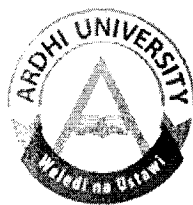


ARDHI UNIVERSITY



Ref. No: CGA.2/480/01/C/28

Date: 7th July, 2023

EMPLOYMENT OPPORTUNITIES

Ardhi University has vacant positions in the Academic cadres. The University subscribes to the policy of an equal opportunity employer and therefore invites applications from competent and suitably qualified candidates who are interested to work in a thriving University environment to be considered for immediate employment to fill the following vacant posts:

1.0 SCHOOL OF EARTH SCIENCES, REAL ESTATE, BUSINESS AND INFORMATICS (SERBI)

1.1 DEPARTMENT OF LAND MANAGEMENT AND VALUATION

a) TUTORIAL ASSISTANT (LAND MANAGEMENT AND VALUATION) – 2 POSTS

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor Degree in Land Management Valuation with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

1.2 DEPARTMENT OF BUSINESS STUDIES

a) TUTORIAL ASSISTANT (BANKING AND FINANCE) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate MUST have a Bachelor Degree in one of the following; Business Banking, banking studies, Banking Practice and Management, Monetary Economics and Banking, Banking and Insurance, Banking and Financial Services OR Banking and Finance with an overall GPA of 3.8 or above, and a minimum score of B+ in the relevant subjects or its equivalent.

Salary Scale: PUTS 1

1.3 DEPARTMENT OF GEOSPATIAL SCIENCE AND TECHNOLOGY (GST)

a) TUTORIAL ASSISTANT (GEOINFORMATICS, GIS AND REMOTE SENSING OR GEOSPATIAL SCIENCE) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate MUST have a Bachelor Degree in Geoinformatics, GIS and Remote Sensing or Geospatial Science, with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

1.4 DEPARTMENT OF COMPUTER SYSTEM AND MATHEMATICS

a) ASSISTANT LECTURER (INFORMATION COMMUNICATION TECHNOLOGY) 2 POSTS

DUTIES AND RESPONSIBILITIES OF ASSISTANT LECTURER

- 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.

REQUIRED QUALIFICATIONS

The candidate MUST have a Bachelor Degree in one of the following, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR telecommunication Engineering, with an overall GPA of 3.8 or above, with a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees, **AND**

A Master's Degree in one of the following; Computer Science, Information Systems, Information and Communication Technology and Engineering, Computer Networks, Electronics and Electrical Engineering, Computer and Information Security, Embedded Systems, Computer Engineering, Artificial Intelligence OR Data Science with an overall GPA of 4.0 or above OR an average of B+ or above in unclassified degrees.

Salary Scale: PUTS 2

2 b) TUTORIAL ASSISTANT (INFORMATION COMMUNICATION TECHNOLOGY) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor Degree in one of the following, Computer Science, Computer Engineering, Information Technology, Information Systems Management, Computer and Information Security, Computer Systems and Networks, Software Engineering, Electronics and Electrical Engineering OR telecommunication Engineering, with an overall GPA of 3.8 or above, and a minimum score of B+ in relevant subjects or its equivalent OR an average of B+ or above in unclassified degrees,

Salary Scale: PUTS 1

2.0 SCHOOL OF ENGINEERING AND ENVIRONMENTAL STUDIES (SEES)

2.1 DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING

a) TUTORIAL ASSISTANT (CIVIL ENGINEERING) 2 POSTS

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor of Science in Civil Engineering with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

3.0 SCHOOL OF SPATIAL PLANNING AND SOCIAL SCIENCES (SSPSS)

3.1 DEPARTMENT OF URBAN AND REGIONAL PLANNING

a) TUTORIAL ASSISTANT (URBAN AND REGIONAL PLANNING) 2 POSTS

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;

- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor Degree in Urban and Regional Planning with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

b) TUTORIAL ASSISTANT (REGIONAL DEVELOPMENT PLANNING) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor Degree in Regional Development Planning with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

3.2 DEPARTMENT OF ECONOMICS AND SOCIAL STUDIES (ESS)

a) TUTORIAL ASSISTANT (ECONOMICS) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor Degree in Economics, Statistics, Economics and Statistics, Economics of Development, International Economics and Trade, OR Business Economics with an overall GPA of 3.8 or above.

Salary Scale: PUTS 1

4.0 SCHOOL OF ARCHITECTURE CONSTRUCTION ECONOMICS AND MANAGEMENT (SACEM)

4.1 DEPARTMENT OF ARCHITECTURE

a) TUTORIAL ASSISTANT (ARCHITECTURE) 1 POSTS

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor of Architecture with a GPA of 3.8 or above

Salary Scale: PUTS 1

4.2 DEPARTMENT OF INTERIOR DESIGN

a) TUTORIAL ASSISTANT (INTERIOR DESIGN) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor of Science in Interior Design with a GPA of 3.8 or above

Salary Scale: PUTS 1

b) TUTORIAL ASSISTANT (LANDSCAPE ARCHITECTURE) 1 POST

DUTIES AND RESPONSIBILITIES OF TUTORIAL ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;

- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate MUST have a Bachelor of Science in Landscape Architecture with a GPA of 3.8 or above.

Salary Scale: PUTS

5.0 INSTITUTE OF HUMAN SETTLEMENTS STUDIES (IHSS)

a) RESEARCH ASSISTANT (POLITICAL SCIENCE AND PUBLIC ADMINISTRATION) 1 POST

DUTIES AND RESPONSIBILITIES OF RESEARCH ASSISTANT

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;
- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate MUST have a Bachelor of Arts Political Science and Public Administration OR International Relations with a GPA of 3.8 or above.

Salary Scale: PUTS 1

6.0 LIBRARY SERVICES DIRECTORATE

a) ASSISTANT LIBRARIAN TRAINEE 1 POSTS

DUTIES AND RESPONSIBILITIES OF ASSISTANT LIBRARIAN TRAINEE

- i) This is a training post; the staff is required to undergo a Master's Degree training programme;
- 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 training;
- iv) To conduct tutorials, seminars and practicals;
- v) To assist in research, consultancy and outreach activities;

- vi) To perform any other duties that may be assigned by the relevant authorities

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor's Degree in Library and Information Science, Library and Information Management, Information and Records Management, Library and Information Management Information Studies OR Library and Information Services, from a recognized University, with a GPA of 3.8 or above.

Salary Scale: PUTS 1

b) ASSISTANT LIBRARIAN 1 POST

DUTIES AND RESPONSIBILITIES OF ASSISTANT LIBRARIAN

- 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.

REQUIRED QUALIFICATIONS

The candidate **MUST** have a Bachelor's Degree in Library and Information Science, Library and Information Management, Information and Records Management, Library and Information Management Information Studies OR Library and Information Services, from a recognized University, with a GPA of 3.8 or above. And Master's Degree in Library and Information Science, Library and Information Management, Information and Records Management, Library and Information Management Information Studies OR Library and Information Services with a GPA of 4.0 or above

Salary Scale: PUTS 2

GENERAL REQUIREMENTS

1. All applicants must be Citizens of Tanzania generally with the age not above **45** years;
2. All applicants must have a pass of Division Three or above on Form IV and Form VI.
3. Certificates from foreign examination bodies for Ordinary or Advanced Level Education should be verified by The National Examination Council of Tanzania (NECTA).
4. Professional Certificates from Foreign Universities and other Training Institutions should be verified by the Tanzania Commission for Universities (TCU).
5. Only applicants studied in University Accredited by Tanzania Commission for Universities (TCU) are eligible to apply for the mentioned positions.
6. All applicants should indicate in their application letter post which they are applying.
7. Application letters must be accompanied with the following:

- a) Copies of relevant academic and professional certificates;
 - b) Three names and complete addresses of referees;
 - c) Current CV having reliable contacts, postal address, email and phone number
8. All certificates must be certified.
 9. A signed application letter should be written in English and addressed to **Secretary, Presidents Office, Public Service Recruitment Secretariat, P. O. Box 2320, University of Dodoma, Utumishi/Asha Rose Migiro Buildings Dodoma** and uploaded to the Recruitment portal using the following address; <http://portal.ajira.go.tz/> and not otherwise.
 10. Deadline for application is **10th August, 2023**.
 11. Only short-listed applicants will be contacted.