

ARDHI UNIVERSITY



Ref. No: GA.02/480/01/B/23

Date: 23rd December, 2022

EMPLOYMENT OPPORTUNITIES

Ardhi University has vacant positions in the Academic cadres. The University subscribes to a policy of an equal opportunity employer. It provides innovative and integrated learning, research and public services that advance sustainable development at national level and beyond. The University is inviting applications from competent and qualified candidates who are interested to work in a thriving academic environment for immediate employment to fill the following vacant posts:

1.0 LECTURER

1.1 LECTURER- (BUSINESS STUDIES) – RE – ADVERTISED – 1 POST

1.1.1 REQUIRED QUALIFICATIONS

Holder of PhD in one of the following disciplines: Enterprise Risk Management, Enterprise Management, Financial Risk Management, Management, Finance, Accounting, Business, International Business, Entrepreneurship, Innovation, Marketing, Industrial Economics, Monetary Economics, Banking, Business Economics, Insurance, Financial Services, Business Development or Agribusiness Business Information Systems.

The candidate must also be a holder of Master's Degree and Bachelor Degree in any of the following areas: Enterprise Risk Management, Financial Risk Management, Management, Finance, Accounting, Business, International Business, Entrepreneurship, Innovation, Marketing, Industrial Economics, Monetary Economics, Banking, Business Economics, Insurance, Financial Services, Business Administration, Business Development or Agribusiness Business Information Systems.

She/he must have an overall GPA of 4.0 or above in Master's Degree and GPA of 3.8 or above in Bachelor's Degree.

1.1.2 DUTIES AND RESPONSIBILITIES OF A LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- ii) To mentor junior staff in relevant fields;
- iii) To participate/ contribute in curriculum development;
- iv) To participate in developing and managing various University/Constituent colleges activities;
- v) To undertake research and publish/disseminate results;
- vi) To carry out consultancy and community services;
- vii) To write teaching manuals and compendia;
- viii) To supervise field practical's, undergraduate special projects, Masters and PhD dissertations/theses;
- ix) To attend/organize workshops, conferences and symposia; and,
- x) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 3

2.0 ASSISTANT LECTURER

2.1 ASSISTANT LECTURER – (LAND MANAGEMENT AND VALUATION) - RE – ADVERTISED - 1 POST

2.1.1 REQUIRED QUALIFICATIONS

Holder of Master's Degree in Real Estate, Land Management or Housing Finance with an overall GPA of 4.0 or above and Bachelor Degree in Land Management and Valuation, or Property and Facilities Management or Property Studies and an overall GPA of 3.8 or above.

2.1.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision;
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.2 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY) – RE – ADVERTISED - 1 POST

2.2.1 REQUIRED QUALIFICATIONS

Holder of Master’s Degree in Computer Science, Information Technology, Information Systems, Information and Communication Technology and Engineering, Computer and Information Security, Embedded Systems, Computer Engineering, Computer Networks, Data Communication, Machine Learning, Artificial Intelligence or Data Science with an overall GPA of 4.0 or above and Bachelor Degree in one of the following; Computer Science, Computer Engineering, Information Technology, Information Systems Management, Business Information Systems, Business Information Technology, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronic Science and Telecommunication or Telecommunication Engineering, with an overall GPA of 3.8 or above.

2.2.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision;
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.3 ASSISTANT LECTURER (GEOMATICS) - RE – ADVERTISED - 1 POST

2.3.1 REQUIRED QUALIFICATIONS

Holder of Master’s Degree in Geomatics or Geoinformation with an overall GPA of 4.0 or above and Bachelor Degree in Geomatics or Geoinformatics with an overall GPA of 3.8 or above.

2.3.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision;
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 2

2.4 ASSISTANT LECTURER (ECONOMICS) – RE – ADVERTISED - 2 POSTS

2.4.1 REQUIRED QUALIFICATIONS

Holder of Master's degree in Economics, Statistics, Economics of Development, International Economics and Trade, Business Economics, Economics and Statistics with a GPA of 4.0 or above and Bachelor Degree in Economics and Statistics, Economics of Development, International Economics and Trade, Business Economics with an overall GPA of 3.8 or above.

2.4.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision;
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.5 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) – RE – ADVERTISED - 2 POSTS

2.5.1 REQUIRED QUALIFICATIONS

Holder of Master's Degree in Community Development, Public Administration, Sociology, Regional Development Planning with a GPA of 4.0 or above and Bachelor Degree in Community Development, Public Administration, Sociology, Regional Development Planning with an overall GPA of 3.8 or above.

2.5.2 DUTIES AND RESPONSIBILITIES

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision;
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.6 ASSISTANT LECTURER (ENVIRONMENT) - 1 POST

2.6.1 REQUIRED QUALIFICATIONS

Holder of MSc. in Environmental Technology and Management or MSc. Integrated Environmental Management with a GPA of 4.0 or above and Bachelor of Science in one of the following; Environmental Engineering, Environmental Science and Management, Municipal and Industrial Services Engineering, Environmental Laboratory Science and Technology with a GPA of 3.8 or above. A candidate who is on PhD studies will be having an added advantage.

2.6.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.7 ASSISTANT LECTURER (WATER RESOURCES) - 1 POST

2.7.1 REQUIRED QUALIFICATIONS

Holder of MSc. in Water Resources Engineering or Integrated Water Resources Management with a GPA of 4.0 or above and Bachelor of Science in one of the following; Environmental Engineering, Environmental Science and Management, Municipal and Industrial Services Engineering or Environmental Laboratory Science and Technology with a GPA of 3.8 or above. A candidate who is on PhD studies will be having an added advantage.

2.7.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programme;
- ii) To prepare and present case studies
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.8 ASSISTANT LECTURER (SANITATION) - 1 POST

2.8.1 REQUIRED QUALIFICATIONS

Holder of Master of Integrated Sanitation Management or MSc. Environmental Sanitation with a GPA of 4.0 or above and Bachelor of Science in one of the following; Environmental Engineering, Environmental Science and Management, Municipal and Industrial Services Engineering or Environmental Laboratory Science and Technology with a GPA of 3.8 or above. A candidate who is on PhD studies will be having an added advantage.

2.8.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

2.9 ASSISTANT LECTURER (ENERGY) - 1 POST

2.9.1 REQUIRED QUALIFICATIONS

Holder of MSc. Energy Engineering or Renewable Energy with a GPA of 4.0 or above and Bachelor of Science in one of the following; Environmental Engineering, Environmental Science and Management, Municipal and Industrial Services Engineering or Environmental Laboratory Science and Technology with a GPA of 3.8 or above. A candidate who is on PhD studies will be having an added advantage.

2.9.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities.

Salary Scale: PUTS 2

3.0 ASSISTANT RESEARCH FELLOW (SOCIOLOGY) – RE – ADVERTISED - 1 POST

3.1 REQUIRED QUALIFICATIONS

Holder of Master’s Degree in Sociology or Political Science, with a GPA of 4.0 or above and Bachelor Degree in Sociology or Political Science with an overall GPA of 3.8 or above.

3.1.1 DUTIES AND RESPONSIBILITIES OF ASSISTANT RESEARCH FELLOW

- i) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 2

3.2 ASSISTANT RESEARCH FELLOW (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) - RE – ADVERTISED - 1 POST

3.2.1 REQUIRED QUALIFICATIONS

Holder of Master’s Degree in Political Science, International Relations or Public Administration with a GPA of 4.0 or above and Bachelor Degree in International Relation, Political Science and Public Administration with an overall GPA of 3.8 or above.

3.2.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT RESEARCH FELLOW

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 2

3.3 ASSISTANT RESEARCH FELLOW (HOUSING AND FINANCING) - 1 POST

3.3.1 REQUIRED QUALIFICATIONS

Holder of Master’s Degree in Real Estate Business, Real Estate Economics and Finance and Finance and Accounting with a GPA of 4.0 or above and Bachelor Degree in Real Estate

Business, Real Estate Economics and Finance and Finance and Accounting with an overall GPA of 3.8 or above. Experience in Development Budgeting will be added advantage.

3.3.2 DUTIES AND RESPONSIBILITIES OF ASSISTANT RESEARCH FELLOW

- i) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- ii) To prepare and present case studies;
- iii) To conduct and publish/disseminate research results;
- iv) To participate in consultancies and community services under supervision
- v) To attend workshops, conferences and symposia; and,
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 2

4.0 TUTORIAL ASSISTANT

4.1 TUTORIAL ASSISTANT (GEOMATICS) - RE – ADVERTISED - 1 POST

4.1.1 REQUIRED QUALIFICATIONS

Holder of Bachelor Degree in Geomatics with an overall GPA of 3.8 or above

4.1.2 DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 1

4.2 TUTORIAL ASSISTANT (COMMUNITY DEVELOPMENT) – RE – ADVERTISED - 1 POST

4.2.1 REQUIRED QUALIFICATIONS

Holder of Bachelor's Degree in Community Development, Public Administration, Sociology or Rural Development Planning with a GPA of 3.8 or above.

4.2.2 DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;

- ii) To undergo an induction, course in pedagogic skills for those who had none before;
- iii) To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

Salary Scale: PUTS 1

GENERAL REQUIREMENTS

1. All applicants must be Citizens of Tanzania generally with an age not above **45** years;
2. All applicants must have a pass of Division Three or above on Form IV and Form VI.
3. Certificates from foreign examination bodies for Ordinary or Advanced Level Education should be verified by the National Examination Council of Tanzania (NECTA)
4. Applicants must have degree certificates awarded by Universities which are Accredited by Tanzania Commission for Universities (TCU)
5. Professional Certificates from Foreign Universities and other Training Institutions should be verified by the Tanzania Commission for Universities (TCU)
6. All applicants should indicate in their application letter post which they are applying.
7. Application letters must be accompanied with the following:
 - a. Copies of relevant academic and professional certificates;
 - b. Three names and complete addresses of referees;
 - c. Current CV having reliable contacts, postal address, email and phone number
8. All certificates must be certified by an Advocate/ Magistrate
9. A signed application letter should be written in English and addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma** and uploaded to the Recruitment portal using the following address; <http://portal.ajira.go.tz/> and not otherwise.
10. Deadline for application is **5th January, 2023**.
11. Only short-listed applicants will be contacted.