

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

THE OPEN UNIVERSITY OF TANZANIA



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ANNOUNCEMENT OF EMPLOYMENT VACANCY

The Open University of Tanzania hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission, as follows:

1.0 POSITION: ASSISTANT LECTURER (HOSPITALITY MANAGEMENT) (1 POSTS)

1.1 Duty post: Dar -es- Salaam HQ

1.2 Qualification and Experience

Possession of a Master Degree in any field of the following-: **Hospitality Management, Hospitality Operations, Hospitality Marketing and Management, Hotel Management or Hotel Operations** with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

1.4 Age limit: Not more than 35 years

1.5 Remuneration: Salary Scale PUTS 2.1

2.0 POSITION: ASSISTANT LECTURER (AGRICULTURAL SCIENCES) (1 POSTS)

2.1 Duty Post Lindi Regional Centre

2.2 Qualifications and Experience

Possession of a Master of Sciences in any of the following-: **Crop Production and Management, Crop Science and Technology, Horticulture, Agribusiness, Applied Agricultural Extension, Agricultural Extension Education**, with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

2.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

2.4 Age limit: Not more than 35 years

2.5 Remuneration: Salary Scale PUTS 2.1

3.0 POSITION: ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (1 POSTS)

3.1 Duty Post: Arusha Regional Centre

3.2 Qualifications and Experience

Possession of a Master Degree in **Human Resource Management**, with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

3.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,

- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

3.4 Age limit: Not more than 35 years

3.5 Remuneration: Salary Scale PUTS 2.1

4.0 POSITION: ASSISTANT LECTURER (ECONOMICS) (1 POST)

4.1 Duty Post: Njombe Regional Centre

4.2 Qualifications and Experience

Possession of a Master Degree in **Economics, Economics and Project Management** with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

4.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

4.4 Age limit: Not more than 35 years

4.5 Remuneration: Salary Scale PUTS 2.1

5.0 POSITION: ASSISTANT LECTURER (SIGN LANGUAGES) (1 POST)

5.1 Duty Post: Dar es Salaam HQ

5.2 Qualifications and Experience

Possession of a Master Degree in **Sign Languages, Master of Education in Sign Language** with specialization in one of following areas; **Visual Impairment, Hearing Impairment, Deafblind Impairment, Physical Impairment, Intellectual Impairment** or equivalent from recognized Institutions with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

5.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,

- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

5.4 Age limit: Not more than 35 years

5.5 Remuneration: Salary Scale PUTS 2.1

6.0 POSITION: ASSISTANT LECTURER (MATHEMATICS) {1 POST}

6.1 Duty Post: Dar es Salaam HQ

6.2 Qualifications and Experience

Possession of a Master of Science in **Modeling, Pure Mathematics, Applied Mathematics, Industrial Mathematics, or Double Mathematics**, with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree in **Bachelor of Science, Bachelor of Science with Education, Bachelor of Education (Science) majoring in Mathematics** with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

6.3 Duties and Responsibilities

- To undergo an induction course in pedagogic skills for those who had none before;
- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

6.4 Age limit: Not more than 35 years

6.5 Remuneration: Salary Scale PUTS 2.1

7.0 POSITION: ASSISTANT LECTURER (EARLY CHILD HOOD EDUCATION) {1 POST}

7.1 Duty Post: Dar es Salaam HQ

7.2 Qualifications and Experience

Possession of a Master of Science in **Early Child Hood Education** with at least a GPA of 4.0 with a minimum of B+ in the Dissertation and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Core Subjects or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

7.3 Duties and Responsibilities

To undergo an induction course in pedagogic skills for those who had none before;

- Write new study materials, scripts for radio broadcast, video and audio, various reports and papers,
- To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings
- To perform any other duties that may be assigned by the relevant authorities.

7.4 Age limit: Not more than 35 years

7.5 Remuneration: Salary Scale PUTS 2.1

MODE OF APPLICATION

- Application letter should be accompanied with current Curriculum Vitae (CV), relevant Certificates and Authenticated Academic Transcripts.
- Applicants should indicate the Position and Duty post they are applying for in their application letter.
- All applicants who are currently employed in the Public Service should route their application letters through their respective employers.
- Academic Certificates should be certified by advocates / Magistrate
- Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- A signed application letter should be addressed to The Deputy Vice Chancellor (Planning, Finance and Administration), Kawawa Road adjacent Biafra Ground, P. O. Box 23409, Dar es Salaam.

Interested applicants should submit the applications through Public Service Recruitment Secretariat portal using the following address: <http://portal.ajira.go.tz>

The deadline for receiving applications is 14 days after the date of advertisement.

Only short-listed candidates will be contacted.

Released by The Deputy Vice Chancellor (Planning, Finance and Administration) of the Open University of Tanzania.