



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

**MZUMBE UNIVERSITY**



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P.O. BOX 1  
MZUMBE  
MOROGORO, TANZANIA

Ref. No. BA. 115/126/01/23

17<sup>th</sup> August, 2024

**ANNOUNCEMENT OF EMPLOYMENT VACANCIES**

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following 24 vacancies in academic positions at the University.

**1.1 ASSISTANT LECTURER (LOCAL GOVERNMENT MANAGEMENT) (1 Post)**

**1.1.1 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 Local Government 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.

**1.1.2 Qualification**

Holder of Master Degree in Public Administration in Local Government 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.

1.1.3

**REMUNERATION:**

**Salary Scale**

**PUTS 2.1**

1.1.4

**DUTY STATION:**

**Main Campus**

## 1.2 ASSISTANT LECTURER (LAW) (2 Posts)

### 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 Law;
- 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 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 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

1.2.4 DUTY STATION: Main Campus

## 1.3 ASSISTANT LECTURER (ECONOMICS) (1 Posts)

### 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 Economics;
- 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 Economics 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

1.3.4 DUTY STATION: Dar es Salaam Campus College

#### 1.4 ASSISTANT LECTURER (PROCUREMENT) (1 Post)

##### 1.4.1 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 Procurement;
- 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.

##### 1.4.2 Qualification

Holder of Master Degree in Procurement 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.

1.4.3 REMUNERATION: Salary Scale PUTS 2.1

1.4.4 DUTY STATION: Dar es Salaam Campus College

#### 1.5 ASSISTANT LECTURER (ECONOMIC/BUSINESS LAW) (1 Post)

##### 1.5.1 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 Economic/Business Law;
- 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.

##### 1.5.2 Qualification

Holder of Master Degree in Economic/Business 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 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.

1.5.3 REMUNERATION: Salary Scale PUTS 2.1

1.5.4 DUTY STATION: Mbeya Campus College

## **1.6 ASSISTANT LECTURER (ENVIRONMENT AND TOURISM MANAGEMENT) (1 Post)**

### **1.6.1 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 Environment and Tourism 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.

### **1.6.2 Qualification**

Holder of Master Degree in Environment and Tourism 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.

<b>1.6.3</b>	<b>REMUNERATION:</b>	<b>Salary Scale</b>	<b>PUTS 2.1</b>
<b>1.6.4</b>	<b>DUTY STATION:</b>	<b>Main Campus</b>	

## **1.7 ASSISTANT LECTURER (IMPLEMENTATION SCIENCE) (2 Posts)**

### **1.7.1 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 Implementation Science, Public Health, Clinical Research, Epidemiology and Biostatistics;
- 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.

### **1.7.2 Qualification**

Holder of Master Degree in Implementation Science, Public Health, Clinical Research, Epidemiology and Biostatistics; 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. Publications in areas of Geographical Information System and Remote Sensing would be added advantage.

**1.7.3 REMUNERATION: Salary Scale PUTS 2.1**  
**1.7.4 DUTY STATION: Main Campus**

## **1.8 ASSISTANT LECTURER (AUDITING) (1 Posts)**

### **1.8.1 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 Auditing;
- 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.

### **1.8.2 Qualification**

Holder of Master Degree in Auditing, Accounting or Accounting and Finance; 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.

**1.8.3 REMUNERATION: Salary Scale PUTS 2.1**  
**1.8.4 DUTY STATION: Main Campus**

## **1.9 TUTORIAL ASSISTANT (LAW) (1 Post)**

### **1.9.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Law;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.9.2 Qualification**

Holder of Bachelor degree in Law from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.9.3	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
1.9.4	<b>DUTY STATION</b>	<b>Dar es Salaam Campus College</b>	

**1.10 TUTORIAL ASSISTANT (LAW) (1 Post)**

**1.10.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Law;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.10.2 Qualification**

Holder of Bachelor degree in Law from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.10.3	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
1.10.4	<b>DUTY STATION</b>	<b>Main Campus</b>	

**1.11 TUTORIAL ASSISTANT (HEALTH SYSTEM MANAGEMENT) (1 Post)**

**1.11.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Health System Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.11.2 Qualification**

Holder of Bachelor degree in Health System Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

1.11.3	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
1.11.4	<b>DUTY STATION</b>	<b>Main Campus</b>	

## **1.12 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) (1 Post)**

### **1.12.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Accounting and Finance;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.12.2 Qualification**

Holder of Bachelor degree in Accounting or Accounting and Finance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.12.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.12.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

## **1.13 TUTORIAL ASSISTANT (ENVIRONMENT AND TOURISM MANAGEMENT) (1 Post)**

### **1.13.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Environment and Tourism Management;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

### **1.13.2 Qualification**

Holder of Bachelor degree in Environment and Tourism Management from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.13.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.13.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

## **1.14 TUTORIAL ASSISTANT (ACCOUNTING AND FINANCE) (1 Post)**

### **1.14.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Accounting and Finance;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.14.2 Qualification**

Holder of Bachelor degree in Accounting and Finance from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.14.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.14.4</b>	<b>DUTY STATION</b>	<b>Mbeya Campus College</b>	

**1.15 TUTORIAL ASSISTANT (PROJECT MANAGEMENT AND PLANNING) (2 Posts)**

**1.15.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Project Management and Planning;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.15.2 Qualification**

Holder of Bachelor degree in Project Management and Planning from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.15.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.15.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

**1.16 TUTORIAL ASSISTANT (INFORMATION TECHNOLOGY AND SYSTEMS) (1 Post)**

**1.16.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Information Technology and Systems;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.



**1.16.2 Qualification**

Holder of Bachelor degree in Information Technology and Systems from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.16.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.16.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

**1.17 TUTORIAL ASSISTANT (INDUSTRIAL ENGINEERING) (1 Post)**

**1.17.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Industrial Engineering;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.17.2 Qualification**

Holder of Bachelor degree in Industrial Engineering from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.17.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.2</b>
<b>1.17.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

**1.18 TUTORIAL ASSISTANT (APPLIED STATISTICS) (2 Posts)**

**1.18.1 Duties and Responsibilities**

- i. Tutorial Assistant 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 practical in Applied Statistics;
- iv. To conduct tutorials, seminars and practical's;
- v. To assist in research, consultancy and outreach activities; and
- vi. To perform any other duties that may be assigned by the relevant authorities.

**1.18.2 Qualification**

Holder of Bachelor degree in Applied Statistics from an accredited and recognized institution with a GPA of at least 3.8 out of 5.0.

<b>1.18.3</b>	<b>REMUNERATION</b>	<b>Salary Scale</b>	<b>PUTS 1.1</b>
<b>1.18.4</b>	<b>DUTY STATION</b>	<b>Main Campus</b>	

## 1.19 ASSISTANT LECTURER (EPIDEMIOLOGY AND BIOSTATISTICS) (1 Post) (Re-Advertised)

### 1.19.1 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 Epidemiology and Biostatistics;
- 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.

### 1.19.2 Qualification

Holder of Master Degree in Epidemiology, Biostatistics, Public Health, Applied Epidemiology, Statistics, 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.

1.19.3	REMUNERATION:	Salary Scale	PUTS 2.1
1.19.4	DUTY STATION:	Main Campus	

## 2. MODE OF APPLICATION:

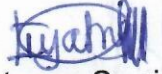
Application letters accompanied by a detailed Curriculum Vitae (CV) with a passport size photograph and signed by the applicant; and copies of relevant certificates and transcripts should reach the undersigned electronically through the Recruitment Portal, not later than **two weeks from the date of 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 **30<sup>th</sup> August, 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 Address can also be found at PSRS Website, Click 'Recruitment Portal')



Dr. Idda Iyatonga Swai  
For: **VICE CHANCELLOR**