



## UNIVERSITY OF DAR ES SALAAM

### DAR ES SALAAM UNIVERSITY COLLEGE OF EDUCATION (DUCE)

#### TRANSFER VACANCIES

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010 are to provide integrated teaching, research and public service.

The College invites applications from suitable qualified Public Servants who wish to be transferred in the following positions:

S/N	Positions	No. of Posts	Qualifications and Experience
1.	Assistant Lecturer	6	<p>A holder of a Masters degree in a relevant field with at least a GPA of 4.0 points at Masters level and a minimum GPA of 3.8 points (out of 5 points) at undergraduate degree.</p> <p><b>Areas of Specialization</b></p> <ul style="list-style-type: none"> <li>i. Cell Biology and Genetics. Possession of a knowledge on Molecular Biology will be an added advantage (1)</li> <li>ii. Economics Teaching Methods (1)</li> <li>iii. History (2)</li> <li>iv. Political Science and Public Administration (2)</li> </ul>
2.	Tutorial Assistant	1	<p>A first degree holder with a minimum GPA of 3.8 points (out of 5 points) and a minimum of B* in relevant subjects.</p> <p><b>Areas of Specialization</b> Political Science and Public Administration</p>
3.	Personal Secretary II	5	<p>Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial Studies who has passed Shorthand (English) and <i>Hati Mkato</i> (Kiswahili) at a speed of 80 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from recognized institution.</p>
4.	Planning Officer II	2	<p>Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Project Planning and Management, Educational Planning, Statistics or equivalent qualifications from recognized institutions</p>
5.	Internal Auditor II	4	<p>Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring Accountancy or Finance, or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA. Must be registered by NBAA.</p>
6.	Records Management Assistant II	3	<p>Holder of a Diploma in one of the following fields: Records Management, Archives or equivalent qualifications from recognized institution. The candidate should have relevant computer knowledge.</p>

7.	Senior Driver I	1	Holder of Form IV Certificate of Secondary Education with passes in Kiswahili and English. Should have a valid Driving Licence Class C or E; Advanced Driving Course offered by the National Institute of Transport (NIT) or any other recognized institution and Trade Test II/Level II in Motor Vehicle Driving, Motor Vehicle Mechanics or Auto-Electricity.
8.	Driver II	2	Holder of Certificate of Secondary Education with passes in Kiswahili and English. Should have a valid Driving Licence Class C or E and one-year Basic Driving Course plus driving experience of at least one year without causing accidents. Possession of Trade Test Grade II/Level II in Motor Vehicle Maintenance/Mechanics is an added advantage.
9.	Students Welfare Officer II	2	Holder of a Bachelor Degree in one of the following fields: Educational Psychology, Guidance & Counselling, Social Work or equivalent from a recognized institution.
10.	Teacher I	1	Holder of Form IV Certificate plus one of the following fields; Grade IIIA Teacher's Certificate or Childcare Certificate.
11.	Laboratory Technician II	3	Holder of FTC or Ordinary Diploma in Laboratory Technology or equivalent qualifications from recognized institution.
12.	Librarian I	1	Holder of Bachelor Degree in one of the following fields; Librarianship, Library Studies, Library and Information Science, Information Studies, Documentation, Information Management or equivalent qualifications from recognised institutions with working experience of at least four (4) years in related field.

**Note:**

- (i) Applicants must be Public Servants;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) Applicants must channel their application letters through their respective employers;
- (iv) Applicants should attach up to date detailed CV;
- (v) Applicants should attach certified copies of academic certificates and Transcripts;
- (vi) Certificates from foreign Universities must be verified by TCU;
- (vii) Applicants should indicate their willingness to cover the transfer costs;
- (viii) Only successful candidates will be contacted; and
- (ix) All application letters should be addressed to:

Deputy Principal (Administration)  
 Dar es Salaam University College of Education (DUCE)  
 P.O. Box 2329  
**DAR ES SALAAM**

**The deadline for submitting applications is Tuesday 14<sup>th</sup> July, 2021 at 3.00 PM**