THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INDUSTRY AND TRADE

COLLEGE OF BUSINESS EDUCATION (CBE)

(INCORPORATED BY ACT OF PARLIAMENT CAP. 315 R.E 2002)

REF. NO. BA. 531/611/01/48   **18TH AUGUST, 2023**

EMPLOYMENT OPPORTUNITY

Applications are invited from suitable, qualified and experienced Tanzanians to fill the following vacant positions at the College of Business Education. The College of Business Education was established by the College of Business Education CAP 315 R.E. 2002 (CBE Act). It is a Public Higher Learning Institution which provides Teaching, Research and Consultancy Services in the fields of Accountancy, Procurement and Supplies, Marketing Management, Metrology and Standardization, ICT, General Management and other business-related disciplines. The College obtain permit to recruit employees for the following positions on **ONE** year employment contract:

1.0   ICT OFFICER II (PROGRAMMING) 1 POST

ICT OFFICER II (SYSTEM SECURITY) 1 POST

1.1   QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields; Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

1.2   DUTIES AND RESPONSIBILITIES

Software System Developers:

    i.   To assist in capturing user Customer Requirement Specifications- CRS;

    ii.   To perform systems analysis and design;

    iii.   To implement software systems (Write and document code);

    iv.   To perform systems testing (Software validation & verification) and document test results;

    v.   To perform system configurations;

    vi.   To assist in conducting user acceptance test;

    vii.   To participate in design review and provide input for user documentation;

    viii.   To liaise with user support staff in supporting end users;

    ix.   To maintain and support various business process applications; and

    x.   To perform any other related duties assigned by supervisor.

Network Administrator:

i. To design, install and configure LAN and WAN infrastructure;

ii. To review LAN and WAN architecture;

iii. To test network equipment and devices;

iv. To implement network security plan;

v. To perform network troubleshooting; and

vi. To perform any other related duties assigned by supervisor

Multimedia Specialist:

i. To participate in interactive development with users;

ii. To create and produce multimedia content;

iii. To manage multimedia tools and equipment;

iv. To assist in selecting appropriate multimedia software and hardware tools;

v. To provide technical support to multimedia systems' users;

vi. To support Multimedia devices and equipment; and

vii. To perform any other related duties assigned by supervisor.

Web Application Developers:

i. To test web pages;

ii. To update and manage web site;

iii. To manage web server;

iv. To implement security policy for web site; and

v. To support end users; and

vi. To perform any other related duties assigned by supervisor

Database Administrator:

i. To design, develop, implement and test Database;

ii. To develop back and front-end connectivity;

iii. To implement security policy and access control;

iv. To maintain physical organization of database objects;

v. To provide Database Client and User Services;

vi. To perform Database Administration and Maintenance;

vii. To support end users; and

viii. To perform any other related duties assigned by supervisor.

IT Systems Security Specialist:

i. To ensure software patches are implemented timely;

ii. To install, configure, and update antivirus software;

    iii.   To alert users on various security risks, threats and vulnerabilities;

    iv.   To perform systems, audit on regular basis;

    v.   To implement security mechanisms and controls; and

    vi.   To perform any other related duties assigned by supervisor.

1.3 SALARY SCALE: PGSS 7/1

2.0 DRIVER II - 3 POSTS

2.1 QUALIFICATIONS AND EXPERIENCE

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License 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.

2.2 DUTIES AND RESPONSIBILITIES

    i.   To drive College vehicles skillfully;

    ii.   To maintain and keep up-to-date log-books;

    iii.   To adhere to Maintenance Schedules;

    iv.   To keep motor vehicle in good running conditions and report immediately faults and defects to Transport Officer;

    v.   To undertake minor repairs when necessary;

    vi.   To ensure that valid documents are obtained prior to commencing any journey;

    vii.   To ensure safety and cleanliness of the vehicle at all times;

    viii.   To take care of the vehicle assigned to him/her by carrying out standard checks;

    ix.   To check validity of relevant documents such as insurance, TLB, plying fees and report the same to the Transport Officer for necessary action;

    x.   To perform messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents; and

    xi.   To perform any other related duties as may be assigned by his superiors.

2.3 SALARY SCALE: PGSS 2/1

3.0 GENERAL CONDITIONS:

    i.   All applicants must be Citizens of Tanzania with age not above 45 years of age;

    ii.   Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

    iii.   Applicants must attach their certified copies of the following certificates:

- Bachelor Degree academic transcript and certificate;
- Form IV and Form VI National Examination Certificates;
- Birth certificate; and
- National Identification Card.
- Valid Diving License and Basic Driving Course Certificate;

iv. Attaching copies of the following is strictly not accepted:

- Form IV and form VI results slip;
- Testimonials and all partial transcripts;

v. An applicant who is retired from the Public Service for whatever reason should not apply;

vi. An applicant should indicate three reputable referees with reliable contacts;

vii. Professional certificates from Foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education and Training (NACTVET);

viii. Applicants with special needs or disability are advised to indicate;

ix. Only short-listed candidates will be informed on the date of interview and;

x. Presentation of forged certificates and other information will necessitate legal action.

4.0 APPLICATIONS:

Interested applicants should submit their applications to the following postal address:

Acting Rector
College of Business Education (CBE)
Bibi Titi Mohamed Road
P. O. Box 1968
DAR ES SALAAM

The deadline for submitting applications is 14 days from the date of advertisement which is **1st September, 2023**. Please observe deadline.