

# UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/288

23<sup>rd</sup> September, 2020

### VACANCIES ANNOUNCEMENT

On behalf of Muhimbili University of Health and Allied Sciences (MUHAS) and College of African Wildlife Management, Mweka (CAWM) Public Service Recruitment Secretariat (PSRS) invites dynamic and suitably qualified Tanzanians to fill 6 vacant posts mentioned below.

#### **1.0 MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES (MUHAS)**

The Muhimbili University of Health and Allied Sciences (MUHAS) started as the Dar-es-Salaam Medical School in 1963. The School transformed into the Faculty of Medicine of the University of Dar-es-Salaam in 1968. The Faculty was merged with the Muhimbili hospital, to create the Muhimbili Medical Centre (MMC) in 1977. After separation with Muhimbili Hospital, the Faculty of Medicine was upgraded in 1991 through Parliament Act. No. 9 of 1991 to become a constituent college of the University of Dar-es-Salaam known as the Muhimbili University College of Health Sciences (MUCHS).

Over the years MUCHS made significant achievements in terms of increased students enrolment and development of several new academic programmes. The Parliament Act No. 9 of 1991 that established MUCHS was repealed in 2005 through the Universities Act No. 7 of 2005. Subsequently, MUHAS was established in 2007 through Article 1 of the Charter of Incorporation in line with the Universities Act No 7 of 2005.

#### **1.0.1 TUTORIAL ASSISTANT– 5 POSTS**

#### **1.0.2 DUTIES AND RESPONSIBILITIES**

- i. Understudying senior faculty by attending Lectures, seminars, tutorials and

practical where applicable;

- ii. Study and acquire skills and knowledge in training, research and consultancy;
- iii. Assist in research and consultancy projects;
- iv. Develop training proposals conducted by Senior Faculty;
- v. Participate in curricular development;
- vi. Participate in provision of services for Biomedical, Laboratory and Clinical departments; and
- vii. Perform any other assignments and duties that may be assigned by supervisor or Head of Department.

### **1.0.3 QUALIFICATIONS AND EXPERIENCE**

First Degree - Doctor of Dental Surgery –DDS or its equivalent, with a minimum GPA of 3.8 from a recognized reputable University.

### **1.0.4 AREA OF SPECIALIZATION**

Successful candidates shall work in the Departments within the School of Dentistry - Oral Maxillofacial Surgery

### **1.0.5 REMUNERATION**

Salary Scale PUTS 1.1-1.3

## **2.0 COLLEGE OF AFRICAN WILDLIFE MANAGEMENT - MWEKA (CAWM)**

The College of African Wildlife Management, Mweka (CAWM) is a leading institution in Professional and Technical training in Wildlife and Tourism Management conducting applied research and offering community services in the form of consultancies in Wildlife and Tourism Management. The College was established in 1963 by the Act of Parliament Number 8 of 1964 and is registered by the National Council for Technical Education (NACTE) and recognized as a centre of excellence by the East African Community (EAC) and Southern African Development Community (SADC). The College is located on the slopes of Mount Kilimanjaro, 14kms north of Moshi Municipality.

### **2.0.1 ASSISTANT LECTURER - 1 POST**

#### **2.0.2 DUTIES AND RESPONSIBILITIES**

- i. To teach up to NTA level 8 (Bachelor Degree);
- ii. To prepare learning resources for tutorial exercises;
- iii. To conduct research, seminars and case studies;
- iv. To supervise students project;

- v. To prepare teaching manual; and
- vi. To performs any other duties as assigned by supervisor.

### **2.0.3 QUALIFICATIONS AND EXPERIENCE**

Bachelor Degree either in Wildlife Management, Biodiversity Conservation and Ecosystem Management, Ecology or any other related field from recognized Institution with a minimum GPA of 3.8 and Masters of science either in Wildlife Management, Biodiversity Conservation and Ecosystem Management, Ecology or any other related field from recognized Institution with a minimum GPA of 4.0. One year working experience shall be an added advantage

### **2.0.4 OTHER COMPETENCIES**

Applicant must be a person of high integrity, has presentation and interpersonal skills, Good communication skills in both Kiswahili and English and ability to deliver accurate and high quality output timely.

### **2.0.5 REMUNERATION**

**Salary Scale: PHTS 2.1**

### **GENERAL CONDITIONS**

- i. All applicants must be Citizens of Tanzania generally with an age not above 45 years except for those who are in public service;
- 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;**
- 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. Overqualified candidates are not expected to apply;
- vii. An applicants must upload recent Passport Size Photo in the Recruitment Portal;
- viii. An applicant employed in the Public Service **should route his application letter through his respective employers;**
- ix. An applicant who is retired from the Public Service for whatever reason should not apply;
- x. An applicants should indicate three reputable referees with their reliable contacts;
- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA) or National Council for Technical Education (NACTE);
- xii. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xiii. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xiv. A signed application letter should be written either in Swahili or English language and Addressed to *Secretary, Presidents Office, Public Service Recruitment Secretariat, Utumishi House, 8 Kivukoni Road, 11102 Dar Es Salaam.*
- xv. **Deadline for application is 6<sup>th</sup> October, 2020.**
- xvi. Only short listed candidates will be informed on a date for interview and;
- xvii. 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**