



JAMHURI YA MUUNGANO WA TANZANIA
WIZARA YA ELIMU, SAYANSI NA TEKNOLOJIA
CHUO KIKUU HURIA CHA TANZANIA



P.O. Box 23409
Dar es Salaam.

Tel: 255-22666752/2668992
Fax: 255-22-2668560
E-mail: dvc-rm@out.ac.tz

REF. NO:OUT/ORS/VOL.1/42

DATE: 13.08.2024

VACANCY ANNOUNCEMENT

1.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is “to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

The Open University of Tanzania hereby invites applications from competent and suitably qualified persons, to enhance its human resource capacity needed to fulfill its mission, as follows:

1.1 TUTORIAL ASSISTANT (EDUCATION AND INTREPRENEURSHIP)- 1 POS T

1.1.1 DUTY STATION: RUKWA REGIONAL CENTRE

1.1.2 DUTIES AND RESPONSIBILITIES

- i. This is a training post; the staff is required to undergo a Masters Degree training programme;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities;
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in Business Administration with Education or Bachelor degree in Entrepreneurship with Education with a minimum GPA of 3.8 out of 5.

1.1.4 REMUNERATION: PUTS 1.1

1.2 TUTORIAL ASSISTANT (LAW)- 2 POST

1.2.1 DUTY STATION: NJOMBE AND LINDI REGIONAL CENTRE

1.2.2 DUTIES AND RESPONSIBILITIES

- i. This is a training post; the staff is required to undergo a Masters Degree training programme;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities;
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of LL. B degree with a minimum GPA of 3.8 out of 5

1.2.4 REMUNERATION: PUTS 1.1

1.3 TUTORIAL ASSISTANT (HUMAN RESOURCE MANAGEMENT) -1 POST

1.3.1 DUTY STATION: MTWARA REGIONAL CENTRE

1.3.2 DUTIES AND RESPONSIBILITIES

- i. This is a training post; the staff is required to undergo a Masters Degree training programme;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities;
- vi. Perform any other duties that may be assigned by the relevant authorities.

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in Human Resource Management with a minimum GPA of 3.8 out of 5.

1.3.4 REMUNERATION: PUTS 1.1

1.4 TUTORIAL ASSISTANT (BOTANY) -1 POST

1.4.1 DUTY STATION: SIMIYU REGIONAL CENTRE

1.4.2 DUTIES AND RESPONSIBILITIES

- i. This is a training post; the staff is required to undergo a Masters Degree training programme;
- ii. Undergo an induction course in pedagogic skills for those who had none before;
- iii. Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- iv. Conduct tutorials, seminars and practicals;
- v. Assist in research, consultancy and outreach activities;
- vi. Perform any other duties that may be assigned by the relevant authorities

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Science in Botanical Sciences, Bachelor of Science in Botany, Bachelor of Science with Education majoring in botany, Bachelor of Education in Science majoring in botany with a minimum GPA of 3.8 out of 5.

1.4.4 REMUNERATION: PUTS 1.1

1.5 TUTORIAL ASSISTANT(LAW)- 1 POST (RE-ADVERTISED)

1.5.1 WORK STATION: MTWARA REGIONAL CENTRE

1.5.2 DUTIES AND RESPONSIBILITIES

- (i) This is a training post; the staff is required to undergo a Masters Degree training programme;
- (ii) Undergo an induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iv) Conduct tutorials, seminars and practicals;
- (v) Assist in research, consultancy and outreach activities;
- (vi) Perform any other duties that may be assigned by the relevant authorities

1.5.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor of Laws (LL.B) with a minimum GPA of 3.8 out of 5.

1.5.4 REMUNERATION: PUTS 1.1

1.6 TUTORIAL ASSISTANT (FINANCE) -1 POST (RE-ADVERTISED)

1.6.1 WORK STATION- ZANZIBAR REGIONAL CENTRE

1.6.2 DUTIES AND RESPONSIBILITIES

- (i) This is a training post; the staff is required to undergo a Masters Degree training programme;
- (ii) Undergo an induction course in pedagogic skills for those who had none before;
- (iii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iv) Conduct tutorials, seminars and practicals;
- (v) Assist in research, consultancy and outreach activities;
- (vi) Perform any other duties that may be assigned by the relevant authorities

1.6.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor degree in one of the following: Accounting and Finance, or Finance, Accounting and Management with a minimum GPA of 3.8 out of 5.

1.6.4 REMUNERATION: PUTS 1.1

1.7 ASSISTANT LECTURER (SPECIAL AND INCLUSIVE EDUCATION)-1 POST

1.7.1 DUTY STATION: NJOMBE REGIONAL CENTRE

1.7.2 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;
- 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.

1.7.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Special and Inclusive Education with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.7.4 REMUNERATION: PUTS 2.1

1.8 ASSISTANT LECTURER (EARLY CHILDHOOD EDUCATION AND DEVELOPMENT) - 1 POSTS

1.8.1 WORK STATION: LINDI REGIONAL CENTRE

1.8.2 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;
- 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.

1.8.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Early Childhood Education and Development with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.8.4 REMUNERATION: PUTS 2.1

1.9 ASSISTANT (MARKETING) -1 POST

1.9.1 WORK STATION-RUKWA REGIONAL CENTRE

1.9.2 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;
- 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.

1.9.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Marketing with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.7.4 REMUNERATION: PUTS 2.1

1.10 ASSISTANT LECTURER (ACCOUNTING)-1 POST

1.10.1 WORK STATION- SIMIYU REGIONAL CENTRE

1.10.2 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;
- 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.

1.10.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Accounting with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.8.4 REMUNERATION-: PUTS 2.1

1.11 ASSISTANT LECTURER (MATHEMATICS) - 1 POST

1.11.1 WORK STATION- PEMBA REGIONAL CENTRE

1.11.2 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;
- 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.

1.11.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Mathematics, mathematical sciences or mathematical modelling with a minimum GPA of 4.0 out of 5 and bachelor of science in double mathematics, bachelor of science in

mathematics, bachelor of science in mathematical sciences, bachelor of science with education majoring in mathematics or bachelor of education in science majoring in mathematics with a GPA of 3.8 out of 5 .

1.11.4 REMUNERATION: PUTS 2.1

1.12 ASSISTANT LECTURER (ENGLISH/LINGUISTICS)- 1 POST

1.12.1 WORK STATION- MTWARA REGIONAL CENTRE

1.12.2 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;
- 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.

1.12.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in English or Linguistics with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.12.4 REMUNERATION: PUTS 2.1

1.13 ASSISTANT LECTURER (SOCIAL WORK) - 1 POST

1.13.1 WORK STATION- PEMBA REGIONAL CENTRE

1.13.2 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;
- 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.

1.13.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Social Work with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.13.4 REMUNERATION: PUTS 2.1

1.14 ASSISTANT LECTURER (DEVELOPMENT STUDIES) - 1 POST

1.14.1 WORK STATION- NJOMBE REGIONAL CENTRE

1.14.2 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;
- 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

1.14.3 QUALIFICATION AND EXPERIENCE

Holder of Master degree in Development Studies, Master of Arts in planning and Development, Rural Development, Gender Studies, Development, Evaluation and Planning, Governance or Cooperative and Community Development with a minimum GPA of 4.0 out of 5 and 3.8 out of 5 in First degree.

1.14.4 REMUNERATION: PUTS 2.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years of age.
- 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 employed in the Public Service should route his application letter through his respective employer;
- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. **NOTE:** A signed application letter should be written either in Swahili or English and addressed to **The Deputy Vice Chancellor (Planning, Finance and Administration)** The Open University of Tanzania, P.O BOX 23409 Dar Es Salaam.
- xiv. Deadline for application is **26th August 2024**;
- xv. Only short listed candidates will be informed on the date of interview and;
- xvi. Presentation of forged certificates and other information will necessitate to 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:

**VICE CHANCELLOR
THE OPEN UNIVERSITY OF TANZANIA**