

THE UNITED REPUBLIC OF TANZANIA



MWALIMU JULIUS K. NYERERE UNIVERSITY
OF AGRICULTURE AND TECHNOLOGY
(MJNUAT)



OFFICE OF THE DEPUTY VICE
CHANCELLOR-
PLANNING, FINANCE AND
ADMINISTRATION

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16th September, 2021

**CALL FOR APPLICATIONS FOR VACANCIES FOR APPOINTMENTS
AND TRANSFER**

The Mwalimu Julius K. Nyerere University of Agriculture and Technology (MJNUAT) is a Public Institution established in 2014. It has its headquarters in Butiama-Mara Region. MJNUAT invites applications from competent and qualified Tanzania Public Servants with existing CHECK NUMBERS to be considered for the available twenty three (23) Appointments and Transfer vacancies at MJNUAT as listed below;

1.0 APPOINTMENT POSTS

1.1 DIRECTOR OF ESTATES SERVICES(1 POST)

(a) Qualifications

Holder of Master's Degree in one of the following fields; Civil Engineering, Electrical Engineering, Architecture, Building Economics, Land Management and Valuation or any other related fields. He/she must be registered with relevant professional Board with working experience of at least ten (10) years in a related field from reputable organization, of which two (2) years must be in a managerial position. The Masters' Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To formulate policy proposals related to estates activities;
- ii. To coordinate consultancy services in estates management;

- iii. To maintain and coordinate work contracts with building and maintenance staff of the Estates Unit;
- iv. To prepare and compile budget estimates for Capital Development;
- v. To prepare training and development plans for Estates staff;
- vi. To coordinate the effective maintenance and rehabilitation of the infrastructure;
- vii. To prepare reports related to Estates Management;
- viii. To coordinate the preparation of designs of buildings and other infrastructures;
- ix. To supervise preparation of sketches and designs for major modification to the existing University owned buildings;
- x. To participate in evaluation and selection of suitable cleaning and sanitation service providers;
- xi. To supervise feasibility studies and evaluation of viability of proposed projects on the University land; and
- xii. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 14.

1.2 DIRECTOR OF HUMAN RESOURCE AND ADMINISTRATION (1 POST)

(a) Qualifications

Holder of Master's Degree in one of the following fields; Human Resource Management, Public Administration, Human Resource Planning, Commerce or Business Administration majoring in Human Resource Management or related field from a recognized Institution. He/she must have work experience of at least ten (10) years in a related field from reputable organization, of which two (2) years must be in a managerial position. The candidate must have attended and passed Proficiency Examination for Human Resources or Qualifying Law Examination for Administrative Officers. The Masters' Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To advise the Deputy Vice Chancellor-Planning, Finance and Administration on all matters pertaining to administration and human resource management;
- ii. To develop, review and oversee the implementation of human resources

- policies, rules and regulations of the University by providing professional guidance to other University organs i.e. Colleges, Schools Directorates, Institutes, departments and sections;
- iii. To develop effective policies and procedures for hiring, training, deployment, development, and retention of high quality human resource;
 - iv. To develop comprehensive human resource management manual;
 - v. To carry out regular human resources audit and inventory of current and needed skills in the short-, medium- and long-term;
 - vi. To prepare short-, medium- and long- term human resource training programs;
 - vii. To develop and maintain policies for maintenance of good institutional and industrial relations;
 - viii. To monitor and liaise with other employers to ensure MJNUAT's competitiveness in the labour market;
 - ix. To develop and advise on suitable remuneration packages;
 - x. To prepare, coordinate, and consolidate human resource projections, annual work plans and budgets;
 - xi. To interpret human resource policies and regulations;
 - xii. To provide guidance in relation to staffing, compensation, staff development, retention and staff relation services in accordance with the approved policies;
 - xiii. To plan, direct and co-ordinate all activities in the Human Resource and Administration Department in an effort to reach and maintain maximum levels of employee productivity and creativity throughout the entire workforce;
 - xiv. To ensure compliance with service and University regulations and human resources policy with regard to human resources and administrative matters;
 - xv. To ensure compliance with conditions attached to employees' retirement benefits schemes;
 - xvi. To ensure a safe, productive and innovative working environment for all university employees;
 - xvii. To establish and enforce University policies on performance review and provide complainant channels for employees' grievances;
 - xviii. To keep top management up-to date on changes in labour laws, which may have some impact on MJNUAT operations;
 - xix. To ensure that discipline is maintained at the work place and that,

- employees' talents are fully utilized to achieve MJNUAT objectives; and
- xx. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 14

1.3 HEAD OF PROCUREMENT MANAGEMENT UNIT (1 POST)

(a) Qualifications

Holder of Master's Degree in one of the following fields; Materials Management, Procurement and Supplies Management, Logistics Management or equivalent qualification from recognized institution with Certified Procurement and Supplies professional (CPSP). He/she must have work experience of at least eight (8) years in a related field from reputable organization, and should be at senior position. The Masters' Degree must be related to his or her Bachelor Degree.

(b) Duties and Responsibilities

- i. To coordinate purchases and effective management of stores.
- ii. To ensure that systems of purchases and stock control including movement of stocks between centres are operationally sound;
- iii. To establish effective inventory control and materials management policies, procedures, guidelines and regulations and ensure their implementation;
- iv. To co-ordinate and manage procurement and disposal by tender, except adjudication and award of contract;
- v. To support the functioning of and implement decisions of the University Tender Board;
- vi. To liaise with bidders, Regulatory Bodies, Appeals Bodies and the Government on procurement matters within his/her jurisdiction;
- vii. To plan and recommend procurement and disposal by tender;
- viii. To check and prepare statements of requirements, tender advertisements and contract documents;
- ix. To issue approved contract documents and ensures the maintenance of up to-date register of contracts awarded;
- x. To prepare minutes of the University Tender Board and maintain records of all procurement, disposal and related activities;
- xi. To manage University assets by taking period inventories and keep inventory record;

- xii. To serve as a stock verifier and inspect goods for quality and quantity upon delivery, issue or during storage; and
- xiii. To perform any other related duties as may be assigned by the supervisor.

(c) Remuneration – PGSS 13

2.0 TRANSFER POSTS

2.1 SENIOR ACCOUNTANT I (1 POST)

(a) Qualifications

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy, Finance or Commerce) or equivalent qualifications from a recognized institution who have attained CPA (T), ACCA, ACA or equivalent professional qualifications recognized by NBAA with working experience of at least ten (10) years in similar fields.

(b) Duties and Responsibilities

- i. To prepare draft final accounts and submit the same to the supervisor;
- ii. To carry out accounting functions in accordance with financial regulations;
- iii. To control capital and recurrent expenditure;
- iv. To post subsidiary registers for debtors, creditors and fixed assets;
- v. To prepare bank and final accounts reconciliation;
- vi. To participate in reviewing policies pertaining to accounting and financial system;
- vii. To prepare schedules, statements and other information for management and auditors; and
- viii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 10

2.2 SENIOR ACCOUNTANT II (3 POSTS)

(a) Qualifications

Holders of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Commerce or Business Administration (Majoring in Accountancy, Finance or Commerce) or equivalent qualifications from a recognized institution who have attained CPA (T), ACCA, ACA or equivalent

professional qualifications recognized by NBAA with working experience of at least seven (7) years in a related field.

(b) Duties and Responsibilities

- i. To prepare draft final accounts and submit the same to the supervisor;
- ii. To carry out accounting functions in accordance with financial regulations;
- iii. To control capital and recurrent expenditure;
- iv. To post subsidiary registers for debtors, creditors and fixed assets;
- v. To prepare bank and final accounts reconciliation; and
- vi. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 9

2.3 SENIOR INTERNAL AUDITOR II (2 POSTS)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Accountancy, Auditing, Finance, Commerce or Business Administration (majoring in Accountancy or Finance) or its equivalent qualification from any recognized University/Institution with atleast seven (7) years of work experience in a related field. The candidate must possess CPA (T), ACCA, ACA, CIA, or equivalent professional qualifications recognized by NBAA.

(b) Duties and Responsibilities

- i. To ascertain the extent of compliance with the prescribed university plans, policies, procedures and regulations;
- ii. To check and audit the accuracy of office accounts;
- iii. To prepare annual auditing work plans;
- iv. To ensure that audit reports are prepared timely and follow up implementation thereof;
- v. To follow up and advise on External Auditor's audit queries;
- vi. To participate in regular checks and investigations for internal control purposes;
- vii. To follow up implementation of recommendation forwarded and accepted by management;
- viii. To carry out detailed checks on stock position in store; and
- ix. To verify salary deduction, and statutory payments to relevant authorities.

(c) Remuneration – PGSS 9

2.4 SENIOR PROCUREMENT OFFICER II (3 POSTS)

(a) Qualifications

Holder of Bachelor degree in one of the following fields; Procurement and Supplies Management, Materials Management, Logistics Management, Commerce or Business Administration majoring in Procurement and Supplies Management or equivalent qualifications from a recognized institution plus Computer literate. The candidate must possess Full Certified Supplies Professional Qualification CSP (T), IPS(UK), CPSP(T) or equivalent professional qualification recognized by PSPTB and must be registered as an Authorized Supplies Officer/Stock Verifier by PSPTB with working experience of at least Seven (7) years in a related field.

(b) Duties and Responsibilities

- i. To recommend procurement and disposal by Tender procedures;
- ii. To coordinate and assist in stock taking or verification;
- iii. To initiate tendering process, contract management and preparing Tender Board meetings;
- iv. To assist in Preparing reports and keep records relating to University Tender Board meetings, contracts and tendering as per the requirement of PPA 2004 & PFA 2004;
- v. To verify and prepare statements of user requirements;
- vi. To prepare tendering documents;
- vii. To prepare advertisements of tender opportunities;
- viii. To prepare periodic procurement reports;
- ix. To identify and advise on alternative ways of minimizing costs related to procurement and storage of goods;
- x. To ensure that tender and procurement procedures are complied with procurement regulations;
- xi. To recommend to senior staff on the appropriate procurement policies, procedures and regulations for the University; and
- xii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8

2.5 SENIOR ESTATES OFFICER II (4 POSTS)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Civil/Structural, Electrical, Environmental/Water Resources Engineering, Architecture or equivalent qualifications from a recognized Institution with at least Seven (7) years of work experience in a related field. He/she must be registered under Professional Category with an appropriate professional body and must be computer literate.

(b) Duties and Responsibilities

- i. To participate in developing the university estates management objectives and plans;
- ii. To participate in developing systems and procedures related to estate management;
- iii. To supervise/oversee or evaluate, in partnerships with other institutional organs, outsourced works and services undertaken by external Parties;
- iv. To provide consultancy services in estate management;
- v. To conduct feasibility studies and evaluate the viability of proposed projects in estate management;
- vi. To participate in formulating policies on estate management;
- vii. To participate in the investigation of matters related to claims made against the University pertaining to estate operations;
- viii. To prepare sketches and designs for modifications to University's buildings; and
- ix. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 9

2.6 SENIOR HUMAN RESOURCE OFFICER I (2 POSTS)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Human Resource Management, Public Administration, Commerce or Business Administration majoring in Human Resource Management or Personnel Management or equivalent qualification from a recognized institution with at least ten (10) years relevant work experience in a related field. The candidate must have attended and passed Proficiency Examination for Human Resources Officers.

(b) Duties and Responsibilities

- i. To administer recruitment and placement of the university employees;
- ii. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules;
- iii. To collect, analyse, update and maintain human resource/students records and statistics;
- iv. To participate in human resources/students enrolment planning;
- v. To coordinate identified staff training needs;
- vi. To implement strategies for maintaining harmonious working environment;
- vii. To handle issues related to pension and terminal benefits;
- viii. To coordinate staff performance appraisal process;
- ix. To advice and provide counselling to staff in respect to rights, responsibilities, career development, code of conduct and entitlements;
- x. To prepare human resources planning and training programmes;
- xi. To serve as Secretariat to the designated College/School meetings; and
- xii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 9**2.7 SENIOR HUMAN RESOURCE OFFICER II (2 POSTS)****(a) Qualifications**

Holder of a Bachelor Degree in one of the following fields; Human Resource Management, Public Administration, Commerce or Business Administration majoring in Human Resource Management or Personnel Management or equivalent qualification from a recognized institution with at least seven (7) years work experience in a related field. The candidate must have attended and passed Proficiency Examination for Human Resources Officers.

(b) Duties and Responsibilities

- i. To administer recruitment and placement of the university employees;
- ii. To participate in reviewing and providing advice on interpretation and application of policies, regulations and rules;
- iii. To collect, analyse, update and maintain human resource/students records and statistics;

- iv. To participate in human resources/students enrolment planning;
- v. To coordinate identified staff training needs;
- vi. To implement strategies for maintaining harmonious working environment;
- vii. To handle issues related to pension and terminal benefits;
- viii. To coordinate staff performance appraisal process;
- ix. To advice and provide counselling to staff in respect to rights, responsibilities, code of conduct and entitlements; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8

2.8 SENIOR ICT OFFICER II – HARDWARE(1 POST)

(a) Qualifications

Holder of a Bachelor's Degree or Advanced Diploma in one of the following fields; Information and Communication Technology, Telecommunication Engineering, Computer Engineering or equivalent qualification from a recognized institution with at least seven (7) years working experience in a related field.

(b) Duties and Responsibilities

- i. To provide technical support for large and/or complex projects;
- ii. To install and configure complex IT systems;
- iii. To monitor and review hardware application systems;
- iv. To ensure that network cabling systems meet international standards;
- v. To prepare documentation of network cabling systems;
- vi. To plan and implement controlled testing of disaster recovery procedures;
- vii. To implement procedures and systems to establish weekly status of critical ICT resources;
- viii. To update, repair, modify and expand existing programs as well as running tests to authenticate the desired results of a program;
- ix. To ensure Compliance of Security and ethical matters in all system reviews; design and Implementation; and
- x. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 9

2.9 SENIOR PUBLIC RELATION OFFICER II (2 POST)

(a) Qualifications

Holder of Bachelor Degree in one of the following fields; Journalism, Mass Communication, Public Relations, International Relations, Business Communication or equivalent qualifications from a recognized institution with at least seven (7) years work experience in a related field.

(b) Duties and Responsibilities

- i. To plan, develop and implement an effective public information program which includes but not limited to preparation and distribution of informational publications, promotional brochures, fact sheets, news articles and related materials;
- ii. To organize and promote group visits to university premises and facilities
- iii. To arrange radio talk shows/interviews for university officials;
- iv. To design, develop, and update department website content, including but not limited to press releases, current events, training/operations, and safety/prevention information;
- v. To edit press materials collected and sub-edited by Public Relation Officers;
- vi. To liaise with printers to ensure timely production of the University newsletter and other public relations publications; and
- vii. To perform any other related duties as assigned by supervisor.

(c) Remuneration – PGSS 8

MODE OF APPLICATION AND GENERAL CONDITIONS

Please take note of the following general application conditions;

- i. Applicants must be Public Servants.
- ii. Signed application letters should be written in English or Swahili.
- iii. All applicants should indicate the positions they are applying for.
- iv. All application letters shall be routed through current respective employers.
- v. Applicants should attach certified copies of all academic and professional certificates and transcripts as well as birth certificates.
- vi. Certificates from foreign Institutions must be verified by relevant Authorities in Tanzania.

- vii. Applicants should attach current and duly signed curriculum vitae which bears the most recent passport size photograph, as well as a list of three referees indicating their names, designation, employer, physical address, telephone number(s) and email address.
- viii. Applicants should indicate their willingness and commitment to cover transfer cost upon being successful, since the transfer is considered to be self-initiated.

Interested and qualified individuals should submit their applications through the following address;

**Deputy Vice Chancellor–Planning, Finance and Administration,
Mwalimu Julius K.Nyerere University of Agriculture and Technology (MJNUAT),
P.O.Box976,
MUSOMA.**

Or

Submit the application documents in pdf format **as one zipped folder electronically** to email address;recruitment@mjnuat.ac.tz.

DEADLINE:

The deadline for submissions of applications is 08th October, 2021 at 18:00 pm. This advertisement is also available through the university website www.mjnuat.ac.tz.

Released by;

**DEPUTY VICE CHANCELLOR – PLANNING, FINANCE AND ADMINISTRATION
MWALIMU JULIUS K. NYERERE UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
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