



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND
TECHNOLOGY



MZUMBE UNIVERSITY

Tel: +255 023 2931220/1/2
Fax: +255 023 2931216
Mobile: +255 0754 694029
E-mail: mu@mzumbe.ac.tz
Website: www.mzumbe.ac.tz

P.O. BOX 1
MZUMBE
MOROGORO, TANZANIA

Ref. No.BA. 211/226/01/1

3rd August, 2022

ANNOUNCEMENT OF EMPLOYMENT VACANCIES

Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following 10 vacancies in administrative positions for one year contract at the University as follows:

1.1 INTERNAL AUDIT OFFICERS (4 Posts)

1.1.1 Duties and Responsibilities

- I. To execute audit programmes regarding payment and retirement of imprests;
- II. To participate on preparing internal audit program (Engagement Program);
- III. To participate in performing preliminary audit survey;
- IV. To participate in performing normal and special audit;
- V. To receive and assist vetting of Internal Audit Findings in order to bring efficiency;
- VI. To assist follow up on implementation of Audit recommendations; and
- VII. To perform any other duties as may be assigned by the supervisor.

1.1.2 Qualification

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Auditing, Accountancy, Finance, Commerce, Business Administration majoring in Accountancy or Finance or Module D or equivalent qualifications from recognized institutions.

1.1.3 REMUNERATION: Salary Scale PGSS 6.1

1.2 ASSISTANT SUPPLIES OFFICER II (2 Posts)

1.2.1 Duties and Responsibilities

- I. To assist in receiving and issuing material goods as per authorized requisitions;
- II. To assist on preparation of the Goods Received Notes (GRNs);
- III. To assist in maintaining stock control and accounts;
- IV. To assist in store ledger bin-cards;
- V. To assist to put inventories and stocks in proper order; and
- VI. To perform any other duties as may be assigned by the supervisor.

1.2.2**Qualification**

Holder of an Ordinary Diploma in one of the following fields: Procurement Management, Supplies Management, or equivalent qualification from a recognized Institutions OR other qualifications recognized by PSPTB. Must be registered by PSPTB as Procurement and Supplies Technician or Procurement and Supplies Full Technician with at least three (3) years working experience in procurement field.

1.2.3**REMUNERATION:****Salary Scale****PGSS 4.1****1.3****TECHNOLOGIST II (LABORATORY) (2 Posts)****1.3.1****Duties and Responsibilities**

- I. To assist in performing various laboratory tests according to established laboratory protocols and procedures;
- II. To assist in preparing re-agents for routine examination of patients;
- III. To ensure that the laboratory is kept clean and the glassware is available and clean;
- IV. To assist in fabricating and repairing laboratory appliances;
- V. To ensure that all samples for investigations are kept in safe custody; and
- VI. To perform any other duties as may be assigned by the supervisor.

1.3.2**Qualification**

Holder of Diploma in one of the following fields: Medical Laboratory Sciences, Laboratory Science and Technology, Science and Laboratory Technology, Health Laboratory Technology or equivalent qualification from a recognized institutions.

1.3.3**REMUNERATION:****Salary Scale****PMGSS 4.1****1.4****RADIOGRAPHY TECHNICIAN II (1 Post)****1.4.1****Duties and Responsibilities**

- I. To give instruction to the patient regarding the radiological procedure to be performed;
- II. To maintain proper radiation protection for the staff and patients;
- III. To carry out all imaging procedures as instructed by physician;
- IV. To assist the radiologist during special procedures;
- V. To maintain proper and regular dusting and disinfections of equipment and other accessories; and
- VI. To perform any other duties as may be assigned by the supervisor.

1.4.2**Qualification**

Holder of Diploma in one of the following fields; X-ray Technology, Radiology, Medical Imaging or equivalent qualification from a recognized institutions.

1.4.3**REMUNERATION:****Salary Scale****PMGSS 4.1**

1.4.4 ASSISTANT NURSING OFFICER II (1 Post)

1.5.1 Duties and Responsibilities

- I. To assist in performing general nursing care of patients;
- II. To assist in performing maternal and child care services;
- III. To assist in administering drugs and treatment as prescribed by the Medical Officers;
- IV. To monitor pregnancy development;
- V. To perform dressing of injuries and wounds;
- VI. To maintain records on patients' personal and health care; and
- VII. To perform any other duties as may be assigned by the supervisor

1.5.2 Qualification

Holder of Diploma in one of the following fields; Nursing, Midwifery or equivalent qualification from recognized institutions and be registered by the Tanzania Nurses and Midwifery Council.

1.5.3 REMUNERATION: Salary Scale PMGSS 4.1

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 Mzumbe University, 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.

Applications should be sent to:

Deputy Vice Chancellor (Planning, Finance and Administration)
Mzumbe University,
P. O. Box 1,
Mzumbe,
MOROGORO



MZUMBE UNIVERSITY
P. O. Box 1, MZUMBE
TANZANIA

Prof. Allen Rangia Mushi

DEPUTY VICE CHANCELLOR (PLANNING, FINANCE AND ADMINISTRATION)