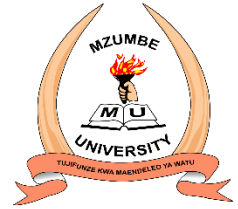




THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY
MZUMBE UNIVERSITY



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MOROGORO, TANZANIA

Ref. No. BA. 115/126/01/14

5th FEBRUARY, 2024

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following Five (5) vacancies in academic positions at the University.

1.1 LECTURER (LAW) (1 Post)

1.1.1 Duties and Responsibilities

- i. To undertake an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars, practical's, invigilation and assessment for undergraduate and Postgraduate programmes in law;
- iii. To play a leadership role at the level of the Department, Faculty, Institute/Directorate, School and Regional Centre;
- iv. To mentor junior staff in relevant fields;
- v. To develop curricula;
- vi. To develop and manage various university/constituent college activities;
- vii. To undertake research and publish/disseminate results;
- viii. To establish academic or professional chairs for the institution;
- ix. To carry out consultancy and community services;
- x. To write teaching manuals and compendia;
- xi. To supervise field practicals, undergraduate special projects, Master's and PhD dissertations/theses;
- xii. To organize and participate in workshop, conferences and symposia and;
- xiii. To perform any other duties that may be assigned by the relevant authorities.

1.1.2 Qualification

Must be a holder of PhD, a Master's Degree in law with at least a GPA of 4.0 out of 5.0 and a minimum GPA of 3.8 out of 5.0 in the First Degree with a minimum of B+ in relevant subjects, and must undergo an induction course in basic teacher training skills plus three years' work experience in a related field. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree.

1.1.3 REMUNERATION: Salary Scale PUTS 3.3

1.2 ASSISTANT LECTURER (HUMAN RESOURCE MANAGEMENT) (1 Post)

1.2.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before.
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Human Resource Management;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.2.2 Qualification

Holder of Master degree in Human Resource Management with at least a GPA of 4.0 out of 5.0 and a minimum GPA of 3.8 out of 5.0 in the first degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an applicant/staff has a pass grade and published at least two (2) papers in reputable peer reviewed journals.

1.2.3 REMUNERATION: Salary Scale PUTS 2.1

1.3 ASSISTANT LECTURER (ACCOUNTING) (1 Post)

1.3.1 Duties and Responsibilities

- i. To undergo an induction course in pedagogic skills for those who had none before;
- ii. To carry out lectures, conduct tutorials, seminars and practical for undergraduate programmes in Accounting;
- iii. To prepare and present case studies;
- iv. To conduct and publish/disseminate research results;
- v. To recognize students having difficulties, intervene and provide help and support;
- vi. To participate in consultancies and community services under supervision;
- vii. To attend workshops, conferences and symposia; and
- viii. To perform any other duties that may be assigned by the relevant authorities.

1.3.2 Qualification

Holder of Master Degree in Accounting with at least a GPA of 4.0 out of 5.0 and a minimum GPA of 3.8 out of 5.0 in the First Degree with a minimum of B+ in Dissertation. The applicant should have a career progression in his/her relevant area of specialization from Bachelor to Master degree. In addition, Unclassified Master Degree by thesis/research only shall be considered for recruitment if an

applicant/staff has a Pass grade and published at least Two (2) papers in reputable peer reviewed journals.

1.3.3 REMUNERATION: Salary Scale PUTS 2.1

1.4 ASSISTANT LIBRARIAN TRAINEE (2 Posts)

1.4.1 Duties and Responsibilities

- i. Assistant Librarian Trainee is a trainee post; the staff is required to undergo a Master Degree training programme and attain a GPA of at least 4.0;
- ii. To undergo an induction course in pedagogic skills for those who had none before;
- iii. To understudy senior members, including attending lectures and seminars, tutorials and practicals;
- iv. To conduct tutorials, seminars and practicals;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

1.4.2 Qualification

Holder of Bachelor degree in Library Information Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0 or its equivalent. In addition, the candidate must have scored at least a B+ in the relevant subject or its equivalent.

1.4.3 REMUNERATION: Salary Scale PUTS 1.1

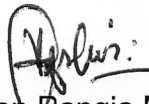
2. MODE OF APPLICATION:

Application letters accompanied by a detailed Curriculum Vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should reach the undersigned electronically through the Recruitment Portal, not later than **two weeks from the date of this advertisement**. Applicants must also give names, contact addresses as well as telephone numbers of two academic or professional referees best known to them.

Please note the following:

- Applicants to the positions must be Tanzanians.
- Applicants that are already employed by the Government should channel their applications through their respective employers.
- The advertised positions require excellent communication skills in both spoken and written English language.
- Academic certificates obtained from foreign universities should be verified by the Tanzania Commission for Universities (TCU).

- Applicants should indicate the positions they are applying for in their application letters.
- Applicants should also present/submit a National Identification Number (NIDA).
- Applicants should be ready to work at any of the Mzumbe University's campuses.
- Only successful candidates will be contacted through their contact details indicated in the application letters.
- Deadline for application is **18th February, 2024**.
- A signed application letter should be written in English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, P.O. BOX 2320, Utumishi Building at University of Dodoma- Dr. Asha Rose Migiro Building- Dodoma.
- **NOTE:** All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz> and not otherwise (This Adress can also be found at PSRS Website, Click 'Recruitment Portal')



Prof. Allen Rangia Mushi
For: **VICE CHANCELLOR**