

THE UNITED REPUBLIC OF TANZANIA



**PRESIDENT'S OFFICE
PUBLIC SERVICE RECRUITMENT SECRETARIAT**

Ref.No.JA.9/259/01/A/102

10th June, 2022

VACANCY ANNOUNCEMENT

On behalf of The Open University of Tanzania (OUT), Public Service Recruitment Secretariat (PSRS) invites dynamic and suitable qualified Tanzanians to fill eleven (**92**) vacant posts mentioned below;

1.0 THE OPEN UNIVERSITY OF TANZANIA (OUT)

The Open University of Tanzania (OUT) is a public university, established by the Act of Parliament No 17 of 1992. Since 1st January, 2007, the University has been operating under the OUT-Charter Inc. of 2007, which is in line with the Universities Act No. 7 of 2005. Its stated mission is "to provide relevant, quality, flexible, accessible, and affordable open online education, research and services to the community for social economic development of Tanzania and the rest of the world. The Open University of Tanzania operates through its temporary headquarters in Kinondoni, Dar es Salaam and its 30 regional centers in each region of Tanzania Mainland including Coordination Centers in Tanzania Islands – Unguja and Pemba in Zanzibar.

1.1. ADMISSION OFFICER II 3 POSTS

1.1.1 DUTY STATION: HQ 2, MWANZA 1

1.1.2 DUTIES AND RESPONSIBILITIES

- i. To arrange processes and distributes letters of admission to qualified applicants;
- ii. To receive and process applicants' forms and record keeping;
- iii. To compile lists of applicants for admission;
- iv. To compile and keep students records;
- v. To open file for newly admitted students;
- vi. To prepare students admission master roll;
- vii. To perform any other related duties as may be assigned by supervisor

1.1.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: Education, Public Administration, Human Resource Management, Business Administration, Social Work, Statistics or Arts from a recognized institution. Must be computer literate

1.1.4 REMUNERATION:

Offered according to OUT Scheme of Service

1.2 EDITOR II 1 POST

1.2.1 DUTY STATION: HQ

1.2.2 DUTIES AND RESPONSIBILITIES

- i. To assess and evaluate manuscripts and publication works.
- ii. To gather, record, analyse and compile data for making feasibility studies and evaluating the viability of proposed projects for publication.
- iii. To translate specified works
- iv. To communicate with authors and book dealers especially on job enquiries.
- v. To carry out editing assignments.
- vi. To check proof corrections before returning proofs to printers.
- vii. To fill in editors' checklist for the designer's action.
- viii.** To perform any other related duties as be assigned by supervisor

1.2.3 QUALIFICATION AND EXPERIENCE

Holder of Bachelor Degree in one of the following fields: English, Linguistics, Literature, Publishing and Editing from a recognized Institution plus at least Certificate in

Publishing and Editing.

1.2.4 REMUNERATION:

Offered according to OUT Scheme of Service

1.3 RECEPTIONIST II 2 POSTS

1.3.1 DUTY STATION: HQ

1.3.2 DUTIES AND RESPONSIBILITIES

- i. To maintain log information from received call;
- ii. To operate various office communication machines e.g. telex and fax machine;
- iii. To maintain records and data of staffs likely to receive incoming calls;
- iv. To communicate verbally with visitors' students and staffs;
- v. To interpret and respond clearly on requests made through verbal, phones, and written instructions;
- vi. To send and receive phone calls and connect the same to respective officers;
- vii. To ensure that the telephone equipment is in working condition and report any defects promptly.
- viii. To file data and other routine duties as assigned;
- ix. To pursue personal development skills and knowledge necessary for effective performance; and
- x. To perform any other related duties assigned by supervisor

1.3.3 QUALIFICATION AND EXPERIENCE

Holder of Form IV/VI Certificate with passes in English or Kiswahili and demonstrated ability to speak and write formal English and Kiswahili. Must hold a one-year certificate in Front Office, Reception, Customer Care or equivalent qualifications from a recognized institution

1.3.4 REMUNERATION:

Offered according to OUT Scheme of Service

1.4 TECHNICIAN II (COOLANT)-1 POST

1.4.1 DUTY STATION: HQ

1.4.2 DUTIES AND RESPONSIBILITIES

- i. Provides equipment support which may include coolant/fluid changes, scrap material removal, and machine cleanings
- ii. Performs general office equipment maintenance
- iii. Ensure proper spare parts needed during repair as per manufacturing manual
- iv. To diagnose and troubleshoot routine equipment problems
- v. Remove and install parts, disassemble and assemble components, and test and adjust assemblies as required with minimal supervision
- vi. To install new Ices in the offices as per request
- vii. Performs any other duties with minimal supervision

1.4.3 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Refrigeration and Air Conditioning equivalent qualifications from a recognized institution.

1.4.4 REMUNERATION:

Offered according to OUT Scheme of Service

1.5 TECHNICIAN II (PLUMBING)-1 POST

1.5.1 DUTY STATION: HQ

1.5.2 DUTIES AND RESPONSIBILITIES

- i. Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating, water, drainage and sprinkler, according to specifications and plumbing codes.
- ii. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
- iii. Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc.
- iv. Repair dishwashers and kitchen equipment or water consumption.
- v. Select material and hardware and make time and materials estimates.
- vi. Maintain accurate records on material and labor used.

1.5.3 QUALIFICATION AND EXPERIENCE

Holder of Diploma (NTA level 6) or Full Technician Certificate (FTC) in Plumbing or equivalent qualifications from a recognized institution.

1.5.4 REMUNERATION:

Offered according to OUT Scheme of Service

1.6 ASSISTANT LECTURER- TAX LAW/INTELLECTUAL PROPERTY (2 POSTS)

1.6.1 WORK STATION-TABORA & MBEYA

1.6.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.6.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Tax Law/Intellectual Property with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Tax Law/Intellectual Property

1.6.4 REMUNERATION- PUTS 2.1

1.7 ASSISTANT LECTURER- LAND LAW/ BANKING/INSURANCE LAW (2 POSTS)

1.7.1 WORK STATION-NJOMBE & MBEYA

1.7.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,

- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.7.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Land Law/ Banking/Insurance Law with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Land Law/ Banking/Insurance Law

1.7.4 REMUNERATION- PUTS 2.1

1.8 ASSISTANT LECTURER- ORGANIC/INORGANIC CHEMISTRY (1 POST)

1.8.1 WORK STATION- GEITA

1.8.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.8.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Organic/Inorganic Chemistry with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Organic/Inorganic Chemistry

1.8.4 REMUNERATION- PUTS 2.1

1.9 ASSISTANT LECTURER- ENVIRONMENTAL SCIENCES (1 POST)

1.9.1 WORK STATION- KIGOMA

1.9.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,

- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.9.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Environmental Sciences with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Environmental Sciences

1.9.4 REMUNERATION- PUTS 2.1

1.10 ASSISTANT LECTURER- AGRICULTURAL SCIENCES (1 POST)

1.10.1 WORK STATION- PWANI

1.10.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.10.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Agricultural sciences with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Agricultural sciences

1.10.4 REMUNERATION- PUTS 2.1

1.11 ASSISTANT LECTURER- LIVESTOCK AND ANIMAL PRODUCTION SCIENCES (1 POST)

1.11.1 WORK STATION- MBEYA

1.11.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.11.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Livestock and Animal Production Sciences with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Livestock and Animal Production Sciences

1.11.4 REMUNERATION- PUTS 2.1

1.12 ASSISTANT LECTURER- SPECIAL NEED EDUCATION (2 POSTS)

1.12.1 WORK STATION- DSM & SONGWE

1.12.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.12.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Special Need Education with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Special Need Education

1.12.4 REMUNERATION- PUTS 2.1

1.13 ASSISTANT LECTURER- EARLY CHILD HOOD EDUCATION (2 POSTS)

1.13.1 WORK STATION- DSM & KIGOMA

1.13.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.13.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Early Child Hood Education with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Early Child Hood Education

1.13.4 REMUNERATION- PUTS 2.1

1.14 ASSISTANT LECTURER- ENTREPRENEURSHIP (1 POST)

1.14.1 WORK STATION- DSM

1.14.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,

- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.14.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Entrepreneurship with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Early Entrepreneurship

1.14.4 REMUNERATION- PUTS 2.1

1.15 ASSISTANT LECTURER- PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (1 POST)

1.15.1 WORK STATION- COAST REGION

1.15.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.15.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Procurement and Supply Chain Management with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Procurement and Supply Chain Management

1.15.4 REMUNERATION- PUTS 2.1

1.16 ASSISTANT LECTURER- HUMAN RESOURCE MANAGEMENT (1 POST)

1.16.1 WORK STATION- MWANZA

1.16.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.16.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Human Resource Management with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Human Resource Management

1.16.4 REMUNERATION- PUTS 2.1

1.17 ASSISTANT LECTURER- SOCIOLOGY (1 POST)

1.17.1 WORK STATION- MTWARA

1.17.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.17.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Sociology with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Sociology

1.17.4 REMUNERATION- PUTS 2.1

1.18 ASSISTANT LECTURER- TOURISM/HOSPITALITY STUDIES (1 POST)

1.18.1 WORK STATION- MTWARA

1.18.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.18.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Tourism/Hospitality studies with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Tourism/Hospitality studies

1.18.4 REMUNERATION- PUTS 2.1

1.19 ASSISTANT LECTURER- SOCIAL WORK (1 POST)

1.19.1 WORK STATION- COST REGION

1.19.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,

- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.19.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Social Work with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Social Work

1.19.4 REMUNERATION- PUTS 2.1

1.20 ASSISTANT LECTURER- LINGUISTICS-ENGLISH LANGUAGE (1 POST)

1.20.1 WORK STATION- TANGA

1.20.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.20.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Linguistics-English Language with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Linguistics-English Language

1.20.4 REMUNERATION- PUTS 2.1

1.21 ASSISTANT LECTURER- ECONOMICS (1 POST)

1.21.1 WORK STATION- KIGOMA

1.21.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.21.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Economics with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Economics

1.21.4 REMUNERATION- PUTS 2.1

1.22 ASSISTANT LECTURER- POLITICAL SCIENCE/PUBLIC ADMINISTRATION (2 POST)

1.22.1 WORK STATION- MWANZA & KAGERA

1.22.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.22.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Political Science/Public administration with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Political Science/Public administration

1.22.4 REMUNERATION- PUTS 2.1

1.23 ASSISTANT LECTURER- MONITORING AND EVALUATION (1 POST)

1.23.1 WORK STATION- MTWARA

1.23.2 DUTIES AND RESPONSIBILITIES

- i. Write new study materials, scripts for radio broadcast, video and audio cassettes, various reports and papers,
- ii. Adopt and/or supplement existing materials,
- iii. Liaise with course writers, editors, reviewers, producers, artists, coordinators and other members of the course team,
- iv. Revise course materials and audio programmes,
- v. Give public lectures, tutor and lead academic discussions,
- vi. Set and mark course assignments and/or tests, examinations supervision of field work, practical and all other related academic activities,
- vii. Encourage and motivate students to improve academically,

1.23.3 QUALIFICATION AND EXPERIENCE

Possession of a Master's Degree in Monitoring and Evaluation with at least a GPA of 4.0 and a minimum GPA of 3.8 or equivalent in the first degree with a minimum of B+ in Monitoring and Evaluation

1.23.4 REMUNERATION- PUTS 2.1

1.24 TUTORIAL ASSISTANT- INTERNATIONAL LAW/LLEGAL METHOD (2 POSTS)

1.24.1 WORK STATION- SIMIYU, IRINGA

1.24.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. - Supplementing existing study materials, - Editing, reviewing and translating course materials,

- iii. - Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. - Providing support materials, guidance and counseling and other services to students,
- v. - Helping to keep students' records correspondence and other communications,
- vi. - Helping in general academic administration as will be asked of him by seniors,
- vii. - Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.24.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in International Law/Legal Method. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.24.4 REMUNERATION- PUTS 1.1

1.25 TUTORIAL ASSISTANT- JURISPRUDENCE/ HUMAN RIGHTS LAW AND CRIMINAL PROCEDURE (2 POSTS)

1.25.1 WORK STATION- MANYARA & SHINYANGA

1.25.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. - Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. - Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. - Providing support materials, guidance and counseling and other services to students,
- v. - Helping to keep students' records correspondence and other communications,
- vi. - Helping in general academic administration as will be asked of him by seniors,
- vii. - Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.25.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Jurisprudence/ Human Rights Law and Criminal Procedure. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.25.4 REMUNERATION- PUTS 1.1

1.26 TUTORIAL ASSISTANT- NUTRITION (1 POST)

1.26.1 WORK STATION- NJOMBE

1.26.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.26.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Nutrition. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.26.4 REMUNERATION- PUTS 1.1

1.27 TUTORIAL ASSISTANT- FOOD SCIENTIST (1 POST)

1.27.1 WORK STATION- RUKWA

1.27.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,

- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.27.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Food Scientist. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.27.4 REMUNERATION- PUTS 1.1

1.28 TUTORIAL ASSISTANT- BOTANY (1 POST)

1.28.1 WORK STATION- KATAVI

1.28.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.28.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Botany. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.28.4 REMUNERATION- PUTS 1.1

1.29 TUTORIAL ASSISTANT- PHYSICS (1 POST)

1.29.1 WORK STATION- SIMIYU

1.29.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.29.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Physics. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.29.4 REMUNERATION- PUTS 1.1

1.30 TUTORIAL ASSISTANT- CHEMISTRY (1 POST)

1.30.1 WORK STATION- GEITA

1.30.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,

- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.30.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Chemistry. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.30.4 REMUNERATION- PUTS 1.1

1.31 TUTORIAL ASSISTANT- SPECIAL NEED EDUCATION (2 POSTS)

1.31.1 WORK STATION- DSM & KAHAMA

1.31.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.31.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Special need Education. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.31.4 REMUNERATION- PUTS 1.1

1.32 TUTORIAL ASSISTANT- EARLY CHILD HOOD EDUCATION (2 POSTS)

1.32.1 WORK STATION-SONGWE & DSM

1.32.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.32.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Early Child Hood Education. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.32.4 REMUNERATION- PUTS 1.1

1.33 TUTORIAL ASSISTANT- SPECIAL AND INCLUSIVE EDUCATION (2 POSTS)

1.33.1 WORK STATION- NJOMBE& DSM

1.33.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,

- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.33.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Special and Inclusive Education. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.33.4 REMUNERATION- PUTS 1.1

1.34 TUTORIAL ASSISTANT- EDUCATION PHILOSOPHY (1 POST)

1.34.1 WORK STATION-KATAVI

1.34.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.34.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Education Philosophy. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.34.4 REMUNERATION- PUTS 1.1

1.35 TUTORIAL ASSISTANT- CIVICS TEACHING METHODS (1 POST)

1.35.1 WORK STATION-SONGWE

1.35.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.35.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Civics Teaching Methods. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.35.4 REMUNERATION- PUTS 1.1

1.36 TUTORIAL ASSISTANT- POLITICAL SCIENCE AND PUBLIC ADMINISTRATION (1 POST)

1.36.1 WORK STATION-SONGWE

1.36.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,

- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.36.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Political Science and Public Administration. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.36.4 REMUNERATION- PUTS 1.1

1.37 TUTORIAL ASSISTANT-MONITORING AND EVALUATION (1 POST)

1.37.1 WORK STATION-KATAVI

1.37.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.37.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Monitoring and Evaluation. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.37.4 REMUNERATION- PUTS 1.1

1.38 TUTORIAL ASSISTANT- SOCIOLOGY (1 POST)

1.38.1 WORK STATION-GEITA

1.38.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.38.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Sociology. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.38.4 REMUNERATION- PUTS 1.1

1.39 TUTORIAL ASSISTANT- SOCIAL WORK (1 POST)

1.39.1 WORK STATION-TANGA

1.39.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,

- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.39.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Social Work. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.39.4 REMUNERATION- PUTS 1.1

1.40 TUTORIAL ASSISTANT- MASS MEDIA (1 POST)

1.40.1 WORK STATION-KIGOMA

1.40.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.40.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Mass Media. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.40.4 REMUNERATION- PUTS 1.1

1.41 TUTORIAL ASSISTANT- PROCUREMENT AND SUPPLY CHAIN MANAGEMENT (1 POST)

1.41.1 WORK STATION-MBEYA

1.41.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.41.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Procurement and Supply Chain Management. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.41.4 REMUNERATION- PUTS 1.1

1.42 TUTORIAL ASSISTANT- OPERATIONS MANAGEMENT (1 POST)

1.42.1 WORK STATION-DSM

1.42.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,

- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.42.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Transport and Logistics Management. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.42.4 REMUNERATION- PUTS 1.1

1.43 TUTORIAL ASSISTANT- BUSINESS LAW (1 POST)

1.43.1 WORK STATION-COAST REGION

1.43.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.43.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Business Law. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.43.4 REMUNERATION- PUTS 1.1

1.44 TUTORIAL ASSISTANT- BANKING (1 POST)

1.44.1 WORK STATION-DSM

1.44.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.44.3 QUALIFICATION AND EXPERIENCE

Possession of first degree with minimum of 3.8 GPA with excellent results in Banking. He/she must be computer literate, being capable of using ICT to enhance teaching and learning.

1.44.4 REMUNERATION- PUTS 1.1

1.45 LABORATORY SCIENTIST - ORGANIC CHEMISTRY (4 POSTS)

1.45.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS, MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.45.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,

- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.45.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.45.4 REMUNERATION- PUSS 4.1

1.46 LABORATORY SCIENTIST - INORGANIC CHEMISTRY (4 POSTS)

1.46.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS-

MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.46.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,

- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.46.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.46.4 REMUNERATION- PUSS 4.1

1.47 LABORATORY SCIENTIST - PHYSICAL CHEMISTRY (4 POSTS)

1.47.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS-

MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.47.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.47.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.47.4 REMUNERATION- PUSS 4.1

1.48 LABORATORY SCIENTIST - ENVIRONMENT SCIENCES (2 POSTS)

1.48.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS- MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.48.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.48.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.48.4 REMUNERATION- PUTS 1.1

1.49 LABORATORY SCIENTIST - ZOOLOGY (7 POSTS)

1.49.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS- MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.49.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.

- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.49.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.49.4 REMUNERATION- PUTS 1.1

1.50 LABORATORY SCIENTIST - BOTANY (3 POSTS)

1.50.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS- MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.50.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.50.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.50.4 REMUNERATION- PUTS 1.1

1.51 LABORATORY SCIENTIST - ELECTRONICS (4 POSTS)

1.51.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS- MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.51.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.51.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.51.4 REMUNERATION- PUTS 1.1

1.52 LABORATORY SCIENTIST - MECHANICS (4 POSTS)

1.52.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS- MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.52.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,

- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,
- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.52.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.52.4 REMUNERATION- PUTS 1.1

1.53 LABORATORY SCIENTIST - FOOD AND NUTRITION (3 POSTS)

1.53.1 WORK STATION; IN ANY OF THE FOLLOWING REGION CENTERS-

MWANZA, ARUSHA, KIGOMA, DODOMA, MTWARA, COAST AND MBEYA

1.53.2 DUTIES AND RESPONSIBILITIES

- i. Writing scripts for radio broadcasts, video and audio cassettes, various reports and papers,
- ii. Supplementing existing study materials, - Editing, reviewing and translating course materials,
- iii. Assisting senior staff in preparing content for e-Learning for the ELMS.
- iv. Providing support materials, guidance and counseling and other services to students,
- v. Helping to keep students' records correspondence and other communications,
- vi. Helping in general academic administration as will be asked of him by seniors,

- vii. Doing any other task as may be prescribed by one's reporting officer, Dean of the Faculty or Director of Regional Centre and/or the Deputy Vice Chancellor (Academic) from time to time

1.53.3 QUALIFICATION AND EXPERIENCE

Possession of Bachelor Degree in one of the following fields: Biology, Biochemistry, Biotechnology, Laboratory Science, Chemistry, Physics, Botany, Zoology or equivalent qualifications from a recognized institution. Must be computer literate

1.53.4 REMUNERATION- PUTS 1.1

GENERAL CONDITIONS

- i. All applicants must be Citizens of Tanzania with an age not above 45 years except for those who are in Public Service and applicants who apply for Academic Cadres the age should not be above 35 years.
- ii. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers;
- iii. Applicants should apply on the strength of the information given in this advertisement;
- iv. Applicants must attach their certified copies of the following certificates:-
 - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
 - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
 - Form IV and Form VI National Examination Certificates;
 - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable);**
 - Birth certificate;
- v. Attaching copies of the following certificates is strictly not accepted:-
 - Form IV and form VI results slips;
 - Testimonials and all Partial transcripts;
- vi. An applicant must upload recent Passport Size Photo in the Recruitment Portal;
- vii. An applicant employed in the Public Service should route his application letter through his respective employer;

- viii. An applicant who is retired from the Public Service for whatever reason should not apply;
- ix. An applicant should indicate three reputable referees with their reliable contacts;
- x. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xi. 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);
- xii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiii. A signed application letter should be written either in Swahili or English and addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat, **P.O. Box 2320, Utumishi Building at University of Dodoma – Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **23rd June, 2022**;
- xv. Only shortlisted candidates will be informed on the date of interview and;
- xvi. Presentation of forged certificates and other information will necessitate to legal action;

NOTE: 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')

Released by:

**SECRETARY
PUBLIC SERVICE RECRUITMENT SECRETARIAT**