



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



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Ref. No. BA. 115/126/01/12

8th May, 2023

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following **Fifteen (15)** vacancies in academic positions at the University.

1.1 ASSISTANT LECTURER (MARKETING) (2 Posts)

1.1.1 Duties and Responsibilities

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

1.1.2 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 journals.

1.1.3 REMUNERATION: Salary Scale PUTS 2.1

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

1.2.1 Duties and Responsibilities

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

1.2.2 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 journals

1.2.3 REMUNERATION: Salary Scale PUTS 2.1

1.3 ASSISTANT LECTURER (STATISTICS) (2 Posts)

1.3.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogical skills for those who had none before;
- ii. To carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Statistics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualification

Holder of Master degree in Statistics 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 journals.

1.3.3 REMUNERATION: Salary Scale PUTS 2.1

1.4 ASSISTANT LECTURER (ECONOMICS) 1 Post)

1.4.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogical skills for those who had none before;
- ii. To carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Economics;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.4.2 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 at least Two (2) papers in reputable peer reviewed journals

1.4.3 REMUNERATION: Salary Scale PUTS 2.1

1.5 ASSISTANT LIBRARIAN (2 Post)

1.5.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogical skills for those who had none before;
- ii. To carry out lectures; conduct tutorials, seminars and practicals for undergraduate programmes in Library Studies;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.5.2 Qualification

Holder of Master degree in Library Studies 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 journals

1.5.3 REMUNERATION: Salary Scale PUTS 2.1

1.6 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) (1 Post)

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 seminars, tutorials and practical training in Human Resource Management;
- 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 Human Resource Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5 or its equivalent. In addition, a 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) (2 Posts)

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 seminars, tutorials and practical training in Industrial Engineering Management;
- 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's Degree in Industrial Engineering Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5 with four years training 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 1.2

1.8 TUTORIAL ASSISTANT (HEALTH MONITORING AND EVALUATION) (2 Posts)

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 seminars, tutorials and practical training in Health Monitoring and Evaluation;
- 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's Degree in Health Monitoring and Evaluation from an accredited and recognized institution with a GPA of at least 3.8 out of 5 with 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 ASSISTANT LIBRARIAN TRAINEE (LIBRARY INFORMATION MANAGEMENT) (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 seminars, tutorials and practical training in Library Information Management;
- 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 Library Information Management from an accredited and recognized institution with a minimum GPA of 3.8 out of 5 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

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.
- 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)