

UNITED REPUBLIC OF TANZANIA



PRESIDENT'S OFFICE

PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.EA.7/96/01/K/298

25th September, 2020

VACANCY ANNOUNCEMENT

On behalf of Ardhi University (ARU), Public Service Recruitment Secretariat invites dynamic and suitably qualified Tanzanians to fill 1 vacant posts mentioned below.

1.0 ARDHI UNIVERSITY

The Ardhi University (ARU) was established after transforming the former University College of Lands and Architectural Studies (UCLAS) which was then a constituent college of the University of Dar es Salaam from 1st July 1996. The history of Ardhi University, however, dates back to 1956 when the then Surveying Training School offering land surveying technician certificate courses was established at the present location of Mgulani Salvation Army Camp in Dar es Salaam. Then, that school was moved to the present location at which it is today (the Observation Hill) in 1958. In 1972, the school became called Ardhi Institute. The Institute offered two-year diploma programmes in the fields of Land Surveying and Land Management and Valuation. In the same year a three-year Diploma program in Urban and Rural Planning was introduced.

By the Act of the Parliament No. 35 of 1974, Ardhi Institute was made a parastatal organisation and consequently the duration of two-years was extended to three years. Later in 1975, all the three-year diploma programmes were upgraded to Advanced Diploma level. The Building Design and Building Economics courses started in 1976 and 1978 respectively. In the 1979, the Centre for Housing Studies was established as a joint project between the Government of Tanzania and the Netherlands. The centre has now grown into the Institute of Human Settlement Studies (IHSS). In early 1980s, the Public

Health Engineering (later named Environmental Engineering) course was introduced.

As pointed out earlier, in 1996 the Ardhi Institute was affiliated to the University of Dar es Salaam and became a constituent college of the University. It then became known as the University College of Lands and Architectural Studies (UCLAS). Two legal instruments, namely, Government Notice (GN) Number 148 of June 29th, 1996 and University of Dar es Salaam (UDSM) Act No.12 of 1970 provided the basis for the establishment of UCLAS.

Within ten (10) years of its existence (i.e. 1996-2006) UCLAS increased the number of academic programmes from six (6) to thirty nine (39). The programmes ranging from diploma to PhD were offered by two faculties, that is, the Faculty of Architecture and Planning (FAP) and the Faculty of Lands and Environmental Engineering (FLEE). As a result of those changes, student enrolment increased from only 400 in 1996 to about 1,400 in 2007. At the same time the number of academic staff with PhD increased from 3 in 1996 to 43 in 2008.

At last, Ardhi University came into being after the signing of Ardhi University Charter by His Excellency the President of United Republic of Tanzania, Hon. Jakaya Mrisho Kikwete on 28th March, 2007. The University Charter was prepared basing on the Universities Act No. 7 of 2005. The establishment of ARU went concurrently with the establishment of various schools.

1.0.1 ASSISTANT LECTURER – 1 POST

1.0.2 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 practicals 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.

1.0.3 QUALIFICATIONS AND EXPERIENCE

Master's Degree either in Banking, Finance or Accounting with at least a GPA of 4.0 out of 5 and First Degree in the relevant field with a Minimum GPA of 3.8 out of 5 and a Minimum score of B+ in the relevant subject.

1.0.4 REMUNERATION:

According to Government Salary Scales

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 applicant should indicate three reputable referees with their reliable contacts;
- ix. 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);
- x. Certificates from Foreign Universities should be verified by The Tanzania Commission for Universities (TCU);
- xi. An applicant with special needs/case (disability) is supposed/advised to indicate;
- xii. 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.*
- xiii. **Deadline for application is 9th October, 2020.**
- xiv. Only short listed candidates will be informed on a date for interview and;
- xv. 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**

