



UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
UNIVERSITY OF DAR ES SALAAM
DAR ES SALAAM UNIVERSITY COLLEGE
OF EDUCATION



TRANSFER VACANCIES

The Dar es Salaam University College of Education (DUCE) is a Constituent College of the University of Dar es Salaam established in 2005. The main functions of the College as stipulated in the Dar es Salaam University College of Education Charter and the Rules of 2010 are to provide integrated teaching, research and public services.

To enhance effective teaching and learning, research and provision of public services, the College invites applications from suitable qualified Public Servants who wish to be transferred to DUCE in the following positions:

1.0 Teacher Grade IIC (3 Posts)

Qualifications and Experience

Holder of a Bachelor of Education or Bachelor Degree with Education with one or more teaching subject or Bachelor Degree in any Discipline with one or more teaching subject plus Postgraduate Diploma in Education or Equivalent qualifications from recognized institutions.

Areas of Specialization

- (i) Book keeping & Commerce (1)
- (ii) Chemistry & Biology (1)
- (iii) English Language

Duties and responsibilities

- (i) To be responsible for proper records of all examinations;
- (ii) To prepare and moderate examination papers;
- (iii) To prepare and keep proper students' assessments records;
- (iv) To supervise students' associations;
- (v) To prepare action plans for each Academic Year;
- (vi) To take care teaching equipments;
- (vii) To handle students' academic complaints;
- (viii) To be responsible for students' counselling and guidance;
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PSTS 4

2.0 Teacher IIIC (2 Posts)

Qualifications and Experience

Holder of Bachelor of Education or Bachelor Degree with Education with one or more teaching subjects or Bachelor Degree in any Discipline with one or more teaching subjects plus Postgraduate Diploma in Education or equivalent qualification from recognized institutions.

Area of Specialization

- (i) General Studies and Civics/Geography (1)
- (ii) Mathematics (1)

Duties and responsibilities

- (i) To be responsible for proper record keeping of all examinations;
- (ii) To arrange, prepare and moderate examination papers;
- (iii) To prepare and keep proper student's assessments records;
- (iv) To supervise students' associations;
- (v) To prepare action plans on the Academic year;
- (vi) To take care of the teaching equipment;

- (vii) To be responsible for students' counselling and guidance; and
- (viii) To perform any other duties related as may be assigned by the supervisor.

SALARY SCALE: PSTS 3

3.0 **Teacher Grade IIB (3 Posts)**

Qualifications and Experience

Holder of Advanced Certificate of Secondary Education Examination (Form Six) and Diploma in Education with two or more teaching subjects including Geography, History and/or English Language from a recognized Institutions. The applicant must have working experience of not less than three (3) years.

Areas of Specialization

- (i) Social Studies (1)
- (ii) Civic and Moral Education (1)
- (iii) English Language (1)

Duties and responsibilities

- (i) To set and mark students examinations;
- (ii) To assess students' academic progress;
- (iii) To prepare and keep records of students' continuous assessment;
- (iv) To monitor students' examination;
- (v) To prepare and assist in maintaining proper storage of student's performance records;
- (vi) To prepare examination's timetable and allocation of rooms;
- (vii) To prepare, administer, and grade tests and assignments in order to evaluate students' progress;
- (viii) To maintain accuracy, complete and correct student records as required by responsible Ministry;
- (ix) To observe and evaluate students' performance, behavior, social development, and physical health; and
- (x) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PSTS 3

4.0 **Driver I (2 Posts)**

Qualifications and Experience

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and has attended Advanced Driving Course offered by Vocational Education and Training Authority (VETA) or the National Institute of Transport (NIT) or any other recognized institution plus driving experience of at least five (5) years.

Duties and responsibilities

- (i) To drive DUCE vehicles skilfully;
- (ii) To maintain and keeps up-to-date log-books;
- (iii) To adhere to Maintenance Schedules;
- (iv) To keep motor vehicle in good running conditions and report immediately faults and defects to Transport Officer;
- (v) To undertake minor repairs when necessary;
- (vi) To ensure that valid documents are obtained prior to commencing of any journey;
- (vii) To ensures safety and cleanliness of the vehicle at all times;
- (viii) To take care of the vehicle assigned to him/her by carrying out standard checks;
- (ix) To check validity of relevant documents such as insurance, TLB, Plying fees and report the same to the Transport Officer for necessary action;
- (x) To perform messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents; and
- (xi) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 3

5.0 Driver II (2 Post)

Qualifications and Experience

Holder of Secondary Education Certificate with passes in Kiswahili and English having a valid Driving License Class C or E and one-year Basic Driving Course offered by Vocational Education and Training Authority (VETA) or the National Institute of Transport (NIT) or any other recognized institution plus driving experience of at least one year without causing accidents.

Duties and responsibilities

- (i) To drive DUCE vehicles skilfully;
- (ii) To maintain and keep up-to-date log-books;
- (iii) To adhere to Maintenance Schedules;
- (iv) To keep motor vehicle in good running conditions and report immediately faults and defects to Transport officer;
- (v) To undertake minor repairs when necessary;
- (vi) To ensure that valid documents are obtained prior to commencing any journey;
- (vii) To ensure safety and cleanliness of the vehicle at all times;
- (viii) To take care of the vehicle assigned to him/her by carrying out standard checks;
- (ix) To check validity of relevant documents such as insurance, TLB, Plying fees and report the same to the Transport Officer for necessary action;
- (x) To perform messenger Duties and Responsibilities such as dispatching documents/letters, collecting mail, photocopying of documents; and
- (xi) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 2

6.0 Assistant Lecturer (7 Posts)

Qualifications and Experience

Holder of a Masters degree in a relevant field with at least a GPA of 4.0 points (out of 5 points) at Masters level and a minimum GPA of 3.8 points (out of 5 points) at undergraduate level.

Areas of Specialization

- (i) Physical Chemistry (1)
- (ii) Economics Teaching Methods (1)
- (iii) Educational Management and Administration (1)
- (iv) Development Studies (1)
- (v) Geography and Economics (1)
- (vi) Languages and Literature (1)
- (vii) French subjects (1)

Duties and responsibilities

- (i) To carry out lecturers, conduct tutorials, seminars and practicals for undergraduate programmes;
- (ii) To prepare and present case studies;
- (iii) To conduct and publish/disseminate research results;
- (iv) To participate/contribute in curriculum development;
- (v) To recognize students having difficulties, intervene and provide help and support;
- (vi) To guide students in various academic issues;
- (vii) To participate in consultancy and community services under supervision;
- (viii) To attend workshops, conferences and symposia; and
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PUTS 2

7.0 Technologist I (1 Post)

Qualifications and Experience

Holder of Diploma in Health Laboratory Technology or equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field. Computer skills will be an added advantage.

Duties and responsibilities

- (i) To prepare reagents for routine examination of patients;

- (ii) To carry out diagnostic procedures as advised by Doctors;
- (iii) To ensure that all laboratory equipment are in working order and report any malfunction to the concerned authorities;
- (iv) To prepare necessary equipment and materials for the laboratory use;
- (v) To prepare budget inputs;
- (vi) To assess laboratory needs and make necessary requisitions; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PMGSS 5

8.0 Office Assistant I (2 Posts)

Qualifications and Experience

Holder of Form IV Certificate of Secondary Education (Form Four) with passes in English and Kiswahili with working experience of at least four (4) years.

Duties and responsibilities

- (i) To clean and tidy offices and surroundings;
- (ii) To collect and deliver letters;
- (iii) To dispatch letters;
- (iv) To transmit official documents within the College;
- (v) To carry machinery/equipment;
- (vi) To prepare and serve office refreshments etc; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: POSS 2

9.0 Social Welfare Officer I (2 Posts)

Qualifications and Experience

Holder of a Bachelor Degree in one of the following fields: Educational Psychology, Guidance & Counselling, Social Work or equivalent from a recognized institution with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To handle students' accommodation, catering, health and recreation issues;
- (ii) To coordinate administrative chores pertaining to Halls of Residence;
- (iii) To ensure that Institutional By-Laws and Regulations guiding students' life in Halls of Residence are being observed;
- (iv) To take necessary action where such By-Laws and Regulations are violated; and
- (v) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS: PGSS 7

10. Clinical Officer I (1 Post)

Qualifications and Experience

Holder of Diploma in Clinical Medicine or equivalent qualifications from recognized institutions with at least four (4) years working experience.

Duties and responsibilities

- (i) To take proper diagnosis of disease;
- (ii) To prescribe treatments;
- (iii) To treat wounds;
- (iv) To give First Aid to MCH problems;
- (v) To give anaesthesia during operations;
- (vi) To attend general outpatient clinics;
- (vii) To protect patients and employees by adhering to infection control policies and protocols, medication administration and storage procedures and controlled substance regulations;
- (viii) To document patient care services by writing and keep patients records;
- (ix) To maintain patient confidence and protect operations by keeping information confidential;
- (x) To ensure operation of equipment by completing preventive maintenance requirements, follow manufacturers' instructions, call for repairs, maintain equipment inventories, evaluate new equipment and techniques; and
- (xi) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PMGSS 5

11. **Planning Officer I (3 Posts)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Project Planning and Management, Educational Planning, Statistics or equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To prepare basic statistical and management reports;
- (ii) To store and retrieve inventory information;
- (iii) To interpret and analyse data for plan formulation;
- (iv) To collect and systematically compile data for College activities;
- (v) To collect and compile data on sources and application of financial resources and costs of relevant cost centres;
- (vi) To prepare profiles to bring together available statistics on the activities and resources for each Faculty/Institute and Department;
- (vii) To combine and analyse categories of data as basis for plan formulation;
- (viii) To attend meetings of selected Boards e.g. Library, Health Centre, etc.; and
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 7

12. **Planning Officer II (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Economics, Agricultural Economics and Agribusiness, Project Planning and Management, Educational Planning, Statistics or equivalent qualifications from recognized institutions.

Duties and responsibilities

- (i) To assist in development of methodologies for data collection on various aspects of College operational programmes;
- (ii) To assist in designs and reviews of data collection instruments;
- (iii) To assist in analysis and evaluation of information gathered;
- (iv) To prepare profiles to bring together available statistics on the activities and resources of each Faculty/Institute and Department;
- (v) To combine and analyse categories of data as basis of plan formulation; and
- (vi) To perform any other duties related as may be assigned by supervisor.

SALARY SCALE: PGSS 6

13. **Artisan I (2 Posts)**

Qualifications and Experience

Holder of form IV certificate plus Trade Test Grade II in Electronics or related fields from recognized Institutions plus working experience of at least three years.

Areas of specialization

- (i) Plumbing (ii) Public Addressing System

Duties and responsibilities

- (i) To do groundwork for board survey and make recommendations on disposal of unserviceable property;
- (ii) To control labour, materials, job costing, records and reports;
- (iii) Allocation of tasks and giving practical instructions;
- (iv) Responsible for work progress record keeping and making international requisitions; and
- (v) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 3

14. **Accountant I (4 posts)**

Qualifications and Experience

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification

recognized by the NBAA with working experience of at least four (4) years in related field. Must be registered by NBAA.

Duties and responsibilities

- (i) To ensure that all accounting documents are properly filed;
- (ii) To prepare invoices from bills;
- (iii) To prepare revenue accounts schedules and reconciliation;
- (iv) To prepare monthly pay slips for each employee, and keep records and pay-roll registers;
- (v) To remit net salaries to employees' respective banks or preparations of authorized lists for those employees to be paid in cash;
- (vi) To maintain the employees' ledger for staff advances, loans and duty travel imprests;
- (vii) To make follow up on outstanding amounts;
- (viii) To maintain registers for debtors accurately and up-to-date;
- (ix) To be responsible for banking of all cheques coming into the College; and
- (x) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 8

15. Accountant II (2 Posts)

Qualifications and Experience

Holder of Bachelor Degree or Advanced Diploma in one of the following fields; Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from a recognized institutions plus CPA (T), ACCA, ACA, CIA or equivalent professional qualification recognized by the NBAA. Must be registered by NBAA.

Duties and responsibilities

- (i) To ensure that all invoices are properly recorded and filed after payments;
- (ii) To post all primary data in the respective journals properly;
- (iii) To perform cashiering;
- (iv) To maintain Petty Cash Journals;
- (v) To prepare various accounting schedules as directed by supervisor;
- (vi) To prepare project account journals;
- (vii) To prepare Staff advances, loans and imprests subsidiary ledger listings; and
- (viii) To perform any other related duties as may be assigned by the supervisor

SALARY SCALE: PGSS 7

16. Library Officer I (3 Posts)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Librarianship, Library Studies, Library and Information Science, Information Studies, Documentation, Information Management or equivalent qualifications from recognised institutions with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To undertake bibliographic searches on behalf of users;
- (ii) To promote the use of IT in meeting user needs;
- (iii) To research on the information needs of users;
- (iv) To undertake research and consultancy activities in library / information matters;
- (v) To handle challenging professional and supervisory duties in the library;
- (vi) To participate in developing new library systems and procedures;
- (vii) To identify materials to be ordered by the library;
- (viii) To supervise and train junior staff;
- (ix) To assist in information consultancy activities;
- (x) To organise and maintain reprints and miscellaneous reports, journals, content list and incoming library material; and
- (xi) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 7

17. **Library Assistant I (3 Posts)**

Qualifications and Experience

Holders of Form IV/VI Certificate plus Diploma in any of the following: Library and Information Studies, Library and Information Science, Information Studies Documentation, Information Management Librarianship, Library Science, Library and Information Studies, Library studies or equivalent qualification from recognised institution with working experience of at least four (4) years in relevant field.

Duties and responsibilities

- (i) To perform library clerical duties;
- (ii) Doing registration of readers;
- (iii) To issue books to readers;
- (iv) To receive books from readers; and
- (v) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 4

18. **Senior Laboratory Technician I (2 Posts)**

Qualifications and Experience

Holder of FTC or Ordinary Diploma in Laboratory Technology or equivalent qualifications from recognized institution with working experience of at least ten (10) years in related field.

Duties and responsibilities

- (i) To carry out, independently, specified routine technical tasks that require a higher degree of technical knowledge and skills;
- (ii) To implement specified maintenance plans for laboratory facilities;
- (iii) To implement specified technical plans and designs connected with research, students practical and consultancy work;
- (iv) To conduct routine repair and regular maintenance of equipment in the respective laboratory / workshop;
- (v) To assist in students projects and practical research and consultancy work under close supervision of laboratory scientists and academic staff;
- (vi) To supervise and orient junior Laboratory Technicians and artisans; and
- (vii) To perform any other related duties assigned by supervisor.

SALARY SCALE: PUSS 5

19. **Technician I (3 Posts)**

Qualifications and Experience

Holder of FTC or Ordinary Diploma in Laboratory Technology or equivalent qualifications from recognized institution with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To carry out, independently, specified routine technical tasks that require a higher degree of technical knowledge and skills;
- (ii) To implement specified maintenance plans for laboratory facilities;
- (iii) To implement specified technical plans and designs connected with research, students practical and consultancy work; and
- (iv) To perform any other related duties assigned by the supervisor.

SALARY SCALE: PUSS 3

20. **Senior Assistant Nursing Officer I (1 Post)**

Qualifications and Experience

Holder of Diploma in one of the following fields: Nursing, Midwifery or equivalent qualifications from recognized institutions and has been registered with Tanzania Nurses and Midwives Council with working experience of at least ten (10) years. Possession of Computer skills is an added advantage.

Duties and responsibilities

- (i) To plan nursing services provision to the work place community;
- (ii) To provide counselling services;
- (iii) To analyse statistics and other information collected at the work place;
- (iv) To supervise and train prospective nursing students;

- (v) To supervise and make a follow up on implementation of nursing and midwifery duties;
- (vi) To carry out research on health and nursing services and disseminate findings to improve health and nursing services; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PMGSS 7

21. Health Secretary I (1 Post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Hospital Administration, Health System Management or its equivalent from a recognized Institution with working experience of at least four (4) years in relevant field.

Duties and responsibilities

- (i) To prepare manpower planning and training programmes for the Health Centre;
- (ii) To assist in supervise resources for management of health services;
- (iii) To prepare and supervise the implementation of health development plans at the College;
- (iv) To educate medical staff on the working rules and regulations;
- (v) To participate in the administration and execution of all medical activities at the College;
- (vi) To compile monthly reports and preparation of staff meetings;
- (vii) To keep records for all staff E.Ds; and
- (viii) To perform any other related duties assigned by the supervisor.

SALARY SCALE: PMGSS 6

22. Office Management Secretary II (8 Posts)

Qualifications and Experience

Holder of Form IV Certificate with passes in English and Kiswahili plus Certificate in Secretarial, Holder of Diploma in Secretarial Studies or NTA level 6 in Secretarial who has passed Shorthand (English) and Hati Mkato (Kiswahili) at a speed of 100 words per minute with computer knowledge in MS-Word, MS-Excel, Internet, Email, MS-Publisher from a recognized institution.

Duties and responsibilities

- (i) To assist in organising meetings in the department;
- (ii) To make booking and travel arrangement for immediate officer;
- (iii) To provide general services in the department;
- (iv) To make minutes at staff meetings;
- (v) To provide secretarial services at the Meetings, Seminars etc.;
- (vi) To record official appointments and make sure that the officer is kept informed in time; and
- (vii) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 4

23. Internal Audit Officer I (2 Posts)

Qualifications and Experience

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To participate of Annual Internal Audit Programme;
- (ii) To participate on preliminary survey analysis;
- (iii) To participate in assessing Internal Control system, Risk Management system and Governance system;
- (iv) To participate in development project Audit;
- (v) To participate in preparation of Internal Audit report and make proper follow up on Audit decisions;
- (vi) To participate in collection and review on management response;
- (vii) To participate in implementation follow up of Audit recommendation;
- (viii) To participate in value for money evaluation of resource utilization; and
- (ix) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 7

24. **Internal Audit Officer II (2 Posts)**

Qualifications and Experience

Holder of Bachelor Degree or Advanced Diploma in one of the following fields: Accountancy, Finance, Business Administration/Commerce majoring in Accountancy or Finance or equivalent qualifications from recognized institutions or Intermediate Certificate (Module D) offered by NBAA.

Duties and responsibilities

- (i) To participate in preparation of Audit engage programme;
- (ii) To participate on preliminary survey process;
- (iii) To conduct ordinary Audit and special Audit;
- (iv) To make a Follow-up on implementation of Audit recommendation; and
- (v) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 6

25. **Principal Estates Officer II (1 Post)**

Qualifications and Experience

Holder of a Master Degree in one of the following fields; Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification or any other related field with relevant working experience of at least thirteen(13) years as senior estate officer. Must be registered by respective Registration Board as Professional.

Duties and responsibilities

- (i) To assist in planning, organizing and controlling Estates maintenance activities;
- (ii) To supervise and guides junior staff;
- (iii) To plan consultancy services activities;
- (iv) To assist in maintaining coordinative work contacts with building and maintenance staff of the Estates Unit;
- (v) To prepare and compiling budget estimates for capital development;
- (vi) assist in preparing departmental training and development plans;
- (vii) To assist in coordinating preparation of the physical master plan;
- (viii) To assist in coordinating effective maintenance and rehabilitation of the infrastructure; and
- (ix) To perform any other related duties as may be assigned by the supervisor

Salary Scale: PGSS 11

26. **Estates Officer I (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification from recognised institution with relevant working experience of at least four (4) years. Must be registered by respective Registration Board as Graduate.

Duties and responsibilities

- (i) To ensure maintenance and cleaning of University properties and environment;
- (ii) To examine bills of quantities;
- (iii) To prepare work schedules;
- (iv) To prepare budget for maintenance works;
- (v) To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- (vi) To keep and maintain relevant equipment in good working order
- (vii) To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment;
- (viii) To assist in the planning, organising, implementing and controlling of Estates activities and services; and
- (ix) To perform any other related duties as may be assigned by supervisor

SALARY SCALE: PGSS 8

27. **Estates Officer II (2 Posts)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Environmental Engineering, Architecture, Building Economics, Civil Engineering, Electrical Engineering, Land Management and Valuation or equivalent qualification from recognized institution. Must be registered by respective Registration Board as Graduate.

Duties and responsibilities

- (i) To ensure maintenance and cleaning of University properties and environment;
- (ii) To examine bills of quantities;
- (iii) To Prepare work schedules;
- (iv) To prepare budget for maintenance works;
- (v) To participate in drawing-up short and long term programmes for the general improvement of the landscaping of the campus grounds and drainage systems;
- (vi) To keep and maintain relevant equipment in good working order;
- (vii) To assist in innovative approaches to conditioning, maintaining, and upgrading the built and un-built environment ;
- (viii) To assist in the planning, organising, implementing and controlling of Estates activities and services; and
- (ix) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 7

28. **Senior Cook I (1 Post)**

Qualifications and Experience

Holder of Form IV Certificate with Certificate in one of the following fields: Food Production, Cookery, Domestic Science, Home Economics or equivalent qualifications from recognized institutions with working experience of at least ten (10) years in related field.

Duties and responsibilities

- (i) To prepare various foods as planned by Head Cook or other senior officers;
- (ii) To supervise kitchen staff under him/her;
- (iii) To train on the job junior staff members;
- (iv) To prepare special diet meals; and
- (v) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 5

29. **Cook I (1 Post)**

Qualifications and Experience

Holder of Form IV Certificate plus Certificate (NTA 5) in one of the following fields: Food Production, Cookery, Domestic Science, Home Economics or equivalent qualifications from recognized institutions with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To prepare various foods as per available menu;
- (ii) To take care of Cafeteria/Canteen kitchen utensils/cookery;
- (iii) To prepare meals for special functions, and parties;
- (iv) To serve food; and
- (v) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 3

30. **Human Resource Officer I (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience in a related field for at least four (4) years.

Duties and responsibilities

- (i) To deal with general office Administration;
- (ii) To assist in handling pension benefit schemes;
- (iii) To assist in maintaining manpower statistics;

- (iv) To assist in providing orientation to new employees;
- (v) To assist in enforcing conditions of service;
- (vi) To assist in manpower allocation;
- (vii) To assist in Human Resource Planning, recruitment, allocation and Development; and
- (viii) To perform any other related duties as assigned by superior.

SALARY SCALE: PGSS 7

31. Administrative Officer I (1 Post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Public Administration, Human Resources Management, Human Resources Planning and Management, Sociology, Business Administration/Commerce majoring in Human Resources Management or equivalent qualification from recognized institutions with working experience in a related field for at least four (4) years.

Duties and responsibilities

- (i) To deal with general office Administration;
- (ii) To assist in handling pension benefit schemes;
- (iii) To assist in maintaining manpower statistics;
- (iv) To assist in providing orientation to new employees;
- (v) To assist in enforcing conditions of service;
- (vi) To assist in manpower allocation;
- (vii) To assist in Human Resource Planning, recruitment, allocation and Development; and
- (viii) To perform any other related duties as assigned by superior.

SALARY SCALE: PGSS 7

32. Principal Procurement Officer II (1 Post)

Qualifications and Experience

Holder of Master Degree or Postgraduate Diploma in one of the following fields: Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions plus CSP/CPSP and registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Authorized Procurement and Supplies Professional with working experience of at least thirteen (13) years in related field.

Duties and responsibilities

- (i) To plan and organize purchase and supply functions and controls inventories;
- (ii) To authorise receipts of goods and confirming its quantity and quality;
- (iii) To supervise personnel in the Section;
- (iv) To prepare quarterly procurement and stores' returns;
- (v) To coordinate purchasing and supplies activities;
- (vi) To advise Head of Procurement Management Unit on departments' matters;
- (vii) To ensure that goods/services are delivered in time as per agreed delivery schedule with suppliers;
- (viii) To develop procurement plan;
- (ix) To maintain fixed asset register;
- (x) To keep an up-to-date database of prices of goods provided by vendors appointed for supply of goods to the College;
- (xi) To coordinate reconciliation of all stores records with accounts for audit purposes; and
- (xii) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 10

33. Senior Procurement Officer II (1 Post)

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields; Procurement and Supplies Management, Material Management, Logistics Management or equivalent qualifications from recognized institutions plus CSP/CPSP registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Approved Procurement and Supplies Professional with working experience of at least seven (7) years in related field.

Duties and responsibilities

- (i) To assist in the analysis of purchasing equipment and undertakes subsequent purchasing process of approved requisitions;
- (ii) To guide all junior staff on matters relating to storekeeping;
- (iii) To deal with stores, purchasing or clearing and forwarding matters related to them;
- (iv) To carry-out reconciliation of physical stocks against records;
- (v) To ensure maintenance and amendment of stock level figure;
- (vi) To ensure efficient stock control levels are maintained (Inventory Analysis and Control);
- (vii) To be responsible for clearing and forwarding activities;
- (viii) To make sure suppliers are paid timely;
- (ix) To perform any other related duties as may be assigned by the supervisor.

SALARY SCALE: PGSS 8

34. **Procurement Officer I (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Procurement and Supplies Management, Material Management, Logistics Management equivalent qualifications from recognized institutions and must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) as Approved Procurement and Supplies Professional with working experience of at least four (4) years in related field.

Duties and responsibilities

- (i) To be responsible for physical stocks under guidance of a Senior Officer;
- (ii) To conduct physical checks and accounts receipted goods;
- (iii) To arrange physical placement i.e. location and banning;
- (iv) To arrange packing and deliveries;
- (v) To take charge of Section/Department stores and becomes responsible for safety and accounting of all stock under his care and supervision; and
- (vi) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 7

35. **Public Relations Officer II (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Journalism, Mass Communication, Marketing or equivalent qualifications from recognized institutions.

Duties and responsibilities

- (i) To assist in manning exhibitions stands (e.g. Trade Fairs, Open day exhibitions);
- (ii) To assist in facilitating conferences, seminars, ceremonies, production of Radio and TV programmes etc;
- (iii) To maintain photographic records of major events;
- (iv) To assist in routine public relations and marketing activities such as the writing features for the Institution's Newsletter, carrying out of photographic assignments, handling of advertisements;
- (v) To report public criticisms and complaints to relevant superiors; and
- (vi) To perform any other related duties as may be assigned by supervisor.

SALARY SCALE: PGSS 6

36. **ICT Officer II (1 Post)**

Qualifications and Experience

Holder of Bachelor Degree in one of the following fields: Computer Science, Information Systems, Information Technology, Computer Engineering, Telecommunication, Electrical Engineering or equivalent computer qualifications from recognized institutions.

Area of Specilization: Web Applications Developers)**Duties and responsibilities**

- (i) To test web pages;
- (ii) To update and manage websites;
- (iii) To manage web servers;
- (iv) To implement security policy for websites; and

- (v) To support end users; and
- (vi) To perform any other related duties assigned by supervisor.

SALARY SCALE: PGSS 7

37. Records Management Assistant I (1 post)

Qualifications and Experience

Holder of a Diploma in one of the following fields; Records Management, Archives or equivalent qualifications from recognized Institution with relevant working experience of seven (7) years. The candidate should have relevant computer knowledge.

Duties and responsibilities

- (i) To maintain up-to-date register of files and file index books;
- (ii) To give file numbers to file searchers;
- (iii) To sort outgoing correspondence in accordance with instructions or established means of dispatch and checks dates and signatures;
- (iv) To assemble flimsy copy and files them for consultation to listed officers;
- (v) To check files in the cabinet/rack periodically to ensure proper order and neatness; and
- (vi) To perform any other related duties as may be assigned by the supervisor

SALARY SCALE: PGSS 5

General Instructions

- (i) An applicant must be a Public Servant;
- (ii) Signed application letters should be written in either Swahili or English;
- (iii) Applicants must channel their application letters through their respective employers;
- (iv) Applicants should use e-transfer method and attach all necessary documents to support their requests;
- (v) Applicants should attach up to date detailed CVs;
- (vi) Applicants should attach certified copies of academic certificates and transcripts;
- (vii) 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);
- (viii) Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA);
- (ix) Applicants should indicate in the application letter their willingness to cover the transfer costs;
- (x) Only successful candidates will be contacted for further procedures; and
- (xi) All applications should be addressed to:

Deputy Principal (Planning, Finance and Administration)
Dar es Salaam University College of Education (DUCE)
P.O. Box 2329

DAR ES SALAAM

Deadline for submitting applications: 03rd June 2024