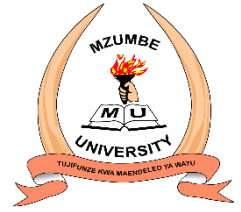




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



MZUMBE UNIVERSITY

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Ref. No. BA. 115/126/01/5

31st March, 2023

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following six (6) vacancies in academic positions at the University.

1.1 ASSISTANT LECTURER (MATHEMATICS) (1 Post)

1.1.1 Duties and Responsibilities

- i. Undergo an induction course in pedagogical skills for those who had none before;
- ii. Carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Mathematics;
- iii. Prepare and present case studies;
- iv. Conduct and publish/disseminate research results;
- v. Recognize students having difficulties, intervene and provide help and support;
- vi. Participate in consultancies and community services under supervision;
- vii. Attend workshops, conferences and symposia; and
- viii. Perform any other duties that may be assigned by the relevant authorities.

1.1.2 Qualification

Holder of Master degree in Mathematics with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least two (2) papers in reputable peer reviewed journal.

1.1.3 REMUNERATION: Salary Scale PUTS 2.1

1.2 ASSISTANT LECTURER (DEVELOPMENT POLICY AND PLANNING) (2 Posts)

1.2.1 Duties and Responsibilities

- i. Undergo an induction course in pedagogical skills for those who had none before;
- ii. Carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Development Policy and Planning;
- iii. Prepare and present case studies;
- iv. Conduct and publish/disseminate research results;
- v. Recognize students having difficulties, intervene and provide help and support;
- vi. Participate in consultancies and community services under supervision;
- vii. Attend workshops, conferences and symposia; and
- viii. Perform any other duties that may be assigned by the relevant authorities.

1.2.2 Qualification

Holder of Master degree in Development Policy, Development Policy and Planning, Development Planning, Development Planning and Policy Analysis, Public Policy Analysis, Political Science and Public Administration with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least two (2) papers in reputable peer reviewed journal.

1.2.3 REMUNERATION: Salary Scale PUTS 2.1

1.3 ASSISTANT LECTURER (MARKETING) (1 Post)

1.3.1 Duties and Responsibilities

- i. Undergo an induction course in pedagogical skills for those who had none before;
- ii. Carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Marketing;
- iii. Prepare and present case studies;
- iv. Conduct and publish/disseminate research results;
- v. Recognize students having difficulties, intervene and provide help and support;
- vi. Participate in consultancies and community services under supervision;
- vii. Attend workshops, conferences and symposia; and
- viii. Perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualification

Holder of Master degree in Marketing with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least two (2) papers in reputable peer reviewed journal.

1.3.3 REMUNERATION: Salary Scale PUTS 2.1

1.4 ASSISTANT LECTURER (RESEARCH AND PUBLIC POLICY) (2 Posts)

1.4.1 Duties and Responsibilities

- i. Undergo an induction course in pedagogical skills for those who had none before;
- ii. Carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Research and Public Policy;
- iii. Prepare and present case studies;
- iv. Conduct and publish/disseminate research results;
- v. Recognize students having difficulties, intervene and provide help and support;
- vi. Participate in consultancies and community services under supervision;
- vii. Attend workshops, conferences and symposia; and
- viii. Perform any other duties that may be assigned by the relevant authorities.

1.4.2 Qualification

Holder of Master degree in Research and Public Policy with at least a GPA of 4.0 out of 5 and a minimum GPA of 3.8 out of 5 in the first degree with a minimum of B+ in Dissertation. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a Pass grade and published at least two (2) papers in reputable peer reviewed journal.

1.4.3 REMUNERATION: Salary Scale PUTS 2.1

2. MODE OF APPLICATION:

Application letters accompanied by a detailed curriculum vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should reach the undersigned electronically through the Recruitment Portal, not later than **two weeks from the date of this advertisement**. Applicants must also give names, contact addresses as well as telephone numbers of two academic or professional referees best known to them.

Please note the following:

- Applicants to the positions must be Tanzanians.
- Applicants that are already employed by the Government should channel their applications through their respective employers.
- The advertised positions require excellent communication skills in both spoken and written English language.
- Academic certificates obtained from foreign universities should be verified by the Tanzania Commission for Universities (TCU).
- Applicants should indicate the positions they are applying for in their application letters.

- Applicants should also present/submit a National Identification Number (NIDA).
- Applicants should be ready to work at any of the Mzumbe University's campuses.
- Only successful candidates will be contacted through their contact details indicated in the application letters.
- Deadline for application is **13th April, 2023**
- A signed application letter should be written in English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. BOX 2320, Utumishi Building at University of Dodoma- Dr. Asha Rose Migiro Building- Dodoma.
- **NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This Adress can also be found at PSRS Website, Click 'Recruitment Portal')

Prof. Allen Rangia Mushi

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)