



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

MZUMBE UNIVERSITY



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MOROGORO, TANZANIA

Ref. No. BA. 115/126/01/1

17th February, 2023

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following 29 vacancies in academic positions at the University.

1.1 TUTORIAL ASSISTANT (MARKETING) (1 Post)

1.1.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.1.2 Qualification

Holder of Bachelor degree in Marketing from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.1.3 REMUNERATION: Salary Scale PUTS 1.1

1.2 TUTORIAL ASSISTANT (ENTREPRENEURSHIP) (1 Post)

1.2.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

- 1.2.2 Qualification**
Holder of Bachelor degree in Entrepreneurship from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, a candidate must have scored at least a B+ in the relevant subject or its equivalent.
- 1.2.3 REMUNERATION: Salary Scale PUTS 1.1**
- 1.3. TUTORIAL ASSISTANT (HEALTH MONITORING AND EVALUATION) (1 Post)**
- 1.3.1 Duties and Responsibilities**
- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
 - ii. Undergo an induction course in pedagogic skills for those who had none before;
 - iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
 - iv. Conduct tutorials, seminars and practicals;
 - v. Assist in research, consultancy and outreach activities; and
 - vi. Perform any other duties that may be assigned by the relevant authorities.
- 1.3.2 Qualification**
Holder of Bachelor degree in Health Monitoring and Evaluation from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, a candidate must have scored at least a B+ in the relevant subject or its equivalent.
- 1.3.3 REMUNERATION: Salary Scale PUTS 1.1**
- 1.4 TUTORIAL ASSISTANT (RECORDS AND ARCHIVES) (2 Posts)**
- 1.4.1 Duties and Responsibilities**
- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
 - ii. Undergo an induction course in pedagogic skills for those who had none before;
 - iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
 - iv. Conduct tutorials, seminars and practicals;
 - v. Assist in research, consultancy and outreach activities; and
 - vi. Perform any other duties that may be assigned by the relevant authorities.
- 1.4.2 Qualification**
Holder of Bachelor degree in Records and Archives Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, a candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.4.3 REMUNERATION: Salary Scale PUTS 1.1

1.5 TUTORIAL ASSISTANT (LOCAL GOVERNMENT MANAGEMENT) (2 Posts)

1.5.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.5.2 Qualification

Holder of Bachelor degree in Local Government Management or Public Administration in Local Government Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, a candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.5.3 REMUNERATION: Salary Scale PUTS 1.1

1.6 TUTORIAL ASSISTANT (PRODUCTION AND OPERATIONS MANAGEMENT) (2 Posts)

1.6.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.6.2 Qualification

Holder of Bachelor degree in Production and Operations Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.6.3 REMUNERATION: Salary Scale PUTS 1.1

1.7 TUTORIAL ASSISTANT (INDUSTRIAL ENGINEERING MANAGEMENT) (1 Post)

1.7.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.7.2 Qualification

Holder of Bachelor degree in Industrial Engineering Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.7.3 REMUNERATION: Salary Scale PUTS 1.1

1.8 TUTORIAL ASSISTANT (PROJECT PLANNING MANAGEMENT) (1 Post)

1.8.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.8.2 Qualification

Holder of Bachelor degree in Project Planning Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.8.3 REMUNERATION: Salary Scale PUTS 1.1

1.9 TUTORIAL ASSISTANT (KISWAHILI ISIMU) (1 Post)

1.9.1 Duties and Responsibilities

- i. This is a training post; the staff is required to undergo a Master degree training programme and attain a GPA of at least 4.0;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities; and
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.9.2**Qualification**

Holder of Bachelor degree in Arts with Education Majoring in Kiswahili from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.9.3**REMUNERATION:****Salary Scale****PUTS 1.1****1.10****ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (1 Post)****1.10.1****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;
- 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.

1.10.2**Qualification**

Holder of Master degree in Human Resource Management 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 atleast two (2) papers in reputable peer reviewed journal.

1.10.3**REMUNERATION:****Salary Scale****PUTS 2.1****1.11****ASSISTANT LECTURER (HEALTH MONITORING AND EVALUATION) (1 Post)****1.11.1****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;
- 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.

- 1.11.2 Qualification**
Holder of Master degree in Health Monitoring and Evaluation 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 atleast two (2) papers in reputable peer reviewed journal.
- 1.11.3 REMUNERATION: Salary Scale PUTS 2.1**
- 1.12 ASSISTANT LECTURER (ACCOUNTING) (2 Posts)**
- 1.12.1 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;
 - 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.
- 1.12.2 Qualification**
Holder of Master degree in Accounting 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 atleast two (2) papers in reputable peer reviewed journal.
- 1.12.3 REMUNERATION: Salary Scale PUTS 2.1**
- 1.13 ASSISTANT LECTURER (PROCUREMENT) (1 Post)**
- 1.13.1 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;
 - 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.
- 1.13.2 Qualification**
Holder of Master degree in Procurement and Supply Chain Management or Procurement and Logistics Management or Procurement and Materials Management 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 atleast two (2) papers in reputable peer reviewed journal.

1.13.3 REMUNERATION: Salary Scale PUTS 2.1

1.14 ASSISTANT LECTURER (LAW) (4 Posts)

1.14.1 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;
- 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.

1.14.2 Qualification

Holder of Master degree in Law 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 atleast two (2) papers in reputable peer reviewed journal.

1.14.3 REMUNERATION: Salary Scale PUTS 2.1

1.15 ASSISTANT LECTURER (PROJECT PLANNING MANAGEMENT) (1 Post)

1.15.1 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;
- 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.

1.15.2 Qualification

Holder of Master degree in Project Planning Management 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 atleast two (2) papers in reputable peer reviewed journal.

1.15.3 REMUNERATION: Salary Scale PUTS 2.1

1.16 ASSISTANT LECTURER (ECONOMICS) (3 Posts)

1.16.1 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;
- 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.

1.16.2 Qualification

Holder of Master degree in Economics 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 atleast two (2) papers in reputable peer reviewed journal.

1.16.3 REMUNERATION: Salary Scale PUTS 2.1

1.17 ASSISTANT LECTURER (KISWAHILI FASIHI) (1 Post)

1.17.1 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;
- 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.

1.17.2 Qualification

Holder of Master of Arts in Kiswahili Literature 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 atleast two (2) papers in reputable peer reviewed journal.

1.17.3 REMUNERATION: Salary Scale PUTS 2.1

1.18 ASSISTANT LECTURER (MATHEMATICS) (1 Post)

1.18.1 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;
- 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.

1.18.2 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 atleast two (2) papers in reputable peer reviewed journal.

1.18.3 REMUNERATION: Salary Scale PUTS 2.1

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

1.19.1 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;
- 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.

1.19.2 Qualification

Holder of Master degree in Development Policy and Planning, Political Sciences, Public Administration or International Relations 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 atleast two (2) papers in reputable peer reviewed journal.

1.19.3 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 **3rd March, 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 Address can also be found at PSRS Website, Click 'Recruitment Portal')



Prof. Allen Rangia Mushi

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)