than four years working experience in a similar position. The candidate must be vetted by the Police.

(c) Main Duties:

- Assists in the daily routine beats around the campus so as to maintain peace and order.
- To guard the property of the University.
- Performs any other duties assigned from time to time by one's reporting officer.

7. (a) Job Title: Security Guard II (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Form IV certificate with passes in English, Kiswahili, History or Civics plus National Service Training and/or People's Militia Training Phase II and/or any other form of military training. The candidate must be vetted by the police.

(c) Main Duties:

- This is a training grade for regular security work under close supervision.
- Assists in the daily routine beats around the campus so as to maintain peace and order.
- To guard the property of the University.
- Performs any other duties assigned from time to time by one's reporting officer.

8. (a) Job Title: Public Relations Officer I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holders of University Degree, or Advanced Diploma in Journalism, or Mass Communication or any degree in Social Sciences with a major in communication with not less than four years working experience in similar position.

(c) Duties:

- Assists in the routine public relations activities such as the writing of features for the University Newsletter, carrying out of photographic assignments, handling of advertisements.
- Reports public criticisms and complaints to ones superiors.
- Assists in manning exhibition stands (e.g. Trade Fairs, Open day exhibitions).
- Assists in facilitating conferences, seminars, ceremonies, etc.
- Assists in the production of Radio programmes.
- Maintains photographic records of major events.
- Performs any other duties as may be assigned by one's reporting officer.

9. (a) Job Title: Laboratory Scientist I -Chemistry (2 posts).

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holders of B.Sc. in relevant field or Advanced Diploma or equivalent from a recognized institution with registration as Graduate Engineer/Scientist or Technician Engineer/ Scientist with a working experience of at least four years in a similar position.

(c) Duties:

- Organizes practicals for undergraduate students.
- Participates in consultancy projects under close supervision of senior staff.
- Assists academic staff in their research and development activities.
- Plans and supervises maintenance of laboratory/workshop facilities.
- Guides technicians and artisans in their daily activities.
- Performs any other duties as may be assigned by one's reporting officer.

10. (a) Job Title: Assistant Accountant II (3 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Holder of B.Com./Advanced Diploma/Professional Level II or its equivalent.
- At least three (3) years relevant working experience serving as Assistant Accountant II.

(c) Main Duties:

- Receives and keeps in proper custody all incoming bills and claims.
- Maintains primary books of accounts.
- Prepares payment requisitions.
- Prepares various payment reports, schedules and lists of various expenditures.
- Maintains vote book and various registers (e.g. debtors, imprest creditors).
- Performs any other duties that may be assigned to him/her from time to time.

11. (a) Job Title: Clerical Officer I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Form VI certificate with two principal passes in Arts subjects and must have a credit pass in English at "O" level plus a certificate in Higher Records Management with not less than four years working experience in similar position.

(c) Main Duties:

- Maintains file movement record cards.
- Looks for files and collects them whenever required.
- Returns files to the cabinets and arranges them in proper order.
- Keeps ready files marked B.U. for the Supervisor.
- Weeds out inactive files i.e. old closed volumes, files for people who have died, resigned, retired and those who have been dismissed or terminated.

- Checks files in the cabinets periodically and ensures order and neatness.
- Performs any other duties as may be assigned by one's reporting officer.

12. (a) Job Title: Systems Administrator I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holders of B.Sc in Computer Science, Information Systems, Telecommunications, Electrical Engineering, Electronics; OR B.Sc. in relevant computer studies with not less than four years working experience in similar position.

(c) Main Duties:

- Assists in standard software installation.
- Assists in hardware installation.
- Assists in trouble shooting LAN and hardware/software problems.
- Assists students and other ICT users in the School/College/Institute.
- Advises/assists computer users.
- Assists in managing server operating systems.
- Assists in managing and maintaining networks.
- Performs any other duties assigned by one's supervisor.

13. (a) Job Title: Office Attendant II (2 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holder of Form Four School Certificate with at least four years working experience.

(c) Main Duties:

After receiving appropriate orientation an Attendant will be assigned duties as per specific requirements of the area of deployment.

14. (a) Job Title: Library Officer II (2 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- First Degree or Advanced Diploma in Library Studies plus not less than four years working experience in similar position.

(c) Main Duties:

- Carries out routine professional duties.
- Processes added copies and continuations.
- Maintains public and staff catalogues.
- Ensures proper shelves of books and periodicals.
- Copies catalogues with CIP data.
- Handles Inter-library loans or gifts and exchanges.
- Performs any other duties that may be assigned to her/him from time to time.

15. (a) Job Title: Games Tutor I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Holder of Degree or Advanced Diploma in Physical Education and Sports with not less than four years working experience in similar position.

(c) Duties:

- Assists in taking charge of play grounds, sports and equipment.
- Assists senior games staff in their duties.
- Teaches physical education at elementary stage.
- Assists in advising Estates Department on infrastructure of play grounds.
 - Performs any other duties as may be assigned from time to time by one's reporting officer.

16. (a) Job Title: Nurse Midwife I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Holder of Form IV certificate plus a Nurse/Midwife certificate or Public Health Nurse Certificate with not less than four years working experience in similar position.

(c) Duties

- Performs general nursing care of patients.
- Performs maternal and child care services.
- Administers drugs and treatment as prescribed by the Medical Officers.
- Provides health education on family planning, nutrition, vaccination, sanitation and child spacing.
- Monitors pregnancy development.
- Performs any other duties as may be assigned by one's reporting Officer.

17. (a) Job Title: Technician I (3 posts)

**Department: Estates - Electrical (2 posts)
CoET, TDTC - Mechanical (1 post)**

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- Holder of Full Technician Certificate (FTC) in electrical engineering or Diploma in Electrical/Mechanical Engineering from a recognized institution with not less than four years working experience in a similar position.

(c) 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 facilities.
- Assists senior staff in relevant fields of operation.
- Carries out, independently, specified routine technical tasks which require a higher degree of technical/electrical knowledge and skills.

- Implements specified maintenance plans for laboratory facilities.
- Implements specified technical plans and designs connected with research, students' practical and consultancy work.
- Carries out specified tasks connected with electrical power systems, power electronic systems, electrical installations, designs of new electrical systems and systems testing.
- Planning supervising and executing electrical maintenance and installations in all University buildings.
- Organizing rehabilitation, repair and installation and testing of all electrical systems.
- Providing technical opinion on optimal energy usage requirements for generating systems, power system requirements, switch gear reliability and system control efficiency and applicability.
- Supervising and orienting junior staff in the electrical section.
- Performs any other duties as may be assigned by one's reporting officer.

18. (a) Job Title: Internal Auditor I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Possession of full professional qualification i.e. CPA(T), ACCA, ACA, ICMA, with not less than four years relevant working experience in a similar position in a reputable firm and has been registered with NBAA.

(c) Duties

Execute audit programmes regarding:

- Payment and retirement of imprests
 - Ordering and payment for local goods and services
 - Maintenance of vote-books
- Bank reconciliation
 - Executes Audit programmes for insurance covers and payments, capital expenditure investments accounts, special grant available
 - Supervises staff auditing expenditure, revenue, salaries and student accounts.
 - Assists in review of measures for safeguarding assets and inventories.

- Performs any other duties as may be assigned by one's reporting officer.

19. (a) Job Title: Senior Internal Auditor I (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Possession of full professional qualification i.e. CPA(T), ACCA, ACA, ICMA, with not less than four years relevant working experience in a similar position in a reputable firm. He/She must not be less than forty years of age (and) not above forty five years of age.

(c) Duties

Executes audit programmes regarding:

- Payment and retirement of imprests
 - Ordering and payment for local goods and services
 - Maintenance of vote-books
 - Bank reconciliation
- Executes Audit programmes for insurance covers and payments, capital expenditure investments accounts, special grant available.
- Supervises staff auditing expenditure, revenue, salaries and student accounts.
- Assists in review of measures for safeguarding assets and inventories.
- Organizes and supervises staff executing audit programmes as well as reviewing operation procedures and controls.
- Drafts audit reports for executed audit programmes, scrutinizes and advises the Department members on the recommendations by External Auditors.
- Follows-up on previous internal audit observations.
- Performs any other duties as may be assigned by one's reporting officer.

20. (a) Job Title: Driver II (1 posts)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

- The candidate must have successfully completed Form IV Secondary Education with passes in Kiswahili and English.

He/She must have a valid Class C Driving Licence and working experience of not less than four years. Possession of Trade Test Grade II from NIT or VETA will be an added advantage.

(c) Main Duties:

- Drives institutional vehicles.
- Maintains logbooks.
- Responsible for safe-keeping of the vehicle and tools entrusted to him/her.
- Maintains disciplined behavior and proper conduct in rendering services to his/her assignees.
- Maintains cleanliness of the vehicle and tools.
- Reports promptly any defect or problems detected in the vehicle.
- Performs messengerial duties such as dispatching documents/letters collecting mail, photocopying of documents.
- Performs any other duties that may be assigned to her/him from time to time.

21. (a) Job Title: Artist in Residence II (1 post)

(b) Qualifications and Experience

Applicants should possess the following academic and professional qualifications.

Holder of a University degree and a professional diploma in the relevant field with at least 10 years of professional experience as a practicing artist with sufficient artistic works which label the person a competent and skilled artist in the field concerned, whose works have been reviewed and certified by a competent panel.

(b) Duties

- Plans and lays the ground for the production of artistic works.
- Assists in the tutoring of the particular production process.
- Produces art works as modalities for similar art production.
 - Performs any other duties as may be assigned by one's reporting officer.

22. (a) Job Title: Professor, Associate Professor, Senior Lecturer, Lecturer, Assistant Lecturer & Tutorial Assistant

COLLEGE OF ENGINEERING AND TECHNOLOGY

Department of Mechanical and Industrial Engineering

- Assistant Lecturer (Engineering Management)-**1 post**
- Tutorial Assistant)-**1 post**

Department of Electrical Engineering

- Assistant Lecturer -**1 post**

Department of Chemical and Mining Engineering

- Tutorial Assistant-**1 post**

COLLEGE OF NATURAL & APPLIED SCIENCES

Department of Chemistry

- Assistant Lecturer (Theoretical Chemistry)-**1 post**

Department of Mathematics

- Tutorial Assistants -**1 post**

Department of Zoology and Wildlife Conservation

- Assistant Lecturer-**2 posts**

COLLEGE OF ARTS & SOCIAL SCIENCES

Department of History and Archaeology

- Assistant Lecturer-**1 post**

Department of Sociology

- Assistant Lecturer -**1 post**

Department of Literature

- Tutorial Assistants-**1 post**

Department of Foreign Languages and Linguistics

- Tutorial Assistants-**1 post**

Department of Statistics

- Tutorial Assistants-**1 post**

SCHOOL OF EDUCATION

Department of Educational Psychology and Curriculum Studies

- Assistants Lecturer (Education Psychology)-**1 post**
- Assistant Lecturer (Physical Education) - **1 post**

UNIVERSITY OF DAR ES SALAAM SCHOOL OF LAW

- Associate Professor (Public Law) -**1 post**

INSTITUTE OF KISWAHILI STUDIES

- Assistant Lecturer-**1 post**

(b) Qualifications and Experience:

Applicants for:

Professor/Associate Professor must have a PhD from a recognized university and at least ten points of publications for Associate Professor and seventeen points for Professor based on the University of Dar es salaam promotion criteria.

Assistant Lecturer must possess a minimum GPA of 4.0 at Master's degree level and an undergraduate degree with an overall GPA of 3.8 or higher from a recognized university.

Tutorial Assistant must possess a Bachelor's degree from a recognized university with a minimum GPA of 3.8.

TERMS OF SERVICE:

Permanent and pensionable for Tanzanian applicants below 45 years of age. Non-Tanzanians are only eligible for positions requiring the possession of a PhD.

REMUNERATION

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

MODE OF APPLICATION

Interested candidates should apply in confidence to the undersigned enclosing

- (i) Detailed CV.
- (ii) Photocopy of relevant certificates and transcripts.
- (iii) Names and addresses of two referees.
- (iv) Mode of communication e.g. Telephone, fax, email, etc.

NOTE:

- (i) For the positions of Technicians and Artisans candidates should indicate the Sections and Departments which they apply.
- (ii) Applicants currently employed in the public Service should channel their application letters through their respective employers.
- (iii) Only shortlisted candidates will be contacted for interview.

For Administrative and Technical posts, interested applicants should submit their applications to the;
Deputy Vice Chancellor (Administration)
University of Dar es Salaam
P.O. Box 35091
DAR ES SALAAM.

For Academic posts, interested applicants should submit their applications to the;
Deputy Vice Chancellor (Academic)
University of Dar es Salaam
P.O. Box 35091
DAR ES SALAAM.

DEADLINE

Two weeks from the date of first appearance of this advertisement.

11/9/2013