

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



OFFICE OF THE VICE CHANCELLOR

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Email: vc@mocu.ac.tz, Website: www.mocu.ac.tz

VACANCIES

The Moshi Co-operative University (MoCU) invites applications from suitably qualified Tanzanians to be considered for immediate employments to fill the following academic and administrative vacant posts at Main Campus in Moshi and Kizumbi Institute of Co-operative and Business Education in Shinyanga.

A: MAIN CAMPUS MOSHI

1.1 ASSISTANT LIBRARIAN (LIBRARY AND INFORMATION SCIENCE) – 1 POST

1.1.1 Duties and Responsibilities

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (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 Qualifications

Must be a holder of Master Degree in any of the following; Library and information science, Information Studies, Information science, Information and Records Management, Digital Library, Library and Information Management or Publishing Studies with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

1.1.3 Remuneration: Salary Scale: PUTS 2

1.2 ASSISTANT LECTURER (ACCOUNTING) 1 - POST

1.2.1 Duties and Responsibilities

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (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 Qualifications

Must be a holder of Master Degree in Accounting in any of the following; Accounting and Finance, Accounting and Taxation, MBA (Accounting), Managerial Accounting or MBA (Finance) with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent. Having a CPA is an added advantage.

1.2.3 Remuneration: Salary Scale: PUTS 2

1.3 ASSISTANT LECTURER (STATISTICS) 1 - POST

1.3.1 Duties and Responsibilities

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (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 Qualifications

Must be a holder of Master Degree in Statistics - MA-Statistics; MSc. – Statistics with a minimum GPA of 4.0 out of 5 and Bachelor degree in any of the following; BA-Statistics; BSc-Applied Statistics; BSc-Statistics or BA-Official Statistics with a minimum GPA of 3.8 out of 5 or its equivalent.

1.3.3 Remuneration: Salary Scale: PUTS 2

1.4 ASSISTANT LECTURER (MARKETING) 1 - POST

1.4.1 Duties and Responsibilities

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- (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 Qualifications

Must be a holder of Master Degree in any of the following; Marketing, Marketing Management, Marketing and Public Relations, International Marketing, Service Management and Marketing or MBA (Marketing) with at least a GPA of 4.0 out of 5 and a Bachelor Degree in Marketing, Marketing Management, Marketing and Public Relations, International Marketing, Service Management and Marketing, Marketing and Entrepreneurship with a minimum GPA of 3.8 out of 5 or its equivalent.

1.4.3 Remuneration: Salary Scale: PUTS 2

TERMS OF SERVICE

Permanent and Pensionable

MODE OF APPLICATION

All applications must be sent through Recruitment Portal by using the following address: <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS website, click "Recruitment Portal")

Interested candidates should apply in confidence enclosing

- (i) Detailed CV,
- (ii) Certified copy of relevant certificates and transcripts,
- (iii) Certified copy of birth certificate
- (iv) Names and addresses of three referees,
- (v) Mode of communications E.g., Telephone and email.

NOTE

- (i) All applicants should indicate post and work station for which they apply;
- (ii) Applicants who are currently employed in the Public Service must channel their application letters through their respective employers. Non-Disclosure of such status will lead to automatic disqualification
- (iii) Applicants must have National identification number from the National Identification Authority (NIDA)
- (iv) Certificates from foreign Universities/Institutions should be verified by the Tanzania Commission for the Universities (TCU)
- (v) Certificates from foreign Examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA)
- (vi) Presentation of forged certificates and other information will necessitate legal action.
- (vii) Applicants must be citizens of the United Republic of Tanzania with age not exceeding 45 years
- (viii) The deadline for receiving applications is 14 days after the date of advertisement.
- (ix) Interested applicants should submit their application to the following address

Vice Chancellor,
Moshi Co-operative University,
06 Sokoine Road,
25121 Mfumuni,
P.O. Box 474,
MOSHI