

# **MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)**

## **MCB COMPANY LIMITED**



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Mbeya, Tanzania  
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### **CONTRACT VACANCIES**

The MCB Company Limited is an affiliated company under Mbeya University of Science and Technology. The MCB Company Ltd has two departments namely, the department of Construction Services and the department of Commercial Consultancy. The vision of the company is to become the most recognized professional service provider by delivering high quality and excellent construction services in Engineering, and Technology, both locally and globally. The company undertakes construction projects while ensuring value for money, quality, and non-project overruns in an environmentally sustainable manner.

The MCB Company Limited intends to recruit qualified, competent and self-motivated Tanzanians to fill the vacant posts on a contract basis.

#### **1. PROCUREMENT OFFICER**

#### **POSTS 2**

Holder of Bachelor Degree in Procurement and Supplies Management, Material Management, Logistics Management equivalent qualifications from recognized institutions or Professional Level III Certificate offered by Procurement and Supplies Professionals and Technician Board (PSPTB) or equivalent professional qualification from other institution recognize by PSPTB.

##### **1.1 Duties and Responsibilities**

- i. Checks transactions in stores accounting documents and registers;

- ii. Responsible for the purchasing processes or supply control of given lines of stocks;
- iii. Responsible for physical stocks;
- iv. Receives and issues vouchers, delivery notes and invoices
- v. Prepares purchase requisitions/orders upon approval by supervisor
- vi. Posts entries in material supplies ledgers
- vii. Conducts physical checks and accounts, receipted goods
- viii. Arranges for physical placement i.e. location and banning
- ix. Keeps records of purchases and sensitive documents in safe custody
- x. Performs any other duties as may be assigned by supervisor

### **3.1 Salary Scale:**

**MCBSS 5**

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania in the Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) with reliable contacts; postal address/post code, email and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach 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 Certificates;
- v. Applicants should indicate three reputable referees with their reliable contacts;
- vi. Certificates from Foreign Universities should be verified by TCU;
- vii. Applicants with special needs/case (disability) are advised to indicate so;
- viii. Women are encouraged to apply;

- ix. A signed application letter should be written in English and addressed to the Vice Chancellor, Mbeya University of Science and Technology, **P.O. Box 131, Mbeya;**
- x. **Only shortlisted candidates will be informed on a date for interview;**
- xi. **Candidates must be ready to work on any of the company's projects in Tanzania;**
- xii. **Presentation of forged certificates and other information will necessitate legal action; and**
- xiii. **Deadline for application is 05<sup>th</sup> August, 2022.**

**VICE CHANCELLOR**

**MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY**