

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

## **MCB COMPANY LIMITED**



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Mbeya, Tanzania  
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Email: [mcb@must.ac.tz](mailto:mcb@must.ac.tz),  
Website: [www.must.ac.tz](http://www.must.ac.tz)



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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**

# MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY



## INTERNSHIP OPPORTUNITIES – 22 JULY, 2022

Mbeya University of Science and Technology (MUST) is a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No.7 (2005) and Charter of Mbeya University of Science and Technology, 2013 with the aim of becoming the leading centre of excellence for knowledge, skills and applied education in science and technology.

The Management of Mbeya University of Science and Technology (MUST) hereby inviting applications from suitably qualified Tanzanians graduates to be considered for immediate internship opportunities for a period of **SIX MONTHS** as follows;

### A. PROCUREMENT MANAGEMENT UNIT.

#### 1. PROCUREMENT OFFICER II

1 POST

##### (a) Direct Entry Qualifications

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.

##### (b) Duties and Responsibilities

- i. Assist in checking transactions in stores accounting documents and registers;
- ii. Assist in purchasing processes or supply control of given lines of stocks
- iii. Assist in receiving and issuing vouchers, delivery notes and invoices
- iv. Assist in preparing purchase requisitions/orders upon approval by supervisor
- v. Assist in posting entries in material supplies ledgers
- vi. Assist in conducting physical checks and accounts, receipted goods
- vii. Assist in arranging for physical placement i.e. location and banning
- viii. Assist in keeping records of purchases and sensitive documents in safe custody
- ix. Performs any other duties as may be assigned by supervisor

**(c) Remunerations according MUST Internship Guideline and Procedures**

**B. DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY.**

**1. ICT OFFICER II (SOFTWARE SYSTEMS DEVELOPMENT) 1 POST**

**(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Computer Science, Information Technology, Computer Engineering or equivalent computer qualifications from recognized institutions.

**(b) Duties and Responsibilities**

- i. Assists in capturing user Customer Requirement Specifications- CRS.
- ii. Assists in performing systems analysis and design.
- iii. Assists in implementing software systems (Write and document code).
- iv. Assists in performing systems testing (Software validation & verification) and document test results.
- v. Assists in performing system configurations.
- vi. Assists in conducting user acceptance test.
- vii. Assists in participating in design review and provide input for user documentation.
- viii. Assists in maintaining and supporting various business process applications.

**(c) Remunerations according MUST Internship Guideline and Procedures**

**2. ICT OFFICER II (GRAPHIC DESIGN) 1 POST**

**(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Computer Science, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions.

**(b) Duties and Responsibilities**

- i. Assists in designing artistic graphics for promotion,
- ii. Assists in designing artistic promotion material for commercial adverts,
- iii. Assists in designing IV screen graphics
- iv. Assists in editing video and audio promotion materials,
- v. Assists in producing video artistic jingles and animation,
- vi. Assists in performing any other related duties as may be assigned by Superiors.

**(c) Remunerations according MUST Internship Guideline and Procedures**

## **C. COLLEGE OF SCIENCE AND TECHNICAL EDUCATION.**

### **1. LABORATORY SCIENTIST II**

**3 POSTS**

#### **(a) Entry Qualifications**

Holder of Bachelor Degree in one of the following fields; Food Science and Technology/ Food Technology or Biotechnology or any related qualifications from a recognized Institution.

#### **(b) Duties and Responsibilities**

- i. Assist in planning and designing students' practical/projects.
- ii. Assist in consultancy, research and development.
- iii. Assist in maintenance of laboratory equipment and facilities.
- iv. Assist in consultancy in the area of specialization.
- v. To perform any other duties as may be assigned by the supervisor.

#### **(c) Remunerations according MUST Internship Guideline and Procedures**

## **D. RUKWA CAMPUS COLLEGE.**

### **1. LABORATORY ENGINEER II**

**2 POSTS**

#### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Civil Engineering or Electrical Engineering or equivalent qualifications from recognized institutions.

#### **(b) Duties and Responsibilities**

- i. Assists in supervising student practical and projects;
- ii. Assists in research and development activities;
- iii. Assists in consultancy activities;
- iv. Assists in maintenance of facilities;
- v. Performs any other Duties and Responsibilities as assigned by supervisor.

#### **(c) Remunerations according MUST Internship Guideline and Procedures**

## **E. DIRECTORATE OF ESTATES AND TECHNICAL SERVICES.**

### **1. ARCHITECT II**

**1POST**

#### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Architectural Drawing, Architectural Technology, Interior Design, Landscape Technology, or equivalent qualifications from recognized institutions.

#### **(b) Duties and Responsibilities**

- ii. Assist in examining bills of quantities
- iii. Assist in preparing work schedules
- iv. Assist in preparing budget for maintenance works
- v. Assist in participating in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems
- vi. Assist in keeping and maintaining relevant equipment in good working order
- vii. Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment
- viii. Assists in the planning, organizing, implementing and controlling of Estate activities and services
- ix. Performs any other duties as may be assigned by supervisor.

#### **(a) Remunerations according MUST Internship Guideline and Procedures**

### **2. ESTATE OFFICER II**

**1POST**

#### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Civil Engineering or equivalent qualifications from recognized institutions.

#### **(b) Duties and Responsibilities**

- ii. Assist in ensuring maintenance and cleaning of University properties and environment
- iii. Assist in examining bills of quantities
- iv. Assist in preparing work schedules
- v. Assist in preparing budget for maintenance works
- vi. Assist in participating in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems
- vii. Assist in keeping and maintaining relevant equipment in good working order

- viii. Assists in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment
- ix. Assists in the planning, organizing, implementing and controlling of Estate activities and services
- x. Performs any other duties as may be assigned by supervisor.

**(a) Remunerations according MUST Internship Guideline and Procedures**

**F. MEDIA CENTRE.**

**1. JOURNALIST II**

**3 POSTS**

**(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Journalism, Mass Communication or equivalent qualification from recognized institutions. Knowledge in word processing, graphics, photographing, photo-editing and video shooting is an added advantage. Computer skills are essential.

**(b) Duties and Responsibilities;**

- i. Assist in gathering and writing news and stories,
- ii. Assist in writing scripts and continuities and prepares programmes for radio and television products,
- iii. Assist in collecting, reporting and commenting on news and current affairs for broadcasting by radio or television,
- iv. Assist in interviewing politicians and other public figures at press conferences and on occasions, including individual interviews recorded for radio or television,
- v. Assist in writing editorials and selects, revises, arranges and edits submitted articles and other materials for broadcasting on radio or television,
- vi. Assist in writing advertising copy promoting particular products or services,
- vii. Assist in selecting, assembling and preparing publicity materials about business or other organizations for being broadcast through radio, television or other media,
- viii. Assist in providing professional and technical support to other junior reporters/journalists,
- ix. Assist in mentoring of cab reporters/researchers,
- x. Perform any other related duties as may be assigned by Supervisor.

**(c) Remunerations according MUST Internship Guideline and Procedures**



## **2. EDITOR II**

**1 POST**

### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Mass Communication, Journalism, Linguistics, Fine and Performing Arts, Theatre or equivalent qualifications from recognized institutions.

### **(b) Duties and Responsibilities**

- i. Assist in preparing edits, assesses and evaluates manuscripts.
- ii. Assist in gathering, recording, analyzing and compiling data for making feasibility studies
- iii. Assist in evaluating the viability of proposed projects for publication
- iv. Assist in translating specified editorial works
- v. Assist in providing specialized advice and service on all editorial matters.
- vi. Assist in preparing descriptive copies (blurbs) for jackets, covers and catalogues
- vii. Assist in analyzing reports and manuscripts and prepares interpretative commentaries on salient features of publication
- viii. Assist in designing manuscript handling techniques and procedures, and secures their approval for use
- ix. Assist in evaluating, indexing and/or abridging manuscripts
- x. Performs any other related duties as may be assigned by supervisor

### **(c) Remunerations according MUST Internship Guideline and Procedures**

## **G. COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGY.**

### **1. LABORATORY ENGINEER II**

**2 POSTS**

#### **(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Computer Science, Information Technology, Computer Engineering or equivalent qualifications from recognized institutions.

#### **(b) Duties and Responsibilities**

- i. Assists in supervising student practical and projects;
- ii. Assists in research and development activities;
- iii. Assists in consultancy activities;
- iv. Assists in maintenance of facilities;

- v. Performs any other Duties and Responsibilities as assigned by supervisor.

**(c) Remunerations according MUST Internship Guideline and Procedures**

**H. DIRECTORATE OF UNDERGRADUATE STUDIES.**

**1. HELP DEST INTERNSHIP**

**4 POSTS**

**(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Computer Science, Information Technology, Computer Engineering, Business Administration (any specialty) or equivalent qualifications from recognized institutions.

**(b) Duties and Responsibilities**

- i. Assist in answering calling signals from subscribers within and distant exchanges
- ii. Assist in connecting calls within the exchange area and outside
- iii. Assist in receiving and directing calls to appropriate office
- iv. Assist in receiving and interviewing applicants and direct them to the appropriate officials as may be necessary;
- v. Assist in keeping records of all incoming and outgoing telephone calls for applicants;
- vi. Assist in attending all incoming and outgoing telephone calls and direct them to the appropriate destination;
- vii. To maintain applicants register Book;
- viii. To perform any other related duties as may be assigned by the Supervisor

**(d) Remunerations according MUST Internship Guideline and Procedures**

**(e) TENURE: Help Desk Interns will serve for four (4) months.**

**I. DISPENSARY**

**1. PHARMACIST II**

**1 POST**

**(a) Direct Entry Qualifications**

Holder of Bachelor Degree in Pharmacy or equivalent qualifications from recognized institutions who has successfully completed 1 year Internship and registered in Tanzania Pharmacist Board.

**(b) Duties and Responsibilities**

- i. Assist in keeping drug records
- ii. Assist in issuing medicine and medical supplies to patient
- iii. Assist in ensuring proper use of medicine
- iv. Assist in compounding of drugs for hospital use
- v. Assist in reporting adverse drug reaction
- vi. Performs any other duties as assigned by supervisor

**(c) Remunerations according MUST Internship Guideline and Procedures**

**MODE OF APPLICATION**

**Interested Graduates should apply in confidence enclosing:**

- a. Detailed CV.
- b. Photocopy of relevant academic certificates and transcripts.
- c. Photocopy of birth certificates.
- d. Names and addresses of two referees.

**NOTE:**

- a. Applicants should indicate Departments/Disciplines for which they apply.
- b. Applicants must have National Identification numbers from the National Identification Authority (NIDA).
- c. All applicants should indicate the positions they apply on top of the envelope.
- d. Presentation of forged certificates & other information will necessitate legal action.
- e. Only shortlisted candidates will be contacted for an interview.
- f. Applicants must be citizens of Tanzania with an age not above 35 years.
- g. Deadline for application is seven days (7) from the first appearance of the advertisement.

- h. Applications should be sent to:  
**Vice Chancellor,**  
**Mbeya University of Science and Technology,**  
**P.O. Box 131,**  
**MBEYA.**

