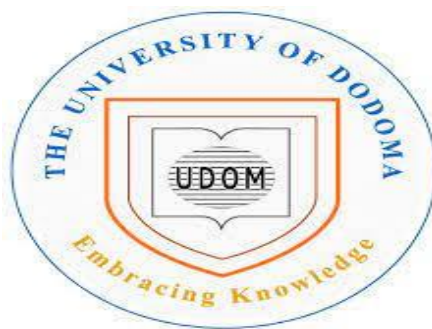


THE UNIVERSITY OF DODOMA



11th May, 2023

Vacancies

The University of Dodoma invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following academic vacant posts:

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THE UNIVERSITY OF DODOMA

COLLEGE OF HUMANITIES AND SOCIAL SCIENCES

POST	Tutorial Assistant – 2 Posts
Field	Social Work
Qualification and Experience	An applicant must be a holder of Bachelor Degree in Social Work with a minimum GPA of 3.8 from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none">• This is a training post; the staff is required to undergo a Master's Degree training programme.• Undergo an induction course in pedagogic skills for those who had none before.• Understudy senior members, including attending lectures, seminars, tutorials and practical training.• To conduct tutorial, seminars and practical's.• Assist in research, consultancies and outreach activities.• To perform any other duties that may be assigned by the relevant authorities
Remuneration	PUTS 1.1
POST	Instructor II – I Post
Field	Theatre Arts
Qualification and Experience	An applicant must be a holder of Bachelor Degree in Theatre and Film, Theatre arts or Fine and Performing Arts from recognized Institutions.
POST	Instructor II – I Post

Field	Print Media
Qualification and Experience	An applicant must be a holder of Bachelor Degree in Journalism or Mass Communication from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To assist Senior Instructors in the operations of relevant areas of field specialization in the course of their duties. • To prepare teaching materials in the relevant area of specialization of studio work. • To perform any other duties as may be assigned by one's reporting officer.
Remuneration	PUSS 4.1

COLLEGE OF EARTH SCIENCE AND ENGINEERING

POST	Tutorial Assistant – 1 Posts
Field	Civil Engineering
Qualification and Experience	An applicant must be a holder of Bachelor Degree in Civil Engineering with minimum GPA of 3.8 from recognized Institutions.
POST	Tutorial Assistant – 1 Posts
Field	Architecture
Qualification and Experience	An applicant must be a holder of Bachelor of Architecture with minimum GPA of 3.8 from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme. • Undergo an induction course in pedagogic skills for those who had none before. • Understudy senior members, including attending lectures, seminars, tutorials and practical training. • To conduct tutorial, seminars and practical's. • Assist in research, consultancies and outreach activities. • To perform any other duties that may be assigned by the relevant authorities
Remuneration	PUTS 1.2
POST	Assistant Lecturer – 2 Posts
Field	Civil Engineering
Qualification and Experience	An applicant must be a holder of Bachelor Degree in Civil Engineering with minimum GPA of 3.8 from recognized Institutions and Master of Science in Civil Engineering / Structural Engineering / Geotechnical Engineering / High Way Transportation Engineering / Water Resource Engineering with a minimum GPA of 4.0 from recognized Institutions.
POST	Assistant Lecturer – 1 Posts
Field	Architecture

Qualification and Experience	An applicant must be a holder of Bachelor of Architecture with minimum GPA of 3.8 from recognized Institutions and Master of Architecture / Structural Engineering / Geotechnical Engineering / High Way Transportation Engineering / Water Resource Engineering with a minimum GPA of 4.0 from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and <p>To perform any other duties that may be assigned by the relevant authorities.</p>
Remuneration	PUTS 2.1

SCHOOL OF MEDICINE AND DENTISTRY

POST	Tutorial Assistant – 2 Posts
Field	Radiology
Qualification and Experience:	An applicant must be a holder of Doctor of Medicine with B pass in Radiology and a GPA of 3.8 above from recognized Institutions. Applicants must be registered and recognized by Medical Council of Tanganyika.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme. • Undergo an induction course in pedagogic skills for those who had none before. • Understudy senior members, including attending lectures, seminars, tutorials and practical training. • To conduct tutorial, seminars and practical's. • Assist in research, consultancies and outreach activities. • To perform any other duties that may be assigned by the relevant authorities
Remuneration	PUTS 1.3
POST	Assistant Lecturer – 1 Posts
Field	Pharmacy
Qualification and Experience:	An applicant must be a holder of Bachelor of Pharmacy with a minimum GPA of 3.8 from recognized Institutions and Master of Pharmacy with a minimum GPA of 4.0 from

	recognized Institutions. Applicants must be registered and recognized by Pharmacy Council.
POST	Assistant Lecturer – 2 Posts
Field	Medical Laboratory Sciences
Qualification and Experience:	An applicant must be a holder of Bachelor of Medical Laboratory Science or Bachelor of Health Laboratory Sciences with a minimum GPA of 3.8 from a recognized Institutions and Master of Medical Laboratory Sciences with a minimum GPA of 4.0. Applicants must be registered and recognized by Health Laboratory Practitioner Council.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support; • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and To perform any other duties that may be assigned by the relevant authorities.
Remuneration:	PUTS 2.1
COLLEGE OF EDUCATION	
POST	Assistant Lecturer - I Post
Field	Physics Teaching Methods
Qualification and Experience	An applicant must be a holder of Bachelor of Science with Education or Bachelor of Education in Science with Physics as major teaching subject and obtained a minimum GPA of 3.8 from a recognized Institutions and Master of Education in Science with a minimum GPA of 4.0 from recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • To undergo an induction course in pedagogic skills for those who had none before; • To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes; • To prepare and present case studies; • To conduct and publish/disseminate research results; • To recognize students having difficulties, intervene and provide help and support;

	<ul style="list-style-type: none"> • To participate in consultancies and community services under supervision; • To attend workshops, conferences and symposia; and To perform any other duties that may be assigned by the relevant authorities.
Remuneration	PUTS 2.1
DIRECTORATE OF LIBRARY SERVICES	
POST	Assistant Librarian Trainee - I Post
Field	Health Information Systems
Qualification and Experience	An applicant must be a holder of Bachelor of Science in Health Information System with a minimum GPA of 3.8 in the first Degree from any recognized Institutions.
POST	Assistant Librarian Trainee - I Post
Field	Business / Economics
Qualification and Experience	An applicant must be a holder of Bachelor's Degree in Business Studies or Economics with a minimum GPA of 3.8 in the first Degree from any recognized Institutions.
Duties and Responsibilities	<ul style="list-style-type: none"> • This is a training post; the staff is required to undergo a Master's Degree training programme. • Undergo an induction course in pedagogic skills for those who had none before. • Understudy senior members, including attending lectures, seminars, tutorials and practical training. • To conduct tutorial, seminars and practical's. • Assist in research, consultancies and outreach activities. • To perform any other duties that may be assigned by the relevant authorities
Remuneration	PUTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age;
- 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: -
 - Master's Degree Certificate;
 - Master's Degree Transcripts;

- 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 who is retired from the Public Service for whatever reason should not apply;
- vii. An applicant who was once employed in the Public Service and quit for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. 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) and should **indicate GPA**;
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to ***Vice Chancellor, University of Dodoma (UDOM), and P.O. Box 259, Dodoma.***
- xiii. Deadline for application is 24th May, 2023;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- xv. 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/http://portal.ajira.go.tz/> not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal').

Released by:

**VICE CHANCELLOR
UNIVERSITY OF DODOMA (UDOM)**