

UNIVERSITY OF DAR ES SALAAM



MKWAWA UNIVERSITY COLLEGE OF EDUCATION

TRANSFER VACANCIES ADVERTISEMENT

Mkwawa University College of Education (MUCE), is a Constituent College of the University of Dar es Salaam, established in 2005. The main functions of the College as stipulated in the Mkwawa University College of Education Charter and the Rules of 2009 are to provide integrated teaching, research and public service. The College invites applications from suitable qualified Public Servants who wish to be transferred to our College to fill 80 vacancies in the following positions:

1. ADMINISTRATIVE STAFF

1. SENIOR PLANNING OFFICER I – 1 POST

a) Qualifications

Possession of Bachelor Degree in - Economics, Agricultural Economics, Economic Planning Statistics, Project Planning and Management, Project Monitoring and Evaluation or equivalent qualifications from a recognized institution with at least ten (10) years relevant work experience.

b) Duties and Responsibilities

- To formulate and co-ordinate corporate plans and strategies based upon priorities for resource allocation to various functional programmes;
- To liaise with Government Ministries and Departments in all issues concerning the College Educational development;
- To review and evaluate reports on plan performances;
- To co-ordinate preparation of the recurrent and capital development budgets and prepare midterm cost adjustment;
- To perform any other duties as assigned by one's reporting officer.

c) Remuneration: PGSS 9

2. SENIOR PLANNING OFFICER II – 1 POST

a) Qualifications

Possession of Bachelor Degree in Economics, Agricultural Economics, Economic Planning Statistics, Project Planning and Management, Project Monitoring and Evaluation or equivalent qualifications from a recognized institution with at least seven (7) years relevant work experience.

b) Duties and Responsibilities

- To prepare estimates for capital development;
- To liaise with Bursar's Office in preparing the budget;
- To compile project profiles including sources of funding, custodian of agreements with donors and monitors reports;
- To perform other duties as assigned by one's reporting officer.

c) Remuneration: PGSS 8

3. PRINCIPAL INTERNAL AUDITOR I – 1 POST

a) Qualifications

Possession of Master Degree in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution. The candidate must possess one of the following: CPA (T), ACCA, ACA, CIA, CIMA or equivalent professional qualifications recognized by NBAA with at least Sixteen (16) years relevant work experience.

b) Duties and Responsibilities

- To supervise Quality Assurance and improvement of the programs;
- To review and recommend the quality of internal control systems;
- To participate in PAC meetings;
- To implement Internal Audit Strategy;
- To recommend strategies to build capacity for audit committee;
- To lead in special checks and investigations;

- To report audit findings and recommend corrective actions;
- To advise on any changes in the Audit guidelines;
- To prepare internal Audit Policy and offer technical advice;
- To perform audit reviews;
- To co-ordinate, supervise and conduct internal auditing process;
- To perform other duties related to his/her field as assigned by immediate supervisor.

c) Remuneration: PGSS 12

4. PRINCIPAL INTERNAL AUDITOR II – 1 POST

a) Qualifications

Possession of Master Degree in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution. The candidate must possess one of the following: CPA (T), ACCA, ACA, CIA, CIMA or equivalent professional qualifications recognized by NBAA with working experience of at least thirteen (13) years relevant work experience.

b) Duties and Responsibilities

- To coordinate normal, special, technical audits and investigation;
- To advise on the changes of audit directives and procedures;
- To prepare internal audit strategy;
- To coordinate preparations of annual internal audit report;
- To review and verify plan and budget implementation;
- To review internal audit documents to ascertain its quality standards;
- To advice on the effectiveness of the internal control system in collaboration with the External Auditor;
- To ascertain the compliance of the financial procedures;
- To plan and prepare long term audit plans;
- To verify inventories of sections;
- To review and update accounting manuals;
- To carry out other duties related to his/her field as assigned by immediate supervisor.

c) Remuneration: PGSS 11

5. SENIOR INTERNAL AUDIT OFFICER II – 2 POSTS

a) Qualifications

Possession of Bachelor Degree or Advance Diploma in Audit, Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution or Intermediate Certificate (Module D) or equivalent professional qualification recognized by NBAA with at least seven (7) years relevant work experience

b) Duties and Responsibilities

- To execute Audit duties regarding payments and retirement of imprests, ordering and payment for local goods and services. Maintenance of vote-books, bank reconciliation, insurance covers and payment, capital expenditure, Investment accounts and grants;
- To draft audit reports for executed audit programmes, scrutinizes and advises the department members on the recommendations by External Auditors;
- To carry out system audit;

- To develop operational procedures, policies and measures for safeguarding assets and inventories;
- To ensure that there is a compliance with established policies, procedures, controls and other regulations;
- To check the effectiveness of budgetary control system;
- To advice on unit costs to minimize unnecessary expenses;
- To detect fraud, theft and waste of any kind of assets;
- To examine and review annual financial statement for conformity with international financial standards;
- To follow-up on previous internal audit observation; and
- To perform any other related duties as may be assigned by supervisor.

c) Remuneration: PGSS 8

6. PUBLIC RELATIONS OFFICER I – 1 POST

a) Qualifications

Possession of Bachelor Degree or Advanced Diploma in Public Relations, Journalism, Mass Communication or equivalent qualification from a recognized institution with at least four (4) years relevant work experience

b) Duties and Responsibilities

- To assist in manning exhibitions stand (e.g. Trade Fairs, Open Exhibitions);
- To assist in organizing conferences, seminars, ceremonies, etc;
- To assist in the production of Radio and TV programmes;
- To maintain photographic records of major events;
- To liaise with printers to ensure timely production of the College newsletter and other public relations publications;
- To perform any other related duties as may be assigned by the supervisor.

c) Remuneration: PGSS 7

7. SENIOR ADMINISTRATIVE OFFICER II – 3 POSTS

a) Qualifications

Possession of Bachelor Degree in Human Resource Management, Public Administration, Human Resource Planning and Management, Industrial Relations, Commerce or Business Administration majoring in Human Resource Management or equivalent qualifications from recognized institutions with at least seven (7) years relevant work experience. Must have passed the Qualifying Law Examination for Administrative Officers.

b) Duties and Responsibilities

- To act as secretary to designated committees and ensure the implementation of resolutions;
- To assist in the development and review of general administrative policies and procedures;
- To handle administrative services, including registries and interns affairs;
- To assist in monitoring decentralized administrative activities in various departments to ensure compliance with approved policies and procedures;
- To assist in coordinating and keeping records of various events happening in the office;
- To assist in organizing meetings and events including note

- taking;
- vii. To supervise the drivers and mechanics to ensure their performance impacts on customer satisfaction;
- viii. To monitor the use of transport for optimal use and impact of hospital activities;
- ix. To plan for optimal utilization of vehicles and drivers;
- x. To implement hospital's personnel and administrative policies and regulations;
- xi. To carry out other duties related to his/her field as assigned by immediate supervisor.

c. Remuneration: PGSS 8

8. ADMINISTRATIVE OFFICER I – 2 POSTS

a. Qualifications

Possession of Bachelor Degree in Human Resource Management, Public Administration, Human Resource Planning and Management, Industrial Relations, Commerce or Business Administration majoring in Human Resource Management or equivalent qualifications from a recognized institution with at least four (4) years relevant work experience.

b. Duties and Responsibilities

- i. To supervise both confidential and open registry;
- ii. To facilitate availability of uniforms for Drivers and Office Assistants;
- iii. To liaise with National Health Insurance Fund on staff matters;
- iv. To coordinate, supervise and facilitate transport services;
- v. To coordinate protocol and transport;
- vi. To perform other duties related to his/her field as assigned by immediate supervisor.

c. Remuneration: PGSS 7

9. SENIOR LEGAL OFFICER I – 1 POST

a. Qualifications

Possession of Bachelor Degree in Law from a recognized institution with one year Internship or must have attended the Law School of Tanzania with at least ten (10) years relevant work experience. Must be registered as an Advocate of the High Court.

b. Duties and Responsibilities

- i. To scrutinize leases and transfer of the College properties;
- ii. To effect registration of leases and transfer of properties in liaison with Estates Manager;
- iii. To participate in negotiations for writing up of general contracts pertaining to leases and transfer of properties;
- iv. To appear in court on behalf of the College;
- v. To perform other duties as may be assigned by one's officer.

c. Remuneration: PGSS 10

10. SENIOR LEGAL OFFICER II – 1 POST

a. Qualifications:

Possession of Bachelor Degree in Law from a recognized institution with one year Internship or must have attended the Law School of Tanzania with at least seven (7) years relevant work experience. Must be registered as an Advocate of the High Court.

b. Duties and Responsibilities:

- i. To represent the University/College in more complex legal actions;
- ii. To prepare legal briefs;
- iii. To provide legal advice to the University College;
- iv. To liaise with retained external legal agencies;
- v. To prepare drafts amendments to the University/College Act and regulations made there under;
- vi. To perform any other related duties as may be assigned by one's supervisor.

c. Remuneration: PGSS 9

11. EXECUTIVE ASSISTANT II – 2 POSTS

a) Qualifications

Holder of a Form IV Certificate with Diploma in Secretarial services from Public Service College or any other recognized College/ Institution with passes 120 w.p.m shorthand either in Kiswahili or in English. Certificate in computer programs e.g windows, Microsoft Office Internet, E-mail and Publisher with with at least ten (10) years relevant work experience. Use of modern Office equipment will be a necessary requirement.

b) Duties and Responsibilities

- i) To type all forms of correspondence memoranda, minutes and reports;

- ii) To handle all visitors with courtesy and ascertain the nature of the visitor's business and relay Public Relation & Communication to the Officer;
- iii) Maintain a dairy of appointments for the Head of divisions and advises him/her on appointment requested;
- iv) Order office supplies and keep them in safe custody;
- v) Maintain a register of incoming and outgoing files and ensure proper record of movement of files;
- vi) Keep classified documents and Public Relations and Communication in confidence;
- vii) To carry out any other related duties as may be assigned by immediate supervisor.

C) Remuneration: PGSS 7

12. PRINCIPAL RECORDS MANAGEMENT ASSISTANT – 1 POST

a. Qualifications

Possession of Ordinary Diploma in Records Management, Archives Management, Records and Archives Management, Documentation or equivalent qualifications from recognized Institution with at least thirteen (13) years relevant work experience.

b. Duties and Responsibilities

- i. To supervise identification of records/ documents in the registry;
- ii. To maintain a diary and records for files movements;
- iii. To supervise registry activities;
- iv. To analyse and translate records/Public Relations & Communication for official plans and services;
- v. To keep and maintain records and documents according to classification;
- vi. To monitor the preparation of file index for easy retrieval;
- vii. To coordinate the functions of the registry;
- viii. To prepare and submit reports to superiors;
- ix. To carry out other duties related to his/her field as assigned by immediate supervisor.

c. Remuneration: PGSS 7

13. SENIOR RECORDS MANAGEMENT ASSISTANT I \ – 2 POSTS

a. Qualifications:

Possession of Ordinary Diploma in Records Management, Archives Management, Records and Archives Management, Documentation or equivalent qualifications from recognized Institution with at least ten (10) years relevant work experience.

b. Duties and Responsibilities

- i. To manage and monitor file Index;
- ii. To supervise identification of records/ documents in the registry;
- iii. To maintain a diary and records for files movements;
- iv. To supervise registry activities;
- v. To analyse and translate records/Public Relations & Communication for official plans and services;
- vi. To keep and maintain records and documents according to classification;
- vii. To monitor the preparation of file index for easy retrieval;
- viii. To coordinate the functions of the registry;
- ix. To prepare and submit reports to superiors;
- x. To carry out other duties related to his/her field as assigned by immediate supervisor.

c. Remuneration: PGSS 6

14. SENIOR OFFICE ASSISTANT II – 1 POST

a. Qualifications

Holder of Form Four Certificate with passes in English, Kiswahili and other two art subjects with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To take charge of a group of junior attendants;
- ii. To ensure cleanliness of area of deployment;
- iii. To update and maintain databases such as mailing lists, contact lists and client information;
- iv. To retrieve information when requested;
- v. To update and maintain internal staff contact lists;
- vi. To perform any other related duties as may be assigned by the supervisor

c. Remuneration: POSS 4

15. SENIOR DRIVER I – 3 POSTS

a. Qualifications

Holder of Form IV or VI Secondary Education certificate with passes

in Kiswahili and English plus Advanced Driving certificate grade II from recognized institution and valid Class "C" Driving License with relevant working experience of at least 10 years. Possession of Motor Vehicle Mechanics Certificate level III or Trade Test Grade I in mechanics is an added advantage.

b. Duties and Responsibilities

- i. To inspects vehicles before and after trips and submits report indicating vehicle condition;
- ii. To maintain motor vehicle log books;
- iii. To attend minor repairs and report;
- iv. To drive vehicles towards approved destinations and in accordance with traffic regulations;
- v. Ensure that the vehicle assigned to him/her is maintained, serviced regularly and kept clean;
- vi. Preparing and supervising drivers' duty roster;
- vii. Perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 5

16. PRINCIPAL ACCOUNTANT I – 1 POST

a. Qualifications

Possession of Master Degree in Accountancy, Finance, Commerce or Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized Institution. The candidate must possess one of the following; CPA (T), ACCA, ACA, CIMA or equivalent professional qualifications recognized by NBAA with at least ten (10) years relevant work experience.

a. Duties and Responsibilities

- i. To coordinate preparation of budgets;
- ii. To supervise and coordinate income and expenditure activities;
- iii. To consolidate the final accounts;
- iv. To supervise the implementation of recommendations made by the and Controller and Auditor General;
- v. To liaise with Human Resource Section in the preparation of Personnel Emoluments;
- vi. To review financial statements and management reports;
- vii. To review annual operating and capital expenditure budgets;
- viii. To review accounting policies;
- ix. To offer technical advice to the head of unit on financial matters.

b. Remuneration: PGSS 12

17. ACCOUNTS OFFICER II – 2 POSTS

a. Qualifications

Possession of Bachelor Degree or Advance Diploma in Accountancy, Finance, Commerce or Business Administration majoring in Accounting or Finance or equivalent qualifications from a recognized Institution or Intermediate Certificate (Module D) recognized by NBAA.

b. Duties and Responsibilities

- i. To participate in the preparation of revenue and expenditure reports;
- ii. To participate in preparation of revenue reports;
- iii. To participate in reconciling Bank statements;
- iv. To prepare salary reports;
- v. To write payment vouchers and delivery notes;
- vi. To keep deposit register Book;
- vii. To carry out other duties related to his/her field as assigned by immediate supervisor.

c. Remuneration: PGSS 6

18. SENIOR PROCUREMENT OFFICER II – 1 POST

a. Qualifications

Possession of Bachelor Degree or Advanced Diploma in Procurement and Supplies Management, Materials Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from recognized institutions with at least seven (7) years relevant work experience. Must also have Certified Procurement and Supplies Professional (CPSP) or its equivalent and is registered by the PSPTB in the Category of Approved Supplies Professional.

b. Duties and Responsibilities

- i. To organize and store College property, equipment and supplies in an orderly form;
- ii. To liaise with supplies/service providers to review products and guiding on modalities to acquire them through procedural approaches;
- iii. To receive and review User Departmental requests for supplies;
- iv. To participate in initiating tendering processes;

- v. To maintain records for each local purchase order;
- vi. To collect relevant data for the computation of stock order points and economic quantity levels;
- vii. To plan and forecast supplies requirements;
- viii. To identify and guide on alternative ways of minimizing costs related to procurement and storage of goods;
- ix. To prepare reports and keep records related to Tender Board meetings, contracts, tendering and stores keeping;
- x. To supervise and train junior staff and trainees; and
- xi. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 8

19. PROCUREMENT OFFICER II – 2 POSTS

a. Qualifications

Possession of Bachelor Degree or Advanced Diploma in Procurement and Supplies Management, Materials Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from a recognized institution and MUST be registered by the Procurement and Supplies Professionals and Technician Board (PSPTB) as a Graduate Procurement and Supplies Professional.

b. Duties and Responsibilities

- i. To assist in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- ii. To guide all junior staff on matters relating to storekeeping;
- iii. To deal with stores, purchasing or clearing and forwarding matters related to them;
- iv. To carry-out reconciliation of physical stocks against records;
- v. To ensure maintenance and amendment of stock level figure;
- vi. To ensure efficient stock control levels are maintained (Inventory Analysis and Control);
- vii. To be responsible for clearing and forwarding activities;
- viii. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 6

20. AUXILIARY POLICE SERGEANT – 2 POSTS

a. Qualifications

Holder of Form IV certificate who has obtained a certificate from Moshi Police Training School and at least 7 years relevant working experience.

b. Duties and Responsibilities

- i. To be responsible for reporting occurrences in his/her area and other matters relating to security to his/her supervisors;
- ii. To take preventive measures against possible theft and insecurity;
- iii. To perform any other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 4

21. HEALTH LABORATORY TECHNOLOGIST II – 1 POST

a. Qualifications

Possession of Diploma in Medical Laboratory Technology, Medical Laboratory Science or equivalent qualification from a recognized Institution and must be registered by Health Laboratory Practitioners' Registration Council.

b. Duties and Responsibilities

- i. To assist in maintaining the processing and handling of specimens to ensure accurate, efficient and timely management;
- ii. To report malfunctioning of laboratory equipment;
- iii. To carry out various laboratory tests;
- iv. To record and keep various laboratory data;
- v. To ensure adherence to the appropriate methodologies in carrying out routine tasks;
- vi. To assist in preparing laboratory standard operating procedures;
- vii. To assist in coaching and mentoring junior staff and students;
- viii. To assist in conducting machinery and material quality control; and
- ix. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 4

22. PRINCIPAL ARTISAN I – 2 POSTS

a. Qualifications

Holder of Form IV/V1 certificate plus Trade Test Grade I or its equivalent from recognized Institution plus 13 years relevant working experience.

b. Duties and Responsibilities

- i. To perform - with minimum supervision - large technical jobs requiring high levels of skills/craftsmanship;
- ii. To guide junior artisans in their job;
- iii. To supervise and co-ordinates activities of artisans as may be directed by senior technical staff;
- iv. To conduct on the job training of junior artisans;
- v. To perform any other duties as may be assigned from time to time by one's reporting officer.

c. Remuneration: PGSS 6

23. PRINCIPAL LIBRARY OFFICER II – 1 POST

a. Qualifications

Possession of Master Degree in Library Studies, Information Studies, Library and Information Studies, Library and Information Science, Documentation and Information Management or equivalent qualification from recognized institution with at least thirteen (13) years relevant work experience.

b. Duties and Responsibilities

- i. To document processing;
- ii. To plan acquisition procedure for the Library which include ordering, exchange and donations;
- iii. To update amended laws;
- iv. To draft original cataloguing entries, reference work, collection development correspondence etc.;
- v. To plan and co-ordinates activities and network with other libraries;
- vi. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 10

24. SENIOR LIBRARY OFFICER II – 2 POSTS

a. Qualifications

Possession of Bachelor Degree in Library Studies, Information Studies, Library and Information Studies, Library and Information Science, Documentation and Information Management or equivalent qualification from recognized institution with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To undertake specific project activities;
- ii. To undertake training of students and staff on cataloguing and classification;
- iii. To process added copies and continuations;
- iv. To maintain public and staff catalogues;
- v. To perform other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 8

25. SENIOR WARDEN II – 1 POST

a. Direct Entry Qualifications

Possession of Bachelor Degree in: Education, Psychology, Counselling and Guidance, Sociology, Social Welfare, Community Development or equivalent qualifications from a recognized institution with at least seven (7) years in relevant work experience.

b. Duties and Responsibilities

- i. To take necessary action where such By-Laws and regulations are violated;
- ii. To co-ordinate the counseling services of the Wardens on the campus;
- iii. To provide counseling to students;
- iv. To assist the Dean of Students in any other administrative tasks as may be assigned from time to time;
- v. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 8

26. WARDEN II – 5 POSTS

a. Qualifications

Possession of Bachelor Degree in Education, Psychology, Counselling and Guidance, Sociology, Social Welfare, Community Development or equivalent qualifications from a recognized institution.

b. Duties and Responsibilities

- i. To assist the Dean of students in Students' counseling and guidance in one's respective Hall of Residence;
- ii. To co-ordinate academic advice for students in his/her respective

Hall of Residence in collaboration with academic advisors;

- iii. To co-ordinate students' cultural, recreational and sports activities in his/her Hall of Residence;
- iv. To serve as an advisor to student's government at the Hall of Residence level;
- v. To attend meetings of the Health Committee and the Hall Assembly;
- vi. To issue permits to students who may experience emergencies that need absences from the Campus for some days;
- vii. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 6

27. GAMES TUTOR II – 1 POST

a. Qualifications

Possession of Bachelor Degree or Advanced Diploma in Physical Education, Sports or equivalent qualification from a recognized institution.

b. Duties and Responsibilities

- i. To assist senior games staff in their duties;
- ii. To assist teaching physical education at elementary stage;
- iii. To take charge of play grounds, sports and equipment;
- iv. To assign duties to junior games staff;
- v. To perform any other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 6

28. PRINCIPAL MEDICAL OFFICER II - 1 POST

a. Direct Entry Qualifications

Possession of Bachelor Degree in Medicine or Dentistry from a recognized institution plus successful completion of internship. Must be registered by Tanganyika Medical Council with at least thirteen (13) years relevant work experience.

b. Duties and Responsibilities

- i. To provide technical guidance to subordinates and interns;
- ii. To investigate sources of disease outbreaks and advise accordingly;
- iii. To follow up control measures of the disease outbreaks;
- iv. To plan and supervise outreach services;
- v. To review inputs for periodical reports;
- vi. To supervise junior doctors and interns and offer technical assistance;
- vii. To carry out any other duties as assigned from time to time.

c. Remuneration: PMGSS 12

29. CLINICAL OFFICER II – 3 POSTS

a. Direct Entry Qualifications

Holder of Diploma in Clinical Medicine or related field from a recognized Institution.

b. Duties and Responsibilities

- i. To assist in diagnosis and prescription of appropriate drugs for the patients;
- ii. To assist in treatment of children (Paediatrics);
- iii. To attend to minor injuries;
- iv. To assist in minor operations;
- v. To assist in supervision of reproductive health services;
- vi. To participate in implementation of primary health care;
- vii. To maintain proper patient records according to the national guidelines and reporting;
- viii. To attend general outpatient; and
- ix. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 4

30. SENIOR ASSISTANT NURSING OFFICER II – 2 POSTS

a. Qualifications

Holder of Diploma in Nursing, Midwifery or equivalent qualifications from recognized institutions and has been registered with Tanzania Nurses and Midwives Council with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To assist in counselling and medical testing activities;
- ii. To assist in to perform general nursing services;
- iii. To prepare, analyse and store patients' health related records;
- iv. To provide health Medical education to Clients;
- v. To assist in coaching and mentoring junior staff and Interns;
- vi. To plan and schedule daily work for Nursing Assistants;

- v. To maintain records for each local purchase order;
- vi. To collect relevant data for the computation of stock order points and economic quantity levels;
- vii. To plan and forecast supplies requirements;
- viii. To identify and guide on alternative ways of minimizing costs related to procurement and storage of goods;
- ix. To prepare reports and keep records related to Tender Board meetings, contracts, tendering and stores keeping;
- x. To supervise and train junior staff and trainees; and
- xi. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 8

19. PROCUREMENT OFFICER II – 2 POSTS

a. Qualifications

Possession of Bachelor Degree or Advanced Diploma in Procurement and Supplies Management, Materials Management, Commerce or Business Administration majoring in Procurement and Supplies Management, Logistics Management or equivalent qualifications from a recognized institution and MUST be registered by the Procurement and Supplies Professionals and Technician Board (PSPTB) as a Graduate Procurement and Supplies Professional.

b. Duties and Responsibilities

- i. To assist in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- ii. To guide all junior staff on matters relating to storekeeping;
- iii. To deal with stores, purchasing or clearing and forwarding matters related to them;
- iv. To carry-out reconciliation of physical stocks against records;
- v. To ensure maintenance and amendment of stock level figure;
- vi. To ensure efficient stock control levels are maintained (Inventory Analysis and Control);
- vii. To be responsible for clearing and forwarding activities;
- viii. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 6

20. AUXILIARY POLICE SERGEANT – 2 POSTS

a. Qualifications

Holder of Form IV certificate who has obtained a certificate from Moshi Police Training School and at least 7 years relevant working experience.

b. Duties and Responsibilities

- i. To be responsible for reporting occurrences in his/her area and other matters relating to security to his/her supervisors;
- ii. To take preventive measures against possible theft and insecurity;
- iii. To perform any other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 4

21. HEALTH LABORATORY TECHNOLOGIST II – 1 POST

a. Qualifications

Possession of Diploma in Medical Laboratory Technology, Medical Laboratory Science or equivalent qualification from a recognized Institution and must be registered by Health Laboratory Practitioners' Registration Council.

b. Duties and Responsibilities

- i. To assist in maintaining the processing and handling of specimens to ensure accurate, efficient and timely management;
- ii. To report malfunctioning of laboratory equipment;
- iii. To carry out various laboratory tests;
- iv. To record and keep various laboratory data;
- v. To ensure adherence to the appropriate methodologies in carrying out routine tasks;
- vi. To assist in preparing laboratory standard operating procedures;
- vii. To assist in coaching and mentoring junior staff and students;
- viii. To assist in conducting machinery and material quality control; and
- ix. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 4

22. PRINCIPAL ARTISAN I – 2 POSTS

a. Qualifications

Holder of Form IV/V1 certificate plus Trade Test Grade I or its equivalent from recognized Institution plus 13 years relevant working experience.

b. Duties and Responsibilities

- i. To perform - with minimum supervision - large technical jobs requiring high levels of skills/craftsmanship;
- ii. To guide junior artisans in their job;
- iii. To supervise and co-ordinates activities of artisans as may be directed by senior technical staff;
- iv. To conduct on the job training of junior artisans;
- v. To perform any other duties as may be assigned from time to time by one's reporting officer.

c. Remuneration: PGSS 6

23. PRINCIPAL LIBRARY OFFICER II – 1 POST

a. Qualifications

Possession of Master Degree in Library Studies, Information Studies, Library and Information Studies, Library and Information Science, Documentation and Information Management or equivalent qualification from recognized institution with at least thirteen (13) years relevant work experience.

b. Duties and Responsibilities

- i. To document processing;
- ii. To plan acquisition procedure for the Library which include ordering, exchange and donations;
- iii. To update amended laws;
- iv. To draft original cataloguing entries, reference work, collection development correspondence etc.;
- v. To plan and co-ordinates activities and network with other libraries;
- vi. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 10

24. SENIOR LIBRARY OFFICER II – 2 POSTS

a. Qualifications

Possession of Bachelor Degree in Library Studies, Information Studies, Library and Information Studies, Library and Information Science, Documentation and Information Management or equivalent qualification from recognized institution with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To undertake specific project activities;
- ii. To undertake training of students and staff on cataloguing and classification;
- iii. To process added copies and continuations;
- iv. To maintain public and staff catalogues;
- v. To perform other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 8

25. SENIOR WARDEN II – 1 POST

a. Direct Entry Qualifications

Possession of Bachelor Degree in: Education, Psychology, Counselling and Guidance, Sociology, Social Welfare, Community Development or equivalent qualifications from a recognized institution with at least seven (7) years in relevant work experience.

b. Duties and Responsibilities

- i. To take necessary action where such By-Laws and regulations are violated;
- ii. To co-ordinate the counseling services of the Wardens on the campus;
- iii. To provide counseling to students;
- iv. To assist the Dean of Students in any other administrative tasks as may be assigned from time to time;
- v. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 8

26. WARDEN II – 5 POSTS

a. Qualifications

Possession of Bachelor Degree in Education, Psychology, Counselling and Guidance, Sociology, Social Welfare, Community Development or equivalent qualifications from a recognized institution.

b. Duties and Responsibilities

- i. To assist the Dean of students in Students' counseling and guidance in one's respective Hall of Residence;
- ii. To co-ordinate academic advice for students in his/her respective

Hall of Residence in collaboration with academic advisors;

- iii. To co-ordinate students' cultural, recreational and sports activities in his/her Hall of Residence;
- iv. To serve as an advisor to student's government at the Hall of Residence level;
- v. To attend meetings of the Health Committee and the Hall Assembly;
- vi. To issue permits to students who may experience emergencies that need absences from the Campus for some days;
- vii. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 6

27. GAMES TUTOR II – 1 POST

a. Qualifications

Possession of Bachelor Degree or Advanced Diploma in Physical Education, Sports or equivalent qualification from a recognized institution.

b. Duties and Responsibilities

- i. To assist senior games staff in their duties;
- ii. To assist teaching physical education at elementary stage;
- iii. To take charge of play grounds, sports and equipment;
- iv. To assign duties to junior games staff;
- v. To perform any other duties as may be assigned by one's reporting officer.

c. Remuneration: PGSS 6

28. PRINCIPAL MEDICAL OFFICER II - 1 POST

a. Direct Entry Qualifications

Possession of Bachelor Degree in Medicine or Dentistry from a recognized institution plus successful completion of internship. Must be registered by Tanganyika Medical Council with at least thirteen (13) years relevant work experience.

b. Duties and Responsibilities

- i. To provide technical guidance to subordinates and interns;
- ii. To investigate sources of disease outbreaks and advise accordingly;
- iii. To follow up control measures of the disease outbreaks;
- iv. To plan and supervise outreach services;
- v. To review inputs for periodical reports;
- vi. To supervise junior doctors and interns and offer technical assistance;
- vii. To carry out any other duties as assigned from time to time.

c. Remuneration: PMGSS 12

29. CLINICAL OFFICER II – 3 POSTS

a. Direct Entry Qualifications

Holder of Diploma in Clinical Medicine or related field from a recognized Institution.

b. Duties and Responsibilities

- i. To assist in diagnosis and prescription of appropriate drugs for the patients;
- ii. To assist in treatment of children (Paediatrics);
- iii. To attend to minor injuries;
- iv. To assist in minor operations;
- v. To assist in supervision of reproductive health services;
- vi. To participate in implementation of primary health care;
- vii. To maintain proper patient records according to the national guidelines and reporting;
- viii. To attend general outpatient; and
- ix. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 4

30. SENIOR ASSISTANT NURSING OFFICER II – 2 POSTS

a. Qualifications

Holder of Diploma in Nursing, Midwifery or equivalent qualifications from recognized institutions and has been registered with Tanzania Nurses and Midwives Council with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To assist in counselling and medical testing activities;
- ii. To assist in to perform general nursing services;
- iii. To prepare, analyse and store patients' health related records;
- iv. To provide health Medical education to Clients;
- v. To assist in coaching and mentoring junior staff and Interns;
- vi. To plan and schedule daily work for Nursing Assistants;

- vii. To supervise junior staff;
- viii. To assist in management of Patient care units;
- ix. To assist in educating junior staff on hospital policies and public health laws;
- x. To assist in determining junior staff requirements; and
- xi. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 6

31. SENIOR NURSE II – 2 POSTS

a. Qualifications

Holder of Certificate in: Nursing, Midwifery or equivalent qualifications from recognized institutions and must be registered with Tanzania Nurses and Midwives Council with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To perform approved procedures as per guidelines;
- ii. To supervise junior staff;
- iii. To assist Clinicians in carrying out various medical procedures;
- iv. To provide emergency care and first aid to patients;
- v. To provide nursing care of patients, maternal mothers and their children;
- vi. To administer drugs and treatment as prescribed by the Medical Practitioner;
- vii. To give preventive medicine service for Public Health Nurse as directed by the National Guidelines;
- viii. To provide reproductive and child care services;
- ix. To provide health advice on family planning, nutrition;
- x. To provide vaccination and Sanitation services;
- xi. To monitor pregnancy development; and
- xii. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 4

32. NURSE II – 1 POST

a. Qualifications

Holder of Certificate in: Nursing, Midwifery or equivalent qualifications from recognized institutions. Must be enrolled by Tanzania Nurses and Midwives Council of Tanzania.

b. Duties and Responsibilities

- i. To support in providing nursing care of patients, maternal mothers and their children;
- ii. To assist in administering drugs and treatment as prescribed by the Medical Practitioner;
- iii. To assist in issuing preventive medicine services for Public Health as directed by the National Guidelines;
- iv. To provide reproductive and child care services;
- v. To provide health advice on family planning and nutrition;
- vi. To provide Vaccination and Sanitation services;
- vii. To monitor pregnancy development; and
- viii. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 2

33. ASSISTANT HEALTH OFFICER II – 1 POST

a. Qualifications

Holder of Diploma in Public Health, Health Sciences, Environmental Health Science or equivalent qualification from recognized Institution.

b. Duties and Responsibilities

- i. To assist in inspecting environmental sanitation around campus;
- ii. To assist in inspecting sanitary of building and cafeteria;
- iii. To assist in inspecting food taken by students according to standards set by the Government;
- iv. To perform other related duties as may be assigned by the supervisor.

c. Salary Scale: PMGSS 4

34. PHARMACEUTICAL TECHNICIAN I – 2 POSTS

a. Qualifications

Holder of Diploma in Pharmacy or equivalent qualifications from a recognized institution with at least four (4) years relevant work experience and must be registered by the Pharmacy Council of Tanzania.

b. Duties and Responsibilities

- i. To accept written prescriptions or refilling requests from patients and evaluating information for completeness and accuracy;

- ii. To record medical histories while maintaining confidentiality and compliance with applicable regulations;
- iii. To attend patients with prescribed medical needs, responding to inquiries, questions and requests and referring them to the Pharmacist for medical attention
- iv. To verify the accuracy of patient medical information;
- v. To assist in to perform inventory audits and participating in purchasing supplies and medication;
- vi. To prepare and serve prescribed medication to patients;
- vii. To assist in maintaining minor drug stores;
- viii. To provide support and advice to patients on drug use and all aspects of medicines;
- ix. To assess the validity of drugs and some other medical instruments;
- x. To ensure that, medicines are stored and secured;
- xi. To dispense drugs to patients, and
- xii. To perform any other related duties as may be assigned by the supervisor.

c. Remuneration: PMGSS 5

35. TRANSCRIBER I – 1 POST

a. Qualifications

Possession of Bachelor Degree in Special Education for the blind from a recognized Institution with at least four (4) years relevant work experience.

b. Duties and Responsibilities

- i. To transcribe undergraduates' handouts, chapters and passages;
- ii. To services Brailers and audio-visual compact cassettes;
- iii. To make minor maintenances;
- iv. To read for Blind undergraduate and records books for talking books;
- v. To perform any other related duties as may be assigned by the supervisor

c. Salary Scale: PGSS 7

36. SENIOR ICT OFFICER II – 2 POSTS

a. Direct Entry Qualifications

Possession of Bachelor Degree in Computer Science, Computer Engineering, Information Technology, Information Systems, Telecommunications, Electronics or equivalent qualifications from recognized institution with at least seven (7) years relevant work experience.

b. Duties and Responsibilities

- i. To advise/assist computer users;
- ii. To assist in managing server operating systems;
- iii. To assist in managing and maintaining networks;
- iv. To manage server operating systems including web-servers, database servers, and mail servers;
- v. To participate in development of user training plan;
- vi. To participate in quality reviews on all software prior to delivery;
- vii. To define system and software application requirements,
- viii. To perform other related duties as may be assigned by the supervisor.

c. Remuneration: PGSS 9

37. JANITOR II – 1 POST

a. Qualification

Holder of Diploma in; Education, Social works, Home Economics, Community Development or equivalent qualifications from a recognized institution.

b. Duties and Responsibilities

- i. To assist in supervising hall attendants;
- ii. To assist in enforcing students' rules and regulations;
- iii. To assist in keeping and maintaining proper residence records;
- iv. To assist in ensuring security in and around halls of residence; and
- v. To perform any other related duties prescribed by one's reporting officer.

c. Remuneration: PGSS 4

1. MODE OF APPLICATION

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts/testimonials, two current passport size photographs and detailed CV with at least three referees. Applications should reach the undersigned within two weeks from the date of this advertisement.

Applicants must route their application letters through their respective employers.

Deputy Principal -Administration
Mkwawa University College of Education
P.O Box 2513
IRINGA.

2. ACADEMIC STAFF

1. SENIOR LECTURER – 5 POSTS

a) Qualifications and Experience

The applicant must be a holder of a PhD, a Master's Degree with at least a GPA of 4.0 out of 5 and minimum GPA of 3.8 out of 5 or its equivalent in the First degree with minimum scores of B+ in Relevant Subjects or its equivalent. In addition, one must have experience of 3 years in a related field and 5 points, three from peer reviewed publications (from at least two sources including a minimum of 35% from diversified journal publications).

b) Area of Specialisation: Any specialisation in Education, Science, Humanities or Social Sciences.

C) Duties and Responsibilities

Teaching, research, consultancy and community services in his/her respective area of specialization.

d) Remuneration: PUTS 4/1

2. LECTURER – 10 POSTS

a) Qualifications and Experience

The applicant shall be a holder of PhD, Master's degree with an overall GPA of not less than 4.0 and a Bachelor's degree with an overall GPA of not less than 3.8 in the relevant field from the reputable Universities.

b) Areas of Specialization: Any field of study within Natural and Applied Sciences, Education, Humanities and Social Sciences.

c) Duties and Responsibilities

Teaching, research, consultancy and community services in his/her respective area of specialization.

d) Remuneration: PUTS 3/1

3. ASSISTANT LECTURER - 5 POSTS

a) Qualifications and Experience

The applicant shall be a holder of Master's degree with an overall GPA of not less than 4.0 and a Bachelor's degree with an overall GPA of not less than 3.8 in the relevant field.

b) Areas of Specialization: Any field of study within Political Science/ Literature/ Development Studies/ History/ Informatics/ Physics/ Botany/ Zoology with background in Evolution and Genetics/ Educational Media/ Chemistry teaching Methods.

d) Duties and Responsibilities

Teaching, research, consultancy and community services in his/her respective area of specialization.

e) Remuneration: PUTS 2/1

Note:

1. All candidates who have pursued their studies outside the country should attach a letter from TCU certifying the credibility of their training institutions and certificates as well as grades translated into local equivalency.
2. Candidates with unclassified degrees should attach an Official GPA count from the respective University.

3. MODE OF APPLICATION

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts/testimonials, two current passport size photographs and detailed CV with at least three referees. Applications should reach the undersigned within two weeks from the date of this advertisement.

Applicants must route their application letters through their respective employers.

Deputy Principal -Academic
Mkwawa University College of Education
P.O Box 2513
IRINGA.