

THE UNITED REPUBLIC OF TANZANIA

**MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY**



UNIVERSITY OF DAR ES SALAAM

MKWAWA UNIVERSITY COLLEGE OF EDUCATION

Ref. No.: MUCE: C4/18/29

Dated: 26th June, 2022

EMPLOYMENT OPPORTUNITIES

The Mkwawa University College of Education is a Constituent College of the University of Dar es Salaam in Iringa, Tanzania. The College was established in 2005 following the upgrading of the former Mkwawa High School in response to the growing demand for teachers in the country.

The Management of Mkwawa University College of Education {MUCE} invites job applications from suitably qualified Tanzanians to fill the following Academic and Administrative vacant posts on Permanent and Pensionable terms as mentioned below:-

1. FACULTY OF SCIENCE

1.1 Tutorial Assistant - Chemistry (3 posts)

1.1.1. Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

1.1.2. Qualifications

Must be a holder of Bachelor of Science in Chemistry, Bachelor of Science with Education or Bachelor of Education in Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

1.1.3. Remuneration: Salary Scale: PUTS 1.1

1.2 Tutorial Assistant - Mathematics (2 posts)

1.2.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

1.2.2 Qualifications;

Must be a holder of Bachelor of Science with Education or Bachelor of Education in Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

1.2.3 Remuneration: Salary Scale: PUTS 1.1

1.3 Tutorial Assistant - Physics (4 posts)

1.3.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualifications:

Must be a holder of Bachelor Degree in Science with Education, Bachelor of Science in Electronics or Bachelor of Education in Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

1.3.3 Remuneration: Salary Scale: PUTS 1.1

1.4 Tutorial Assistant - Informatics (3 posts)

1.4.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities

1.4.2 Qualifications:

Must be a holder of Bachelor of Science in Computer Science, Bachelor of Science in Computer Engineering, Bachelor of Science in Telecommunications, Bachelor of Science with Education, Bachelor of Science in Software Engineering, Bachelor of Science in Informatics or Bachelor of Science in Data Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

1.4.3 Remuneration: Salary Scale: PUTS 1.1

1.5 Tutorial Assistant - Biology (2 posts)

1.5.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

1.5.2 Qualifications:

Must be a holder of Bachelor of Science in Zoology, Bachelor of Science in Botany, Bachelor of Science in Microbiology, Bachelor of Science with Education or Bachelor of Education in Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University

1.5.3 Remuneration: Salary Scale: PUTS 1.1

2. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

2.1 Tutorial Assistant - Political Science and Public Administration (3 post)

2.1.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

2.1.2 Qualifications:

Must be a holder of Bachelor Degree in Political science, Political science and public administration and Bachelor of Arts with Education or in Education specializing in Political Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

2.1.3 Remuneration: Salary Scale: PUTS 1.1

2.2 Tutorial Assistant - Literature (2 posts)

2.2.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

2.2.2 Qualifications:

Must be a holder of Bachelor of Arts in Literature, Bachelor of Arts with education or in education specializing in Literature with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

2.2.3 Remuneration: Salary Scale: PUTS 1.1

2.3 Tutorial Assistant - French (2 posts)

2.3.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

2.3.2 Qualifications:

Must be a holder of Bachelor of Arts French, Language Studies (French), and Bachelor of Arts with Education or in Education specializing in French with a G.P.A of not less than 3.8 out of 5.0 from recognized University.

2.3.3 Remuneration. Salary Scale: PUTS 1.1

2.4 Tutorial Assistant - Geography (1 post)

2.4.1 Duties and Responsibilities

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

2.4.2 Qualifications:

Must be a holder of Bachelor of Arts in Geography and Environmental studies, Bachelor of Arts with education or in education specializing in Geography, Bachelor of Science in Geomatics and Bachelor of Science in Geographical Information Systems and Remote Sensing with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

2.4.3 Remuneration: Salary Scale: PUTS 1.1

3. FACULTY OF EDUCATION

3.1 Tutorial Assistant – Educational Foundations and Management (3 posts)

3.1.1 Duties and Responsibilities

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

3.1.2 Qualifications

The applicant must be a holder of Bachelor of Education in Science OR Bachelor of Education in Arts with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

3.1.3 Remuneration: Salary Scale PUTS 1

3.2 Tutorial Assistant - Computer Literacy (1 Post)

3.2.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practicals training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

3.2.2 Qualifications

The applicant must be a holder of Bachelor of Science with Education or Bachelor of Education in Science with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

3.2.3 Remuneration: Salary Scale PUTS 1

3.3 Tutorial Assistant - Educational Psychology (1 post)

3.3.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

3.3.2 Qualifications

The applicant must be a holder of Bachelor of Education in Psychology with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

3.3.3 Remuneration: Salary Scale PUTS 1

3.4 Tutorial Assistant - Counselling Psychology (1 Post)

3.4.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

3.4.2 Qualifications

The applicant must be a holder of Bachelor of Education in Psychology with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

3.4.3 Remuneration: Salary Scale PUTS 1

3.5 Tutorial Assistant - Early Childhood Education (2 Posts)

3.5.1 Duties and Responsibilities;

- i) Undergo an induction course in pedagogy for those who had none before;
- ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iii) Conduct tutorials, seminars and practicals;
- iv) Assist in research, consultancy and other public services;
- v) This is a training post; the staff is required to undergo a Master's and Doctorate Degree training programme; and
- vi) Perform any other duties that may be assigned by the relevant authorities.

3.5.2 Qualifications

The applicant must be a holder of Bachelor of Education in Early Childhood Education (ECE) with a G.P.A of not less than 3.8 out of 5.0 from a recognized University.

3.5.3 Remuneration: Salary Scale PUTS 1

3. FACULTY OF SCIENCE

4.1 Assistant Lecturer – Information Technology Security (1 Post)

4.1.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

4.1.2 Qualifications:

Holder of Master of Science in Information Technology Security or Master of Science in Computer Science with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelor to Master's degree.

4.1.3 Remuneration: Salary Scale PUTS 2

4.2 Assistant Lecturer – Ecology (1 Post)

4.2.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and

viii) To perform any other duties that may be assigned by the relevant authorities.

4.2.2 Qualifications:

Holder of Master of Science in Biodiversity Conservation with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

4.2.3 Remuneration: Salary Scale PUTS 2

4.3 Assistant Lecturer – Inorganic Chemistry (1 Post)

4.3.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

4.3.2 Qualifications:

Holder of Masters of Science in Chemistry with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

4.3.3 Remuneration: Salary Scale PUTS 2

4.4 Assistant Lecturer – Botany (1 Post)

4.4.1 Duties and Responsibilities;

- i) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To carry out lectures conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

4.4.2 Qualifications:

Holder of Master of Science in Botany or Master of Science in applied botany with at least a GPA of 4.0 out of 5.0. In additional the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

4.4.3 Remuneration: Salary Scale PUTS 2

4. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

5.1 Assistant Lecturer - Geography (3 Posts)

5.1.1 Duties and Responsibilities;

- i) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

5.1.2 Qualifications:

Holder of Master's Degree in Geography and Environmental studies, Demography, Disaster Management, Geomatics, Natural Resource Management, Geographical Information Systems and Remote Sensing with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.1.3 Remuneration: Salary Scale PUTS 2

5.2 Assistant Lecturer - History (1 post)

5.2.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

5.2.2 Qualifications:

Holder of Masters of Arts in Archaeology or History with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.2.3 Remuneration: Salary Scale PUTS 2

5.3 Assistant Lecturer - Political Science and Public Administration (1 post)

5.3.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities

5.3.2 Qualifications:

Holder of Masters of Arts in Political Science and Public Administration with at least a GPA of 4.0 out of 5.0. In additional the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.3.3 Remuneration: Salary Scale PUTS 2

5.4 Assistant Lecturer - Development Studies (1 post)

5.4.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and

viii) To perform any other duties that may be assigned by the relevant authority.

5.4.2 Qualifications:

Holder of Masters of Arts in Development studies or Business Administration (Entrepreneurship) with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.4.3 Remuneration: Salary Scale PUTS 2

5.5 Assistant Lecturer - Languages and Linguistics (2 Posts)

5.5.1 Duties and responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provide help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

5.5.2 Qualifications:

Holder of Master's Degree in Linguistics, English or Communication Skills, with at least a GPA of 4.0 out of 5.0. In addition the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.5.3 Remuneration: Salary Scale PUTS 2

5.6 Assistant Lecturer - Economics (1 Posts)

5.6.1 Duties and Responsibilities;

- i) To undergo an induction, course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practical's for Undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authorities.

5.6.2 Qualifications:

Holder of Master's Degree in International economics, Environmental economics and Econometrics with at least a GPA of 4.0 out of 5.0. In additional the candidate must have a minimum GPA of 3.8 out of 5.0 of the first degree in the same field and be assessed as potentially good academically. The applicant should have a consistency career progression in his/her relevant area of specialization from Bachelors to Master's degree.

5.6.3 Remuneration: Salary Scale PUTS 2

6 FACULTY OF EDUCATION

6.1 Assistant Lecturer - Computer Literacy/Computer Assisted Learning in Science and Mathematics (1 post)

6.1.1 Duties and responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.1.2 Qualifications:

Holder of a Master of Education in Science Education or Master of Science with Education with background in Computer Science, Informatics, Information or Communication Technology or software technology with a minimum G.P.A of 4.0 at Master's level and 3.8 at Bachelor Degree from a reputable University.

6.1.3 Remuneration: Salary Scale PUTS 2

6.2 Assistant Lecturer - Educational Technology (1 Post)

6.2.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and

viii) To perform any other duties that may be assigned by the relevant authority.

6.2.2 Qualifications:

Holder of a Master of Education in Science Education or Master of Science with Education or Master of Arts with Education with background in Educational Technology with a minimum G.P.A of 4.0 at Master's level and 3.8 at Bachelor degree from a reputable University.

6.2.3 Remuneration: Salary Scale PUTS 2

6.3 Assistant Lecturer - Educational Psychology (2 Posts)

6.3.1 Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.3.2 Qualifications:

Holder of a Master Degree in Applied Social Psychology or Psychology with a background of Educational Psychology with a minimum G.P.A of 4.0 at Master's level and 3.8 at Bachelor's degree from a reputable University.

6.3.3 Remuneration: Salary Scale PUTS 2

6.4 Assistant Lecturer - Inclusive and Special Needs Education (1 Post)

6.4.1 Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;

- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.4.2 Qualifications:

Holder of a Master of Arts with Education or Master of Arts in Applied Social Psychology with a minimum G.P.A of 4.0 at Master's level and 3.8 at Bachelor's degree from a reputable University.

6.4.3 Remuneration: Salary Scale PUTS 2

6.5 Assistant Lecturer - Kiswahili Teaching Methods (1 Post)

6.5.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.5.2 Qualifications:

Holder of a Master of Arts with Education, majoring Kiswahili Language at undergraduate studies with a minimum G.P.A of 4.0 at Master's level and 3.8 at Bachelor Degree from a reputable University.

6.5.3 Remuneration: Salary Scale PUTS 2

6.6 Assistant Lecturer - Human Resource Management in Education (1 Post)

6.6.1 Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.6.2 Qualifications:

Holder of a Master of Educational Management and Administration OR Master of Arts with Education with a minimum G.P.A of 4.0 at Master's level and 3.8 at a Bachelor's degree from a reputable University.

6.6.3 Remuneration: Salary Scale PUTS 2

6.7 Assistant Lecturer - Organisational Behaviour in Educational Institutions (1 Post)

6.7.1 Duties and Responsibilities

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii) To perform any other duties that may be assigned by the relevant authority.

6.7.2 Qualifications:

Holder of Master of Arts with Education OR Master of Educational Management and Administration with a minimum G.P.A of 4.0 at Master's level and 3.8 at a Bachelor's degree from a reputable University.

6.7.3 Remuneration: Salary Scale PUTS 2

6.8 Assistant Lecturer - The History of Education or Sociology of Education (1 Post)

6.8.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;

- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii)To perform any other duties that may be assigned by the relevant authority.

6.8.2 Qualifications:

Holder of a Master of Arts with Education with a minimum G.P.A of 4.0 at Master's level and 3.8 at a Bachelor's degree from a reputable University.

6.8.3 Remuneration: Salary Scale PUTS 2

6.9 Assistant Lecturer - Philosophy of Education (1 Post)

6.9.1 Duties and Responsibilities;

- i) To undergo an induction course in pedagogic skills for those who had none before;
- ii) To carry out lectures, conduct tutorials, seminars and practicals for undergraduate programmes;
- iii) To prepare and present case studies;
- iv) To conduct and publish/disseminate research results;
- v) To recognize students having difficulties, intervene and provided help and support;
- vi) To participate in consultancies and community services under Supervision;
- vii) To undergo postgraduate training to PhD level; and
- viii)To perform any other duties that may be assigned by the relevant authority.

6.9.2 Qualifications:

Holder of a Master of Arts with Education with a minimum G.P.A of 4.0 at Master's level and 3.8 at a Bachelor's degree from a reputable University.

6.9.3 Remuneration: Salary Scale PUTS 2

7. Clinical Officer II – (6 Posts)

7.1 Duties and Responsibilities

- i. To assist in diagnosis and prescription of appropriate drugs for the patients;
- ii. To assist in treatment of children (Pediatrics);
- iii. To attend to minor injuries;
- iv. To assist in minor operations;
- v. To assist in supervision of reproductive health services;
- vi. To participate in implementation of primary health care;
- vii. To maintain proper patient records according to the national guidelines and reporting;
- viii. To attend general outpatient; and
- ix. To perform other related duties as may be assigned by the supervisor.

7.2 Qualifications

The applicant shall be a holder of Diploma in Clinical Medicine or related field from a recognized Institution.

7.3 Remuneration: Salary Scale: PMGSS 4

8. Library Assistant II – (15 Posts)

8.1 Duties and Responsibilities:

- i. To undergo on the job training on library duties;
- ii. To perform library clerical duties;
- iii. To register readers;
- iv. To issue books to readers;
- v. To receive books from readers; and
- vi. To perform any other related duties as may be assigned by the supervisor.

8.2 Qualifications:

The applicant shall be a holder of Certificate in one of the following fields: Library Studies, Information Studies, Library and Information Studies, Library and Information Science, Documentation and Information Management or equivalent qualification from recognized institution.

8.3 Remuneration. Salary Scale: PGSS 3

9. Laboratory Technologist II (14 Posts)

9.1 Laboratory Technologist II - Chemistry (5 Posts)

9.1.1 Duties and Responsibilities:

- i. To assist in students' practical and projects;
- ii. To maintain laboratory/ workshop facilities and equipment;
- iii. To train or orient newly recruited technicians / artisans;
- iv. To supervise junior technicians; and
- v. To perform any other duties as may be assigned by one's reporting officer.

9.1.2 Qualifications:

The applicant shall be a holder of Full Technician Certificate (FTC) or Ordinary Diploma in Laboratory Sciences from the recognized institution.

9.1.3 Remuneration: Salary Scale: PUSS 2

9.2 Laboratory Technologist II – Biology (5 Posts)

9.2.1 Duties and Responsibilities:

- i. To assist in students' practical and projects;
- ii. To maintain laboratory/ workshop facilities and equipment;
- iii. To train or orient newly recruited technicians / artisans;
- iv. To supervise junior technicians; and
- v. To perform any other duties as may be assigned by one's reporting officer.

9.2.2 Qualifications:

The applicant shall be a holder of Full Technician Certificate (FTC) or Ordinary Diploma in Laboratory Sciences from the recognized institution

9.2.3 Remuneration: Salary Scale: PUSS 2

9.3 Laboratory Technologist II – Physics (4 Posts)

9.3.1 Duties and Responsibilities:

- i. To assist in students' practical and projects;
- ii. To maintain laboratory/ workshop facilities and equipment;
- iii. To train or orient newly recruited technicians / artisans;
- iv. To supervise junior technicians; and
- v. To perform any other duties as may be assigned by one's reporting officer.

9.3.2 Qualifications:

The applicant shall be a holder of Full Technician Certificate (FTC) or Ordinary Diploma in Laboratory Sciences from the recognized institution

9.3.3 Remuneration: Salary Scale: PUSS 2

MODE OF APPLICATION

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts/testimonials, and detailed CV with addresses of two referees.

Note:

- i) Applicants employed in the Public Service must channel their application letters through their respective employers. Applicants who will not comply to such status will lead to automatic disqualification;
- ii) Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU);
- iii) The National Examination Council of Tanzania (NECTA) should verify certificates from foreign examination bodies for Ordinary or Advanced level education;

- iv) Presentation of forged certificates & other information will necessitate to legal action;
- v) Candidates with unclassified degrees should attach an official GPA count from the respective University;
- vi) Applicants who were once employed in the public service should state the organization they worked with and why they were terminated from the public service;
- vii) A signed application letter should be written in English and Addressed to the **Secretary, President's Office, Public Service Recruitment Secretariat, P.O. Box 2320, Utumishi Building at the University of Dodoma - Dr. Asha Rose Migiro Buildings - Dodoma;****
- viii) Deadline for application is 9th July, 2022;
- ix) Only shortlisted candidates will be informed on the date of interview and;
- x) 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> and not otherwise (This address also can be found at PSRS Website, click 'Recruitment Portal').



Prepare to be Counted on Tuesday, 23rd August, 2022