

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**



OFFICE OF THE VICE CHANCELLOR

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EMPLOYMENT OPPORTUNITIES

The Moshi Co-operative University (MoCU) invites applications from suitably qualified Tanzanians to be considered for employment in the following academic vacant posts at the Main Campus in Moshi and Kizumbi Institute of Co-operative and Business Education (KICoB) in Shinyanga.

1.0 ASSISTANT LECTURER (SOCIAL WORK)- 2 POSTS

1.0.1 DUTY STATION: MOSHI

1.0.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.0.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Social Work/Sociology with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Social Work/Sociology/Community Development with a minimum GPA of 3.8 out of 5.0.

1.0.4 REMUNERATION: PUTS 2.1

1.1 TUTORIAL ASSISTANT (SOCIAL WORK) – 1 POST

1.1.1 DUTY STATION: MOSHI

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;

- iv. To perform any other duties that may be assigned by the relevant authorities

1.1.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Social Work with a minimum GPA of 3.8 out of 5.0

1.1.4 REMUNERATION: PUTS 1.1

1.2 TUTORIAL ASSISTANT (CO-OPERATIVES MANAGEMENT) – 2 POSTS

1.2.1 DUTY STATION: MOSHI (1), KIZUMBI - SHINYANGA (1)

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.2.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Cooperative Management and Accounting with a minimum GPA of 3.8 out of 5.0.

1.2.4 REMUNERATION: PUTS 1.1

1.3 ASSISTANT LECTURER (COOPERATIVE MANAGEMENT)- 4 POSTS

1.3.1 DUTY STATION: MOSHI (1) KIZUMBI - SHINYANGA (3)

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.3.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Co-operative and Community Development with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Co-operative Management Accounting with a minimum GPA of 3.8 out of 5.0.

1.3.4 REMUNERATION: PUTS 2.1

1.4 ASSISTANT LECTURER (DEVELOPMENT STUDIES)- 1 POST

1.4.1 DUTY STATION: MOSHI

1.4.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.4.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master of Development Studies OR any other relevant Master Degree GPA of 4.0 out of 5.0 and Bachelor of Development Planning OR Community Economic Development with a minimum GPA of 3.8 out of 5.0.

1.4.4 REMUNERATION: PUTS 2.1

1.5 **ASSISTANT LECTURER (PROJECT PLANNING AND MANAGEMENT)- 1 POST**

1.5.1 DUTY STATION: MOSHI

1.5.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.5.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master of Project Planning Management OR any other relevant Master Degree GPA of 4.0 out of 5.0 and Bachelor in Project Planning Management with a minimum GPA of 3.8 out of 5.0.

1.5.4 REMUNERATION: PUTS 2.1

1.6 **ASSISTANT LECTURER (ECONOMICS)- 2 POSTS**

1.6.1 DUTY STATION: MOSHI

1.6.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;

- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.6.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Economics with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Economics/Agricultural Economics and Agribusiness/Economics and Statistics/Business Economics with a minimum GPA of 3.8 out of 5.0.

1.6.4 REMUNERATION: PUTS 2.1

1.7 TUTORIAL ASSISTANT (STATISTICS) – 1 POST

1.7.1 DUTY STATION: MOSHI

1.7.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.7.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Statistics/Applied Statistics with a minimum GPA of 3.8 out of 5.0.

1.7.4 REMUNERATION: PUTS 1.1

1.8 TUTORIAL ASSISTANT (ECONOMICS) – 1 POST

1.8.1 DUTY STATION: MOSHI

1.8.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.8.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor in Economics, Economics and Statistics OR Agricultural Economics with a minimum GPA of 3.8 out of 5.0.

1.8.4 REMUNERATION: PUTS 1.1

1.9 TUTORIAL ASSISTANT (TAXATION) – 2 POSTS

1.9.1 DUTY STATION: MOSHI

1.9.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.9.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Taxation/Accounting and Taxation with a minimum GPA of 3.8 out of 5.

1.9.4 REMUNERATION: PUTS 1.1

1.10 ASSISTANT LECTURER (ACCOUNTING)- 3 POSTS

1.10.1 DUTY STATION: MOSHI

1.10.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.10.3 QUALIFICATION AND EXPERIENCE

1.10.4 Applicants must be holders of Master Degree in Accounting/Accounting and Finance/Master of Business Administration (Accounting) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Accounting/Accounting and Finance/Cooperative management and Accounting with a minimum GPA of 3.8 out of 5.0.

1.10.5 REMUNERATION: PUTS 2.1

1.11 ASSISTANT LECTURER (MICROFINANCE)- 1 POST

1.11.1 DUTY STATION: MOSHI

1.11.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;

- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.11.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Microfinance/ Finance and Banking/Finance/Business Administration (Finance) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Microfinance and Enterprise Management/ Banking and Finance/Accounting and Finance with a minimum GPA of 3.8 out of 5.0.

1.11.4 REMUNERATION: PUTS 2.1

1.12 **ASSISTANT LECTURER (BANKING)- 3 POSTS**

1.12.1 DUTY STATION: MOSHI (1) KIZUMBI - SHINYANGA (2)

1.12.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.12.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Banking/ Finance and Banking/Finance/Business Administration (Finance) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Microfinance and Enterprise Management/ Banking and Finance/Accounting and Finance with a minimum GPA of 3.8 out of 5.0.

1.12.4 REMUNERATION: PUTS 2.1

1.13 **ASSISTANT LECTURER (INSURANCE)- 1 POST**

1.13.1 DUTY STATION: MOSHI

1.13.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.13.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Insurance and Risk Management/ Insurance and Actuarial Science/ Risk Management/ Disaster Risk Management/Business Administration (Insurance Management) with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Insurance and Risk Management/Insurance and Actuarial Science/Risk Management with a minimum GPA of 3.8 out of 5.0.

1.13.4 REMUNERATION: PUTS 2.1

1.14 **TUTORIAL ASSISTANT (MICROFINANCE) – 2 POSTS**

1.14.1 DUTY STATION: MOSHI

1.14.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.14.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Banking/Banking and Finance/ Microfinance and Enterprise Development with a minimum GPA of 3.8 out of 5.0.

1.14.4 REMUNERATION: PUTS 1.1

1.15 **ASSISTANT LECTURER (LAW)- 3 POSTS**

1.15.1 DUTY STATION: MOSHI

1.15.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.15.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master of Laws (LL.M) with a minimum GPA of 4.0 out of 5 and Bachelor of Laws (LL. B) with a minimum GPA of 3.8 out of 5.0.

1.15.4 REMUNERATION: PUTS 2.1

1.16 TUTORIAL ASSISTANT (LAW) – 2 POSTS

1.16.1 DUTY STATION: MOSHI

1.16.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities

1.16.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor of Laws (LL. B) with a minimum GPA of 3.8 out of 5.0.

1.16.4 REMUNERATION: PUTS 1.1

1.17 TUTORIAL ASSISTANT (ENTREPRENEURSHIP) – 1 POST

1.17.1 DUTY STATION: MOSHI

1.17.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.17.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Marketing and Entrepreneurship with a minimum GPA of 3.8 out of 5.0.

1.17.4 REMUNERATION: PUTS 1.1

1.18 TUTORIAL ASSISTANT (MARKETING) – 1 POST

1.18.1 DUTY STATION: MOSHI

1.18.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.18.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree of Business Administration in Marketing with a minimum GPA of 3.8 out of 5.0.

1.18.4 REMUNERATION: PUTS 1.1

1.19 TUTORIAL ASSISTANT (BUSINESS MANAGEMENT) – 2 POSTS

1.19.1 DUTY STATION: MOSHI (1) KIZUMBI - SHINYANGA (1)

1.19.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.19.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Business Administration OR Business management with a minimum GPA of 3.8 out of 5.0.

1.19.4 REMUNERATION: PUTS 1.1

1.20 ASSISTANT LECTURER (MARKETING)- 2 POSTS

1.20.1 DUTY STATION: MOSHI (1) KIZUMBI - SHINYANGA (1)

1.20.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.20.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Business Administration (Marketing)/Marketing Management with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Business Administration with a minimum GPA of 3.8 out of 5.0.

1.20.4 REMUNERATION: PUTS 2.1

1.21 ASSISTANT LECTURER (BUSINESS MANAGEMENT)- 1 POST

1.21.1 DUTY STATION: MOSHI 1

1.21.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.21.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Business Management with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Business Administration with a minimum GPA of 3.8 out of 5.0.

REMUNERATION: PUTS 2.1

1.22 **ASSISTANT LECTURER (ENTREPREURSHIP)- 1 POST**

1.22.1 DUTY STATION: MOSHI

1.22.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.22.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Entrepreneurship with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Entrepreneurship with a minimum GPA of 3.8 out of 5.0.

1.22.4 REMUNERATION: PUTS 2.1

1.23 **ASSISTANT LECTURER (PROCUREMENT AND SUPPLY MANAGEMENT)- 2 POSTS**

1.23.1 DUTY STATION: MOSHI

1.23.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;

- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.23.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Procurement and Supply Management/Procurement and Supply Chain Management/Procurement and Logistics Management/Logistics and Supply Chain Management with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Procurement and Supply Management/ Procurement and Supply Chain Management/ Management/ Procurement and Logistics Management/Logistics and Supply Chain Management with a minimum GPA of 3.8 out of 5.0.

1.23.4 REMUNERATION: PUTS 2.1

1.24 **ASSISTANT LECTURER (LOGISTICS AND TRANSPORT MANAGEMENT) - 1 POST**

1.24.1 DUTY STATION: MOSHI

1.24.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.24.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Logistics and Transport Management/International Transport and Logistics Management/International Logistics and Transport Management with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Logistics and Transport Management/International Transport and Logistics Management/International Logistics and Transport Management with a minimum GPA of 3.8 out of 5.0.

1.24.4 REMUNERATION: PUTS 2.1

1.25 **TUTORIAL ASSISTANT (LOGISTICS AND TRANSPORT MANAGEMENT) – 1 POST**

1.25.1 DUTY STATION: MOSHI

1.25.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.25.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Logistics and Transport Management/International Transport and Logistics Management/International Logistics and Transport Management with a minimum GPA of 3.8 out of 5.0.

1.25.4 REMUNERATION: PUTS 1.1

1.26 **TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) – 1 POST**

1.26.1 DUTY STATION: MOSHI

1.26.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.26.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Human Resource Management with a minimum GPA of 3.8 out of 5.0.

1.26.4 REMUNERATION: PUTS 1.1

1.27 **ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT)- 4 POSTS**

1.27.1 DUTY STATION: MOSHI (3) KIZUMBI - SHINYANGA (1)

1.27.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.27.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Human Resource Management with a minimum GPA of 4.0 out of 5 and Bachelor Degree in Human Resource Management with a minimum GPA of 3.8 out of 5.0.

1.27.4 REMUNERATION: PUTS 2.1

1.28 **ASSISTANT LECTURER (PUBLIC ADMINISTRATION)- 1 POST**

1.28.1 DUTY STATION: MOSHI

1.28.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.28.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree Political Science and Administration/Public Administration with a minimum GPA of 4.0 out of and Bachelor Degree in Political Science and Administration/Public Administration with a minimum GPA of 3.8 out of 5.0.

1.28.4 REMUNERATION: PUTS 2.1

1.29 **ASSISTANT LECTURER (COMMUNICATION SKILLS) - 1 POSTS**

1.29.1 DUTY STATION: MOSHI

1.29.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.29.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in English Language/ Linguistics with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Language Studies/Linguistics/Education with linguistics with a minimum GPA of 3.8 out of 5.0.

1.29.4 REMUNERATION: PUTS 2.1

1.30 TUTORIAL ASSISTANT (COMMUNICATION SKILLS) – 1 POST

1.30.1 DUTY STATION: MOSHI

1.30.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.30.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in English/Linguistics or related fields with minimum GPA of 3.8 out of 5

1.30.4 REMUNERATION: PUTS 1.1

1.31 ASSISTANT LECTURER (INFORMATION AND COMMUNICATION TECHNOLOGY)- 3 POSTS

1.31.1 DUTY STATION: MOSHI

1.31.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To recognize students having difficulties, intervene and provide help and support;
- iv. To participate in consultancies and community services under supervision;
- v. To attend workshops, conferences and symposia; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.31.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Master Degree in Computer Science/ Information Technology/Information Systems Security/Cyber Security/Embedded Systems/Data Science with a minimum GPA of 4.0 out of 5.0 and Bachelor Degree in Computer Science/ Information Technology/Information Systems Security/Cyber Security /Data Science with a minimum GPA of 3.8 out of 5.0.

1.31.4 REMUNERATION: PUTS 2.1

1.32 TUTORIAL ASSISTANT (INFORMATION AND COMMUNICATION TECHNOLOGY) - 2 POSTS

1.32.1 DUTY STATION: MOSHI

1.32.2 DUTIES AND RESPONSIBILITIES

- i. To understudy senior members, including attending lectures and seminars, tutorials and practical training;
- ii. To conduct tutorials, seminars and practical;
- iii. To assist in research, consultancy and outreach activities;
- iv. To perform any other duties that may be assigned by the relevant authorities.

1.32.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of Bachelor Degree in Business Information and Communication Technology/ Data Science with a minimum GPA of 3.8 out of 5.0.

1.32.4 REMUNERATION: PUTS 1.1

1.33 LIBRARIAN 1 - POST

1.33.1 DUTY STATION: MOSHI

1.33.2 DUTIES AND RESPONSIBILITIES

- i. To carry out lectures, conduct tutorials, seminars, practical training for undergraduate programmes;
- ii. To conduct and publish/disseminate research results;
- iii. To carry out library work and information services;
- iv. To mentor junior staff;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancy and community services;
- vii. To supervise field practical, undergraduate projects, Masters and PhD dissertations/theses;
- viii. To attend workshops, conferences and symposia; and
- ix. To perform any other duties that may be assigned by the relevant authorities.

1.33.3 QUALIFICATION AND EXPERIENCE

Applicants must be holders of PhD and Master Degree in Library and Information Science/Information Science/Information Studies with a minimum GPA of 4.0 out of 5 at Masters level and Bachelor Degree in Degree in Library and Information Science/Information Science/Information Studies/Records Management with a minimum GPA of 3.8 out of 5.0.

1.33.4 REMUNERATION: Salary Scale: PUTS 3.3

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years of age except for those who are in Public Service;
- ii. People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;
- 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;
 - Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - Birth certificate;
- vi. Attaching copies of the following certificates is strictly not accepted: -
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vii. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service should route his application letter through his respective employer;
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicant should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. 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);

x i i i . A signed application letter should be written either in Swahili or English and addressed to:

Vice Chancellor,
Moshi Cooperative University,
06 Sokoine Road,
25121 Mfumuni,
P.O. Box 474,

MOSHI-TANZANIA

- xiv. Deadline for application is **24th September, 2024;**
- xv. Only short-listed candidates will be informed on a date for interview and;
- xvi. 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.aiira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click 'Recruitment Portal').