



DAR ES SALAAM TUMAINI UNIVERSITY

Coca Cola Road, Plot No.10, Mikocheni Light Industrial Area
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VACANCIES

INTRODUCTION

Dar-es-Salaam Tumaini University (DarTU), formerly Tumaini University Dar-es-Salaam College (TUDARCo) is a fully-fledged University effective from 1st January 2024. DarTU was granted accreditation by the Tanzania Commission for Universities (TCU) on 26th October 2023. It is located along Coca Cola Road at Mwenge Light Industrial Area in Dar-es-Salaam. The University, which has been transformed into a competitively dynamic and vibrant institution of higher learning is seeking to strengthen its human resource in teaching, research and consultancy services, hence this advertisement.

POSITIONS BEING ADVERTISED

A: School of Law and Justice (SoLJu).

The University wishes to recruit academic staff for the School of Law and Justice (SoLJu) as follows:

1. Lecturer in Law: (2) positions

a) Qualifications

General Qualifications

Holder of a PhD in Law, an LLM Degree with a minimum GPA of 4.0, and an LLB Degree with a minimum GPA of 3.5 from institutions recognized by TCU. The applicants must be able to teach law courses at undergraduate and postgraduate levels. Prior experience in university teaching and being an advocate of the High Court will be an added advantage.

Specific Qualifications

Applicants with the following specializations will be given preference: Alternative Dispute Resolution (ADR), Procedural Aspects of ADR, Contract Negotiations and

Drafting, Advocacy Skills in ADR, ADR in Taxation, Land Law, Labour Law, Oil and Gas Law, Law of Trusts and Succession, Civil Procedure, Administrative Law and Constitutional law.

b) Duties

- i) Conduct lectures, hold seminars and tutorials, supervise students and invigilate examination and do any other related academic activities;
 - ii) Carry out research and consultancy activities;
 - iii) Participate in curriculum development;
 - iv) Carry out community/outreach services;
 - v) Mentor junior staff in all relevant matters;
 - vi) Supervise students research projects and preparation of publications; and
 - vii) Perform any other duties and responsibilities as may be assigned by the relevant authority.
2. **Assistant Lecturer:** (2) positions

a) Qualifications

General Qualifications

Holder of an LLM Degree with a minimum GPA of 4.0 and an LLB Degree with a minimum GPA of 3.5 from institutions recognized by TCU. The applicants must be able to teach Law courses at undergraduate and non-degree levels. Prior experience in University teaching and being an advocate of the High Court will be an added advantage.

Specific Qualifications

Applicants with the following specializations will be given preference: Tax Law, Land Law, Labour Law, Oil and Gas Law, Law of Trusts and Succession, Civil Procedure, Administrative Law, Constitutional law, International Trade and Investment Law, Law of Evidence, Criminal Law and Procedure, Legal Writing and Drafting.

b) Duties

- i) Conduct lectures, hold seminars and tutorials, supervise students, invigilate exams and do any other related academic activities;
- ii) Assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes as part of their learning and building capacities in various aspects of teaching, learning, research and public service;
- iii) Work in co-operation with senior members of staff on specific projects;
- iv) Supervise special projects for undergraduate students;
- v) Conduct research and publish research results; and
- vi) Perform any other duties and responsibilities as may be assigned by the relevant authority.

B: Internal Audit Unit

Internal Auditor: (1) position

(a) Qualifications and Experience

Aspiring candidates should possess a Bachelor Degree in Accounting/Finance plus CPA (T)/ACCA or its equivalent, and registration by the National Board of Accountants and Auditors (NBAA) as a Certified Public Accountant with working experience of not less than fourteen years in a large reputable firm, and holder of Masters degree in Finance or Business Administration or equivalent. Furthermore, he/she should be a Certified Information System Auditor (CISA) with a strong background in International Financial Reporting and Auditing Standards.

(b) Duties and Responsibilities

- (i) Prepare work plan and audit programmes;
- (ii) Obtain required information directly through examination of records or interview with staff;
- (iii) Ensure the University adheres to policies, procedures, legislation and regulations;
- (iv) Audit the efficiency of business processes;

- (v) Review and evaluate the system of management controls and assess their adequacy and effectiveness and where appropriate draft recommendations for improvement;
- (vi) Check that stores maintain inventory of furniture, equipment and other movable assets in accordance with the University policy;
- (vii) Assess the reliability and effective use of internal controls and assist in reviewing internal controls and procedures;
- (viii) Draft segments of reports and communications on the results of the work performed;
- (ix) Analyze and evaluate the accounting system and procedures;
- (x) Review the accuracy of accounts receivables and payables as at the period of audit;
- (xi) Review the management of budget, balance sheet and other related financial statements;
- (xii) Identify and evaluate procedures and policies in tax reporting processes;
- (xiii) Perform any other duties and responsibilities as may be assigned by the relevant authority.

C:Principal Human Resources Officer I

(a) Purpose of the Job

To provide overall leadership, management and coordination of the human resource function of the University.

(b) Qualifications and Experience

Candidate must be holder of Bachelor's Degree in Human Resource Management, Public Administration, Business Administration, Personnel Management, Law or related discipline from a university recognized by TCU; Master's Degree or its equivalent in Human Resource Management, Business Administration, Public Administration, Law or any other related, relevant discipline, with at least 5 years experience and skills in administrative or related functions, of which 3 years should be at University or higher learning Institutions. In addition, the candidate must have outstanding professional competence in human resource management, administrative

skills, including organization, communication, time management, and customer care, with computer literacy.

(c) Duties and Responsibilities

The duties and responsibilities shall include but are not limited to:

- (i) Providing strategic advice, guidance and leadership across the University on all aspects of human resource management through generation and implementation of management briefs;
- (ii) Administer the Labour and Employee Relations Act, grievance procedures and discipline. Handle employees' grievances;
- (iii) Process and/or coordinate recruitment, orientation and placement of new employees and ensure staff compliance to staff rules and regulations;
- (iv) Addressing day to day requests from staff that arise from the three key human resource areas:- recruitment, training and development and general human resource administration;
- (v) Developing and implementing human resource strategy, policies, procedures, work processes and instructions that contribute to the University's improved work environment and staff motivation;
- (vi) Monitor personnel action such as performance appraisals, promotion, merit increases, internal transfers and termination of services and provides advice and other assistance as required to achieve equitable treatment of employees and consistency in the application of the University Policies.
- (vii) Serving as secretary to the Appointment and Human Resources Management Committee of the University;
- (viii) Overseeing day-to-day management of the directorate and operational activities including assignment of work, performance evaluation and general supervision of staff in the Human Resource Directorate;
- (ix) Development, management and oversight of the Human Resource Information System;
 - (i) Chief advisor to the DVC-RMA on human resources policies, procedures and practices; and
 - (ii) Performing any other duties as assigned by the relevant authority from time to time.

D: REMUNERATION

Successful candidates will be offered attractive packages commensurate with their qualifications and experience.

E: MODE OF APPLICATION

- (i) Interested and suitably qualified individuals should submit their applications attaching detailed curriculum vitae, relevant copies of transcripts, certificates, telephone contacts, and three referee's details.
- (ii) Certificates from foreign examination bodies for Ordinary or Advanced Level Education should be verified by the National Examination Council of Tanzania (NECTA).
- (iii) Presentation of forged certificates and other information will necessitate legal action.
- (iv) Applicants who have already submitted applications need not reapply.
- (v) Only shortlisted candidates will be contacted for interview.

Applications should be addressed to:

The Deputy Vice Chancellor, Resource Management and Administration
Dar es salaam Tumaini University (DarTU),
Plot No. 10 Mikocheni Light Industrial Area (Along Coca-Cola Road),
P.O. Box 77588,
Dar es Salaam, Tanzania.

E-mail: dpa@tudarco.ac.tz

F: DEADLINE

All applications should reach the Deputy Vice Chancellor for Resource Management and Administration (DVC - RMA) by Monday, 20th May, 2024 at 16:30 hours.