



**MZUMBE UNIVERSITY
(Chuo Kikuu Mzumbe)**

VACANCIES

The Mzumbe University invites applications from suitably qualified and competent Tanzanians to fill the following vacant posts:

1. ADMINISTRATIVE SECRETARY II– (1 Post)

(a) Qualification and Experience

Holder of Diploma in Secretarial Studies from an accredited Institution. Also, the applicant must have principal passes in English and Kiswahili in Form IV or VI Certificate plus 100/120 w.p.m, Shorthand in English or Kiswahili and 50 w.p.m. Typing, Tabulation and Manuscript Stage III, Secretarial Duties and Office Procedure Stage II and working experience of not less than nine years.

(b) Duties

- To work with Heads of Departments, Sections and Units;
- To co-ordinate all office needs and requirements;
- To receive and distribute letters to respective officials;
- To receive and direct visitors;
- To arrange and attend meetings and where necessary, take and keep minutes/records of meetings;
- To receive telephone calls and take messages;
- To handle travel arrangement on duty for senior officers and other members of the Unit/Department;
- To ensure expedient, accurate and clean execution of duties;
- To ensure that copies of letters are filed in relevant files;
- To type confidential letters, minutes, circulars, certificates and charts;
- To co-ordinate and supervise typists in the Unit;
- To ensure cleanliness of the entrusted office(s) and,
- To take proper care of the entrusted facilities and equipments.

(c) Salary Scale: PGSS 8.2

2. ASSISTANT MEDICAL OFFICER II– (1 Post)

(a) Qualification and Experience

Holder of Advanced Diploma in Clinical Medicine from an accredited institution and must have been registered with the Tanganyika Medical Board.

(b) Duties

- To handle general diseases,
- To give direct medical care to patients,

- To assign responsibilities to clinical officers,
- To make ward rounds,
- To perform any other duties as assigned by his/her superior.

(c) **Salary Scale: PMGSS 4.1**

3. COMPUTER WEBMASTER II – (1 Post)

(a) Qualification and Experience

Holder of B.Sc. Degree in Computer Science or Information Systems; Telecommunication; Electrical Engineering; or related computer studies OR has completed appropriate professional level of IT Industry Standard Certification from an accredited institution.

(b) Duties

- To assist in designing and coding small system jobs for users;
- To assist students in debugging programs and programming systems to handle more elaborate jobs;
- To install standard software;
- To troubleshoot hardware/software problems;
- To develop and maintain website and intranet;
- To perform any other duties as may be assigned by superior.

(c) **Salary Scale: PUSS 4.1**

4. DRIVER II – (5 Posts)

(a) Qualification and Experience

Holder of Form IV/VI Secondary Education with passes in Kiswahili and English. He/She must have a valid Class C1/E Driving License with working experience of at least two years. Possession of Trade Test Grade II/ Drivers Grade II certificate from an accredited Institutions such as NIT or VETA will be an added advantage.

(b) Duties:

- To drive University vehicles
- To maintain logbooks
- To be responsible for safe-keeping of the vehicles and tools entrusted to him/her
- To maintain cleanliness of the vehicle and tools
- To carryout minor mechanical repairs
- To report promptly any defect or problems detected in the vehicle
- To perform messengerial duties such as dispatching documents/letters, collecting mail, photocopying documents and any other duties as may be assigned by superior.

(d) **Salary Scale: PGSS 2.3**

5. NURSING OFFICER II – (1 Post)

(a) Qualification and Experience

Holder of Diploma in Nursing from an accredited Institution and registered with Tanzania Nursing Council. Also, the candidate must have Form IV/VI Certificates.

- (b) **Duties:**
- To understand and solves problems of patients in line with nursing ethics and general nursing services
 - To supervise Nursing Assistants and Trained Nurses/Midwives
 - To order drugs from the Health Centre/Hospital stores
 - To look after D.D.A Box
 - To perform any other duties as may be assigned by superior.

(d) **Salary Scale: PMGSS 1.1**

6. ASSISTANT LECTURERS – (4 Posts)

(a) **Qualification and Experience**

Holder of a Master degree in a specialized functional area with at least a GPA of 4.0. In addition, the candidate must have a minimum GPA of 3.8 in first degree and assessed as potentially good academically.

(b) **Duties:**

- Conducting lectures;
- Preparing case studies;
- Assisting in tutorial/seminars in degree and other courses;
- Work in co-operation with senior members of academic staff on specific projects such as research and consultancy.

(c) **Areas of Specialization:**

- Accountancy
- Human Resource Management

(d) **Salary Scale: PUTS 2.1**

7. RECORDS MANAGEMENT ASSISTANT II– (2 Posts)

(a) **Qualification and Experience**

Holder of Certificate in Records Management from a recognized institution.

(b) **Duties**

- To open new files and indexes cards as directed by the Supervisor;
- To maintain an up-to-date register of office files;
- To file correspondence into the appropriate files and cross references;
- To copies correspondence to relevant files and attaches them whenever deemed necessary;
- To give file searchers numbers of files which are required for filing;
- To review pending correspondences and lists files required for filing,
- To maintain up-to-date file index books;
- To perform any other duties as may be assigned by the Superior.

(c) **Salary Scale: PGSS 2.3**

8. FOREMAN: (1 Post)

(a) **Qualification and Experience**

Holder of Form IV/VI Certificate plus Trade Test Grade I from a recognized institution and a relevant working experience of at least fifteen years.

(b) Duties

- To overall supervisor of all artisans in a Unit,
- To plan and supervises major works
- To maintain, over wholes and installs equipments
- To perform more challenging craft jobs
- To operate and repairs machinery, motor vehicles and buildings
- To perform any other duties as may be assigned by superior.

(c) Salary Scale: PGSS 10.1

MODE OF APPLICATION:

Application letters with detailed curriculum vitae (CV) and copies of relevant certificates and transcripts should reach the undersigned, in hard copies, not later than **two weeks from the date of this advertisement**. Candidates must also give names, contact addresses as well as telephone numbers of two referees best known to them.

Please Note:

- *All above positions require excellent communication skills in both spoken and written English and Kiswahili languages.*
- *Only short-listed candidates will be contacted through their addresses and/or telephone numbers. If no hear from us till three weeks from the date of this advertisement consider yourself unsuccessful.*

Applications should be sent to:

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