

MWENGE CATHOLIC UNIVERSITY (MWECAU)

“Lux Mundi– Light of the World”

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VACANCY ANNOUNCEMENT

1.0 Background:

Mwenge Catholic University (MWECAU) is a secular, private and non-profit making institution of higher learning owned and managed by the Tanzania Episcopal Conference (TEC). The University offers holistic education based on profound principles of teaching and research, which is echoed through community service as a commitment of the University to the development of Tanzania. MWECAU aims at training confident and self-motivated professionals, ready to work in various capacities in an ever-dynamic global society. The University has three Faculties namely the Faculty of Education, Faculty of Science and Faculty of Humanities and Business Studies. MWECAU offers various academic programmes from Certificate, Diploma, Bachelors, Masters and PhD degrees. The University is located in Moshi about 10 kilometres north of Moshi Town, on the lower slopes of Mt. Kilimanjaro, Tanzania.

MWECAU invites dynamic and suitable qualified Tanzanians to fill the following vacant posts as mentioned below:

2.0 Faculty of Humanities and Business Studies

2.1 Lecturer/Senior Lecturer (Procurement and Supply Chain Management) – 1 Post

2.1.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;

- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

2.1.2 Qualification and experience

Holder of a PhD in Procurement and Logistics/Supply Chain Management, Master's in Procurement and Logistics/Supply Chain Management with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Procurement and Supply Chain Management with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Posses a certificate from recognized Professional bodies. Work experience in institution of higher learning will be an added advantage.

2.1.3 Remuneration: According to MWECAU Salary Scales

2.2 Assistant Lecturer (Procurement and Supply Chain Management) - 1 Post

2.2.1 Duties and responsibilities

- (a) To conduct lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- (b) To assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes;
- (c) To prepare and present case studies;
- (d) To work in cooperation with senior members of staff on specific projects;
- (e) To participate in consultancies and community services under supervision;
- (f) To supervise special projects for undergraduate students;
- (g) To conduct and publish/disseminate research results;
- (h) To assist in writing teaching manuals and compendia;
- (i) To recognize students having difficulties, intervene and provide help and support;
- (j) To attend workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

2.2.2 Qualification and experience

Holder of Master's degree in Procurement and Supply Chain Management with at least a GPA of 4.0 out of 5 and a Bachelor's degree in Procurement and Supply Chain Management with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Posses a certificate from recognized Professional bodies. Work experience in higher learning institution will be an added advantage.

2.2.3 Remuneration: According to MWECAU Salary Scales

2.3 Lecturer/Senior Lecturer (Sociology) – 1 Post

2.3.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

2.3.2 Qualification and experience

Holder of a PhD in Sociology, Master's in Sociology with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Sociology with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institution of higher learning will be an added advantage.

2.3.3 Remuneration: According to MWECAU Salary Scales

2.4 Assistant Lecturer (Sociology) - 1 Post

2.4.1 Duties and responsibilities

- (a) To conduct lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- (b) To assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes;
- (c) To prepare and present case studies;
- (d) To work in cooperation with senior members of staff on specific projects;
- (e) To participate in consultancies and community services under supervision;
- (f) To supervise special projects for undergraduate students;
- (g) To conduct and publish/disseminate research results;
- (h) To assist in writing teaching manuals and compendia;
- (i) To recognize students having difficulties, intervene and provide help and support;
- (j) To attend workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

2.4.2 Qualification and experience

- Must hold a relevant Masters' degree from a recognized higher learning institution
- Posses a certificate from recognized Professional bodies
- Must have obtained a minimum GPA of 3.5 and above for Bachelor's degree and 4.0 and above for Masters' degree
- Work experience in higher learning institution will be an added advantage

2.4.3 Remuneration: According to MWECAU Salary Scales

2.5 Lecturer/Senior Lecturer (Project Planning Management) – 1 Post

2.5.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;

- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

2.5.2 Qualification and experience

Holder of a PhD in Project Planning Management, Master's in Project Planning Management with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Project Planning Management with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Posses a certificate from recognized Professional bodies. Work experience in institution of higher learning will be an added advantage.

2.5.3 Remuneration: According to MWECAU Salary Scales

2.6 Assistant Lecturer (Project Planning Management) – 2 Post

2.6.1 Duties and responsibilities

- (a) To conduct lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- (b) To assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes;
- (c) To prepare and present case studies;
- (d) To work in cooperation with senior members of staff on specific projects;
- (e) To participate in consultancies and community services under supervision;
- (f) To supervise special projects for undergraduate students;
- (g) To conduct and publish/disseminate research results;
- (h) To assist in writing teaching manuals and compendia;
- (i) To recognize students having difficulties, intervene and provide help and support;
- (j) To attend workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

2.6.2 Qualification and experience

- Must hold a relevant Masters' degree from a recognized higher learning institution
- Posses a certificate from recognized Professional bodies
- Must have obtained a minimum GPA of 3.5 and above for Bachelor's degree and 4.0 and above for Masters' degree
- Work experience in higher learning institution will be an added advantage

2.6.3 Remuneration: According to MWECAU Salary Scales

2.7 Lecturer/Senior Lecturer (Law) – 1 Post

2.7.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

2.7.2 Qualification and experience

Holder of a PhD in Law, Master's in Law with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Law with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Posses a certificate from recognized Professional bodies. Work experience in institution of higher learning will be an added advantage.

2.7.3 Remuneration: According to MWECAU Salary Scales

2.8 Assistant Lecturer (Law) – 2 Post

2.8.1 Duties and responsibilities

- (a) To conduct lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- (b) To assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes;
- (c) To prepare and present case studies;
- (d) To work in cooperation with senior members of staff on specific projects;
- (e) To participate in consultancies and community services under supervision;
- (f) To supervise special projects for undergraduate students;
- (g) To conduct and publish/disseminate research results;
- (h) To assist in writing teaching manuals and compendia;
- (i) To recognize students having difficulties, intervene and provide help and support;
- (j) To attend workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

2.8.2 Qualification and experience

- Must hold a relevant Masters' degree from a recognized higher learning institution
- Posses a certificate from recognized Professional bodies
- Must have obtained a minimum GPA of 3.5 and above for Bachelor's degree and 4.0 and above for Masters' degree
- Work experience in higher learning institution will be an added advantage

2.8.3 Remuneration: According to MWECAU Salary Scales

3.0 Faculty of Science

3.1 Lecturer/Senior Lecturer (ICT) – 1 Post

3.1.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;

- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

3.1.2 Qualification and experience

Holder of a PhD in Information Communication Technology, Master's in ICT with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in ICT with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institution of higher learning will be an added advantage.

3.1.3 Remuneration: According to MWECAU Salary Scales

3.2 Assistant Lecturer (ICT) – 1 Post

3.2.1 Duties and responsibilities

- (a) To conduct lectures, seminars, tutorials and practical sessions for undergraduate programmes;
- (b) To assist senior staff in practical sessions, seminars and tutorials for postgraduate programmes;
- (c) To prepare and present case studies;
- (d) To work in cooperation with senior members of staff on specific projects;
- (e) To participate in consultancies and community services under supervision;
- (f) To supervise special projects for undergraduate students;
- (g) To conduct and publish/disseminate research results;
- (h) To assist in writing teaching manuals and compendia;
- (i) To recognize students having difficulties, intervene and provide help and support;
- (j) To attend workshops, conferences and symposia; and
- (k) To perform any other duties as may be assigned by the relevant authorities.

3.2.2 Qualification and experience

- Must hold a relevant Masters' degree from a recognized higher learning institution
- Posses a certificate from recognized Professional bodies
- Must have obtained a minimum GPA of 3.5 and above for Bachelor's degree and 4.0 and above for Masters' degree
- Work experience in higher learning institution will be an added advantage

3.2.3 Remuneration: According to MWECAU Salary Scales

4.0 Faculty of Education

4.1 Pofessor/Senior Lecturer (Education) – 1 Post

4.1.1 Duties and responsibilities

- (a) To Conduct lecturers, tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (b) To carrying out field supervision of undergraduate and postgraduate students;
- (c) To mentor junior staff in all relevant matters;
- (d) To participate in curriculum development;
- (e) To participate in developing and managing various university projects;
- (f) To undertake research and publish research results;
- (g) To carry out community/outreach services including promoting linkages with industry;
- (h) To undertake consultancy services;
- (i) To prepare teaching manuals and compendia;
- (j) To supervise undergraduate and postgraduate student projects;
- (k) To attend/organise workshops, conferences and symposia; and
- (l) To perform any other duties as may be assigned by the relevant authorities.

4.1.2 Qualification and experience

Holder of a PhD in Education, Master's in Education with at least a GPA of 4.0 out of 5 and a Bachelor's Degree in Education with a Minimum GPA of 3.5 out of 5 or a related relevant field from any recognized institution of higher learning. Work experience in institution of higher learning will be an added advantage.

4.1.3 Remuneration: According to MWECAU Salary Scales

5.0. Administrative positions

5.1. Secretary – 2 Post

5.1.1. Duties and responsibilities

- (a) Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- (b) Prepare and disseminate correspondence, memos and forms
- (c) File and update contact information of employees, customers, suppliers and external partners
- (d) Support and facilitate the completion of regular reports
- (e) Develop and maintain a filing system
- (f) Check frequently the levels of office supplies and place appropriate orders
- (g) Undertake occasional receptionist duties and answer calls and redirect them when necessary

5.1.2. Requirements

- (a) Diploma in Secretarial courses
- (b) Familiarity with office organization and optimization techniques
- (c) Proficiency in MS Office
- (d) Proven written and verbal communication skills
- (e) High degree of multi-tasking and time management capability
- (f) Proven work experience as a Secretary or Administrative assistant
- (g) Integrity and professionalism
- (h) Fluent in English language

5.1.3 Remuneration: According to MWECAU Salary Scales

6.0 General required skills and knowledge for all applicants

- Good knowledge of Computer,
- Excellent communication,
- Good Listening and Comprehension skills,
- Excellent customer care,
- A Good Team Player,
- Demonstrate Time Management skills,
- Fluent in written and spoken English language.

6.0 General Conditions

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- ii. Applicants should apply on the strength of the information given in this advertisement;

- iii. Applicants must attach their certified copies of the following certificates:
 - a) Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - b) Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - c) Form IV and Form VI National Examination Certificates;
 - d) Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);
 - e) Birth certificate;
- iv. Attaching copies of the following certificates is strictly not accepted:
 - a) Form IV and form VI results slips;
 - b) Testimonials and all Partial transcripts;
- v. An applicant should indicate two reputable referees with their reliable contacts;
- vi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- vii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical and Vocational Education and Training (NACTVET);
- viii. A signed application letter should be written in English and Addressed to **Deputy Vice Chancellor Planning, Finance and Administration, P.O. Box 1226, Moshi, Kilimanjaro Tanzania, via email address hr@mwecau.ac.tz**
- ix. Deadline for application is **Friday 15th September, 2023**
- x. Only shortlisted candidates will be informed on a date for interview and;
- xi. Presentation of forged certificates and other information will necessitate to legal action;

Released by:

**Vice Chancellor
Mwenge Catholic University
P o box 1226
Moshi-Tanzania**