



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
THE OPEN UNIVERSITY OF TANZANIA



VACANCY ANNOUNCEMENT - VICE CHANCELLOR (VC)

The Open University of Tanzania (OUT) is an Online Open and Distance Learning public Institution that currently operates under the Charter of Incorporation of 2007 that was made under the Universities Act No. 7 of 2005, which was enacted following the Repeal of the Open University Act No.17 of 1992. The OUT operates in thirty (30) Regional Study and Coordination Centres spread throughout the United Republic of Tanzania and beyond. The OUT offers certificates, diplomas, degrees and postgraduate courses through a blended mode system. The OUT's Mission is to persistently provide relevant, quality, flexible, accessible, and affordable open online education, research, and services to the community for the social economic development of Tanzania, Africa and the rest of the world.

The term of office of the current Vice Chancellor (VC) will come to an end on the 1st June, 2025 and therefore, the University hereby invites competent and suitably qualified Tanzanian candidates to apply for the position as follows:

JOB TITLE:	Vice Chancellor
VACANCY NO:	OUT2025/VC
DEPARTMENT:	Office of the Vice Chancellor
RESPONSIBLE TO:	The Council/Chancellor/Chairman
WORK STATION:	HQ/DSM
SALARY:	As Per Prevailing Government Policies and Circulars
FRINGE BENEFITS:	As Spelt Out by the Government Regulations

1. BACKGROUND KNOWLEDGE AND SKILLS

- Professor or Associate Professor (any specialization).
- Outstanding Academic Qualifications,
- Excellent Record of Scholarly, Teaching, Research and Service to the Public.
- Extensive Knowledge and Experience of University Systems.
- Extensive Experience in University Leadership at the Senior Management Level (at least seven years).
- Excellent communication, interpersonal, public relations and negotiation skills
- Proven integrity with an irrevocable commitment to best practices in corporate governance, with particular emphasis on integrity, accountability and transparency.
- Ability to develop and update the institution's vision and direction systematically and strategically.
- Ability to inspire and encourage ideas designed to achieve innovative and entrepreneurial academic excellence and developments by motivating and supporting staff and students.
- Ability to influence, persuade and build coalitions and networks
- TENURE: 5 years, can be reappointed for a maximum of 2 terms subject to positive performance appraisal

2. KEY FUNCTIONS

Policy and Planning

- i. Spearhead the continuous development and review of the Mission, Vision, Objectives and Policies designed to achieve academic excellence in the institution's programmes.
- ii. Co-ordinate the development of Policies, Plans and Programmes of OUT, based on a Strategic Overview of the University and its environment to enable it to realise its Vision.
- iii. Mobilise and procure internally and externally the resources

necessary for the implementation of the University's Strategic Plans and Programmes.

- iv. Guide the Formulation and review of the Institutional Strategic Plan.

Management and Fiscal Control

- i. Be the Chief Executive Officer of the University, with a general responsibility for maintaining and promoting efficiency, effectiveness and good governance at the University in line with the OUT Charter (2007).
- ii. Direct and supervise the Senior Management Team responsible for the academic, financial, administrative, regional services and public relations functions of the University and ensure that each performs to the expected levels of excellence and the promotion of good order throughout the institution
- iii. Oversee the implementation of systems designed to ensure sound management and fiscal control.
- iv. Oversee the procurement and fair allocation of resources to various cost centres within the University.
- v. As the Chief Executive Officer of the Open University of Tanzania, the Vice Chancellor attends both Council, Senate and Administrative meetings and present reports on the Institutions position.
- vi. External Liaison; Represents the University externally in order to promote awareness and an understanding of the University's Mission, Vision, objectives, policies and programmes, and is accountable for the entrusted University's resources and promote linkages with external bodies/institutions (locally and internationally).

3. PERFORMANCE MEASURES/CRITERIA

- Explicit Mission and Vision statements and policies, plans and procedures that complement the institution's objectives.
- Clear understanding of the University's Legal regime, functions, objectives by staff, students and the University community at large.
- Availability of adequate resources, efficient and effective allocation and utilization on the same.
- Appointment of high calibre staff and high academic and administrative standards maintained.
- Maintenance of harmonious relations between academic and non-academic units, departments and staff of the University.
- High standards of behaviour exhibited among staff and students.
- Quality of advice he/she provides to the Council.
- Practical, effective and acceptable recommendations to the Council and Senate and prompt implementation of its decisions.

4. MODE OF APPLICATION

A soft copy of the application accompanied by signed up-to-date Curriculum Vitae and other relevant documents, names and addresses of three referees (including the last employer) should reach the Chairperson of the Search Committee at the following email address searchteam@out.ac.tz copied to stc@out.ac.tz, three weeks(3) from the date of the first appearance of this advertisement in the newspaper but not later than 10th August 2024. Applicants are further directed to ask their referees to submit reports addressed to the Chairperson of the Search Committee in the above emails latest ONE week after the closing date for applications.