

# THE UNIVERSITY OF DODOMA



16<sup>th</sup> March, 2024

## Vacancies

The University of Dodoma invites applications from suitably qualified Tanzanians to be considered for immediate employment to fill the following vacant academic posts:-

### 1. COLLEGE OF BUSINESS AND ECONOMICS (CoBE)

<b>POST</b>	<b>Assistant Lecturer– 2 Posts</b>
<b>Field</b>	<b>Marketing</b>
<b>Qualification and Experience</b>	Holder of Master of Science in Marketing Management, Master of Business Administration in Marketing or Master of Business Administration (Specialized in Marketing) from an accredited Higher Learning Institution with a minimum GPA of 4.0.  <b>and</b> Bachelor of Commerce in Marketing, Bachelor of Commerce in Entrepreneurship, Bachelor of Business Administration in Innovation and Entrepreneurship Management, Bachelor of Arts in Marketing and Entrepreneurship, Bachelor of Business Administration in Marketing Management, Bachelor of Business Administration (Marketing), Bachelor of Business Administration in Marketing, Bachelor of Arts in Public Relations and Marketing, Bachelor Degree in Marketing, Bachelor Degree in Marketing and Public Relations, Bachelor of Business in Marketing Management or Bachelor of Applied Marketing and Entrepreneurship from an accredited Higher Learning Institution with a minimum GPA of 3.8.

<b>POST</b>	<b>Assistant Lecturer – 1 post</b>
<b>Field</b>	Business Management
<b>Qualification and Experience</b>	Holder of Master of Business Management, Master of Business Administration, Master of Business Administration in Corporate Management, Master of Business Administration (Agribusiness) or Master of International Business from an accredited Higher Learning Institution with a minimum GPA of 4.0. <b>and</b> Bachelor of Commerce in International Business, Bachelor of Business Administration, Bachelor of Business Management, Bachelor of Business Studies, Bachelor of Business Administration and Management, Bachelor of Business Administration in Innovation and Entrepreneurship Management, Bachelor of Business Administration in Marketing Management or Bachelor of Business Administration (International Business) from an accredited Higher Learning Institution with a minimum GPA of 3.8.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To undergo an induction course in pedagogic skills for those who had none before;</li> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and</li> <li>• To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>2. COLLEGE OF EDUCATION (CoED)</b>	
<b>POST</b>	<b>Assistant Lecturer - 1 Post</b>
<b>Field</b>	<b>Physical Education and Sports</b>
<b>Qualification and Experience</b>	Holder of Bachelor of Education in Physical Education or Bachelor of Education in Physical Education and Sports Science and obtained a minimum GPA of 3.8 from a recognized Higher Learning Institutions and Master of

	Education with a minimum GPA of 4.0 from recognized Higher Learning Institutions.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>POST</b>	<b>Assistant Lecturer - 1 Post</b>
<b>Field</b>	<b>Educational Psychology/Guidance and Counselling</b>
<b>Qualification and Experience</b>	Holder of Bachelor of Education in Psychology or Guidance and Counseling or any field of Education and obtained a minimum GPA of 3.8 from a recognized Institutions and Master of Education in Applied Social Psychology or Counseling Psychology with a minimum GPA of 4.0 from recognized Higher Learning Institutions.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and • To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>3. COLLEGE OF INFORMATICS AND VIRTUAL EDUCATION (CIVE)</b>	
<b>POST</b>	<b>Assistant Lecturer 1 Post</b>
<b>Field</b>	<b>Information Systems/Technology</b>
<b>Qualification and Experience</b>	Holder of Bachelor's degree with at least 3.8 GPA and Master's Degree with not less than 4.0 GPA in the following

	<p>field: Information Systems, Health Information Systems, Business Information Systems, Information Technology, Information systems management or related fields with experience in digital media industries.</p> <p>The candidate must possess skills, knowledge and experience in the following disciplines; Information Systems Management, System analysis and Design, Business analysis and intelligence (BI), Web design and management, Organizational IT Change and management, IT Innovation and knowledge management, ICT Project management, Data analysis and Big Data analytics, Computer supported collaborative work, Information Systems Theory, Enterprise Systems (CRMS &amp; SCHM); Health Information System Management (HMIS).</p>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and</li> <li>• To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>4. COLLEGE OF HUMANITIES AND SOCIAL SCIENCES</b>	
<b>POST</b>	<b>Tutorial Assistant 1 Post</b>
<b>Field</b>	<b>French</b>
<b>Qualification and Experience</b>	Holder of Bachelor of Arts in French or Bachelor of Education Majoring in French and obtained a minimum GPA of 3.8 from a recognized Higher Learning Institutions.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• This is a training post; the staff is required to undergo a Master's Degree training programme;</li> <li>• Undergo an induction course in pedagogic skills for those who had none before;</li> <li>• Understudy senior members, including attending lectures, seminars, tutorials and practical training;</li> <li>• To conduct tutorial, seminars and practical's;</li> <li>• Assist in research, consultancy and outreach activities; and</li> <li>• To perform any other duties that may be assigned by the relevant authorities.</li> </ul>

<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>POST</b>	<b>Assistant Lecturer 1 Post</b>
<b>Field</b>	<b>Kiswahili</b>
<b>Qualification and Experience</b>	Holder of Master Degree in one of the following fields: Master of Kiswahili, Kiswahili Linguistics or Kiswahili Literature with at least a GPA of 4.0 out of 5 and a Bachelor Degree in the following fields: Bachelor of Kiswahili, Kiswahili Linguistics or Kiswahili Literature with a Minimum GPA of 3.8 out of 5 from any recognized Higher Learning Institutions.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and</li> <li>• To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>
<b>5. SCHOOL OF LAW</b>	
<b>POST</b>	<b>Assistant Lecturer 1 Post</b>
<b>Field</b>	<b>Law</b>
<b>Qualification and Experience</b>	Holder of LLM with at least a GPA of 4.0 out of 5 and LLB with Minimum GPA of 3.8 out of 5 from any recognized Higher Learning Institutions.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes;</li> <li>• To prepare and present case studies;</li> <li>• To conduct and publish/disseminate research results;</li> <li>• To recognize students having difficulties, intervene and provide help and support;</li> <li>• To participate in consultancies and community services under supervision;</li> <li>• To attend workshops, conferences and symposia; and</li> <li>• To perform any other duties that may be assigned by the relevant authorities.</li> </ul>
<b>Remuneration</b>	<b>PUTS 2.1</b>

## GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years;
- 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 should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
  - Master/Degree/Advanced Diploma/Diploma/Certificates;
  - Master/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
  - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant who is retired from the Public Service for whatever reason should not apply;
- viii. An applicant should indicate three reputable referees with their reliable contacts;
- ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- x. 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 (NACTE);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. A signed application letter should be written either in Swahili or English and Addressed to ***Vice Chancellor, University of Dodoma (UDOM), and P.O. Box 259, Dodoma.***

- xiii. Deadline for application is 29<sup>th</sup> March, 2024;
- xiv. Only shortlisted candidates will be informed on the date of interview and;
- xv. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/http://portal.ajira.go.tz/> not otherwise <http://portal.ajira.go.tz/> (This address also can be found at PSRS Website, Click 'Recruitment Portal')

***Released by:***

**VICE CHANCELLOR  
UNIVERSITY OF DODOMA (UDOM)**