

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/101

09<sup>th</sup> June, 2022

### VACANCY ANNOUNCEMENT

On behalf of Institute of Social Work (ISW) the Public Service Recruitment Secretariat invites qualified Tanzanians to fill **52** vacant post as mentioned below.

#### **1.0 THE INSTITUTE OF SOCIAL WORK (ISW)**

The Institute of Social Work (ISW) is a Public Higher Learning Institution accredited by the National Council for Technical Education and Vocational Education (NACTVET) and established by the National Social Welfare Training Institute Act. No. 26 of 1973 (as amended by the Miscellaneous Act. no. 3 of 2002). It offers academic programmes in the fields of Social Work (NTA Level 4 -9), Human Resource Management (NTA Level 4 – 8 and Postgraduate), Business Administration (NTA Level 4 – 8), Industrial Relations and Public Management (NTA levels 4 to 8 and Postgraduate) and Community Work with Children and Youth (NTA level 4)

#### **1.0.1 TUTORIAL ASSISTANT (EARLY CHILDHOOD DEVELOPMENT) - 2 POSTS**

#### **1.0.2 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

#### **1.0.3 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;

- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.4 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Arts in Early Childhood Development, Bachelor of Science in Early Childhood and Development, Bachelor of Arts in Psychology, Bachelor of Psychology, Bachelor of Guidance and Counseling, Bachelor of Counseling **or** Bachelor of Social Work from recognized institutions with a GPA of 3.5 or above.

#### **1.0.5 SALARY SCALE: PHTS 1**

#### **1.0.6 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 1 POST**

#### **1.0.7 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

#### **1.0.8 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.9 QUALIFICATIONS AND EXPERIENCE**

Master of Science in Information Communication Technology, Master of Science in Informatics, or Master of Computer Science from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Information Communication Technology, Informatics, or Computer Science from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.10 SALARY SCALE: PHTS 2**

#### **1.0.11 ASSISTANT LECTURER (DEVELOPMENT STUDIES) - 1 POST**

#### **1.0.12 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

#### **1.0.13 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.14 QUALIFICATIONS AND EXPERIENCE**

Master of Development Studies, Master of Arts in Rural Development, Master of Community Development, or Master of Arts in Sociology from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Development Studies, Rural Development, Community Development, or Sociology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

#### **1.0.15 SALARY SCALE: PHTS 2**

#### **1.0.16 ASSISTANT LECTURER (EARLY CHILDHOOD DEVELOPMENT) - 3 POSTS**

#### **1.0.17 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

#### **1.0.18 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and

- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.19 QUALIFICATIONS AND EXPERIENCE**

Master of Arts in Early Childhood Development, Master of Science in Early Childhood and Development, Master of Psychology, Master of Guidance and Counseling, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology or Master of Counselling from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Early Childhood Development, Psychology, Guidance and Counseling, Counselling or Counselling Psychology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.20 SALARY SCALE: PHTS 2**

### **1.0.21 ASSISTANT LECTURER (COMMUNICATION SKILLS) - 1 POST**

### **1.0.22 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

### **1.0.23 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.24 QUALIFICATIONS AND EXPERIENCE**

Master of Arts in Linguistics, Master of Education in Language Education with a major in English Language, or Master of Language Studies with a major in English Language from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Linguistics, Education with a major in English Language, or Language Studies with a major in English Language from recognized institutions with a GPA

of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.25 SALARY SCALE: PHTS 2**

**1.0.26 ASSISTANT LECTURER (SOCIAL WORK) - 6 POSTS**

**1.0.27 WORK STATION - KISANGARA CAMPUS- KILIMANJARO MWANGA DISTRICT**

**1.0.28 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students project and research;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by immediate supervisor.

**1.0.29 QUALIFICATIONS AND EXPERIENCE**

Master of Social Work, Master of Psychology, Master of Guidance and Counseling, or Master of Counselling from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Social Work, Psychology, Guidance and Counselling, or Counselling from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage.

**1.0.30 SALARY SCALE: PHTS 2**

**1.0.31 TUTORIAL ASSISTANT (SOCIAL WORK) - 4 POSTS**

**1.0.32 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.33 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;

- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.34 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Social Work, Bachelor of Psychology, Bachelor of Sociology, Bachelor of Guidance and Counseling, Bachelor of Counselling or Bachelor of Counselling Psychology from recognized Institutions with a GPA of 3.5 or above.

#### **1.0.35 SALARY SCALE: PHTS 1**

#### **1.0.36 TUTORIAL ASSISTANT (HUMAN RESOURCES MANAGEMENT) - 4 POSTS**

#### **1.0.37 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.38 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.0.39 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Human Resource Management, Bachelor of Human Resource Development and Planning, or Bachelor of Public Administration from recognized Institutions with a GPA of 3.5 or above.

#### **1.0.40 SALARY SCALE: PHTS 1**

#### **1.0.41 TUTORIAL ASSISTANT (LABOUR RELATIONS) - 4 POSTS**

#### **1.0.41 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.42 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.43 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Labour Relations, Bachelor of Industrial Relations, Bachelor of Public Administration or Bachelor of Labour Law from recognized Institutions with a GPA of 3.5 or above.

#### **1.0.44 SALARY SCALE: PHTS 1**

#### **1.0.45 TUTORIAL ASSISTANT (BUSINESS ADMINISTRATION) - 1 POST**

#### **1.0.46 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.47 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for student under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.48 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Business Administration, Bachelor of Marketing, Bachelor of Business Administration and Supply-Chain Management, Bachelor of Logistics and Supply-Chain Management, or Bachelor of Commerce from recognized institutions with a GPA of 3.5 or above.

#### **1.0.49 SALARY SCALE: PHTS 1**

#### **1.0.50 TUTORIAL ASSISTANT (COMMUNITY WORK WITH YOUTH AND CHILDREN) - 1 POST**

#### **1.0.51 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.52 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 6 (Ordinary Diploma);
- ii. To assist in conducting tutorial and practical exercises for students under close supervision;
- iii. To prepare learning resources for the tutorial exercises;
- iv. To assist in conducting research under close supervision;
- v. To carry out consultancy and community services under close supervision; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.53 QUALIFICATIONS AND EXPERIENCE**

Bachelor of Community Work or Bachelor of Community Development from recognized institutions with a GPA of 3.5 or above.

#### **1.0.54 SALARY SCALE: PHTS 1**

#### **1.0.55 ASSISTANT LECTURER (BUSINESS ADMINISTRATION) - 2 POSTS**

#### **1.0.56 WORK STATION – KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.57 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and



- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.58 QUALIFICATIONS AND EXPERIENCE**

Master of Business Administration, Master of Business Administration and Supply- Chain Management, Master of Logistics and Supply-Chain Management, or Master of Human Resources Management majoring in Business from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Business Administration and Supply- Chain Management, or Human Resources Management majoring in Business from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.59 SALARY SCALE: PHTS 2**

### **1.0.60 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) - 2 POSTS**

### **1.0.61 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.62 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.63 QUALIFICATIONS AND EXPERIENCE**

Master of Human Resource Management, Master of Human Resource Development and Planning, or Master of Public Administration from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Human Resource Management, Human Resource Development and Planning or Public Administration from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.64 SALARY SCALE: PHTS 2**

#### **1.0.65 ASSISTANT LECTURER (COUNSELING) - 1 POST**

#### **1.0.66 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.67 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.68 QUALIFICATIONS AND EXPERIENCE**

Master of Counseling, Master of Guidance and Counseling, Master of Psychology, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Counseling, Guidance and Counseling, Psychology or Counselling Psychology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.69 SALARY SCALE: PHTS 2**

#### **1.0.70 ASSISTANT LECTURER (DEVELOPMENT STUDIES) – 1 POST**

#### **1.0.71 WORK STATION - KIJITONYAMA CAMPUS – DAR ES SALAAM**

#### **1.0.72 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and

- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.73 QUALIFICATIONS AND EXPERIENCE**

Master of Development Studies, Master of Arts in Rural Development, Master of Community Development, or Master of Sociology from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Development Studies, Rural Development, Community Development, or Sociology from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.74 SALARY SCALE: PHTS 2**

### **1.0.75 ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) – 1 POST**

### **1.0.76 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.77 DUTIES AND RESPONSIBILITIES**

- i. To prepare learning resources for tutorial exercises;
- ii. To conduct research, seminars and case studies;
- iii. To carry out consultancy and community services under close supervision;
- iv. To supervise students projects and research works;
- v. To prepare teaching manuals; and
- vi. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.78 QUALIFICATIONS AND EXPERIENCE**

Master of Science in Information Communication Technology, Master of Science in Informatics, or Master of Computer Science from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Information Communication Technology, Informatics, or Computer Science from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.79 SALARY SCALE: PHTS 2**

#### **1.0.80 ASSISTANT LECTURER (COMMUNICATION SKILLS)- 1 POST**

#### **1.0.81 WORK STATION - KIJITONYAMA CAMPUS – DAR ES SALAAM**

#### **1.0.82 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

#### **1.0.83 QUALIFICATIONS AND EXPERIENCE**

Master of Arts in Linguistics, Master of Education in Language Education with a major in English Language, or Master of Language Studies with a major in English Language from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Linguistics, Language Education with a major in English Language, or Language Studies with a major in English Language from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.84 SALARY SCALE: PHTS 2**

#### **1.0.85 ASSISTANT LECTURER (COMMUNITY DEVELOPMENT) - 1POST**

#### **1.0.86 WORK STATION - KIJITONYAMA CAMPUS**

#### **1.0.87 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and

- vii. To perform any other duties as may be assigned by the immediate supervisor

#### **1.0.88 QUALIFICATIONS AND EXPERIENCE**

Master of Community Work or Master of Community Development from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Community Work or Community Development from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.89 SALARY SCALE: PHTS 2**

#### **1.0.90 ASSISTANT LECTURER (PSYCHOLOGY) - 2 POSTS**

#### **1.0.91 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

#### **1.0.92 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor

#### **1.0.93 QUALIFICATIONS AND EXPERIENCE**

Master of Psychology, Master of Science in Counseling Psychology, Master of Arts in Counseling Psychology, or Master of Guidance and Counseling from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Psychology, Counselling Psychology or Guidance and Counseling from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

#### **1.0.94 SALARY SCALE: PHTS 2**

### **1.0.95 ASSISTANT LECTURER (MATHEMATICS) - 2 POSTS**

### **1.0.96 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.97 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

### **1.0.98 QUALIFICATIONS AND EXPERIENCE**

Master of Mathematics, Master of Statistics, or Master of Education with a major in Mathematics from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Mathematics, Statistics, or Education with a major in Mathematics from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

### **1.0.99 SALARY SCALE: PHTS 2**

### **1.0.100 ASSISTANT LECTURER – BUSINESS LAW 1 POST**

### **1.0.101 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

### **1.0.102 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the Immediate Supervisor.

**1.0.103 QUALIFICATIONS AND EXPERIENCE**

Master of Business Law, or Master of Law from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Business Law or Law from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.104 SALARY SCALE: PHTS 2**

**1.0.105 ASSISTANT LECTURER (ACCOUNTING) - 2 POSTS**

**1.0.106 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.107 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.108 QUALIFICATIONS AND EXPERIENCE**

Master of Accountancy or Finance from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Accountancy or Finance from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.109 SALARY SCALE: PHTS 2**

**1.0.110 ASSISTANT LECTURER (FINANCE) 2 POSTS**

**1.0.111 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.112 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;

- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.113 QUALIFICATIONS AND EXPERIENCE**

Master of Accountancy, Master of Finance, or Master of Financial Management from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Accountancy, Finance or Financial Management from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.114 SALARY SCALE: PHTS 2**

**1.0.115 ASSISTANT LECTURER (ENTREPRENEURSHIP) - 2 POSTS**

**1.0.116 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.117 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.118 QUALIFICATIONS AND EXPERIENCE**

Master of Entrepreneurship or Master of Business Administration from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Entrepreneurship or Business Administration from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.119 SALARY SCALE: PHTS 2**



**1.0.120 ASSISTANT LECTURER (PROCUREMENT) - 1 POSTS**

**1.0.121 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.122 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manual; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.123 QUALIFICATIONS AND EXPERIENCE**

Master of Procurement and Supplies or Master of Logistics and Supply-Chain Management from recognized Institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Procurement and Supplies or Logistics and Supply-Chain Management from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.124 SALARY SCALE: PHTS 2**

**1.0.125 ASSISTANT LECTURER (LAW) - 2 POSTS**

**1.0.126 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.127 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by the immediate supervisor.

**1.0.128 QUALIFICATIONS AND EXPERIENCE**

Master Degree in Law from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in Law from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.129 SALARY SCALE: PHTS 2**

**1.0.130 ASSISTANT LECTURER (ECONOMICS) - 1 POST**

**1.0.131 WORK STATION - KIJITONYAMA CAMPUS- DAR ES SALAAM**

**1.0.132 DUTIES AND RESPONSIBILITIES**

- i. To lecture up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To carry out consultancy and community services under close supervision;
- v. To supervise students projects and research works;
- vi. To prepare teaching manuals; and
- vii. To perform any other related duties as may be assigned by immediate supervisor.

**1.0.133 QUALIFICATIONS AND EXPERIENCE**

Master of Economics, Master of Economics and Statistics or Master of Economics and Planning from recognized institutions with a GPA of 3.8 or above. In addition, the applicants must have a Bachelor degree in either Economics, Economics and Statistics, or Economics and Planning from recognized institutions with a GPA of 3.5 or above. Experience in teaching, research and consultancy will be an added advantage

**1.0.134 SALARY SCALE: PHTS 2**

**GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above **45** years except 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 who is retired from the Public Service for whatever reason should not apply;
  - viii. An applicant should indicate three reputable referees with their reliable contacts;
  - ix. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
  - x. 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);
  - xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
  - xii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings - Dodoma.
  - xiii. Deadline for application is **23<sup>RD</sup> June, 2022;**

- xiv. Only shortlisted candidates will be informed on a date for interview and;
- xv. Presentation of forged certificates and other information will necessitate 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:**

**SECRETARY**

**PUBLIC SERVICE RECRUITMENT SECRETARIAT**

