

# UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

## THE OPEN UNIVERSITY OF TANZANIA



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### VACANCY ANNOUNCEMENT

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1<sup>st</sup> January, 2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters at Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

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:

#### 1.0 . TUTORIAL ASSISTANT (PHILOSOPHY OF EDUCATION)- 1 POST

##### 1.0.1 DUTY STATION: SONGWE REGIONAL CENTRE

##### 1.0.2 DUTIES AND RESPONSIBILITIES

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

##### 1.0.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree Philosophy with Education. with a minimum GPA of 3.8 out of 5.

##### 1.0.4 REMUNERATION:PUTS 1.1

## **1.1 TUTORIAL ASSISTANT (HISTORY)- 1 POST**

### **1.1.1 DUTY STATION: SIMIYU REGIONAL CENTRE**

#### **1.1.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.1.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor Degree of Education in History. with a minimum GPA of 3.8 out of 5

#### **1.1.4 REMUNERATION: PUTS 1.1**

## **1.2 TUTORIAL ASSISTANT (CULTURAL STUDIES) -1 POST**

### **1.2.1 DUTY STATION: TUNDURU REGIONAL CENTRE**

#### **1.2.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.2.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree in one of the following: Cultural Anthropology and Tourism, Tourism and Cultural Heritage, Culture and Heritage, History, Cultural Heritage Management and Tourism, Cultural and Heritage Management or Cultural Anthropology. with a minimum GPA of 3.8 out of 5

#### **1.2.4 REMUNERATION: PUTS 1.1**

## **1.3 TUTORIAL ASSISTANT (MONITORING AND EVALUATION) -1 POST**

### **1.3.1 DUTY STATION: RUKWA REGIONAL CENTRE**

#### **1.3.2 DUTIES AND RESPONSIBILITIES**

- (i) This is a training post; the staff is required to undergo a Masters Degree training programme;
- (ii) Undergo an induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;

- (iv) Conduct tutorials, seminars and practicals;
- (v) Assist in research, consultancy and outreach activities;
- (vi) Perform any other duties that may be assigned by the relevant authorities

### **1.3.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Science in Economics. with a minimum GPA of 3.8 out of 5.

### **1.3.4 REMUNERATION: PUTS 1.1**

## **1.4 TUTORIAL ASSISTANT (SOCIAL WORK)-1 POST**

### **1.4.1 DUTY STATION: IRINGA REGIONAL CENTRE**

#### **1.4.2 DUTIES AND RESPONSIBILITIES**

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

### **1.4.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree in Social Work. with a minimum GPA of 3.8 out of 5.

### **1.4.4 REMUNERATION: PUTS 1.1**

## **1.5 TUTORIAL ASSISTANT(LAW)- 2 POSTS**

### **1.5.1 WORK STATION: GEITA AND MTWARA REGIONAL CENTRE**

#### **1.5.2 DUTIES AND RESPONSIBILITIES**

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

### **1.5.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Laws (LL. B) with a minimum GPA of 3.8 out of 5.

### **1.5.4 REMUNERATION: PUTS 1.1**

## **1.6 TUTORIA ASSISTANT (FINANCE) -1 POST**

### **1.6.1 WORK STATION-ZANZIBAR REGIONAL CENTRE**

#### **1.6.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.6.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree in one of the following: Accounting and Finance, or Finance, Accounting and Management with a minimum GPA of 3.8 out of 5. **REMUNERATION: PUTS 1.1**

## **1.7 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT)- 1 POST**

### **1.7.1 WORK STATION- PEMBA REGIONAL CENTRE**

#### **1.7.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.7.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree in Human Resource Management with a minimum GPA of 3.8 out of 5.

#### **1.8.4 REMUNERATION:- PUTS 1.1**

## **1.8 TUTORIAL ASSISTANT (INSTRUMENTAL CHEMISTRY) - 1 POST**

### **1.8.1 WORK STATION- RUVUMA REGIONAL CENTRE**

#### **1.8.2 DUTIES AND RESPONSIBILITIES**

- (i) This is a training post; the staff is required to undergo a Masters Degree training programme;
- (ii) Undergo an induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iv) Conduct tutorials, seminars and practicals;
- (v) Assist in research, consultancy and outreach activities;

- (vi) Perform any other duties that may be assigned by the relevant authorities

### **1.8.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Science in Chemistry with a minimum GPA of 3.8 out of 5.

### **1.8.4 REMUNERATION: PUTS 1.1**

## **1.9 TUTORIAL ASSISTANT (FOOD SCIENCE AND TECHNOLOGY)- 1 POST**

### **1.9.1 WORK STATION- NJOMBE REGIONAL CENTRE**

#### **1.9.2 DUTIES AND RESPONSIBILITIES**

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

### **1.9.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Science in Food Science and Technology with a minimum GPA of 3.8 out of 5.

### **1.9.4 REMUNERATION: PUTS 1.1**

## **1.10 TUTORIAL ASSISTANT (AGRICULTURAL SCIENCES) - 1 POST**

### **1.10.1 WORK STATION- KAGERA REGIONAL CENTRE**

#### **1.10.2 DUTIES AND RESPONSIBILITIES**

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

### **1.10.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor of Science in one of the following: Agricultural Economics and Agribusiness, Crop Production and Management, Crop Science and Technology, Agricultural Science or Agricultural Extension with a minimum GPA of 3.8 out of 5.

### **1.10.4 REMUNERATION: PUTS 1.1**

## **1.11 TUTORIAL ASSISTANT (EARLY CHILDHOOD EDUCATION)- 1 POST**

### **1.11.1 WORK STATION- KIGOMA REGIONAL CENTRE**

#### **1.11.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.11.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree in Early Childhood Education or Early Childhood Development with a minimum GPA of 3.8 out of 5.

#### **1.11.4 REMUNERATION: PUTS 1.1**

## **1.12 TUTORIAL ASSISTANT (SPECIAL EDUCATION) - 2 POSTS**

### **1.12.1 WORK STATION- KATAVI AND LINDI REGIONAL CENTRE**

#### **1.12.2 DUTIES AND RESPONSIBILITIES**

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

#### **1.12.3 QUALIFICATION AND EXPERIENCE**

Holder of Bachelor degree of Education in Special Education, Special needs or Special and Inclusive Education with a minimum GPA of 3.8 out of 5.

#### **1.12.4 REMUNERATION: PUTS 1.1**

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age except for those who are in Public Service;
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;

- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. 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;
- v. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and form VI results slips;
  - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written in English and Addressed to **The Deputy Vice Chancellor (Planning, Finance and Administration), The Open University of Tanzania, Kawawa Road adjacent Biafra Ground, P.O. Box 23409 Dar es Salaam.**
- xiv. Deadline for application is **2<sup>nd</sup> June, 2024;**
- xv. Only short listed candidates will be informed on the date of 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.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, [Click \('Recruitment Portal'\)](#))**

**Released by:**

**VICE CHANCELLOR  
OPEN UNIVERSITY OF TANZANIA**