

THE UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/78

27thOctober, 2021

On behalf of Mzumbe University(MU), National College of Tourism (NCT) and College of Business Education (CBE) Public Service Recruitment Secretariat invites qualified Tanzanians to fill **18** vacant posts mentioned below.

1.0 MZUMBE UNIVERSITY(MU)

Mzumbe University was established by the Mzumbe University Charter, 2007 under Section 25 of the Universities Act. No. 7 of 2005 which repealed Mzumbe University Act No 9 of 2001. As a Training Institute, the University boasts of over 50 years experience of training in the Administration of Justice, Business Management, Public Administration, Accountancy, Finance, Political Science and Good Governance.

1.0.1 ASSISTANT LECTURER-HUMAN RESOURCE MANAGEMENT-2 POSTS

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;

- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. To perform any other duties that may assigned by the Supervisor.

1.0.3 QUALIFICATION AND EXPERIENCE

Master's Degree in a Human Resource Management with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in Bachelor Degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.0.4 SALARY SCALE-PUTS 2.1

1.1.1 ASSISTANT LECTURER- ACCOUNTING -2 POSTS

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and

- xi. To perform any other duties that may assigned by the Supervisor.

1.1.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Accounting with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in Bachelor Degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.1.4 SALARY SCALE-PUTS 2.1

1.2.1 ASSISTANT LECTURER- LAW-2 POSTS

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. To perform any other duties that may assigned by the Supervisor.

1.2.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Law specializing in any of the following areas (International Law, Commercial Law, Natural Resources Law, Alternative Dispute Resolution, Law of Trust and Succession, Criminal Justice, Corporate Law, Taxation Law, International Trade Law, Constitutional and Administrative Law, or International Criminal Law with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and

assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.2.4 SALARY SCALE-PUTS 2.1

1.3.1 ASSISTANT LECTURER-PROJECT PLANNING AND MANAGEMENT-2 POSTS

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. Perform any other duties that may assigned by the supervisor.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Master's Degree in Project Planning and Management with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.3.4 SALARY SCALE-PUTS 2.1

1.4.1 ASSISTANT LECTURER-ENVIRONMENT MANAGEMENT-2 POSTS

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. To perform any other duties that may assigned by the Supervisor.

1.4.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Environment Management with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.4.4 SALARY SCALE-PUTS 2.1

1.5.1 ASSISTANT LECTURER-HEALTH MONITORING AND EVALUATION- 2 POSTS

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;

- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and
- xi. To perform any other duties that may assigned by the Supervisor.

1.5.3 QUALIFICATION AND EXPERIENCE

Master's Degree in Health Monitoring and Evaluation with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in Bachelor Degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.5.4 SALARY SCALE-PUTS 2.1

1.6.1 ASSISTANT LECTURER-PROCUREMENT AND SUPPLY CHAIN MANAGEMENT-2 POSTS

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To undergo an induction course in pedagogical skills for those who have not acquired them;
- ii. To carry out lectures; conduct tutorials, seminars and practical's for undergraduate programmes;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To participate/contribute in curriculum development;
- vi. To recognize students having difficulties, intervene and provide help and support;
- vii. To guide students in various academic issues;
- viii. To participate in consultancies and community services;
- ix. To supervise field practicals and undergraduate projects;
- x. To attend workshops, conferences and symposia; and

- xi. To perform any other duties that may assigned by the Supervisor.

1.6.3 QUALIFICATION AND EXPERIENCE

Master's Degree either in Procurement and Supply Chain Management, Procurement and Logistics Management, Procurement Management or Master in Logistic Management with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and assessed as potentially good academically. The applicant should have a consistent career progression in his/her relevant area of specialization from Bachelor to Master's Degree.

1.6.4 SALARY SCALE-PUTS 2.1

2.0 NATIONAL COLLEGE OF TOURISM (NCT)

National College of Tourism (NCT) was launched as an Executive Agency under the Ministry of Natural Resources and Tourism on January 24, 2003 in accordance with the Executive Agency Act No. 30 of 1997. NCT is responsible for providing high quality training in Hospitality and Tourism industry with a view of improving service standards and enhance skills in Tourism and Hospitality.

2.0.1 TUTOR GRADE II (FRONT OFFICE OPERATIONS - 2 POSTS

2.0.2 REPORTS TO: HEAD OF DEPARTMENT

2.0.3 DUTY STATION: BUSTANI CAMPUS – DAR ES SALAAM

2.0.4 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA level 6 and may assist teaching in higher NTA levels;
- ii. To administer examinations for NTA level 6 students;
- iii. To conduct and supports research and consultancy works;
- iv. To prepare learning resources;
- v. To supervise field training;
- vi. To supervise and assists junior staff; and
- vii. To perform any other duties as assigned by supervisor.

2.0.5 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Hospitality Management, Hotel Management or equivalent qualifications from a reputable institution with a minimum GPA of 3.5 out of 5. Certificate in Competence Based Education and Training (CBET) and three years working experience in Front Office will be an added advantage.

2.0.6 SALARY SCALE- PTSS 10.1

3.0 COLLEGE OF BUSINESS EDUCATION (CBE)

The College of Business Education was established by the College of Business Education Act, Cap 315 R. E 2002 (CBE Act). It is a Public Higher Learning Institution, which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement & Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines

3.0.1 ASSISTANT LECTURER - RECORDS AND ARCHIVES MANAGEMENT – 1 POST

3.0.2 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level 8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by supervisor.

3.0.3 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree in Records and Archives Management with a GPA of not less than 3.8 and Master Degree in Records and Archives Management, with GPA of not less than 4.0 or an average of B+.

3.0.4 REMUNERATION : As per Treasury Registrar Circular No.8 of 2015.

3.0.5 ASSISTANT LECTURER – TOURISM AND EVENTS MANAGEMENT - 1 POST

3.0.6 DUTIES AND RESPONSIBILITIES

- i. To teach up to NTA Level8;
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under supervision;
- v. To supervise students' projects;
- vi. To prepare teaching manual; and
- vii. To perform any other duties as assigned by Supervisor.

3.0.7 QUALIFICATIONS AND EXPERIENCE

Bachelor Degree either in Tourism Management, Commerce in Tourism and Hospitality Management, Arts in Tourism Management, Arts in Public Relations and Marketing, Tourism and Hospitality Management, Bachelor of Science in Tourism and Hospitality Management, must have a GPA of not less than 3.8 and Master either in Tourism Management or Business Administration in Tourism and Hospitality, with GPA not less than 4.0 or an average of B+.

3.0.8 REMUNERATION : As per Treasury Registrar Circular No.8 of 2015

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;

- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma.**
- xiv. Deadline for application is **09th November, 2021**;
- xv. Only short listed candidates will be informed on a date for interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**