



THE UNITED AFRICAN UNIVERSITY OF TANZANIA
Plot No P9842 Vijibweni Kigamboni Municipality
P.O. BOX 36246, DAR ES SALAAM, TANZANIA
E-mail: hr@uaut.ac.tz

JOB VACANCIES

THE UNITED AFRICAN UNIVERSITY OF TANZANIA (UAUT) is a private Higher Learning Institution founded by the Registered Trustees of Korea Church Mission (KCM), with the objective of alleviating poverty and promoting growth through raising Tanzanian Christian leaders who are equipped with excellence in wisdom, knowledge, and Christian virtues. The responsibility of the day-to-day running of UAUT is vested in the University Council with the Vice-Chancellor as the main link between the Board of Trustees and University Council.

UAUT obtained The Certificate of Full Registration (CFR) from the Tanzania Commission for Universities (TCU) in 2012.

The UAUT is an accredited university.

VACANT POSITIONS

1. ACCOUNTS CLERK (1 POSITION)

(a) Qualifications

- Holders of Diploma in Accounting and Finance
- Working experiences in Higher Learning Institutions will be an added advantage
- At least 3 years of working experience in accounting.

(b) Duties:

- Receives and keeps in proper custody all incoming bills and claims.
- Maintains primary books of accounts.
- Prepares payment requisitions.
- Performs a variety of accounting tasks including receiving and paying out cash and cheques.
- Maintaining fuel and accurate accounts records.
- Preparing trial balances.
- Custodian of accountable documents
- Performs any other duties as may be assigned from time to time by his/her senior.

2. OFFICE DRIVER (1 POSITION)

(a) Qualifications

- Holders of form IV/VI Certificate and a valid driving license class C, D, and E.
- At least 5 years of working experience as a driver.

(b) Duties:

- Drives passenger buses and any other institutional vehicles.
- Keeps records of movement of vehicles.
- Carries out diagnoses of minor problems requiring immediate repair.
- Assists in repairing minor defects in the vehicle requiring attention.
- Performs any other duties as may be assigned from time to time by one's reporting officer.

Send your detailed CV, Cover letter, Certificates (PDF) and Testimonials (if any) to; hr@uaut.ac.tz;

This advertisement is also available on our website www.uaut.ac.tz

Deadline 8th December 2023