



THE OPEN UNIVERSITY OF TANZANIA VACANCY ANNOUNCEMENT

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is to continuously provide open and distance education, research, and public services for sustainable and equitable socio-economic development of Tanzania in particular, and the rest of Africa. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 27 regional centres in each region of Tanzania Mainland and two coordination centres in Zanzibar and Pemba Islands.

The University hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission, as follows:

VACANCY NUMBER	POSITION	FACULTY	SPECIALIZATION	WORK STATION
OUT2013/01	Professor	Any	Any	Any
OUT2013/02	Associate Professor	Any	Any	Any
OUT2013/03	Associate Professor	Any	Any	Any
OUT2013/04	Associate Professor	Any	Any	Any
OUT2013/05	Senior Lecturer	FED	Administration & Policy Planning	Any
OUT2013/06	Senior Lecturer	FBM	Accounting & Finance	Any
OUT2013/07	Senior Lecturer	FSTES	Pure Mathematics	Any
OUT2013/08	Senior Lecturer	FSTES	Environmental Sciences & Management	HQ
OUT2013/09	Senior Lecturer	FLAW	Constitutional Law	Any
OUT2013/10	Senior Lecturer	FASS	History	Any
OUT2013/11	Lecturer	FASS	Political Science & Public administration	Coast
OUT2013/12	Lecturer	FASS	Tourism & Hospitality	HQ
OUT2013/13	Lecturer	FSTES	Information Communication Technology	HQ
OUT2013/14	Lecturer	FASS	Journalism & Media Studies	Any
OUT2013/15	Assistant Lecturer	ICE	Communication skills	Mwanza
OUT2013/16	Assistant Lecturer	FASS	Library Information Sciences	HQ

OUT2013/17	Assistant Lecturer	FBM	Human Resource Management	Kigoma
OUT2013/18	Assistant Lecturer	FBM	Transportation & Logistics Management	Dodoma
OUT2013/19	Assistant Lecturer	FASS	Social/Clinical Psychology	HQ
OUT2013/20	Tutorial Assistant	FSTES	Mathematics	Mtwara
OUT2013/21	Tutorial Assistant	FSTES	Physics	Simiyu
OUT2013/22	Tutorial Assistant	FED	Chemistry/Physics Teaching Methods	Lindi
OUT2013/23	Tutorial Assistant	IET	e-Learning and Instructional design	HQ
OUT2013/24	Tutorial Assistant	FASS	Journalism & Media Studies	Ruvuma
OUT2013/25	Tutorial Assistant	ICE	Natural Sciences	Shinyanga
OUT2013/26	Tutorial Librarian	LIBRARY	Library Information Sciences	HQ
OUT2013/27	Tutorial Assistant	FASS	Sociology/Social work	Singida
OUT2013/28	Tutorial Assistant	FLAW	Civil & Criminal law	Mara
OUT2013/29	Tutorial Assistant	FBM	Business Economics	Temeke/Ilala
OUT2013/30	Tutorial Assistant	FASS	Literature	Tanga
OUT2013/31	Tutorial Assistant	FBM	Auditing and Accounting	Geita
OUT2013/32	Tutorial Assistant	FASS	French	Arusha
OUT2013/33	Tutorial Assistant	FASS	Kiswahili	Katavi
OUT2013/34	Tutorial Assistant	FED	Education Foundation	Tabora
OUT2013/35	Examination Officer II	DES	Any with IT	HQ
OUT2013/36	Examination Officer II	DES	Any with IT	HQ
OUT2013/37	Examination Officer II	DES	Any with IT	HQ
OUT2013/38	Examination Officer II	DES	Any with IT	HQ
OUT2013/39	Admissions Officer I	DUGS	Any with IT	HQ
OUT2013/40	Admissions Officer I	DUGS	Any with IT	HQ

KEY:

FASS – Faculty of Arts and Social Sciences

FBM – Faculty of Business Management

FED – Faculty of Education

FLW – Faculty of Law

FSTES – Faculty of Science, Technology and Environmental Studies

ICE – Institute of Continuing Education

IET – Institute of Education Technology

DES – Directorate of Examinations Syndicate

DUGS – Directorate of Undergraduate Studies

The qualifications and duties for each of the positions above are described below:

A. TUTORIAL ASSISTANT (PUTS 1-2)

Qualifications: Candidate should have attained first degree with minimum of 3.8 GPA with excellent results in the subject area or equivalent.

Duties:

- Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- Supplementing existing study materials,
- Editing, reviewing and translating course materials,
- Providing support materials, guidance and counseling and other services to students,
- Helping to keep students' records correspondence and other communications,
- Helping in general academic administration as will be asked of him by seniors,
- Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of an Institute and/or the Deputy Vice Chancellor (Academic) from time to time.

B. ASSISTANT LECTURER (PUTS 3)

Qualifications:

Possession of a good Master's Degree (B+ or above GPA 3.8 - 3.6) in a relevant discipline or equivalent after having attained a GPA of 3.8 and above at undergraduate level.

Duties:

As for Tutorial Assistant plus:

- Writing new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopting and/or supplementing existing materials,
- Liaising with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- From time revising course materials and audio programmes,
- Giving public lecture, tutoring and leading academic discussions,
- Setting and marking course assignments and/or tests, examinations supervision of field work, practicals and all other related academic activities,
- Encouraging and motivating students to improve themselves academically,
- Helping to identify and set up local study groups,
- Conducting research work and disseminating research findings.

C. LECTURER (PUTS 4 - 5)

Qualifications: Candidates should have a Ph.D degree in relevant fields or equivalent professional qualifications for non Ph.D to be considered or relevant publications.

Duties:

As for Assistant Lecturer/Research Fellow with added responsibilities, he/she will be required to:

- tech face to face course and lead seminars;
- undertake individual research and participate in bigger multi-disciplinary research projects;
- prepare manuals and case studies for training;
- offer close supervision and guidance to students;
- manage undergraduate programmes
- undertake consultancy projects.

D. SENIOR LECTURER (PUTS 6 - 7)

Qualifications: A Ph.D. degree with teaching/research experience of at least three years and have published in academically renown journals whose weighting is equivalent to 8 points.

Duties:

As for Lecturers with added responsibilities, he/she should demonstrate the ability to head a Faculty, a Directorate, a Regional Centre, or a Department. In the case of Senior Research Fellows, they should be able to manage some more research projects.

E. ASSOCIATE PROFESSOR (PUTS 8-9)

Qualifications: A Ph.D degree with teaching/research experience of at least six years. In addition he/she must have published in renowned journals whose weight is equivalent to 13 points.

Duties:

As Senior Lecturer with additional responsibilities; such a initiation of new programmes, supervise postgraduate students, offer consultancy write papers that would advance the frontiers of knowledge, formulate academic policies, offer technical assistance to University organs. Should demonstrate ability to lead an Institute, Faculty, or Department and be able to manage major research projects.

F. PROFESSOR (PUTS 10)

Qualifications: The Candidate should have at least three years of professional work as Associate Professor with extensive teaching and research experience. In addition one must have published study materials whose weighing totals eight points (for course units) on one good book with one course unit. For Associate Research Professor, Candidates should have eight course units or sixteen points or two books and two course units since last promotion.

Duties:

As for Associate Professor/Associate Research Professor plus the following:

- conduct formal training proved leadership in faculty in specific multidisciplinary project conducted by the University.
- Provide personal guidance and advice to client in the field; undertake large consultancy projects
- Provide guidance to members of staff;
- Prepare and publish manuals or textbooks in related fields. A Professor is also expected to deliver a Professional Inaugural lecture within two years of promotion. A professor should demonstrate the ability to provide highest leadership in a discipline/research/supervision.

G.TUTORIAL LIBRARIAN (PUTS 1-2)

Qualifications: Possession of a good Bachelors Degree in information sciences or library studies from a recognized institution, with GPA of 3.8 and above.

Duties:

- planning and supervising library services
- indexing, abstracting and dissemination of information
- compiling and classifying publications
- evaluating and selecting publications and other library materials
- any other duties as may be assigned to him by superiors,
- using electronic media in performing his duties.

H: ADMISSION OFFICER I – (PGSS 13-14)

Qualification: Possession of a good Bachelor of GPA of 3.5 and above from a recognized University with minimum of three years working experience in the field/specialization of education, sociology, economics, statistics or equivalent qualifications and must be Computer literate.

Duties

- Process, identify cards and registration number for students.
- Process forms of applicants.
- Receive and process applicants' forms and record keeping.
- Compile lists of applicants for admission
- Compile and keep students directory.
- Open files for newly admitted students.
- Prepares students admission master roll.

- Performs any other related duties as may be assigned by the supervisor.

I: EXAMINATION OFFICER II (PGSS 11-12)

Qualification: Possession of a good Bachelor in the field of specialization of Education, Computer Science, Human Resources Management, Law, Economics, Commerce, Linguistics, Journalism, Literature, Statistics, Mass Communication or any other related field, With a GPA 3.5 and above .Must be computer literate.

Duties

- Collects moderated questions and marking schemes from Faculties/Institutes.
- Enters moderated questions and marking schemes into the data base.
- Printing and photocopying examinations, timed tests and other assessments.
- Packs examinations, timed tests and other assessments.
- Performs any other related duties as be assigned by his/her supervisor.

MODE OF APPLICATION

- Applicants should clearly specify the Vacancy Number and Position they are applying for, from the list above. Applications bearing no such information shall not be considered.
- Applications should be accompanied with detailed curriculum vitae, certified copies of relevant certificates, together with one coloured passport size photograph of the applicant, names and full contact details of two referees and letters should state how the applicant knew about the vacancy.
- The applicants should be willing to work in any of the regions in Tanzania Mainland and Zanzibar, as specified in the vacancy list above. No change of work station is possible after being appointed.
- Applications submitted prior to this announcement shall not be considered.
- The deadline for receiving applications is at 4 pm on September 14th, 2013.

We are an equal opportunity employer. Interested applicants are invited to submit their applications through the electronic application system at hrm.out.ac.tz:8080/jobs.php or to the address below.

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