

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

THE OPEN UNIVERSITY OF TANZANIA



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ANNOUNCEMENT OF EMPLOYMENT VACANCY

The Open University of Tanzania hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission, as follows:

1.1.1 POSITION: LIBRARIAN (3 POSTS)

1.1.2 Duty Post: Pemba, Zanzibar and Kinondoni Regional Centre

1.1.3 Qualifications and Experience

Possession of PhD and Master Degree in Records, Archives and Information Management with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent. If an applicant has unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.1.4 Duties and Responsibilities

- To undertake an induction, course in pedagogic skills for those who had none before;
- To carry out lectures, conduct tutorials, seminars and practicals for undergraduate and postgraduate programmes;
- To mentor junior staff in relevant fields;
- To participate in developing and managing various university/constituent college's activities;
- To undertake research and publish/disseminate results;
- To carry out consultancy and community services;
- To write teaching manuals and compendia;
- To supervise field practical, undergraduate special projects, Masters and PhD dissertations/theses
- To attend/organise workshops, conferences and symposia; and
- To perform any other duties that may be assigned by the relevant authorities.

1.1.5 Age Limit: Not more than 45 Years

1.1.6 Remuneration: Salary Scale PUTS 3.1

1.2.1 POSITION: ASSISTANT LIBRARIAN (2 POSTS)

1.2.2 Duty Posts: Pemba Regional Centre and Lindi Regional Centre

1.2.3 Qualifications and Experience

Possession of Master Degree in **Records, Archives and Information Management** with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.2.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.2.5 Age limit: Not more than 35 years

1.2.6 Remuneration: Salary Scale PUTS 2.1

1.3.1 POSITION: ASSISTANT LECTURER (KISWAHILI) (2 POSTS)

1.3.2 Duty post: Pemba Regional Centre and Tabora Regional Centre

1.3.3 Qualification and Experience

Possession of a Master Degree in **Kiswahili, Linguistics, or Bantu Languages** with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in the Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.3.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.3.5 Age limit: Not more than 35 years

1.3.6 Remuneration: Salary Scale PUTS 2.1

1.4.1 POSITION: ASSISTANT LECTURER (AGRICULTURAL SCIENCES) (1 POST)

1.4.2 Duty Post Lindi Regional Centre

1.4.3 Qualifications and Experience

Possession of a Master of Sciences in **Agribusiness, Applied Agricultural Extension, Agricultural Extension Education, Crop Science and Technology, Crop Production and Management, Horticulture**, with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.4.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.4.5 Age limit: Not more than 35 years

1.4.6 Remuneration: Salary Scale PUTS 2.1

1.5.1 POSITION: ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (1 POSTS)

1.5.2 Duty Post: Arusha Regional Centre

1.5.3 Qualifications and Experience

Possession of a Master Degree in Human Resource Management, with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.5.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.5.5 Age limit: Not more than 35 years

1.5.6 Remuneration: Salary Scale PUTS 2.1

1.6.1 POSITION: ASSISTANT LECTURER (LAW) (2 POST)

1.6.2 Duty Post: Tabora and Njombe Regional Centre

1.6.3 Qualifications and Experience

Possession of a Master Degree in Land law/Public International Law/Jurisprudence with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.6.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.6.5 Age limit: Not more than 35 years

1.6.6 Remuneration: Salary Scale PUTS 2.1

1.7.1 POSITION: ASSISTANT LECTURER (SPECIAL NEED AND INCLUSIVE EDUCATION) (1 POSTS)

1.7.2 Duty Post: Songwe Regional Centre

1.7.3 Qualifications and Experience

Possession of a Master of Education in Special need and inclusive Education with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.7.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.7.5 Age limit: Not more than 35 years

1.7.6 Remuneration: Salary Scale PUTS 2.1

1.8.1 POSITION: ASSISTANT LECTURER (PHILOSOPHY) (1POST)

1.8.2 Duty Post: Pemba Regional Centre

1.8.3 Qualifications and Experience

Possession of a Master of Arts in Philosophy with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Relevant Subject or its equivalent. In addition, unclassified Master Degree by thesis or research only shall be considered for recruitment if he/she published at least two (2) papers in reputable peer Review journals.

1.8.4 Duties and Responsibilities

- Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- Adopt and/or supplement existing materials,
- Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- Revise course materials and audio programmes,
- Give public lectures, tutor and lead academic discussions,
- Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- Encourage and motivate students to improve academically,
- Conduct research work and disseminate research findings

1.8.5 Age limit: Not more than 35 years

1.8.6 Remuneration: Salary Scale PUTS 2.1

1.9.1 POSITION: ASSISTANT LIBRARIAN TRAINEE (1 POST)

1.9.2 Duty Post Kahama Regional Centre

1.9.3 Qualifications and Experience

Possession of first degree in Records, Archives and Information Management with minimum of 3.8 GPA with excellent results in the subject area or equivalent. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.9.4 Duties and Responsibilities:

- Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- Supplementing existing study materials, - Editing, reviewing and translating course materials,
- Assisting senior staff in preparing content for e-Learning for the ELMS.
- Providing support materials, guidance and counseling and other services to students,
- Helping to keep students' records correspondence and other communications,
- Helping in general academic administration as will be asked of him by seniors,
- Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.9.5 Age limit: Not more than 35 years

1.9.6 Remuneration: Salary Scale PUTS 1.1

MODE OF APPLICATION

- Application letter should be accompanied with current Curriculum Vitae (CV), relevant Certificates and Authenticated Academic Transcripts.
- Applicants should indicate the Position and Duty post they are applying for in their application letter.
- All applicants who are currently employed in the Public Service should route their application letters through their respective employers.
- Academic Certificates should be certified by advocates / Magistrate
- Certificates from foreign Universities should be verified by the Tanzania Commission for Universities (TCU).
- A signed application letter should be addressed to The Deputy Vice Chancellor (Planning, Finance and Administration), Kawawa Road adjacent Biafra Ground, P. O. Box 23409, Dar es Salaam.

Interested applicants should submit the applications through Public Service Recruitment Secretariat portal using the following address: <http://portal.ajira.go.tz>

The deadline for receiving applications is 14 days after the date of advertisement.

Only short-listed candidates will be contacted.

Released by :

**The Deputy Vice Chancellor
(Planning, Finance and Administration) of the Open University of Tanzania**