



**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.459/531/01**

**03 March 2024**

**EMPLOYMENT OPPORTUNITIES (CONTRACT)**

The College of Business Education was established by the College of Business Education Act 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 Management, Marketing Management, Metrology and Standardization, ICT and other business-related disciplines. Applications are invited from suitable, qualified and experienced Tanzanians to fill the following vacant positions on ONE YEAR employment contract at the College of Business Education:

**1.0 ICT OFFICER II – (SOFTWARE SYSTEMS DEVELOPER 1 - POST)**

**1.1 DUTIES AND RESPONSIBILITIES:**

- 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.

**1.2 QUALIFICATIONS 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.

## **2.0 ICT OFFICER II- (NETWORK ADMINISTRATOR 2 - POSTS)**

### **2.1 DUTIES AND RESPONSIBILITIES:**

- 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

### **2.2 QUALIFICATIONS 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.

## **3.0 ICT OFFICER II (MULTIMEDIA SPECIALIST 1 - POST)**

### **3.1 DUTIES AND RESPONSIBILITIES:**

- 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.

### **3.2 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Multimedia Design, Graphic Design, Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electronics or equivalent computer qualifications from recognized institutions.

## **4.0 ICT OFFICER II – (WEB DEVELOPER 1 - POST)**

### **4.1 DUTIES AND RESPONSIBILITIES:**

- 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

#### **4.2 QUALIFICATIONS 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.

### **5.0 ICT OFFICER II – (DATABASE ADMINISTRATOR 1 - POST)**

#### **5.1 DUTIES AND RESPONSIBILITIES:**

- 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.

#### **5.2 QUALIFICATIONS 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.

### **6.0 ICT OFFICER II (SECURITY SPECIALIST 1 - POST)**

#### **6.1 DUTIES AND RESPONSIBILITIES:**

- i. To ensure software patches are implemented timely;
  - i. To install, configure, and update antivirus software;
  - ii. To alert users on various security risks, threats and vulnerabilities;
- iii. To perform systems, audit on regular basis;
  - i. To implement security mechanisms and controls; and
  - ii. To perform any other related duties assigned by supervisor.

#### **6.3 QUALIFICATIONS 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.

## **7.0 SALARY SCALE:**

The salary scale for all position shall be **PGSS 7.1**.

## **GENERAL CONDITIONS**

- (i) All applicants must be Citizens of Tanzania with age not above 45 years of age;
- (ii) All applicants should submit signed application letters;
- (iii) Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- (iv) Applicants should apply on the strength of the information given in this advertisement;
- (v) Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;  
Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Birth certificate; and
  - National Identification Card.
- (vi) Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slip;
  - Testimonials and all Partial transcripts;
- (vii) An applicant should indicate three reputable referees with reliable contacts;
- (viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by the National Examinations Council of Tanzania (NECTA);
- (ix) Professional certificates from Foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTVET);
- (x) An applicant with special needs/case (disability) is advised to indicate;
- (xi) Only short-listed candidates will be informed on the date of interview;
- (xii) Presentation of forged certificates and other information will necessitate legal action;
- (xiii) Successful applicants will be employed on a one (1) year contract basis.

## **MODE OF APPLICATION**

All application should be addressed to the following postal address:

**Rector**

**College of Business Education**

**Bibi Titi Mohamed Road**

**P.O. Box 1968**

**DAR ES SALAAM**

**NB: The deadline for submitting applications is two weeks from the date of advertisement (i.e. 19<sup>th</sup> March, 2024)**