

UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)**  
**CHUO KIKUU CHA USHIRIKA MOSHI**



OFFICE OF THE VICE CHANCELLOR

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**VACANCIES ANNOUNCEMENT**

10<sup>th</sup> June, 2022

The Moshi Co-operative University (MoCU) invites applications from suitably qualified Tanzanians to be considered for immediate employments to fill the following academic and administrative vacant posts at Main Campus in Moshi and Kizumbi Institute of Co-operative and Business Education in Shinyanga.

**Department of Community Development and Gender**

**1.1 Lecturer (Development Studies) – 3 Posts**

**1.1.1 Duties and Responsibilities**

- (i) To undertake an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (iii) To mentor junior staff in relevant fields;
- (iv) To participate/contribute in curriculum development;
- (v) To participate in developing and managing various university/constituent college activities;
- (vi) To undertake research and publish/disseminate results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practical, undergraduate special projects, masters and PhD dissertations/theses;
- (x) To attend/organise workshops, conferences and symposia; and
- (xi) To perform any other duties that may be assigned by the relevant authorities.

**1.1.2 Qualifications**

Must be a holder of PhD; Master Degree in Development Studies or Rural Development/ Development Planning with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.1.3 Remuneration:** Salary Scale: PUTS 3.3

## **1.2 Assistant Lecturer (Social work) – 1 Post**

### **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;
- (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 Qualifications**

Must be a holder of Master Degree in Social Work with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.2.3 Remuneration:** Salary Scale: PUTS 2.1

## **Department of Co-operative Development and Management**

### **1.3 Assistant Lecturer (Co-operatives) – 2 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;
- (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 Qualifications**

Must be a holder of Master Degree in Co-operative/ Master of cooperative & Community Development with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.3.3 Remuneration:** Salary Scale: PUTS 2.1

## **1.4 Assistant Lecturer (Project Planning) – 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;
- (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 Qualifications**

Must be a holder of Master Degree in Project Planning/Project Management/Project Management and Evaluation with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.4.3 Remuneration:** Salary Scale: PUTS 2.1

## **1.5 Tutorial Assistant (Co-operatives) – 1 Post**

### **1.5.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and
- (iii) 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.

### **1.5.2 Qualifications**

Must be a holder of Bachelor Degree in Co-operative Management and Accounting with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.5.3 Remuneration:** Salary Scale: PUTS 1.1

## **Department of Economics and Statistics**

### **1.6 Lecturer (Economics - 1 Post**

#### **1.6.1 Duties and Responsibilities**

- (i) To undertake an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (iii) To mentor junior staff in relevant fields;
- (iv) To participate/contribute in curriculum development;
- (v) To participate in developing and managing various university/constituent college activities;
- (vi) To undertake research and publish/disseminate results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practicals, undergraduate special projects, masters and PhD dissertations/theses;
- (x) To attend/organise workshops, conferences and symposia; and
- (xi) To perform any other duties that may be assigned by the relevant authorities.

#### **1.6.2 Qualifications**

Must be a holder of PhD; Master Degree in Economics with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent

#### **1.6.3 Remuneration:** Salary Scale: PUTS 3.3

### **1.7 Assistant Lecturer (Agricultural Economics) – 1 Post**

#### **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;
- (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 Qualifications**

Must be a holder of Master Degree in Agricultural Economics with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.7.3 Remuneration:** Salary Scale: PUTS 2

## **1.8 Assistant Lecturer (Statistics) – 1 Post**

### **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;
- (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 Qualifications**

Must be a holder of Master Degree in Statistics with at least a GPA of 4.0 out of 5 at Masters level and a minimum GPA of 3.8 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.8.3 Remuneration:** Salary Scale: PUTS 2

## **1.9 Assistant Lecturer (Mathematics) – 1 Post**

### **1.9.1 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;
- (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.

### **1.9.2 Qualifications**

Must be a holder of Master Degree in Mathematics with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.9.3 Remuneration:** Salary Scale: PUTS 2

## **1.10 Tutorial Assistant (Economics) - 1 Post**

### **1.10.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities;
- (v) Perform any other duties that may be assigned by the relevant authorities.

### **1.10.2 Qualifications**

Must be a holder of Bachelor Degree in Economics/Business Economics with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.10.3 Remuneration:** Salary Scale: PUTS 1

## **Department of Banking, Accounting and Finance**

### **1.11 Assistant Lecturer (Taxation) – 1 Post**

#### **1.11.1 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;
- (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.

#### **1.11.2 Qualifications**

Must be a holder of Master Degree in Taxation/ Accounting and Taxation with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent. Having a CPA is an added advantage.

**1.11.3 Remuneration:** Salary Scale: PUTS 2

### **1.12 Assistant Lecturer (Accounting) - 2 Posts**

#### **1.12.1 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;

- (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

### **1.12.2 Qualifications**

Must be a holder of Master Degree in Accounting with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent. Having a CPA is an added advantage.

**1.12.3 Remuneration:** Salary Scale: PUTS 2

## **1.13 Assistant Lecturer (Finance) – 1 Post**

### **1.13.1 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;
- (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

### **1.13.2 Qualifications**

Must be a holder of Master Degree in Finance/Finance management with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent. Having a CPA is an added advantage.

**1.13.3 Remuneration:** Salary Scale: PUTS 2

## **1.14 Tutorial Assistant (Accounting) - 1 Post**

### **1.14.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by the relevant

authorities.

#### **1.14.2 Qualifications**

Must be a holder of Bachelor Degree in Accounting/Accounting and Finance with a minimum GPA of 3.8 out of 5.

**1.14.3 Remuneration:** Salary Scale: PUTS 1

### **Department of Law**

#### **1.15 Assistant Lecturer (Law) – 5 Posts**

##### **1.15.1 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;
- (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

#### **1.15.2 Qualifications**

Must be a holder of Master of Laws (LL.M) with a minimum GPA of 4.0 out of 5 and Bachelor of Laws (LL.B) with a minimum GPA of 3.8 out of 5.

**1.15.3 Remuneration:** Salary Scale: PUTS 2

#### **1.16 Tutorial Assistant (Law) – 3 Posts**

##### **1.16.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by the relevant authorities.

#### **1.16.2 Qualifications**

Must be a holder Bachelor of Laws (LL.B) with a minimum GPA of 3.8 out of 5.



**1.16.3 Remuneration:** Salary Scale: PUTS 1

**Department of Marketing, Procurement and Supply Management**

**1.17 Lecturer (Marketing) – 1 Post**

**1.17.1 Duties and Responsibilities**

- (i) To undertake an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (iii) To mentor junior staff in relevant fields;
- (iv) To participate/contribute in curriculum development;
- (v) To participate in developing and managing various university/constituent college activities;
- (vi) To undertake research and publish/disseminate results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practicals, undergraduate special projects, masters and PhD dissertations/ theses;
- (x) To attend/organise workshops, conferences and symposia; and
- (xi) To perform any other duties that may be assigned by the relevant authorities.

**1.17.2 Qualifications**

Must be a holder of PhD; Master Degree in Marketing with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.17.3 Remuneration:** Salary Scale: PUTS 3.3

**1.18 Assistant Lecturer (Marketing) 2 Posts (1 for Main Campus & 1 for KICoB)**

**1.18.1 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;
- (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

### **1.18.2 Qualifications**

Must be a holder of Master Degree in Marketing with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.18.3 Remuneration:** Salary Scale: PUTS 2

## **1.19 Assistant Lecturer (Procurement & Supply Management)–2 Posts**

### **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;
- (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 Qualifications**

Must be a holder of Master Degree in Procurement and Supply Management/ Logistics Management/Transport Management with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.19.3 Remuneration:** Salary Scale: PUTS 2

## **1.20 Tutorial Assistant (Procurement and Supply Management) - 2 Posts**

### **1.20.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by the relevant authorities.

### **1.20.2 Qualifications**

Must be a holder of Bachelor Degree in Procurement and Supply Management with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.20.3 Remuneration:** Salary Scale: PUTS 1

## **Department of Information and Communication Technology**

### **1.21 Lecturer (Information and Communication Technology) – 1 Post**

#### **1.21.1 Duties and Responsibilities**

- (i) To undertake an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (iii) To mentor junior staff in relevant fields;
- (iv) To participate/contribute in curriculum development;
- (v) To participate in developing and managing various university/constituent college activities;
- (vi) To undertake research and publish/disseminate results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practicals, undergraduate special projects, masters and PhD dissertations/ theses;
- (x) To attend/organise workshops, conferences and symposia; and
- (xi) To perform any other duties that may be assigned by the relevant authorities.

#### **1.21.2 Qualifications**

Must be a holder of PhD and Master Degree in any of the following; Computer Science, Information Technology, Information Science, Information system Security/Cyber Security, Embedded Systems and Data Science with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.21.3 Remuneration: Salary Scale: PUTS 3.3**

### **1.22 Assistant Lecturer (Information and Communication Technology) – 2 Posts**

#### **1.22.1 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;
- (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

### **1.22.2 Qualifications**

Must be a holder of Master Degree in any of the following; Computer Science, Information Technology, Information Science, Information system Security/Cyber Security and Embedded Systems with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

### **1.22.3 Remuneration:** Salary Scale: PUTS 2

## **1.23 Assistant Lecturer (Data Science) – 1 Post**

### **1.23.1 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;
- (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.

### **1.23.2 Qualifications**

Must be a holder of Master Degree in any of the following; Machine Learning, Big Data and Data Science with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

### **1.23.3 Remuneration:** Salary Scale: PUTS 2

## **1.24 Tutorial Assistant (Information and Communication Technology) - 2 Posts**

### **1.24.1 Duties and Responsibility**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by the relevant authorities.

### **1.24.2 Qualifications**

Must be a holder of Bachelor Degree in Information and Communication Technology/Business Information and Communication Technology/Information Technology with minimum GPA of 3.8 out of 5 or its equivalent.

**1.24.3 Remuneration:** Salary Scale: PUTS 1

## **Department of Management**

### **1.25 Assistant Lecturer (Communication Skills) - 2 Posts**

#### **1.25.1 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;
- (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.

#### **1.25.2 Qualifications**

Must be a holder of Master Degree in Linguistic / English language with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.25.3 Remuneration:** Salary Scale: PUTS 2

### **1.26 Assistant Lecturer (Entrepreneurship) – 1 Post**

#### **1.26.1 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;
- (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

#### **1.26.2 Qualifications**

Must be a holder of Master Degree in Entrepreneurship with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.26.3 Remuneration:** Salary Scale: PUTS 2

**1.27 Assistant Lecturer (Human Resource Management) - 1 Post**

**1.27.1 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;
- (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

**1.27.2 Qualifications**

Must be a holder of Master Degree in Human Resource Management with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.27.3 Remuneration:** Salary Scale: PUTS 2

**1.28 Tutorial Assistant (Entrepreneurship) – 1 Post**

**1.28.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities;
- (v) Perform any other duties that may be assigned by the relevant authorities.

**1.28.2 Qualifications**

Must be a holder of Bachelor Degree in Entrepreneurship/ Marketing and Entrepreneurship with a minimum GPA of 3.8 out of 5.

**1.28.3 Remuneration:** Salary Scale: PUTS 1

**Directorate of Library Services**

**1.29 Librarian (Library and Information Science) - 1 Post**

### **1.29.1 Duties and Responsibilities**

- (i) To undertake an induction course in pedagogic skills for those who had none before;
- (ii) To carry out lectures, conduct tutorials, seminars and practical for undergraduate and postgraduate programmes;
- (iii) To mentor junior staff in relevant fields;
- (iv) To participate/contribute in curriculum development;
- (v) To participate in developing and managing various university/constituent college activities;
- (vi) To undertake research and publish/disseminate results;
- (vii) To carry out consultancy and community services;
- (viii) To write teaching manuals and compendia;
- (ix) To supervise field practicals, undergraduate special projects, masters and PhD dissertations/theses;
- (x) To attend/organise workshops, conferences and symposia; and
- (xi) To perform any other duties that may be assigned by the relevant authorities.

### **1.29.2 Qualifications**

Must be a holder of PhD, Master Degree in Library and Information Science/ Information Studies/ Information Science with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.29.3 Remuneration:** Salary Scale: PUTS 3.3

## **1.30 Assistant Librarian (Library and Information Science) - 5 Posts**

### **1.30.1 Duties and Responsibilities**

- (i) To undertake 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.

### **1.30.2 Qualifications**

Must be a holder of Master Degree in Library and Information Science/ Information Studies/Information Science with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.30.3 Remuneration:** Salary Scale: PUTS 2

### **1.31 Assistant Librarian (Records Management and Archival Administration) - 1 Post**

#### **1.31.1 Duties and Responsibilities**

- (i) To undertake 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.

#### **1.31.2 Qualifications**

Must be a holder of Master Degree in Records Management and Archives Administration/Records Management/Records and Archives Management with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.31.3 Remuneration:** Salary Scale: PUTS 2

### **1.32 Assistant Librarian Trainee (Library and Information Science)–2 Posts**

#### **1.32.1 Duties and Responsibilities**

- (i) To undergo an induction course in pedagogic skills for those who had none before;
- (ii) Understudy senior members, including attending lectures and seminars, tutorials and practical training;
- (iii) Conduct tutorials, seminars and practicals;
- (iv) Assist in research, consultancy and outreach activities; and
- (v) Perform any other duties that may be assigned by the relevant authorities.

#### **1.32.2 Qualifications**

Must be a holder of Bachelor Degree in Library and Information Science/Information Studies/Information science with a minimum GPA of 3.8 out of 5.

**1.32.3 Remuneration:** Salary Scale: PUTS 1



## **Kizumbi Institute of Co-operative and Business Education (KICoB) - Shinyanga**

### **1.33 Assistant Librarian (Library and Information Science) - 2 Posts**

#### **1.33.1 Duties and Responsibilities**

- (i) To undertake 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.

#### **1.33.2 Qualifications**

Must be a holder of Master Degree in Library and Information Science/ Information Studies/Information Science with at least a GPA of 4.0 out of 5 at Masters level and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

#### **1.33.3 Remuneration:** Salary Scale: PUTS 2

### **1.34 Assistant Librarian Trainee (Library and Information Science) – 2 Posts**

#### **1.34.1 Duties and Responsibilities**

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

#### **1.34.2 Qualifications**

Must be a holder of Bachelor Degree in Library and Information Science/ Information Studies/Information Science with at least a GPA of 3.8 out of 5 or its equivalent.

**1.34.3 Remuneration:** Salary Scale: PUTS 1

**Department of Business Management**

**1.35 Tutorial Assistant (Business Management) - 1 Post**

**1.35.1 Duties and Responsibilities**

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

**1.35.2 Qualifications**

Must be a holder of Bachelor Degree in Business Administration with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.35.3 Remuneration:** Salary Scale: PUTS 1

**Department of Co-operative Education**

**1.36 Assistant Lecturer (Co-operatives) - 1 post**

**1.36.1 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;
- (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.

**1.36.2 Qualifications**

Must be a holder of Master Degree in Cooperative/ Co-operative and Community Development with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.36.3 Remuneration:** Salary Scale: PUTS 2

### **1.37 Assistant Lecturer (Co-operative and Accounting) - 1 Post**

#### **1.37.1 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;
- (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.

#### **1.37.2 Qualifications**

Must be a holder of Master Degree in Cooperative Management and Accounting or Co-operative Management with at least a GPA of 4.0 out of 5 and a Bachelor Degree with a minimum GPA of 3.8 out of 5 or its equivalent.

**1.37.3 Remuneration:** Salary Scale: PUTS 2.

### **Directorate of Human Resource and Administration**

### **1.38 Legal Officer II - 1 Post**

#### **1.38.1 Duties and Responsibilities**

- (i) To index file and register Government or University notices and all other legal documents and ensure their safe custody;
- (ii) To take charge of documents and correspondences of already assigned cases;
- (iii) To deal with all legal routine correspondences addressed to the University;
- (iv) To draft prescribed legal documents and forms;
- (v) To follow up on documents and proceedings in courts;
- (vi) To compile evidence relevant for court cases involving the University;
- (vii) To attend to registration of all legal documents and probate matters;
- (viii) To file and appear for proceedings in courts, and;
- (ix) To perform any other related duties as may be assigned by the Supervisor

#### **1.38.2 Qualifications**

Must be a holder of Bachelor Degree in Law (LLB) from recognized Institution who has attended Law School of Tanzania or undergone one year internship recognized by Attorney General.

**1.38.3 Remuneration:** Salary Scale: PGSS 7.1

**1.39 Admission Officer II -2 Posts (1 for Main Campus & 1 for KICoB)**

**1.39.1 Duties and Responsibilities**

- (i) To receive and verify applicants' particulars;
- (ii) To prepare students identification cards;
- (iii) To sort out applications according to study programmes;
- (iv) To undertake data entries ready for submissions to superior;
- (v) To sort out forms for successful applicants for processing admission letters;
- (vi) To open students, files ready for registration;
- (vii) To keep students' admissions records; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

**1.39.2 Qualifications**

Must be a holder of Bachelor Degree in Education/ Public Administration or its equivalent from recognized institution plus ICT skills.

**1.39.3 Remuneration:** Salary Scale: PGSS 6.1

**1.40 Examination Officer II - 3 Posts (2 for Main Campus & 1 for KICoB)**

**1.40.1 Duties and Responsibilities**

- (i) To assist in keeping proper records of all examinations results, minutes rules and regulations;
- (ii) To assist in arranging the preparation and moderation of examination papers in accordance with the Universities regulations;
- (iii) To ensure examinations papers and materials are handled with utmost security;
- (iv) To assist in planning for and prepare examinations time table for all the production of all approved examinations;
- (v) To assist in preparing and disseminating examinations rules and regulations to students before sitting for examinations, and
- (vi) To performs any other duties as may be assigned by Supervisor.

**1.40.2 Qualifications**

Must be a holder of Bachelor Degree or Advanced Diploma in one of the following; Education, Statistics, Mathematics or equivalent qualifications from recognized institution.

**1.40.3 Remuneration:** Salary Scale: PGSS 6.1

**1.41 Quantity Surveyor II – 1 Post**

**1.41.1 Duties and Responsibilities**

- (i) To prepare Quantity Surveying estimations,
- (ii) To review contractual claims;
- (iii) To review Bidding Documents;
- (iv) To review guarantees and bonds;
- (v) To prepare and compile contract documents;
- (vi) To review application of Variations of Contracts;
- (vii) To participate in pre-proposal meetings; and
- (viii) To participate in pre-site visit meetings.

**1.41.2 Qualifications**

Must be a holder of Bachelor Degree in one of the following fields; Quantity Surveyor or Building Economics or equivalent qualifications from a recognized Institution. The candidate must be registered with Architect and Quantity Surveyors Registration Board (AQRB) as a Graduate Quantity Surveyor.

**1.41.3 Remuneration:** Salary Scale: PGSS 7.1

**1.42 Artisan II (Electrical) - 2 Posts (1 for Main Campus & 1 for KICoB)**

**1.42.1 Duties and Responsibilities**

- (i) To prepare a list of operational repairs of machinery and Buildings;
- (ii) To prepare a list of fittings and turning;
- (iii) To take care of tools and equipment;
- (iv) To perform specified craft jobs;
- (v) To perform routine technical cleaning of the work environment;
- (vi) To carry out minor repairs and maintenance;
- (vii) To report maintenance problems to the head; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

**1.42.2 Qualifications**

Must be a holder of Form IV/VI Certificate plus Trade Test Grade II or Level II or certificate in the field of Electrical.

**1.42.2 Remuneration:** Salary Scale: PGSS 2.1

**1.43 Artisan II (Plumbing) - 2 Posts (1 for Main Campus & 1 for KICoB)**

**1.43.1 Duties and Responsibilities**

- (i) To prepare a list of operational repairs of buildings;

- (ii) To prepare a list of fittings and turning;
- (iii) To take care of tools and equipment;
- (iv) To perform specified craft jobs;
- (v) To perform routine technical cleaning of the work environment;
- (vi) To carry out minor repairs and maintenance;
- (vii) To report maintenance problems to the head; and
- (viii) To perform any other related duties as may be assigned by the Supervisor.

### **1.43.2 Qualifications**

Must be a holder of Form IV/VI Certificate plus Trade Test Grade II or Level II or certificate in the field of Plumbing.

**1.43.3 Remuneration:** Salary Scale: PGSS 2.1

## **1.44 Driver II – 5 Posts (4 for Main Campus & 1 for KICoB)**

### **1.44.1 Duties and Responsibilities**

- (i) To drive University vehicles safely;
- (ii) To maintain and keep up-to-date logbooks;
- (iii) To maintain cleanliness of the vehicles and tools;
- (iv) To ensure that valid documents are obtained prior to commencing any journey;
- (v) To ensure safety of passenger (s) during driving;
- (vi) To ensure safe-keeping of the vehicle and its tools;
- (vii) To keep motor vehicle in good running conditions and reports immediately faults and defects to head;
- (viii) To ensure vehicles are maintained as per schedules;
- (ix) To undertake minor repairs when necessary;
- (x) To check validity of insurance and road licence and report the same to the head for necessary action; and
- (xi) To perform any other related duties as may be assigned by the Supervisor.

### **1.44.2 Qualification**

Must be a holder of Form IV/VI Certificate and a Class "C1 or E" Driving License who has attended Basic Driving Course offered by VETA or any recognized Institution. The candidate must have a driving experience of at least one year without causing an accident.

**1.44.3 Remuneration:** Salary Scale: PGSS 2.1

## **1.45 Records Management Assistant II – 2 Posts**

### **1.45.1 Duties and Responsibilities**

- (i) To receive mail from various places and sort them according to criterion;
- (ii) To register all incoming mail;
- (iii) To ensure correct distribution of files to scheduled officers for action;
- (iv) To address and dispatch letters and documents;

- (v) To maintain a register of files sent out to or received from other officers;
- (vi) To assemble flimsy copies and files them for circulation to listed Officers, and
- (vii) To perform any other related duties as may be assigned by the Supervisor.

### **1.45.2 Qualifications**

Must be a holder of Certificate (NTA 5) in one of the following fields; Records Management, Archives Management, Records and Archives Management or equivalent qualifications from recognized Institutions plus ICT skills.

**1.45.3 Remuneration:** Salary Scale: PGSS 3.1

## **1.46 Personal Secretary II - 2 Posts**

### **1.46.1 Duties and Responsibilities**

- (i) To type correspondences and non-confidential matters;
- (ii) To ensure that file copies and mail are in proper files;
- (iii) To receive and guide visitors;
- (iv) To connect calls within the exchange area and outside;
- (v) To prepare necessary records;
- (vi) To report faults on the switchboard for repairs;
- (vii) To coordinate office requirements;
- (viii) To keep diary of events and appointments;
- (ix) To ensure office orderliness and neatness;
- (x) To keep in custody confidential matters;
- (xi) To ensure that the respective office is punctually open, and;
- (xii) To perform any other related duties as may be assigned by the Supervisor.

### **1.46.2 Qualification**

Must be a holder of form IV/VI Plus Certificate in Secretarial Studies (NTA 5) who has passed both shorthand (English) and Kiswahili (hatimkato) at a speed of 80 words per minute with computer knowledge of: Ms Word, Ms Excel, Ms Publisher, Internet and E-mail.

**1.46.3 Remuneration:** Salary Scale: PGSS 3.1

## **1.47 Health Assistant II - 1 Post**

### **1.47.1 Duties and Responsibilities**

- (i) To clean inside and outside of the premises;
- (ii) To clean the wards, medical equipment and slides containers;
- (iii) To assist patient bathing;
- (iv) To assist feeding of patients;
- (v) To send patients samples to laboratory and collect results;
- (vi) To prepare necessary equipment for wound dressing;
- (vii) To collect patients' medicine from pharmacy or store;
- (viii) To monitor and record temperature, blood pressure and pulse;

- (ix) To perform general laboratory cleanliness;
- (x) To receive and keep laboratory samples, and;
- (xi) To perform any other related duties as may be assigned by the Supervisor.

#### **1.47.2 Qualifications**

Must be a holder of Secondary Certificate plus one year certificate in nursing or equivalent qualifications from recognized institution.

**1.47.3 Remuneration:** Salary Scale: PMOSS 1.1

### **1.48 Assistant Nursing Officer II - 2 Posts (1 for Main Campus & 1 for KICoB)**

#### **1.48.1 Duties and Responsibilities**

- (i) To provide nursing services;
- (ii) To collect important health statistics;
- (iii) To direct and supervise junior staff;
- (iv) To provide prevention and material services;
- (v) To educate patients and the community at large in respect of their health problems;
- (vi) To understand and solve problems of patients in line with nursing ethics and general nursing services, and
- (vii) To perform any other related duties as may be assigned by the Supervisor.

#### **1.48.2 Qualifications**

Must be a holder of Diploma in one of the following fields; Nursing Midwifery or equivalent qualifications from reputable Institution. Must be licensed by Tanzania Nurses and Midwives Council

**1.48.3 Remuneration:** Salary Scale: PMGSS 4.1

### **1.49 Library Officer II - 1 Post - (KICoB)**

#### **1.49.1 Duties and Responsibilities**

- (i) To maintain public and staff catalogue;
- (ii) To ensure proper shelves of books and periodicals;
- (iii) To handle *inter alia* library loans, gifts and exchange;
- (iv) To administer Library records, references, and readers services;
- (v) To administer routine ordering and processing of books;
- (vi) To perform routine professional and supervisory duties;
- (vii) To deal with queries from readers, and;
- (viii) To perform any other related duties as may be assigned by the Supervisor.

#### **1.49.2 Qualifications**

Must be a holder of Bachelor Degree in one of the following fields: Librarianship, Library Science, Information Studies/ library and information science from a recognized and reputable institution plus ICT skills.



### **1.49.3 Remuneration:** Salary Scale: PGSS 6.1

## **1.50 Library Assistant II - 1 Post**

### **1.50.1 Duties and Responsibilities**

- (i) To manual operations in various sections of the Library;
- (ii) To lend out and receive books;
- (iii) To undertake cataloguing, indexing and assist in the acquisition and periodical functions of the Library;
- (iv) To maintain catalogue shelves and shelf reading;
- (v) To handle simple enquires from readers;
- (vi) To assist in collection of Library statistics;
- (vii) To assist in coping catalogues with CIP data; and;
- (viii) To perform any other related duties as may be assigned by the Supervisor.

### **1.50.2 Qualification**

Must be a holder of Form IV/VI Certificates of Secondary Education with Certificate in Library and Information Studies Librarianship, Library Science, Information Studies/ library and information science plus ICT skills.

### **1.50.3 Remuneration:** Salary Scale: PGSS 3.1

## **TERMS OF SERVICE**

Permanent and Pensionable

## **MODE OF APPLICATION**

*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')*

Interested candidates should apply in confidence enclosing

- (i) Detailed CV;
- (ii) Certified copy of relevant certificates and transcripts;
- (iii) Certified copy of birth certificate;
- (iv) Names and addresses of three referees;
- (v) Mode of communications E.g., Telephone and email.

## **NOTE**

- (i) All applicants should indicate Departments/Disciplines and work station for which they apply;
- (ii) Applicants who are currently employed in the Public Service must channel their application letters through their respective employers. Non-Disclosure of such status will lead to automatic disqualification
- (iii) Applicants must have National identification number from the National Identification Authority (NIDA);

- (iv) Certificates from foreign Universities/Institutions should be verified by the Tanzania Commission for the Universities (TCU);
- (v) Certificates from foreign Examination bodies for Ordinary or Advanced level education should be verified by the National Examination Council of Tanzania (NECTA);
- (vi) Presentation of forged certificates and other information will necessitate legal action;
- (vii) Applicants must be citizens of the United Republic of Tanzania with age not exceeding 45 years; and
- (viii) Interested applicants should submit their application to the following address
- (ix) A signed application letter should be addressed to Vice Chancellor, Moshi Co-operative University (MoCU), P.O.Box 474, Sokoine Road, Moshi, Tanzania.
- (x) Deadline for application is 23<sup>rd</sup> June, 2022.